

**KDHS**

**Policy & Procedure**

**for**

**Tenure & Promotion of**

**Tenure Track Faculty**

## I. Introduction

- a. These standards and evaluation criteria are used to operationally define the qualifications expected for appointment, tenure and/or promotion of tenure track faculty in the KDHS. These standards and evaluation criteria are to be used in conjunction with the Idaho State University (ISU) Policies and Procedures for Promotion and Tenure. These guidelines will promote consistent application of evaluation procedures during consideration of any candidate for tenure and/or promotion of tenure track faculty. Recommendations relative to tenure and/or promotion of tenure track faculty must include consideration of the standards and criteria contained herein.
- b. Individual department/programs/schools/colleges (herein referred to as subunits) have written guidelines for tenure and promotion requirements, including clinical faculty promotion, and process. Individual subunits within the KDHS may have requirements that exceed those listed in this document. The subunit criteria should be included and submitted with promotion and tenure application materials. All tenure and promotion guidelines within the KDHS must be consistent with these general KDHS guidelines and Idaho State University Policies and Procedures for Promotion and Tenure.
- c. These standards and criteria, in conjunction with Idaho State University Policies and Procedures for Promotion and Tenure, will aid the candidate in preparing supportive materials to demonstrate that the candidate meets the standards in performance related to scholarship, teaching and service. A candidate will be expected to meet or exceed the standards and criteria in all areas of the particular rank being sought before promotion to that rank is recommended. If a candidate is seeking promotion, only those accomplishments since the previous promotion will be considered, unless otherwise specified by the applicant's unit. Further, a candidate will be expected to meet or exceed the standards and criteria for tenure, if application is made for both tenure and promotion status.

## II. Tenure

- a. Tenure is a condition of presumed continuous employment following the expiration of the pre-tenure probationary period and after meeting the appropriate criteria. Tenure is defined and clarified in established in the ISU Policies and Procedures for Promotion and Tenure. Tenure track faculty at Idaho State University are expected to demonstrate evidence of continuous productivity in three areas: scholarship (hereafter referring to all scholarship, research, and creative activities), teaching and service. A candidate for the granting of tenure is expected to present detailed documentation of quality and ongoing scholarship, teaching and service to date and demonstrated sustained productivity. Issues of professional integrity are also considered. Documentation must include the portfolio requirements for tenure review, as detailed in the ISU Policies and Procedures Promotion and Tenure document. Further, a candidate is expected to complete the ISU Tenure and Promotion Application. All materials submitted by the candidate must be submitted within established deadlines to be considered in any academic year.
- b. Tenure and Promotion: Tenure and promotion are a reflection of achievements to date including accomplishments prior to coming to ISU and the potential for sustained productivity. Greatest considerations are given to productivity since coming to ISU. Tenure is the right of a faculty member to receive an annual renewal of contract except when terminated for cause or as otherwise specified by university policy (see Idaho State University ISUPP 4010 and 4039.). Tenure is granted as a result of demonstrated competence, sustained contribution and a strong commitment to serve the KDHS and university, as evidenced by the candidate's performance of assigned duties and achievements in teaching, scholarship, and service. The granting of tenure will be linked to promotion to associate professor for those faculty members at the assistant professor rank whose entire time in service for the consideration of tenure was at ISU. For these faculty members, tenure will not be awarded without

promotion to the associate professor rank. Exceptions may be granted (e.g. time in rank credit for tenure) for those faculty coming to ISU from other institutions, and these exceptions are typically specified within the applicant's official letter of offer for employment. Tenure is a prerequisite for promotion to the Full Professor rank. In exceptional cases, tenure can be granted upon hire or earlier than the completion of four full years of academic employment at ISU (see *ISU Policies and Procedures for Promotion and Tenure*). For the faculty hired at Associate Professor without tenure, application for tenure will occur simultaneously with application for promotion to Full Professor. Tenure may be granted without promotion to Full Professor. Deans, Chairs, Directors and faculty are directed to give careful attention to each aspect of the candidate's contribution to the KDHS, university, unit, and community. Tenure recommendations must include the standards and criteria below.

### III. **Standards and Criteria for Tenure Status**

- a. These standards and criteria will be utilized to clarify and interpret the requirements for tenure status (Refer to *ISU Policies and Procedures for Promotion and Tenure* for description of expectations for scholarship, teaching, and service).
- b. **Academic and Length of Service Requirements**
  - i. A candidate must possess a terminal degree. Terminal degree is determined by a candidate's program in conjunction with national standards.
  - ii. Timing of tenure application:
    1. A faculty member in a tenure-track position is eligible to apply for tenure status after having completed four full academic years of employment in the tenure-track position at the institution, or, in certain exceptional cases, as provided in Board Policy II.G.6.d.4.a and approved in writing by the Vice President for Health Sciences.
    2. An academic faculty member **must apply for tenure not later than fall of the faculty member's sixth full academic year of employment at the institution.**
    3. In certain exceptional cases, the faculty member may petition the university for extension of the timeline for tenure due to extenuating circumstances.
    4. All satisfactory service in any academic professorial rank at ISU may be used to fulfill the time requirements for acquisition of tenure. A maximum of two years of satisfactory service in the rank of instructor at ISU will be counted in partial fulfillment of the time requirement in the professorial ranks. The following interpretations apply: Typically, applicants will have been employed in full time appointments (9-12 month).
  - iii. Faculty converting from Clinical Track to Academic Tenure Track may seek permission to include time in clinical rank to be included in consideration for academic tenure and/or promotion. Permission must be explicitly granted in writing by the Vice President for Health Sciences.
  - iv. Less than full time employment is applicable only in exceptional cases and by petition to the Vice President for Health Sciences and university Provost.
  - v. Service time acquired while appointed to a position in whole or in part funded by non-appropriated funds may be applied toward tenure in accordance with university policy. Grant-funded time applied toward tenure must be evaluated consistent with university policy. (Governing Policies and Procedures; Human Resources Policies and Procedures Section II. G, 6.)

- vi. Time acquired while holding temporary or visiting appointment status may be applied toward tenure, when consistent with university policy.

c. **Continued Performance**

- i. The candidate for tenure must provide evidence of the potential for sustained quality performance in the future. The candidate will be evaluated utilizing criteria corresponding to the appropriate professorial rank. The candidate must demonstrate that he/she meets or exceeds criteria in all areas. KDHS criteria are as follows:
- ii. **Teaching in the Profession:** An essential component for promotion or the granting of tenure is the ability to teach effectively. Teaching effectiveness in all appropriate settings should be documented through multiple formal and informal sources in addition to student surveys. These may include, but are not limited to, peer evaluations, letters of support from former students, annual evaluations, course evaluations, clinical site feedback, or other sources.
  - 1. Demonstrated expertise in the profession. Examples of professional competence include, but are not limited to the following:
    - a. Evidence of command of the subject matter.
    - b. Examples of any work demonstrating command of an area of teaching and competence in the profession.
    - c. Evidence of scholarship of teaching.
    - d. Active interprofessional teaching involvement in the KDHS and/or across the university.
    - e. Evidence of continuous growth in the subject field.
    - f. Honors and awards related to teaching.
  - 2. Demonstrated Interest in and Capacity for Teaching (such as, but not limited to the following examples)
    - a. Confidence displayed as a professional and professional attitude.
    - b. Ability to hold student interest in subject matter (manner of presentation, projected enthusiasm).
    - c. Command of subject matter.
    - d. Incorporation of current research and related literature and techniques in didactic and/or clinical teaching.
    - e. Invited participation as a teaching scholar.
    - f. High standards of performance utilizing fair and objective evaluation mechanisms.
    - g. Involvement in and attention to student concerns.
    - h. Participation in academic advising.
    - i. Development and delivery of interprofessional courses.
    - j. Summary of actual student evaluations of the faculty member that are representative of overall responses for all courses taught during the years being considered.
    - k. Peer evaluation of teaching
    - l. Mentoring faculty and students .

d. **Scholarship:**

- i. All members of the faculty should demonstrate continuous scholarship inclusive of research and creative activities. Scholarship includes pursuit of funding to support research endeavors. Faculty must have a consistent record of research. Qualifications will be evaluated on the quality of work, range and variety of intellectual endeavors, and ability to

continuously complete and disseminate scholarship. Work included in the review includes that which has been completed while in employment at ISU. Work performed prior to appointment at ISU may be considered if inclusion of this work is negotiated at the time of hire, or as specified in the tenure and promotion guidelines for the applicant's program. The candidate for tenure may opt to use the KDHS tenure and promotion guidelines in effect at the time of hire into the tenure-track position, but must follow current university guidelines. Exceptions may be considered by the Vice President for Health Sciences on an individual basis, with documentation provided.

- ii. Scholarship will be considered based on quality as recognized in the profession. All scholarship is not equally weighted and the College/Department/Program guidelines will provide specific criteria. Generally, the quality and importance of the publication or the product will be evaluated.
  - iii. As a general rule, disseminated, peer-reviewed materials are weighted more heavily than other forms of scholarship. Reports of original research, patents or scholarship of teaching and practice innovations are weighted more heavily than book chapters and case reports, and manuals (e.g. training manuals). In certain fields, review articles (e.g., systematic reviews and meta-analysis) and abstracts published in peer reviewed journals carry the same weight as primary research articles, and this will be specified by the program guidelines.
  - iv. Demonstrates sustained productive scholarship that includes a variety of research and creative activities that are disseminated. Following are examples of evidence of scholarship:
    1. Publications of original research, critical reviews and/or theoretical constructs in refereed/peer-reviewed journals.
    2. Publication of interprofessional research.
    3. Evaluative descriptions of practice and instruction innovations.
    4. Scholarship of teaching and learning.
    5. Patents and copyrights.
    6. Development and dissemination of standardized tests.
    7. Books, book chapters, contributing authorship
    8. Peer reviewed professional podium and poster presentations at the local, regional, national and international levels will be valued more highly.
    9. Documentation of pursuit of grant funding to support scholarly activity, as defined by the unit.
- e. Service:
- i. Service to the institution: Service to the institution (university/division/college/school/department), to the community, and to the discipline is expected for eligibility for tenure and for all tenured and tenure track faculty. The applicant should demonstrate interest in the welfare of the institutions through service to the discipline, university, and/or community/public. This includes but is not restricted to university, division, college or department standing and ad hoc committees, marketing, alumni engagement, promotion activities, etc.
  - ii. Service to the discipline: Service to the discipline (manuscript reviewing, journal editing, conference planning, serving as an officer for a national organization, etc.) will be considered the highest level of service. Service at these levels as a committee chair or service as an appointed or elected committee has higher consideration. This includes professional service at the local, state, national and international levels.

- iii. Community/Public Service and Community Engagement activities: This includes those activities that relate directly to one's academic discipline and/or areas of specific expertise. Community/public service could include aspects of extramural service to schools, industry, and local, regional or state organizations that are professionally related. Service of a non-professional, personal interest nature should not be included in promotion and tenure application materials. Applicable community/public service includes only those activities that relate directly to one's academic discipline and/or areas of specific expertise.
- iv. When applicable evaluation of clinical service will be considered, as identified by Department or Unit guidelines.
- v. Examples of service include, but are not limited to, the following:
  - 1. Committee or Council involvement at the university, KDHS and unit levels (membership, Chair, other).
  - 2. Profession-related community/public service.
  - 3. Pertinent consulting activity that does not involve your own personal business endeavor.
  - 4. Pertinent community service related to the interests of the university.
  - 5. Involvement in professional organizations and associations.
  - 6. Development or coordination of community service projects related to the health professions.
  - 7. Volunteer service (presentations and participation) in community projects.
  - 8. Participation in interprofessional service activities to the University, KDHS and/or community.
  - 9. Professional Continuing Education course development and dissemination.
- f. Professional Integrity:
  - i. The KDHS recognizes the critical nature of professionalism within its programs.
  - ii. Actions of faculty must contribute to the function of the department, the College, the Division, and the University, with service to the units being evidence of this.
  - iii. Faculty are expected to be intellectually honest, dependable, and exhibit professionalism as evidenced by service and student evaluations.
  - iv. Professionalism is addressed in the guidance document entitled "KDHS Expectations on Professionalism."
  - v. Professional integrity includes following ethical guidelines for research and practice, as well as maintaining currency in the of the field.

#### **IV. Intellectual and Academic Leadership**

- a. The candidate for tenure and/or promotion must demonstrate formal and informal leadership in academic activities, including teaching, scholarship and service. This section is to specifically demonstrate leadership across the candidate's teaching, research, service, and professional recognitions including evidence not previously presented.
  - i. Candidates seeking tenure must provide evidence that they consistently meet or exceed this standard.
  - ii. Evidence of intellectual and academic leadership includes recognition or awards from professional organizations, from mentoring of peers, from holding office in professional associations, from special assignments or appointments based on expertise, or from record of research and dissemination, and from service.

- iii. Faculty members who have been assigned part-time administrative leadership responsibilities (e.g., assistant dean, chair, assistant chair, program director, etc.) are expected to maintain a balance among the relevant areas of faculty responsibility of teaching, scholarship, and service as part of their total workload and as negotiated at the time of appointment. This negotiated element is to be documented in the previous year's Annual Faculty Evaluation- Summary of Accomplishments and/or in the candidate's appointment letter. Administrative assignments do not exempt faculty from meeting all criteria associated with promotion and tenure as detailed in this document. Administrative responsibilities are considered as elements of either service or leadership. However, it is recognized that some administrative assignments may require a significant time commitment. In these cases, an altered balance may occur among relevant areas of faculty responsibility and this will be considered in the promotion and tenure decision.

**V. Evaluation Criteria and Examples of Evidence for Tenure**

- a. The following examples of evaluation criteria may be applied based upon College/Department/Program-specific expectations. Criteria for the candidate's current professorial rank will be utilized for tenure consideration unless the candidate is also applying for promotion. A candidate for tenure *and* promotion who holds the rank of Assistant or Associate Professor will be evaluated utilizing the standards and criteria for the rank for which they are submitting documentation. Only work accomplished since time of employment at ISU shall be considered unless otherwise specified in the applicant's letter of employment offer or through written agreement by the Vice President for Health Sciences and Provost of Idaho State University. Applicants may elect to follow the KDHS Tenure and Promotion Guidelines in effect at time of hire, but in all cases must adhere to current university guidelines at time of application.
- b. **KDHS Academic and Length of Service Requirements**
  - i. Appropriate terminal degree held for profession.
  - ii. Evidence of *continuous* productivity in scholarship, teaching, and service-
  - iii. Years of teaching experience at the college or university level. The total number of full academic years completed at ISU apply toward eligibility for tenure. Timing of a candidate's application for tenure is specified above.
- c. **Service**
  - i. Ongoing involvement in service activities.
  - ii. Participation in university, community and professional service activities.
- d. **Professional Integrity**
  - i. Actions of faculty must contribute to the function of the department, the College, the Division, and the University, with service to the units being evidence of this.
  - ii. Faculty are expected to be intellectually honest, dependable, and exhibit professionalism as evidenced by service and student evaluations.
  - iii. Professionalism is addressed in the guidance document entitled "KDHS Expectations on Professionalism."
  - iv. Professional integrity includes following ethical guidelines for research and practice, as well as maintaining currency in the of the field.

- v. Demonstrated ability to work with colleagues at the institution as discussed above and outlined in the guidance document entitled “KDHS Expectations on Professionalism”  
Demonstration of professionalism shall be examined and verified at all levels of review, but most demonstrably at the department or program level.
- vi. Engagement and participation in meetings and departmental welfare.
- vii. Volunteering to contribute to workload equity in teaching and committee work.
- viii. Dependable performance on committee or as chair of committee.
- ix. Attendance at student presentations, particularly as a committee member.
- x. Commitment to sharing resources.

VI. **Intellectual and Academic Leadership**

- a. Evidence of intellectual and academic leadership includes, but is not limited to, the following:
  - i. Engagement in Interprofessional Activities.
  - ii. Mentoring of peers, other faculty members, or administrators.
  - iii. Special administrative assignments (i.e. interim director position).
  - iv. Special appointments (i.e. special task force, committee assignment, appointed responsibility).

VII. **Process for Promotion and/or Tenure**

- a. The review process for promotion and/or tenure should adhere to the following progression:
  - i. Department/Program committee (if applicable).
  - ii. Department chair/Program Director (if applicable).
  - iii. College committee (if applicable).
  - iv. Dean of the college.
  - v. Vice President of Health Sciences (VPHS).
  - vi. University Provost.
  - vii. University President.
- b. Reviewers at each level should have access to the recommendations made at previous levels. At each stage of the review process, the candidate will have five working days following the receipt of the recommendations to respond to the written recommendation. An individual at each level of review will be identified as the responsible person for notifying and providing the written recommendation to the candidate. The candidate's response will accompany all documents forwarded to the next level of review. At each level, either a vote of the group or a recommendation from the administrator must be made. All votes and recommendations must be accompanied with a written rationale, as per ISU tenure application guidelines.
- c. Letters
  - i. External Review: A minimum of three letters (but no more than six) from reviewers outside of the ISU setting who are expert in the individual's field or a related scholarly field are required. The process of enlisting reviewers is documented in the *ISU Policies and Procedures Promotion and Tenure* document.
  - ii. Offer letter: Include a copy of the letter of offer for employment in promotion and/or tenure portfolio submitted to the KDHS.

VIII. **Evaluation Criteria for Academic Progression (Promotion)**

- a. The minimum criteria for promotion to the following ranks include the following. Exceptions to these criteria are documented through letters of offer for employment or negotiation with the Vice President for Health Sciences and the Provost of Idaho State University.

**i. Assistant Professor**

1. The degree of Master of Arts or Master of Science plus graduate work beyond the minimum required for a master's degree, or terminal degree for the profession.
2. Good scholarship as reflected in academic record.
3. Demonstrated competence in the field plus interest in and capacity for teaching.
4. Evidence of creative scholarly activity.
5. Demonstrated interest in the welfare of institutions of higher learning.
6. Three years of teaching experience at the college level or appropriate experience in the field.

**ii. Associate Professor**

1. Doctoral degree or the terminal degree in the field.
2. Good scholarship as reflected in academic record.
3. Demonstrated competence in the field plus interest in and capacity for teaching.
4. Evidence of creative scholarly activity and of continuing productive scholarship.
5. Demonstrated interest in the welfare of institutions of higher learning.
6. Application may be made at the onset of the fifth year of teaching experience at the college level or other appropriate experience in the field, but no later than the onset of the sixth year of teaching.

**iii. Professor**

1. Doctoral degree or the terminal degree in the field.
2. Good scholarship as reflected in academic record.
3. Demonstrated competence in the field plus interest in and capacity for teaching.
4. Evidence of creative scholarly activity and of continuing productive scholarship.
5. Demonstrated leadership in the welfare of the KDHS and Idaho State University.
6. The applicant may apply for promotion at the beginning of the seventh year of teaching experience at the college level or other appropriate experience in the field.
7. Evidence of intellectual and academic leadership.

**IX. Documentation for Tenure and Promotion Review**

- a. In order to appraise a Candidate's qualifications and accomplishments for promotion, the Candidate should develop one electronic copy of information for the Review. This information should be the same as that developed for the program/department/school/college review. A copy of these materials will be stored in a secure electronic space, as indicated by university policy. An electronic copy of these materials shall also be provided on a portable medium (e.g., jump drive) to the KDHS Management Assistant. Once materials are uploaded to a secure online reviewing platform the documents on the portable medium will be deleted.
- b. **The review packets should contain the following items as indicated in the *ISU Tenure and Promotion Application*:**
  - i. Signed written permission to review the materials presented and the prior recommendations (department and chair) for developing an advisory opinion to the Executive Dean. This permission should be placed at the beginning of the materials presented by the Candidate.
  - ii. Current and complete curriculum vitae.
  - iii. Departmental/program annual evaluations for the past years being considered.
  - iv. Quantitative and qualitative summary of student evaluations for the past years being considered.

- v. Appropriate materials to reflect good scholarship in academic records (e.g., transcripts of graduate work beyond degree held, or additional course work and continuing education certificates).
- vi. Letters of support for teaching, community service or other professional endeavors.
- vii. Evidence of creative scholarly activity.
- viii. Summary documentation by review bodies, as specified by the applicant's college.
  - 1. Departmental/program committee evaluation summary added to packet no less than ten (10) working days before receipt by the Chair.
  - 2. Chair/program director evaluation summary, added to packet no less than ten (10) working days before the college-level.
  - 3. College review committee evaluation summary, added to the packet no less than ten (10) working days before review by the Dean/Associate Dean/Director.
  - 4. Dean evaluation summaries as dictated by relevant college policies added to packet no less than ten (10) working days before delivery to the KDHS administration.
- c. Once completed and presented for review, the packet may not be amended or altered except for the addition of the department/program evaluation/recommendation, the chair/program director/associate dean/dean's recommendation within the specified period, and candidate responses to the evaluations, as specified by ISU policies and procedures.
- d. The Candidate must be provided the opportunity to review all materials/documents not submitted by the candidate. The Candidate will be provided five (5) working days to reply or respond in writing at each level.
- e. Access by the candidate to information from external reviewers will be determined at the department/program/school/college level, as reflected in the letter to the reviewers. The electronic review packets should be delivered to the office of the Vice President for Health Sciences no less than ten (10) working days prior to the scheduled review date for that office. The electronic packets may be reviewed for completeness with the Candidate and then will be housed in the KDHS Office or other suitable secure location selected by the Vice President. Electronic materials will subsequently be placed in a secure online site which will be accessible for reviewers, but from which download will be restricted.
- f. At any level, removal of sections of the packets, removal of materials for photocopying or other use by any person is inappropriate unless the Candidate grants specific permission.

**X. Timeline for Procedures for Tenure and Promotion Applications**

- a. The Vice President for Health Sciences and the college dean must make inquiries to determine tenure track faculty members who may be seeking tenure and/or promotion. Copies of KDHS Policy and Procedure for Tenure and Promotion of Tenure Track Faculty will be made available to all candidates seeking tenure and/or promotion.
  - i. The Vice President must notify all faculty in the KDHS of the approximate calendar for preparing and submitting materials for review. This notification must occur at least eight (8) weeks prior to the deadline for submission of materials to the Vice President for Health Sciences.
- b. The tenure and promotion process will include the following steps according to established timeline:
  - i. Candidates are notified of the dates for submission of their application to the KDHS. All other program, department, school and college deadlines are set and managed by the administrator of each unit.
  - ii. Candidates submit materials to the appropriate unit-level committee according to the format dictated by the *Office of Academic Affairs* for programmatic/departmental peer review.

- iii. Peers review applicant materials and submit report to applicant's administration according to the established guidelines for promotion within their academic unit.
- iv. Academic unit administration reviews materials and submits a letter of recommendation to the College committee charged with reviewing these materials, or in absence of such a committee, to the College dean's office.
- v. The College dean reviews and submits a letter of recommendation to the Vice President for Health Sciences.
- vi. The Vice President for Health Sciences reviews the materials and submits a letter of recommendation to the Provost of Idaho State University.
- c. All candidates must submit a signed written permission for the review of all submitted materials. Permission to review the materials must be granted to the Vice President for Health Sciences and any required members of the faculty, administration, or committee of the Department/Program/School/College. As some documents may be confidential, written permission should be placed at the beginning of the Candidate's submitted materials. These materials will be retained by the Kasiska Division of Health Sciences for three years, and will subsequently be placed in the Idaho State University archives, as required by ISUPP 1030.
- d. All candidates' materials will be provided to the Vice President's office for review and recommendation by the Vice President prior to submission to the Office of Academic Affairs.
- e. Change from tenure-track to non-tenure track appointments
  - i. In certain rare cases, faculty members may request to convert their tenured or tenure-track appointment to a non-tenure track or their research or clinical appointment to tenure-track. This change must be approved in writing by the chair, dean, Vice President for Health Sciences, and Provost, and should occur only when it is in the best interest of the program, Division, and University.
  - ii. Faculty who elect to move to a non-tenure track appointment may not change back to tenure track in the future; therefore, the request must be clearly justified, and the revision in workload expectations fully delineated and documented.
- f. Change from non-tenure track to tenure track appointments
  - i. Faculty members may also change from a non-tenure track to a tenure track position, with the written approval of the chair, dean, Vice President for Health Sciences, and Provost, and should occur only when it is in the best interest of the program and the University. All faculty appointments are subject to approvals as required by Idaho State Board of Education policies.

***Revisions to the KDHS Policy and Procedure for Tenure and Promotion of Tenure Track Faculty will be addressed as described in the KDHS Policy on Policies. Any proposed changes to KDHS Policies and Procedures will take effect on the first of May after approval, and will be applied in the upcoming academic year.***