



# Idaho State University

## POLICIES & PROCEDURES (ISUPP)

### Academic Rank and Other Appointments

#### ISUPP 4050

#### *Policy Information*

**Policy Section:** *Academic Affairs*

**Policy Title:** *Academic Rank and Other Appointments*

**Responsible Executive:** *Vice President for Academic Affairs and Provost*

**Sponsoring Organization: (SO):** *Office of Academic Affairs*

**Dates: Effective Date:** *May 2002*

**Revised:** *February 2026*

**Review:** *January 2031*

## I. INTRODUCTION

This policy defines and standardizes the use of Academic Ranks and appointment types at Idaho State University, as well as the roles, responsibilities and expectations of each rank. Clearly delineated ranks and appointments recognize Faculty qualifications and assist in assigning professional responsibilities while maintaining consistency across colleges and academic units.

By articulating the distinctions among appointment types and ranks, this policy promotes clarity, equity, and accountability in Faculty and academic personnel decisions, ensuring that all appointments support the University's mission in teaching, research, creative activity, and service.

## II. DEFINITIONS

- A. Academic Rank. The formal designation of Faculty status that reflects academic achievement, experience, and performance.
- B. Clinical Faculty. Faculty members engaged primarily in professional practice and instruction rather than traditional research or creative activity.
- C. Faculty. A person who is responsible for the teaching of a class or laboratory or other instruction. These terms include professors regardless of rank, as well as instructional staff, graduate assistants, visiting lecturers, and adjunct or visiting faculty.

### **III. AUTHORITY AND RESPONSIBILITIES**

- A. The Office of Academic Affairs. Responsible for the administration and oversight of this policy, including approval of Faculty ranks and appointments, ensuring compliance with institutional and state board requirements, and maintaining official records of academic appointments.
- B. Colleges / Departments. Responsible for developing and publishing Faculty responsibilities and expectations in line with College / Department needs.
- C. Deans. Responsible for recommending Academic Ranks and appointments within their colleges in accordance with this policy and college-specific guidelines. Deans ensure consistency and equity in the application of criteria and submit recommendations to the Provost for approval.
- D. Department Chairs. Responsible for initiating appointment recommendations, verifying candidate qualifications, and ensuring that appointment terms and responsibilities align with departmental needs and University standards.
- E. Office of Human Resources. Responsible for processing appointment documentation, maintaining official personnel records, and ensuring consistency with University employment policies.

### **IV. POLICY STATEMENT**

Idaho State University establishes Academic Ranks and appointments to recognize and formalize the professional status, qualifications, and contributions of its Faculty and academic personnel. Academic Ranks are conferred based on demonstrated achievement in teaching, scholarship or creative activity, and service, consistent with the University's mission and standards of excellence.

This policy defines the categories of Academic Rank, the types of academic and non-tenure-track appointments available, and the criteria and procedures governing such designations. The purpose of these provisions is to ensure fairness, consistency, and transparency in Faculty appointments and to maintain the integrity of the University's academic structure.

All appointments and promotions in Academic Rank shall be made in accordance with applicable University policies, Idaho State Board of Education regulations, and relevant accreditation standards.

### **V. PROCEDURES TO IMPLEMENT**

- A. Primary Faculty Ranks
  - 1. Idaho State University has two primary categories for Faculty: tenure-track/tenured and non-tenure-track. Ranks in each category are listed below.

**Tenure-Track/Tenured**

- a. Assistant Professor
- b. Associate Professor
- c. Professor

**Non-Tenure-Track**

- a. Lecturer
  - b. Associate lecturer
  - c. Senior Lecturer
  - d. Instructor or Clinical Instructor
  - e. Senior Instructor or Clinical Senior Instructor
  - f. Professor of Practice
  - g. (Clinical, Research, or Teaching) Assistant Professor
  - h. (Clinical, Research, or Teaching) Associate Professor
  - i. (Clinical, Research or Teaching) Professor
- 2. Faculty rank, including initial appointment to Faculty rank and any promotion to a higher rank, is located in a Department or equivalent unit.
  - 3. The policies herein do not apply to Adjunct, Affiliate, or Visiting faculty.

**B. Criteria for Faculty Rank and Promotion.**

- 1. Qualifications for Tenure-Track/Tenured Faculty.
  - a. Each College/Library has personnel policies with respect to appointment, promotion, tenure, and non-reappointment, which may be more specific than those included herein.
  - b. Tenure-Track/Tenured Faculty Responsibilities and Expectations.
    - i. Teaching. Teaching is a central component of Faculty responsibilities. Teaching responsibilities include the supervision and mentoring of students, development of teaching materials and methods and contributions to curriculum development and academic program improvement.
    - ii. Research and Scholarship. Research and Scholarship includes peer-reviewed publications, research grants and funding, presentation at academic conferences, seminars or symposia, creative activity, and contributions to the field of study.

- iii. Service. Service includes service on departmental, college / school, and University committees, leadership roles in academic or administrative units, contributions to the broader academic responsibility, and engagement in outreach and community service relevant to the University's mission or the Faculty member's field of study.
- c. Tenure-Track/Tenured Faculty Appointment. The minimum appointment qualifications for Tenure-Track/Tenured Faculty are as follows:
  - i. Assistant Professor
    - 1. An appropriate terminal or professional degree for the discipline (a candidate in the final states of their degree may be hired and allowed up to one year to complete that degree. A time limit should be specified in the offer letter).
    - 2. Demonstrated competence in the field plus interest in and capacity for the teaching and service to the profession, program, department, college and/or university.
    - 3. Evidence of creative and/or scholarly activities.
  - ii. Associate Professor
    - 1. An appropriate terminal or professional degree for the discipline.
    - 2. Demonstrated competence in the field plus interest in and capacity for teaching and service to the profession, program, department, college and/or university.
    - 3. Evidence of continuing and productive creative and/or scholarly activities.
    - 4. Five years of Faculty experience at the college level (the Faculty member is eligible to be evaluated for promotion and tenure during the fifth year) or other appropriate experience in the field (as noted in the Faculty member's offer letter).
  - iii. Professor
    - 1. An appropriate terminal or professional degree for the discipline.
    - 2. Demonstrated competence in the field plus interest in and capacity for teaching and service to the profession, program, department, college, and/or university.
    - 3. Evidence of continuing and productive creative and/or scholarly activities.
    - 4. Seven years of Faculty experience at the college level, to include at least five years at the rank of Associate Professor, or other appropriate

experience in the field. Review for promotion to Professor may occur no earlier than during the fifth year at the Associate Professor rank.

5. Evidence of intellectual and academic leadership.

2. Qualifications for Non-Tenure-Track Faculty.

- a. Each College/Library has personnel policies with respect to appointment, promotion, and non-reappointment, which may be more specific than those included herein.
- b. Non-Tenure Track Faculty Responsibilities and Expectation. Non-Tenure Track Faculty are responsible for teaching clinical or non-clinical courses in degree and/or certificate programs for an academic year or other period of appointment.
- c. Non-Tenure Track Faculty Expectations. While creative and/or scholarly activity is always desired and encouraged, such activity may or may not be a major consideration for Non-tenure-track Faculty and is a main difference between the Tenure- track and Non-tenure-track.
- d. Non-Tenure Track Faculty Appointments. The appointment qualifications that follow are minimum criteria.
  - i. Instructor / Clinical Instructor
    1. An appropriate degree for the discipline / a post-secondary degree or certificate.
    2. Demonstrated competence in the field plus interest in and capacity for teaching.
  - ii. Senior Instructor / Clinical Senior Instructor
    1. An appropriate degree for the discipline.
    2. Four years at the Instructor rank or equivalent teaching experience (the Faculty member is eligible to be evaluated for promotion during the fourth year in rank).
    3. Demonstrated competence in the field plus interest in and capacity for teaching.
    4. Evidence of pedagogical and academic leadership.
  - iii. Lecturer
    1. An appropriate master's degree for the discipline.
    2. Demonstrated competence in the field plus interest in and capacity for teaching.

- iv. Associate Lecturer
  - 1. An appropriate master's degree for the discipline.
  - 2. Four years at the Lecturer rank or equivalent teaching experience (the Faculty member is eligible to be evaluated for promotion during the fourth year in rank).
  - 3. Demonstrated competence in the field plus interest in and capacity for teaching.
- v. Senior Lecturer
  - 1. An appropriate master's degree for the discipline.
  - 2. Four years at the Associate Lecturer rank or equivalent teaching experience (the Faculty member is eligible to be evaluated for promotion during the fourth year in rank).
  - 3. Demonstrated competence in the field plus interest in and capacity for teaching.
  - 4. Evidence of pedagogical and academic leadership.
- vi. Professor of Practice
  - 1. An appropriate degree and/or qualifications such as significant experience in the field as defined in the College/Library policy.
- vii. (Clinical/Research/Teaching) Assistant Professor
  - 1. An appropriate terminal or professional degree for the discipline and/or professional experience applicable to the responsibilities of the position.
  - 2. Demonstrated competence in the field plus interest in and capacity for the specific responsibilities of the position.
- viii. (Clinical/Research/Teaching) Associate Professor
  - 1. An appropriate terminal or professional degree for the discipline and/or professional experience applicable to the responsibilities of the position.
  - 2. Four years at the Assistant Professor rank or equivalent experience (the Faculty member is eligible to be evaluated for promotion during the fourth year in rank).
  - 3. Demonstrated competence in the field plus interest in and the capacity for the specific responsibilities of the position.
- ix. (Clinical/Research/Teaching) Professor

1. An appropriate terminal or professional degree for the discipline and/or professional experience applicable to the responsibilities of the position.
  2. Four years at the Associate Professor rank or equivalent experience (the Faculty member is eligible to be evaluated for promotion during the fourth year in rank).
  3. Demonstrated competence in the field plus interest in capacity for the specific responsibilities of the position.
  4. Evidence of pedagogical, academic, and/or intellectual leadership.
3. Special Considerations
- a. College of Technology Faculty. College of Technology Faculty must be qualified according to the Idaho State Plan for Career & Technical Education and certified as outlined in the Idaho Credential Standards for Postsecondary Career Technical Faculty and Administrators.
  - b. Substantial Contributions. Persons who have made substantial contributions to their fields of specialization or who have demonstrated exceptional scholarship and competence or appropriate creative accomplishment of recognized outstanding quality may be appointed to Faculty rank without satisfying established University criteria for initial appointment or promotion, provided that the qualifications of such individuals have been reviewed in accordance with University procedures and the appointment is recommended by the President.
  - c. Administrative Non-classified Employees. An administrative non-classified employee may hold Faculty rank in a department or equivalent unit in which rank has previously been established. An administrative non-classified employee may be granted rank at the time of appointment or subsequent there to at the request of the academic unit with which the person would be affiliated, or may be promoted in rank, if recommended by the unit and the President.

## **VI. RELATED LAW, RULES, AND POLICIES**

- A. ISUPP 1010 *Policy Development and Administration*
- B. ISUPP 3050 *Categories of Employees*
- C. ISUPP 4010 *Periodic Performance Review of Tenured Faculty*
- D. ISUPP 4020 *Promotion and Tenure*
- E. ISUPP 4120 *Faculty Code of Conduct*
- F. SBOE II.G.

G. SBOE III.B.