



# Idaho State University

## POLICIES & PROCEDURES (ISUPP)

### Academic Rank and Other Appointments

#### ISUPP 4050

**Policy Section:** *Office of Academic Affairs*

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

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

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

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

**Revised:** *September 16, 2021*

**Review:** September 2024

## I. POLICY STATEMENT

This policy outlines faculty ranks at Idaho State University.

## II. AUTHORITY AND RESPONSIBILITIES

The Office of Academic Affairs has the responsibility to review this policy and make recommendations for change to be considered via the policy process outlined in ISUPP 1010.

## III. 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**

1. Assistant Professor
2. Associate Professor
3. Professor

### **Non-Tenure-Track**

1. Lecturer
  2. Associate lecturer
  3. Senior Lecturer
  4. Instructor or Clinical Instructor
  5. Senior Instructor or Clinical Senior Instructor
  6. Professor of Practice
  7. (Clinical, Research, or Teaching) Assistant Professor
  8. (Clinical, Research, or Teaching) Associate Professor
  9. (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**

Each College/Library has personnel policies with respect to appointment, promotion, tenure, and non-reappointment, which may be more specific than those included herein. The qualifications that follow are minimum criteria.

#### **a. Assistant Professor**

- i. 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).
- ii. Demonstrated competence in the field plus interest in and capacity for the teaching and service to the profession, program, department, college and/or

university.

iii. Evidence of creative and/or scholarly activities.

b. Associate Professor

i. An appropriate terminal or professional degree for the discipline.

ii. Demonstrated competence in the field plus interest in and capacity for teaching and service to the profession, program, department, college and/or university.

iii. Evidence of continuing and productive creative and/or scholarly activities.

iv. 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).

c. Professor

i. An appropriate terminal or professional degree for the discipline.

ii. Demonstrated competence in the field plus interest in and capacity for teaching and service to the profession, program, department, college, and/or university.

iii. Evidence of continuing and productive creative and/or scholarly activities.

iv. 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.

v. Evidence of intellectual and academic leadership.

2. Qualifications for Non-Tenure-Track Faculty

Each College/Library has personnel policies with respect to appointment, promotion, and non-reappointment, which may be more specific than those included herein. The qualifications that follow are minimum criteria. 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.

a. Instructor / Clinical Instructor

i. An appropriate degree for the discipline / a post-secondary degree or certificate.

- ii. Demonstrated competence in the field plus interest in and capacity for teaching
  - iii. Demonstrated interest in the welfare of institutions of higher learning.
- b. Senior Instructor / Clinical Senior Instructor
  - i. An appropriate degree for the discipline.
  - ii. 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).
  - iii. Demonstrated competence in the field plus interest in and capacity for teaching.
  - iv. Demonstrated interest in the welfare of institutions of higher learning.
  - v. Evidence of pedagogical and academic leadership.
- c. Lecturer
  - i. An appropriate master's degree for the discipline.
  - ii. Demonstrated competence in the field plus interest in and capacity for teaching.
  - iii. Demonstrated interest in the welfare of institutions of higher learning.
- d. Associate Lecturer
  - i. An appropriate master's degree for the discipline.
  - ii. 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.)
  - iii. Demonstrated competence in the field plus interest in and capacity for teaching.
  - iv. Demonstrated interest in the welfare of institutions of higher learning.
- e. Senior Lecturer
  - i. An appropriate master's degree for the discipline.
  - ii. 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.)
  - iii. Demonstrated competence in the field plus interest in and capacity for teaching.

- iv. Demonstrated interest in the welfare of institutions of higher learning.
  - v. Evidence of pedagogical and academic leadership.
- f. Professor of Practice
- i. An appropriate degree and/or qualifications such as significant experience in the field as defined in the College/Library policy.
  - ii. Demonstrated interest in the welfare of institutions of higher learning.
- g. (Clinical / Research / Teaching) Assistant Professor
- i. An appropriate terminal or professional degree for the discipline and/or professional experience applicable to the responsibilities of the position.
  - ii. Demonstrated competence in the field plus interest in and capacity for the specific responsibilities of the position.
  - iii. Demonstrated interest in the welfare of institutions of higher learning.
- h. (Clinical / Research / Teaching) Associate Professor
- i. An appropriate terminal or professional degree for the discipline and/or professional experience applicable to the responsibilities of the position.
  - ii. 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).
  - iii. Demonstrated competence in the field plus interest in and the capacity for the specific responsibilities of the position.
  - iv. Demonstrated interest in the welfare of institutions of higher learning.
- i. (Clinical / Research / Teaching) Professor
- i. An appropriate terminal or professional degree for the discipline and/or professional experience applicable to the responsibilities of the position.
  - ii. 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.)
  - iii. Demonstrated competence in the field plus interest in capacity for the specific responsibilities of the position.
  - iv. Demonstrated interest in the welfare of institutions of higher learning.
  - v. Evidence of pedagogical, academic, and/or intellectual leadership.

3. 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.

4. Exceptions

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.

5. Rank for 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.

**PRESIDENTIAL CERTIFICATION**

Approved: *Kevin Satterlee*

*Kevin Satterlee*  
*President, Idaho State University*

Date: 9/16/2021