DHS 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 DHS. These standards and evaluation criteria are to be used in conjunction with the Idaho State University (ISU) Policies and Procedures for Promotion and Tenure. The Idaho State University Tenure and Promotion Application provides further information for the candidate.

B. It is recommended that individual department/programs/schools/colleges (herein referred to as subunit) have written guidelines for tenure and promotion requirements and process. Individual subunits within the DHS may have requirements that exceed those listed in this document. All tenure and promotion guidelines within the DHS must be consistent with these general DHS 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 they meet the standards in their performance to date in scholarship, teaching and service. A candidate will be expected to meet or exceed the standards and criteria in all areas of a particular rank before promotion to that rank is recommended. If a candidate is seeking promotion, only those accomplishments since the previous promotion will be considered. 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. 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, but are not restricted to, consideration of the standards and criteria contained herein.

II. Tenure

Tenure is a condition of presumed continuous employment following the expiration of a probationary period and after meeting the appropriate criteria. Tenure is defined and clarified in established ISU Personnel Policies and in the ISU Policies and Procedures for Promotion and Tenure. Tenure track faculty at Idaho State University are expected to evidence continuous productivity in three areas; scholarship (hereafter refers 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 of scholarship, teaching and service to date and likelihood of sustained productivity. The documentation must include the portfolio requirements for tenure review 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.

A. Tenure and promotion are university and DHS recognition of achievements to date and the potential for sustained productivity. Tenure is the right of a faculty member to receive an annual renewal of contract except when terminated for cause or as otherwise specified. Tenure is granted as a result of demonstrated competence, sustained contribution and a strong commitment to serve the DHS 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. 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). Associate Deans, Chairs, Directors and faculty are directed to give careful attention to each aspect of the candidate’s contribution to the DHS, university, unit, and community. Tenure recommendations must include, but are not restricted to the criteria below.

III. Standards for Tenure Status

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).

A. Academic and Length of Service Requirements

1. A candidate must possess a terminal degree. Terminal degree is determined by a candidate’s program in conjunction with national standards.

2. An academic faculty member is eligible to be evaluated for tenure status after having completed four full years of academic employment at the institution or in certain exceptional cases as provided in Board Policy II.G.6.d.4.a. An academic faculty member must be evaluated for the acquisition of tenure not later than the faculty member’s sixth full academic year of employment at the institution. In certain exceptional cases, the faculty member may petition for extension of the timeline for tenure due to extenuating circumstances. All satisfactory service in any professorial rank 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:
   a. Typically applicable to full time appointments (9-12 month) are considered.
   b. Less than full time service is applicable only in exceptional cases.
   c. 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.
   d. Time acquired while holding temporary or visiting appointment status may be applied toward tenure.
   e. Grant time applied toward tenure must be evaluated consistent with university policy.

   **See ISU Policies and Procedures, Promotion and Tenure at:**
   http://www.isu.edu/policy/4000/tenure.shtml

   http://www.boardofed.idaho.gov/policies/documents/policies/ii/ii_g_policies_regardin g_faculty_institutional_faculty_only_08-11.pdf

B. Continued Performance

1. 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 has been consistently strong in all applicable areas below:
   a. Teaching and Competence in the Profession: An essential component for promotion or the granting of tenure is the ability to teach effectively.
b. Scholarship: All members of the faculty should demonstrate continuous scholarship inclusive of research and creative activities. Faculty must demonstrate leadership and innovation in a program of scholarship that advances health science. Qualifications will be evaluated on the quality of work, range and variety of intellectual endeavors, and ability to continuously complete and disseminate scholarship.

c. Service: Service to the institution (university/division/college/school/department) and to the discipline is expected for eligibility for tenure and for all tenured and tenure track faculty.
   i. Service to the discipline will be considered the highest level of service: e.g. manuscript reviewing, journal editing, conference planning, serving as an officer for a national organization, etc.
   ii. Service to the University: e.g. service on university standing and ad hoc committees, marketing, alumni engagement, promotion activities, etc.
   iii. Community/Public Service: Include 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.

C. Intellectual and Academic Leadership
   1. In those academic ranks which require this attribute, Associate and Full Professor, the candidate for tenure must evidence that they are also consistently strong in this standard.

IV. Evaluation Criteria for Tenure

These evaluation criteria (not all inclusive) will be applied based on the Standards for Tenure. Those criteria that apply to the appropriate professorial rank will be utilized in the tenure review. For example, a candidate for tenure only who holds the rank of Associate Professor will be evaluated utilizing the standards and criteria for Associate Professor. 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. If a candidate is seeking tenure and promotion, only those accomplishments since the previous promotion will be considered.

A. Academic and Length of Service Requirements
   1. Appropriate degree held for profession
   2. Evidence of continuous productivity in scholarship, teaching, and service
   3. Years of teaching experience at the college or university level. The total number of full academic years completed apply toward eligibility for tenure.

B. Teaching and Competence in the Profession
   1. Demonstrated competence in the profession (not all inclusive):
      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 DHS and/or across the university.
      e. Evidence of continuous growth in the subject field.
      f. Significant honors and awards.
g. Significant administrative and/or teaching assignments internal and external to the unit. Professional consulting or practice could also be considered. Evidence through letters of support or evaluation mechanisms should be included in documentation.

2. Demonstrated Interest in and Capacity for Teaching (not all inclusive):
   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. Participation in continuing education courses.
   j. Development and delivery of interprofessional courses.
   k. Summary of actual student evaluations of the faculty member for the years being considered for all courses taught.

C. Scholarship

1. Demonstrated sustained productive scholarship inclusive of research and creative activities which is disseminated and demonstrated by (not all inclusive):
   a. Publications of original research in refereed journals
   b. Publication of interprofessional research
   c. Evaluative descriptions of practice and instruction innovations
   d. Scholarship of pedagogy
   e. Critical reviews in refereed journals
   f. Patents
   g. Books, book chapters, contributing authorship
   h. Grantsmanship
   i. Research
   j. Development of significant instructional materials or resources
   k. Professional podium and poster presentations at the local, regional, national and international levels

2. Scholarship will be considered based on quality as recognized in the profession and not equally weighted. The quality and importance of the publication or the product will be evaluated. As a general rule, reports of original research, patents or scholarship of teaching and practice innovations are weighted more heavily than review articles or book chapters, which in turn are weighted more heavily than case reports, abstracts, and manuals (e.g. training manuals), which in turn are weighted more heavily than letters to the Editor.

3. Faculty must demonstrate leadership and innovation in a program of original scholarship that advances health science.

D. Service

1. Demonstrated interest in the welfare of institutions through service to the discipline, university, and/or community/public (not all inclusive):
a. Committee or Council involvement at the university, DHS and unit levels (membership, Chair, other)
b. Related community/public service
c. Pertinent consulting activity
d. Pertinent community service related to the interests of the university
e. Involvement in professional organizations and associations
f. Development or coordination of community service projects related to the health professions
g. Volunteer service (presentations and participation) in community projects
h. Participation in interprofessional service activities to the University, DHS and/or community.

E. Intellectual and Academic Leadership
1. Evidence of intellectual and academic leadership as evidenced by (not all inclusive):
   a. Mentoring of peers, other faculty members, or administrators
   b. Special administrative assignments (i.e. interim director position)
   c. Special appointments (i.e. special task force, committee assignment, appointed responsibility).

F. Letters
1. A minimum of three letters (but no more than six) from reviewers who are expert in the individual's field or a related scholarly field are required.

G. External Review
1. See ISU Policies and Procedures Promotion and Tenure document

V. Standards for Promotion in the Academic Rank

[See III. Standards for Tenure Status (A-C) above]

VI. Evaluation Criteria for Academic Progression (Promotion)
*Note - these are minimum criteria for promotion.

A. 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.
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.

B. 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.
5. Demonstrated interest in the welfare of institutions of higher learning.
6. Five years of teaching experience at the college level or other appropriate experience in the field.

C. **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.
   5. Demonstrated interest in the welfare of institutions of higher learning.
   6. Seven years of teaching experience at the college level or other appropriate experience in the field.
   7. Evidence of intellectual and academic leadership.

VII. **Documentation for Promotion Review**

In order to appraise a Candidate’s qualifications and accomplishments for promotion, the Candidate should develop one electronic and one hard copy of information for the Executive Council’s use in the review. This information should be the same as that developed for the program/department/school/college review.

A. **The review packets should contain the following items as indicated in the ISU Tenure and Promotion Application:**
   1. Written permission to review the materials presented and the prior recommendations (department and chair) for the purpose of developing an advisory opinion to the Executive Dean. This permission should be placed at the beginning of the materials presented by the Candidate.
   2. A current and complete curriculum vita.
   3. Departmental/program annual evaluations for the past years being considered.
   4. Summary of student evaluations for the past years being considered.
   5. 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).
   6. Letters of support for teaching, community service or other professional endeavors.
   7. Evidence of creative scholarly activity (See Section IV, C).
   8. Departmental/program committee evaluation summary (added to packet no less than ten (10) working days before the DHS review).
   9. Chair/program director evaluation summary (added to packet no less than ten (10) working days before the DHS review).
   10. Dean/Associate Dean/Director evaluation summaries as dictated by relevant unit policies.

B. Once completed and presented for review, the packet may not be amended or altered except for the addition of the department/program’s evaluation/recommendation and the chair/program director/associate dean/dean’s recommendation within the specified time frame(s).

C. The Candidate must be provided the opportunity to review all materials/documents to be considered by the Executive Council which were not submitted by the Candidate. The Candidate will be provided five (5) working days to reply or respond in writing.
1. Access to information from external reviewers will be determined at the department/program/school/college level, as reflected in the letter to the reviewers.

D. The review packets should be delivered to the Executive Dean's office no less than ten (10) working days prior to the scheduled review. The packets may be reviewed for completeness with the Candidate and then will be housed in the Executive Dean’s Office or other suitable location selected by the Executive Dean.

E. The packets shall remain intact and housed in the location selected by the Executive Dean for the Executive Council members to review.

F. At any level, removal of sections of the packets, removal of materials for photocopying or other use by any person is inappropriate unless specific permission is granted by the Candidate.

G. Upon completion of the review by the Executive Council, both copies will be left in the office of the Executive Dean for use in reviewing the Candidates and in considering the recommendation of the Executive Council.

VIII. Evaluation Criterion

A. It is recommended that individual departments/programs/schools/colleges have written guidelines for the tenure and promotion of tenure track faculty process. The departmental/programmatic guidelines will be used in conjunction with the DHS Policy and Procedure for Tenure and Promotion of Tenure Track Faculty for consideration of Candidates’ credentials.

B. The tenure and promotion submissions must be in compliance with the regulations of the Idaho State University Policy on Promotion and Tenure. Evaluations must also comply with the DHS Policy and Procedure for Tenure and Promotion of Tenure Track Faculty.
IX. Procedure

A. The Executive Dean and the Dean/Associate Dean/Department Chair/Program Director must make inquiries to determine tenure track faculty members who may be seeking tenure and/or promotion. Copies of DHS Policy and Procedure for Tenure and Promotion of Tenure Track Faculty will be made available to all candidates seeking tenure and/or promotion.

1. The Executive Dean must notify all faculty in the DHS of the approximate calendar for preparing and submitting materials for review by the DHS Executive Council. This notification must occur at least eight (8) weeks prior to the deadline for submission of materials to the Executive Dean.

B. The tenure and promotion process will include the following steps according to established timeline:

1. Candidates are notified of the dates for submission of their application to the DHS. All other program, department, school and college deadlines are set and managed by the administrator of each unit.
2. Candidates submit materials according to the format dictated by the Office of Academic Affairs for programmatic/departmental peer review.
3. Peers review applicant materials and submit report to applicant’s administration according to the established guidelines for promotion within their academic unit.
4. Academic unit administration reviews materials and submits a letter of recommendation to the Executive Dean’s office.

C. All candidates must submit written permission for the review of all submitted materials. Permission to review the materials must be granted to the Executive Dean, the DHS Executive Council, 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.

D. All candidates’ materials will be provided to the Executive Dean’s office for review and recommendation by the DHS Executive Council prior to the Executive Dean’s submission of recommendation to the Office of Academic Affairs.

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