2024

College of Technology Promotion Policy and Procedures for Clinical Faculty

COT Rank and Promotion Committee

4/30/24

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I. Introduction

A. Standards and Evaluation Criteria

1. *College of Technology Years of Service*: Candidates are required to complete 3 academic years of service in their current rank within the College of Technology (COT) to be eligible to apply for Rank and Promotion. Candidates must submit a minimum of 3 academic years' worth of materials in defense of their service and achievements. Materials older than 3 academic years may be submitted if the items have not been previously submitted.

2. *Standards and Evaluation Criteria*: Standards and Evaluation Criteria are used to operationally define the qualifications expected for appointment or promotion of clinical faculty in the COT. These standards are to be used in conjunction with the Idaho State University Policies and Procedures; Academic Affairs, Promotion and Tenure. All promotion guidelines within the COT must be consistent with these general ISU guidelines.

These standards and criteria will aid the Candidates in preparing supportive materials to demonstrate that they meet the standards in their past performances in teaching, professional service, and creative scholarly activity. 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. It is expected that the applicant demonstrates a consistent performance and participation over the evaluation period in question. Additionally, these guidelines will promote consistent application of evaluation procedures during consideration of all Candidates for promotion. Recommendations relative to promotion must include, but are not restricted to, consideration of the standards and criteria listed below in Sections II, III, and IV of this document.

1. *Narrative Criteria*: It is expected that Candidates will provide a narrative for any illustrations, media, or portfolio components requiring explanation. This narrative must sufficiently explain to someone outside of the field or discipline the Candidate's role in the documented activity; it is also recommended that, when possible and appropriate, the narrative discuss the impact of the activity.

2. *Clinical Promotion Pathway*: Clinical faculty at Idaho State University (ISU) hold non-tenure track positions. Clinical faculty positions at ISU are found in programs offering degrees in the health, education, and career-technical professions. While they may not hold advanced degrees, all clinical faculty at the College of Technology hold required professional certifications, or equivalents issued by the Idaho Division of Career and Technical Education (CTE). Their primary role is to teach, though some COT clinical faculty also provide additional technical services in their workshops and laboratories. Clinical faculty are contracted ISU employees who hold all the rights and responsibilities associated with faculty

status. While clinical faculty are not eligible for tenure status, they may progress in faculty rank. Progression in rank is dependent on accomplishments in teaching, service, creative and scholarly activity and leadership. Also, Candidates must show a consistent rigor, performance, and participation in the evaluation period.

B. Teaching and Competence in the Field

1. *Effective Teaching:* An essential component for promotion is the ability to teach effectively. Some elements for assessing teaching effectiveness are addressed in Section III, Evaluation Criteria, of this document. Teaching effectiveness also implies a level of competence in the field which is addressed in Section III of this document.

C. Professional Service

1. *University Service*: Service on university committees as well as other related university service are also a consideration for promotion. The quality and variety of service should be considered when evaluating a Candidate's accomplishments in this area (refer to Section III).

2. *Community Service*: The scope of the university's and college's activities and nature of career and technical education makes it necessary for faculty to engage in many activities outside traditional university functions. Community service could include aspects of extramural service to schools, industry, and local organizations that are professionally related (refer to Section III).

D. Creative and Scholarly Activity

1. *Scholarly Attainments*: All members of the faculty should demonstrate scholarly ability and attainments. Their qualifications shall be evaluated on the quality of work, range and variety of the intellectual interests, and ongoing contribution to clinical practice and training setting (refer to Section III).

E. Intellectual, Clinical, Administrative, and Professional Leadership

1. *Significant Contributions*: Faculty applying for the rank of Clinical Professor are expected to demonstrate significant contributions in terms of leadership at the program, department, college, and/or university level (refer to Section III).

F. Participation in the Rank and Promotion Committee Process

1. *Committee Participation*: It is expected that all COT faculty members who hold, and/or are applying for Rank and Promotion (R&P) will serve as ad hoc members of promotion review subcommittees established through the Rank and Promotion Committee of the College Executive Committee. Faculty will be systematically rotated through the R&P committee pool. Active participation in the R&P committee is mandatory if faculty members wish to be considered for future promotions. Accommodations will be offered on a case by case basis for individuals with excessive workload responsibilities.

II.   Standards and Requirements for Promotion in Clinical Rank
According to ISU Policy 4050, "the policies herein do not apply to Adjunct, Affiliate, or Visiting faculty."

A. Clinical Promotion Pathway CTE Certifications, or Equivalent Requirements

1. *Career and Technical Education and Degree Requirements*: The rank of Clinical Senior Instructor requires a Standard Occupational Specialist Certification from the Idaho Division of CTE. All Clinical Profess levels require an Advanced Occupational Specialist CTE Certification, or equivalent. Clinical Assistant and Clinical Associate Professor levels have a minimum degree requirement of a Bachelor's Degree. The minimum degree requirement for the Clinical Professor rank is a Master's.

B. Clinical Senior Instructor (Standard CTE Certification)

1. Academic, Performance, and Length of Service Requirements

a. Candidates must possess a CTE Standard Occupational Specialist Certificate upon applying to this rank. The faculty member is eligible to apply for promotion during the fourth year in rank as a Clinical Instructor (ISU Policy 4050).

b. Good scholarship (such as grades of courses taken for Advanced Certifications, or equivalent) as reflected by academic record.

c. Where required, the candidate shall maintain appropriate certifications, or equivalent, licensure, or registration in field of clinical instruction.

d. Candidates are required to have a minimum of one "Above Expectations" or "Exceptional" on all Annual/Performance Evaluations with the rest rated at least

"Meets Expectations" over the last 3 academic years.

2. Teaching and Competence in the Field

    a. Demonstrated competence in the field, an interest in, and capacity for teaching.

    b. Evidence of pedagogical and academic leadership (ISU Policy 4050).

3. Professional Service

    a. Demonstrated interest in the welfare of the institutions of higher learning.

    b. Demonstrated interest in the welfare of the career-technical professions.

4. Creative Scholarly Activity

    a. Evidence of ongoing creative scholarly activity.

    b. Activity is demonstrated by 2 of the previous 3 years completed in the Creative and Scholarly section.

C. Clinical Assistant Professor (Advanced CTE Certifications, or Equivalent)

1. Academic, Performance, and Length of Service Requirements

    a. Minimum of Bachelor's degree held in field and/or related profession.

    b. Candidates must possess a CTE Advanced Occupational Specialist Certificate issued by the State of Idaho.

    c. Where required, the candidate shall maintain appropriate certifications, or equivalent, licensure, or registration in field of clinical instruction.

    d. Good scholarship as reflected by academic record. Transcripts of current work may be evaluated.

    e. The faculty member is eligible to apply for promotion during the fourth year in rank as a Clinical Senior Instructor (ISU Policy 4050).

    f. Candidates are required to have a minimum of two (2) "Above Expectations" or "Exceptional" or a combination thereof on Annual/Performance Evaluations, with the other(s) rated a minimum of "Meets Expectations" over the last 3 academic years.

2. Teaching and Competence in the Field

    a. Demonstrated competence in the field.

    b. Demonstrated interest and capacity for teaching.

3. Professional Service

    a. Demonstrated interest in the welfare of the institutions of higher learning.

    b. Demonstrated interest in the welfare of the career and technical professions.

4. Creative Scholarly Activity

    a. Evidence of ongoing creative scholarly activity.

    b. Activity is demonstrated by 2 of the previous 3 years having at least 3 different categories

completed in the Creative and Scholarly section.

D. Clinical Associate Professor (Advanced CTE Certification, or Equivalent)

1. Academic, Performance, and Length of Service Requirements

a. Minimum of Bachelor's degree in field or related profession.

b. Candidates must possess a CTE Advanced Occupational Specialist Certificate (or higher) issued by the State of Idaho.

c. Where required, the candidate shall maintain appropriate certifications, or equivalent/licensure/registration in field of clinical instruction.

d. Good scholarship as reflected by academic record. Transcripts of current work may be evaluated.

e. The faculty member is eligible to apply for promotion during the fourth year in rank as a Clinical Assistant Professor (ISU Policy 4050).

f. Candidates are required to have a minimum of two (2) "Above Expectations" or "Exceptional" or a combination thereof on Annual/Performance Evaluations, with the other(s) rated at a minimum of "Meets Expectations" over the last 3 academic years.

2. Teaching and Competence in the Field

a. Demonstrated competence in the field.

b. Demonstrated interest in and capacity for teaching.

3. Professional Service

a. Demonstrated interest in the welfare of the institutions of higher learning.

b. Demonstrated interest in the welfare of the career-technical professions and/or volunteer work in the community.

4. Creative Scholarly Activity

a. Evidence of ongoing creative scholarly activity.

b. Activity is demonstrated by 2 of the previous 3 years having at least 3 different categories completed in the Creative and Scholarly section.

E. Clinical Professor (Advanced CTE Certifications, or Equivalent)

1. Academic, Performance, and Length of Service Requirements

a. Minimum of a Master's degree in field or related profession.

b. Candidates must possess a CTE Advanced Occupational Specialist Certificate (or higher) issued by the State of Idaho.

c. Where required, the applicant shall maintain appropriate certifications, or

equivalent/licensure/registration in field of clinical instruction.

d. Good scholarship as reflected by academic record. Transcripts of current graduate or post-graduate work may be evaluated.

e. The faculty member is eligible to apply for promotion during the fourth year in rank as a Clinical Associate Professor (ISU Policy 4050).

f. Candidates are required to have a minimum of two (2) "Above Expectations" or "Exceptional" or a combination thereof on Annual/Performance Evaluations, with the other(s) rated a minimum of "Meets Expectations" over the last 3 academic years.

2. Teaching and Competence in the Field

a. Demonstrated competence in the field.

b. Demonstrated interest in and capacity for teaching.

3. Professional Service

a. Demonstrated interest in the welfare of the institutions of higher learning.

b. Demonstrated interest in the welfare of the career-technical professions and/or volunteer work in the community.

4. Creative Scholarly Activity

a. Evidence of ongoing creative scholarly activity.

b. Activity is demonstrated by 2 of the previous 3 years having at least 3 different categories completed in the Creative and Scholarly section.

5. Intellectual and Clinical Leadership

a. Evidence of intellectual, pedagogical, and academic leadership as defined by the Candidate's individual program and the criteria listed in Section III.

III. Evaluation Criteria

A. Standards and Burden of Proof

1. *Burden of Proof*: The Evaluation Criteria will be applied to the Standards for Promotion in Clinical Rank (Section II). Only those criteria that apply to the promotional rank being considered will be utilized in the review. The review process requires a host of reviewers—many of whom may not have first-hand knowledge of a candidate's standard of work or a candidate's area of expertise—to

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make recommendations regarding the candidate's eligibility for promotion, so prior to promotion, the burden of proving worth rests with the Candidate. The Candidate must demonstrate their experience related to the criteria listed in this document in the form of an online portfolio, as outlined in Appendix A of this document.

B. Promotional Consideration

1. *Rigor*: Consideration for promotion is based on consistent participation, improvement, and rigor, as determined by the promotion level in which the Candidate is applying. The specific details and content for completion of the portfolio are outlined in the Box PortfolioGuidelines and Box Portfolio Folder Flow Chart, Appendix A and B respectively. These forms outline the specific elements that must be documented in the portfolio review.

C. Academic and Length of Service Requirements

1. *Required Degree*: As a chief academic officer of the university, the Dean will have ensured that the Candidate's education and/or degree obtained is the degree required forcertifications, or equivalent/licensure/registration in the field and/or profession.

2. *Good Scholarship*: As reflected in academic record, transcripts of current work might beevaluated. Additionally, any other documentation reflecting good scholarship intended for review by the CEC may be considered.

3. *Length of Service Requirements*: Three (3) completed academic years of teaching experience at the Candidate's current rank at the COT is required prior to applying for Rankand Promotion. The Candidate is eligible to apply for promotion in their fourth year in rankas per ISU policy 4050.

4. *Promotion Special Request*: Candidates pursuing special exemption from any of the standards, criteria, or procedures related to promotion herein, including time in rank, must secure written permission from their Department Chair, College Dean, and University Provost to submit a bid for promotion that constitutes a special deviation. Faculty can initiate the pursuit of this permission by filling out the College of Technology Promotion Special Request Form (See Appendix E) and

submitting it to their Department Chair. If their Department Chair permits the candidate to apply, the Chair will sign the form and advance it to the Dean's office for consideration by the Dean and ultimately the Office of the Provost. If the candidate is granted permission by all three necessary parties, the candidate will be notified prior to the deadline for submission of intent-to-apply. The Dean's office, upon the creation of the candidate's Box Portfolio Folders, will add a "Promotion Special Request" folder that includes the Promotion Special Request Form and written permission from the Office of the Provost. *Note: permission to apply under a special case should not be construed by reviewers as an endorsement or recommendation regarding the candidate's case for promotion. If during the portfolio review process, a promotion special request candidate is deemed ineligible to promote, an alternative avenue to promotion in the same cycle will not be granted. For instance, if a Clinical Instructor is permitted to apply for Clinical Assistant Professor, that candidate can only be considered for that rank; if they are not granted promotion to Clinical Assistant Professor, they cannot be considered for Clinical Senior Instructor in the same cycle.*

D. Teaching and Competence in the Field

1. *Demonstrated Competence*: As per the *Idaho State University College of Technology Faculty Professional Duties and Responsibilities* document (Section A), part of a faculty's compensated contractual duties includes teaching and competence in the assigned field of instruction. Evidence of ongoing excellence in the provision of instructional activity will be expected to be articulated in the applicant's online portfolio as outlined in Appendix A of this document.

E. Professional Service

1. *Professional Service*: As per the *Idaho State University College of Technology Faculty Professional Duties and Responsibilities* document (Section B.4), part of a faculty's compensated contractual duties includes "[s]erve on Department, College and University committees/boards and/or participate in other professional service activities including co- curricular activities such as student organizations." Evidence of professional service will be expected to be articulated in the applicant's portfolio, as outlined in Appendix A of this document.

F. **Creative Scholarly Activity**

1. *Creative and Scholarly Activity*: As per the *Idaho State University College of TechnologyFaculty Professional Duties and Responsibilities* document (Section B.4), part of a faculty'scompensated contractual duties include "[e]ngage in research/scholarship/creative activity or program development activities as appropriate to one's assigned workload." Evidence of ongoing creative scholarly activity and/or program development will be expected to be articulated in the applicant's online portfolio, as outlined in Appendix A of this document.

G. **Intellectual, Clinical, Administrative, and Professional Leadership**

1. *Leadership*: Senior faculty in the College of Technology are expected to act as leaders per criteria required by the Candidate's individual program. Candidates for Clinical Professor must evidence of a history of relevant leadership in the applicant's online portfolio, as outlined in Appendix A of this document.

IV. **Promotion Review Process**

A. **Electronic Portfolio Submission**

1. *Electronic Portfolio*: In order to appraise a Candidate's qualifications and accomplishments for promotion, the Candidate must submit an electronic portfolio on the Box system. This should include a copy of the ISU Promotion and Tenure Application located on the Academic Affairs Website under Faculty Support, https://www.isu.edu/academicaffairs/faculty-affairs/promotion--tenure/. The specific content of the promotionportfolio is outlined in Appendix A, and B. Once an online portfolio has been submitted, it may not be removed from the Box system or modified.

2. *Review Process*: Shortly after the submission deadline, the portfolio review will begin. The Department Chair will assemble the Department Review Committees for each rank being sought. Department Review Committee members will be comprised of at least (3) faculty from the Candidate's department and hold an equal or higher rank than the Candidate's rank being sought. Whenever possible, one (1)

previous student from the candidate's program will also be on the Department Review Committee. The Department Review Committee and Department Chair review the portfolio and each submit a review report. The Candidate then has the opportunity to reply to the reports within five (5) working days. The portfolio is then made available to the College Executive Council for review/voting. If a Candidate for promotion is on the College Executive Council, they will be excused while their portfolio is evaluated/voted upon. Once this is done, the portfolios are sent to the Dean of the College of Technology for the final COT review/report process. Note, as the portfolio is moved through the review process, the appropriate department or college level administrative assistant will need to give/rescind the rights to the Box portfolios at each level. The chair of the Rank and Promotion committee will be involved with all levels of the promotion process. Because of this, it is recommended that the chair ofthe Rank and Promotion Committee be a nonvoting member of the process in order to maintain neutrality. Upon completion of the review by the CEC, all Box portfolios will be left in the control of the Dean's office. The Dean will evaluate the portfolios and the department level and CEC recommendations and register a recommendation for the Academic Vice President. The Candidate again has five (5) working days to respond to the college-level reports (CEC and Dean). The Academic Vice President will then make recommendations to the President, who will make recommendations to the State Board of Education at an appropriate meeting. Please refer to the Review Process Timeline in Appendix C, ISU Promotion/P&T Online Submission Guidelines.

B. Denials and Appeals

1. *Denials and Appeals Process*: Once the portfolio submission deadline has passed, the candidate may not amend or alter the portfolio. However, in the instance a document is includedwithout the Candidate's knowledge, the Candidate must be provided the opportunity to review those materials/documents. The Candidate will have five (5) working days to reply or respond to the discrepancies in writing. If a faculty member is denied a recommendation for promotion internally (withinISU), the Candidate will be notified of the denial at the timeof the denial with an

explanation. Appeals will be handled within the Candidate's Department and the COT and in accordance with ISU policies and procedures. Refer to the ISU P&T Faculty Response document, for the opportunity to respond to the ratings and recommendations of the Department Review Committee, Department Chair, CEC, and COTDean's reports. Any faculty member who wishes to file grievance with the denying authority may do so within the confines of the ISU Grievance Policy.

V.   Evaluation Criterion Compliance

The promotion submissions must be in compliance with the regulations of the IdahoState University Policy: Academic Rank and Other Appointments (ISUPP #4050). Evaluations must also comply with the COT Promotion Policy and Procedures for Clinical Faculty.

VI.   Procedure

A. Candidate Notification and Timeline

1. *Candidate Identification*: The Dean, Associate Dean, Department Chair, and Program Director must make inquiries to determine clinical faculty members who may be seeking promotion.

2. *Candidate Permissions*: All Candidates must submit permission for the review of all submitted materials using the ISU Tenure and Promotion Application Form. Permission to review the materials must be granted to the Dean, the CEC, and any required members of the faculty, administration, or committee of the Department, Program, School, and/or College.

3. *Clinical Faculty Notification*: The Dean must notify all clinical faculty in the COT of theapproximate 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 COT Dean.

4. *Timeline*: The clinical promotion process will include the following steps according to theestablished timeline by Academic Affairs, the Rank and Promotion Committee, and the College Management Assistant.

  a. Candidates submit an Intent to Apply form in the spring prior to the same year fall

submission of their portfolio.

a. Candidates are notified of the promotion process deadlines for submission of their portfolio and application to the Box System. (Appendix C)

b. Candidates submit materials according to the format dictated by the Office of Academic Affairs for departmental and college review in the fall semester.

c. Department Review Committee reviews the Candidate's materials and submits report to Department's Administrative Assistant according to the established guidelines for promotion.

d. Department Chair reviews materials and submits a report and letter of recommendation to the Department Administrative Assistant.

e. Candidates will have five (5) working days to respond to the department level reports using the faculty response form.

f. Candidate's materials are then presented to the CEC for review and the report is submitted to the College Administrative Assistant.

g. Candidate's materials are then reviewed by the Dean. The Dean's review report is uploaded by the College Administrative Assistant at the beginning of the spring semester.

h. Faculty will have five (5) working days to respond to the CEC and the Dean's review report using the faculty response form in the beginning of the spring semester.

i. Academic Affairs reviews the Candidate's materials during the spring semester.

j. Candidates will be notified by the University President's office of their review of the Candidate's materials by the end of the spring semester.

k. The State Board of Education will review the University's findings and approve/disapprove of rank and promotion during the summer.

B. Rank and Promotion Policy Revisions

1. *Revision Guidelines*: Revisions to the COT Promotion Policy and Procedures for Clinical Faculty will be addressed as described in the COT Policy and Procedures. Any proposed changes to this document will take effect at the beginning of the next fiscal year after approval, and will be applied at that time.

Appendix A   Box Portfolio Requirements

Portfolio construction requirements:

Note: A Candidate's portfolio must contain sufficient evidence to satisfy the burden of proof, facilitating judgments from reviewers outside of the Candidate's department and even college. The requirements for portfolio construction outlined herein are intended to ensure that promotion portfolios do just that.

This table represents the hierarchal folder/file structure that candidates should replicate when adding and organizing items within their Box folder system, wherein…

　　　　	…indicates **Master Folder** (pre-populated in Box)
　　　　	…indicates **Subfolder** (pre-populated in Box)
　　　　	…indicates **Sub-sub folder** (added by candidate)
　　　　	…indicates **document/file** (added by candidate)

Additional color-coded items include…

　　　　	…guiding **instructions** for eligibility and portfolio construction
　　　　	…checkboxes to assist candidate in managing portfolio construction progress

❶ Portfolios must be complete in order for a Candidate to be eligible for promotion. Including as many items from the below checklist as possible will make the strongest case for promotion, but **all items with the "*Required*" notation *must* be included in a portfolio in order for it to be considered complete.**
❶ Components must demonstrate a consistent *trend in activity and achievement* over the evaluation period.
❶ Portfolio must be organized using the Box folders provided.
❶ All elements of the portfolio must be typed (no handwritten entries).
❶ A narrative is required for any illustrations, media, or portfolio components requiring explanation. This narrative must sufficiently explain to someone outside of the field or discipline the Candidate's role in the documented activity; it is also recommended that, when relevant and possible, the narrative discuss the impact of the activity.

COT-Applicant Name-Promotion to….

"COT - Applicant Name - Promotion Application" Folder

Mark Completed   *Required*

A. Curriculum Vitae (CV) in the order listed below. Data should be presented in reverse chronological order (current appointment first).

1. Contact Details
       a. Full Name
       b. Contact Address
       c. Telephone Numbers (work and home)
       d. ISU E-mail Address

2. Education: Clinical Assistant/Associate Professor – minimum: Bachelor's degree. Clinical Professor - minimum: Master's degree

       a. Date of Graduation
       b. Institution
       c. Diploma/Degree
3. Professional Experience - Education
       a. Dates of Employment
       b. Institution
       c. Position

4. Other Relevant Employment - Including for each the following:

       a. Dates of Employment
       b. Employer
       c. Job Title
       d. Duties & Responsibilities
5. Service

       a. Service to Idaho State University/College/Department

       b. Service to the discipline (including professional organizations)

       c. Service to community in a professional capacity

       d. Other service activity
6. Other supporting material (optional)

"Application Documents" Folder

		A. Promotion Recommendation Reports (Added by Admins)
		B. Faculty responses (Added by Admins)
	Required	C. ISU Promotion Application
	Required	D. Letter of Application (On ISU Letter Head)

"Annual Evaluations" Folder

All Annual Performance Evaluations and/or Periodic Performance Review documents received during the last three academic years. (No 'Needs Improvement' rankings on previous 3 academic years' evaluations.).

Clinical Senior Instructor must have at least one rating as either as an "Above Expectations" or an "Exceptional" rating on Performance Evaluations with the remainder as a minimum of "Meets Expectations".

Clinical Assistant, Associate, or Professor must have a minimum of (2) "Above Expectations" or higher. Candidate must demonstrate 3-year trend in activity and achievement.

- Candidates will not advance if any Performance Evaluations are rated as "Needs Improvement".

	Required	A. Annual Evaluations for evaluation period (3 academic years)

"Letters of Support" Folder

	Required	A. Letters of support* should be from colleagues—within or beyond the institution—who can speak to the Candidate's deservedness based on at least one of the criteria for promotion (Teaching and Competence in the Field; Professional Service; and/or Creative/Scholarly Work). **These letters cannot be from Department Chairs.** *Clinical Senior Instructor - Minimum of two (2) letters of support. *Clinical Assistant, Associate, or Professor - Minimum of three (3) letters of support, of which at least one letter must be from a Colleague/Industry Representative outside of the candidate's department.

"Teaching" Folder

	Required	A. Professional Development
	Required	B. Copy of current State of Idaho issued teaching certificate: Occupational Specialist CTE Certification ("Standard" for Clinical Senior Instructor; "Advanced" for Clinical
		C. Other Professional Achievements

Teaching and Competence in the field" Folder: Please include the following documentation in support of teaching and competence in the field:

	Required	A. Examples of maturation and adaptation of teaching materials or methods throughout the review period
	Required	B. Copy of any specialized certificates required to teach in field
		C. Examples of creative or innovative course materials or methods of delivery that showcase teaching effectiveness throughout the review period
		D. Any other documents that may support teaching effectiveness

"Course Evaluations" Folder

	Required	A. Peer evaluations (classroom observations) completed during the last three academic years (Minimum of 3)
	Required	B. Analysis of student evaluations including both: 1 Numerical semester averages of Student Evaluations for courses taught during the last three academic years 1 A narrative reflection explaining how the candidate has adapted teaching methods in light of key trends (positive and/or negative).

"Academic Transcripts" Folder

	Required	A. Copies of transcripts for academic work completed during the review period (unofficial copies will be accepted)

"Service" Folder

Candidates' service record must show a consistent commitment to both the welfare of institutions of higher learning and to career-technical professions. There are a variety of activities that constitute professional service for clinical faculty. The activities listed below are not meant to be all inclusive. Applicants should work with their department chairs to determine how these activities fit into faculty workloads.

Required

A. Department, unit, division, or university committee assignment with committee status (member, chairperson, secretary, subcommittee) and performance .

B. Membership in professional association(s)

C. Related volunteer service in the Candidate's area of expertise. Service can include:

- Coordination of community service projects related to individual's career technical profession.

- Volunteer service (presentation and/or participation) in community projects.

- Voluntary or mandated clinical practice in respective field.

D. Pertinent consulting activity.

E. Pertinent service relating to the interest of the university or community.

"Intellectual, Clinical, Administrative and Professional Leadership" Folder

Individuals applying for the rank of Clinical Professor are required to demonstrate evidence of leadership as defined by criteria required by the Candidate's individual program. Candidates must provide evidence of leadership experience in at least three of the following:

*NOTE: For candidates **other than Clinical Professor** , this section is optional.*

Include at least 3. *Required for Clinical Professor only*

A. Assistance in development of peers, other faculty members, and/or administrators.

B. Administrative assignments and/or positions (e.g., program or faculty coordinator).

C. Special appointments (e.g., special task forces, committee assignments or responsibilities to which the Candidate was appointed or elected based upon expertise).

D. Clinical, educational, and/or professional contributions at the state, regional and national levels.

"Creative and Scholarly Activity" Folder

Individuals applying for promotion must demonstrate a trend of active participation for at least 2 out of the most recent 3 academic years of the evaluation period. Activities should be organized and presented by year and must include documentation. *NOTE: In the College of Technology, creative and scholarly activity should primarily be evidenced by participation in external professional activities intended to retain industry relevance, trends, and standards. The activities listed below are not meant to be all inclusive. Candidates should work with their department chairs to determine how these activities fit into faculty workloads.*

Activities should not be presented as meeting more than one criterion or category for the same calendar year. Clinical Assistant, Associate, or Professor must include documentation of at least three different categories below.

Relevant creative scholarly activities can include, but are not limited to:

A. Formal program development or curriculum design, development, and/or innovations that result in University Curriculum Council (UCC) proposals, with the exception of minor catalog changes.

B. Scholarship of teaching and learning: Examples of this indicator would require the identification of a problem within your course, curriculum, or program which leads to an experimental treatment, practice, or instructional

C. Development of significant instructional materials or resources (especially if copyrighted).

D. Ongoing media, marketing, and/or outreach activities that enhance the reputation and identity of COT programs and departments, COT, and/or CTE.

E. Participation in peer review activities

	At least 3 different categories. required for Clinical Assistant, Associate, or Professor	F. Grant activities
		G. Publication in industry professional media, e.g. periodicals, online, and other formats.
		H. Oral presentations at a professional meeting
		I. Scholarship of CTE: CTE scholarship is demonstrated through practices, discoveries, or innovations within a course, curriculum, or program which leads to a treatment, practice, or process which can be displayed or disseminated at the college level or higher.
		J. Description of participation in national/regional industry-related advisory councils/associations and/or related activities such as workshops, conferences, etc. (Offices held, special interest/working groups, committees, etc.)
		K. Documentation of back-to-industry activities.
		L. Documentation of professional development activities that contribute to curriculum and/or program development or College-industry relationships.
		M. Establishing outside partnerships to develop products and/or services.
		N. Involvement with University Assessment practices for course or program.

Appendix C   Rank and Promotion Timeline

Rank and Promotion Approximate Timeline

Deadline	Event
Last Friday in February	Invitation to Apply sent via e-mail by Rank and Promotion Committee (Intent to Apply form)
First Friday in March	Special Request Form due
Third Friday in March	If applying for a special request, Special Request Form to be approved by Department Chair, Dean and Provost
Last Friday in March	Intent to Apply form due
Second Friday in April	Rank and Promotion training session given by the Rank and Promotion Committee
Last Friday of September	Portfolios to be submitted to the Box Folder
	Department level committees generated by the Department Chairs
October	Portfolios and recommendations of the Department Level Committees to be completed
	Department Chair reviews and submits report
November - December	College Executive Committee will review the findings of the Review Committees
Third Monday in December	College Executive Committee will forward portfolios and recommendations to the Dean
Mid-January	The Dean will forward portfolios and recommendations to the Provost/Vice President of Academic Affairs
April	The Provost/Vice President of Academic Affairs will forward portfolios and recommendations to President
Mid-April to Late-April	Candidate notified by President
July SBOE Meeting	The President will present recommendations to the State Board of Education (SBOE)

Appendix D   Intent to Apply Form

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Intent to Apply for Rank & Promotion Form:

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To: All College of Technology Faculty

From: College of Technology
                 College Executive Committee

Date:

Subject: Invitation to Apply for Rank and Promotion

The College Executive Committee invites eligible faculty to apply for rank and promotion. If you are planning to apply for rank and promotion, please return the **Intent to Apply** form (attached below) to Lori Dutson, in the Dean's office.

The rank and promotion procedures are posted under the "For Faculty & Staff" tab on the College of Technology website. The policy and procedures list the promotion levels, the qualification requirements needed to apply for each level, and outline the promotion process, including the portfolio requirement. There will be a short, **_mandatory_** training session, in April, to explain the application process.

If you have any questions, please contact any member of the Rank and Promotion Committee:

1)

2)

3)

4)

5)

6)

<div align="center">

Notice of Intent to Apply for Rank and Promotion 20_____ - 20_____
(Please complete and return by March _____, 20_____.)

</div>

Name_____   Department_____

Promotion Level for which you plan to apply: _____

Idaho State
U N I V E R S I T Y

Idaho State University - College of Technology
Promotion Special Request Form

The College of Technology Promotion Policies and Procedures for Clinical Faculty state: "Candidates pursuing special exemption from any of the standards, criteria, or procedures related to promotion herein, including time in rank, must secure written permission from their Department Chair, College Dean, and University Provost to submit a bid for promotion that constitutes a special deviation." In order to solicit said permission, a candidate must complete this form and submit it to their Department Chair by the first Friday in March in the calendar year they plan to apply for promotion.

Candidate's Name:_____Department: _____

Candidate's Signature_____Date:_____

Description of Exception
Please describe the promotion standard you wish to be exempted from in the next promotion cycle. It is helpful to cite the standard in the CoT Promotion Policies and Procedures for Clinical Faculty when appropriate.

Justification for Exception
Please explain why you believe the exception is warranted in your case. You may attach additional pages if necessary.

Signatures
The below-signed grant permission for the candidate to submit an application for Rank and Promotion that deviates from the standards as described above. Signatures below represent only permission to apply and support of exemption from stated criteria, and should not be construed as support for the candidate's promotion bid.

_____   _____
Department Chair's Signature   Date

_____   _____
College of Technology Dean's Signature   Date

_____   _____
Idaho State University Provost's Signature   Date

*Note for Candidate and Rank and Promotion Reviewers: When permission is granted, Department and college-level reviewers must evaluate the candidate's portfolio against all standards and criteria listed in the CoT Promotion Policies and Procedures for Clinical Faculty *except* those from which the candidate has been exempted herein.

Appendix F   Promotion Pay Scale

Idaho State University

COT FACULTY PROMOTION PAY SCALE - Clinical Track

ACADEMIC YEAR CONTRACT (9 Mo)

Clinical Professor	$	8,500
Clinical Associate Professor	$	6,000
Clinical Assistant Professor	$	3,500
Clinical Senior Instructor	$	2,500

10 MONTH CONTRACT

Clinical Professor	$	8,842
Clinical Associate Professor	$	6,632
Clinical Assistant Professor	$	3,868
Clinical Senior Instructor	$	2,763

11 MONTH CONTRACT

Clinical Professor	$	9,895
Clinical Associate Professor	$	7,421
Clinical Assistant Professor	$	4,329
Clinical Senior Instructor	$	3,092