



Idaho State University

POLICIES AND PROCEDURES

Promotion and Tenure

ISUPP 4020

POLICY INFORMATION

Policy Section: *Academic Affairs*

Policy Title: *Promotion and Tenure*

Responsible Executive (RE): *Vice President for Academic Affairs and Provost*

Sponsoring Organization (SO): *Faculty Senate*

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I. INTRODUCTION

Promotion and Tenure decisions are vital to the University's mission, and fostering a meritorious, dynamic, and high-quality academic environment. Earning Promotion and/or Tenure encourages and rewards the intellectual vigor, creative achievement, pedagogical superiority, and dedicated professional service that is the hallmark of academic excellence. This policy aims to promote fairness, clarity, and consistency in recognizing and rewarding Faculty achievement in teaching, research or creative activity, clinical practice, service and/or academic leadership.

This policy ensures that judgments regarding Promotion and/or Tenure are rigorous and consistently applied, while also allowing ample room for professional judgment and flexibility for Instructional Units in the decision-making process. This policy outlines the criteria, expectations, and processes for Faculty advancement to ensure that decisions are based on merit, academic excellence, professional growth, and contributions to the academic community.

II. DEFINITIONS

- A. Adequate Cause. One or more acts or omissions which, singly or in the aggregate, have directly and substantially affected or impaired an employee's performance of his or her professional or assigned duties or the interests of the University or the Idaho State Board of Education. In addition, any conduct seriously prejudicial to the University or the Idaho

State Board of Education may constitute Adequate Cause for discipline up to and including dismissal or termination of an employee.

- B. Candidate. A Faculty member who is being considered for Promotion and/or Tenure.
- C. Chair. The administrative head of a First-Level Instructional Unit.
- D. Dean or Executive Director. The administrative head of a Second Level Instructional Unit.
- E. Faculty. Any person holding an appointment classifying them as a "Faculty employee" according to ISUPP 3050 *Categories of Employees*.
- F. First-Level Instructional Unit. The primary academic unit in which a Faculty member holds appointment and that is organized at the department level. A First-Level Instructional Unit is typically a department or its functional equivalent and is responsible for the development and delivery of academic programs, Faculty evaluation, curriculum oversight, and other core academic functions within its disciplinary area.
- G. First-Level Review Committee. A committee formed at the department or department-sized Instructional Unit level to oversee and manage Promotion and Tenure recommendations. This includes Units within the Library. A First-Level Review Committee is the first committee to review the Promotion and Tenure application.
- H. Instructional Unit. A functional academic or equivalent area governed by the University which includes departments, institutes, centers, divisions, schools, colleges, campuses, branch campuses, and research units that are responsible for academic programs or career technical programs. For the purposes of this policy, the Library is included in the definition of Instructional Unit.
- I. Letter of External Review. A formal, confidential evaluation written by a subject-matter expert from outside the Candidate's institution that assesses the Candidate's research impact, scholarly reputation, creative activity, and professional contributions against peer standards, serving as a critical, unbiased component of the Tenure-track review process.
- J. Non-Tenure Track (NTT). A Faculty appointment classification that is not eligible for tenure. Non-Tenure Track appointments may include instructional, clinical, research, professor of practice, lecturer, or other specialized Faculty roles as defined by University policy.
- K. Promotion. Represents and rewards a Faculty member's performance in teaching, research or creative activity, service, and/or academic leadership. Promotion is available for Tenure-eligible Faculty and may be available for non-Tenure eligible faculty.
- L. Probationary Period. The period of time during which a Tenure-track Faculty member must demonstrate achievement in teaching, research or creative activity, service, and/or academic leadership to be considered for Tenure.

- M. Restructuring. A formal University action that modifies the academic or administrative organization of the University. Restructuring may include, but is not limited to, the creation, elimination, consolidation, merger, renaming, or realignment of colleges, schools, departments, programs, centers, or other academic units; reassignment of Faculty to different Instructional Units; or material changes in reporting lines. University Restructuring does not include routine administrative adjustments that do not alter a Faculty member's primary Instructional Unit, Tenure home, or reporting line.
- N. Second-Level Instructional Unit. The academic administrative unit that encompasses one or more First-Level Instructional Units and is organized at the college, school, or equivalent level. A Second-Level Instructional Unit is typically led by a dean or equivalent academic officer and provides oversight, coordination, and review of the academic, personnel, and budgetary functions of its First-Level Instructional Units.
- O. Second-Level Review Committee. A Committee formed at the college or college-level Instructional Unit level to oversee and manage Promotion and/or Tenure decisions. A Second-Level Review Committee is typically a higher level of review in the Promotion and/or Tenure process. Depending on the size of the Instructional Unit, the Second-Level Review Committee may be optional, if waived by the Provost.
- P. Tenure. An ongoing Faculty appointment earned after an extensive multiyear review process that demonstrates a Faculty member's continued excellence in teaching, research or creative work, and service.
- Q. Tenure-Track. A Faculty appointment classification that is initially probationary in nature and that may lead to the award of Tenure upon successful completion of required review processes. Faculty appointed to the Tenure-Track are eligible to apply for Tenure and are evaluated under established criteria and timelines governing reappointment, Promotion, and Tenure.
- R. Third-Year Review. A formal, mid-probationary evaluation of a Tenure-Track assistant professor's progress in teaching, research or creative activity, and service, typically occurring in the spring of the Candidate's third full year of academic service. The Third-Year Review provides critical feedback to determine the Candidate's progress towards Tenure.

III. POLICY STATEMENT

The University is committed to recognizing and rewarding the performance of its Faculty members in teaching, research or creative activity, clinical practice, service, and/or academic leadership. Promotion and/or Tenure are significant milestones in a Faculty member's career. Through rigorous and thoughtful assessment, the University aims to advance the academic mission of the University and support Faculty in their professional growth and success.

The procedures outlined in this policy are intended to provide a fair, transparent, and consistent framework for evaluation of Faculty members throughout Idaho State University during their Promotion and/or Tenure process and to ensure confidence that Promotion and/or Tenure recommendations will be fairly and equitably applied. This process provides each Instructional Unit the opportunity to apply and evaluate department- and college-specific Promotion and Tenure criteria in accordance with University policy.

IV. AUTHORITY AND RESPONSIBILITY

- A. Academic Affairs. The Promotion and/or Tenure process is administered by the Provost. The Provost shall publish the guidance and procedures necessary for the administration of the Promotion and/or Tenure system. The Provost's administrative guidance and procedures shall include:
 - 1. Deadlines for the Promotion and Tenure application;
 - 2. The documents required for the Promotion and Tenure process (e.g. dossier submission form, unit voting forms, etc.);
 - 3. Requirements for curriculum vitae;
 - 4. Requirements regarding the submission of Promotion and Tenure dossiers, including format, order of materials, page limits for materials, etc.;
 - 5. Requirements for the selection of external reviewers for scholarly and creative work;
 - 6. Requirements for committee composition;
 - 7. The timing of appointments and relative representation of Faculty on the University Promotion and/or Tenure committee pursuant to this policy; and,
 - 8. Any other matters necessary to ensure the appropriate administration of the Promotion and/or Tenure process.
- B. Deans/ Executive Directors. Establish and clearly communicate all criteria, including any special requirements applicable within the Instructional Unit for Promotion and/or Tenure, in compliance with University policies.
- C. Department Chairs. Evaluate Faculty accomplishments with regard to individual workload assignments. These assignments shall be documented prior to the Faculty member's first semester of employment and updated as needed.
- D. First-Level Instructional Unit. For purposes of Faculty evaluation, Promotion, Tenure, and related personnel actions, the First-Level Instructional Unit serves as the initial level of review and recommendation. The First-Level Instructional Unit must adhere to any guidelines established by the Second-Level Instructional Unit, the Idaho State Board of Education, and be approved by the Provost.

- E. First-Level Review Committee. Makes a preliminary recommendation on a Promotion and/or Tenure application.
- F. Second-Level Instructional Unit. For purposes of Faculty evaluation, Promotion, Tenure, and related personnel actions, the Second-Level Instructional Unit reviews applications for Promotion and/or Tenure and provides recommendations. Any guidelines established must be consistent with the Governing Policies and Procedures of the Idaho State Board of Education (SBOE) and with the policy set forth in this document. Any guidelines will clearly outline the requirements for gaining Promotion and/or Tenure, and the process by which Promotion and Tenure committees will be established and operated, which must be approved by the Provost.
- G. Second-Level Review Committee. Responsible for providing a recommendation to the Office of Academic Affairs on a Promotion and Tenure application. This Committee is optional in some cases.

V. GENERAL REQUIREMENTS

- A. The provisions of this section apply to both Promotion and Tenure for Tenure-Track Candidates, and Promotion only for Non-Tenure Track Candidates.
- B. All timelines, voting procedures, application requirements, and Candidate access rights apply equally to Tenure-Track Promotion only, Promotion with Tenure, and Non-Tenure Track Promotion applications unless explicitly stated otherwise.
- C. Functional Equivalency and Special Circumstances.
 - 1. Because academic structures vary across the University, references in this policy to “First-Level Instructional Unit” and “Second-Level Instructional Unit” shall be interpreted functionally rather than strictly by title.
 - 2. Units Without Departments. In colleges, schools, or academic divisions that are not organized into departments, the smallest academic unit in which Faculty appointments are housed and peer evaluation occurs shall be designated as the First-Level Instructional Unit for purposes of this policy. The college, school, or division overseeing that unit shall serve as the Second-Level Instructional Unit.
 - 3. Schools or Colleges Serving as First-Level Units. In cases where a school or comparable Instructional Unit operates without subordinate departments, that school shall function as the First-Level Instructional Unit. The next highest academic administrative authority (e.g., college, division, or equivalent academic administrative office) shall function as the Second-Level Instructional Unit, as available.
 - 4. Interdisciplinary, Intercollege, or University-Level Units. Faculty appointed in interdisciplinary programs, centers, institutes, or other academic entities that do not

align neatly within a single department shall be assigned, at the time of appointment or as otherwise designated by the Provost or designee, to an identified First-Level and Second-Level Instructional Unit for purposes of evaluation, Promotion, Tenure, and review. Such designation shall be made in writing and remain in effect unless formally modified by the University.

5. Administrative Restructuring. In the event of the reorganization, merger, renaming, or restructuring of academic units, successor units shall assume the roles of the First-Level and Second-Level Instructional Units unless otherwise designated in writing by Academic Affairs. Structural changes shall not disadvantage Faculty members in evaluation processes.
 6. Functional Interpretation. When ambiguity arises, the determination of which unit serves as the First-Level or Second-Level Instructional Unit shall be made by the Provost or designee, guided by the principle that:
 - a. The First-Level Instructional Unit is the primary peer-review body closest to the Faculty member's disciplinary home; and,
 - b. The Second-Level Instructional Unit provides broader academic oversight above the disciplinary level.
- D. There are two levels of review committees for Promotion and/or Tenure and for Non-Tenure Track Promotion only applications:
1. First-Level Review Committee at the First-Level Instructional Unit; and,
 2. Second-Level Review Committee at the Second-Level Instructional Unit level.
 - a. This committee may be waived at the discretion of the Provost.
 - b. In making this decision, the Provost should consider the size of the Instructional Unit and the feasibility of forming a Second-Level Review Committee.
- E. Instructional Unit Requirements.
1. Faculty must meet the specific criteria outlined by their department, college, or school for Promotion and/or Tenure.
 2. These criteria must be aligned with University-wide standards but may vary based on discipline, departmental goals, and mission.
- F. Evaluation Standards Following Departmental Restructuring.
1. Applicability.
 - a. This section is applicable to Faculty members whose primary departmental affiliation changes as a result of University restructuring, including but not limited to:

- i. Instructional Unit mergers or consolidations;
 - ii. Instructional Unit splits;
 - iii. Reassignment of programs between Instructional Units; or,
 - iv. Elimination or reorganization of academic units.
 - b. This provision does not apply to:
 - i. Voluntary transfers initiated by the Faculty member;
 - ii. Changes in appointment resulting from disciplinary action; or,
 - iii. Joint appointments where the primary home department remains unchanged.
- 2. Faculty Election of Evaluation Standards.
 - a. One-Time Election. A Faculty member whose department or college level Instructional Unit changes due to restructuring may elect to be evaluated for their First Major Review as part of a Promotion and/or Tenure application which begins within the first four (4) years after the effective date of the restructuring under either:
 - i. The Promotion and/or Tenure standards of the department-level Instructional Unit in which they were originally hired (Former Department Standards); or,
 - ii. The Promotion and Tenure standards of the department-level Instructional Unit to which they are reassigned (New Department Standards).
 - b. For purposes of this policy, First Major Review includes:
 - i. Tenure review;
 - ii. Promotion to Associate Professor;
 - iii. Promotion to Professor; and,
 - iv. Non-Tenure-track Promotion.
 - c. In order to facilitate acclimation to the New Department Standards, the First Major Review does not include Third Year Reviews. Third Year Reviews must be conducted under the New Department Standards.
- 3. Written Election Required.
 - a. The Faculty member must submit a written election of standards to the head of the First-Level Instructional Unit and Second-Level Instructional Unit no later than the beginning of the academic year in which the review will occur.
 - b. Absent a timely written election, the Faculty member will be evaluated under the New Department Standards.

- c. Once submitted, the election of standards is final and may not be changed.
- 4. Scope and Duration of Election.
 - a. The election applies only to the First Major Review following restructuring. All subsequent Promotion and/or Tenure evaluations shall be conducted exclusively under the New Department Standards.
 - b. If a Faculty member elects to be evaluated under Former Department Standards the applicable standards shall be those in effect at the time of the restructuring.
 - c. After the First Major Review has occurred, the Faculty member shall be fully integrated into the evaluative framework, criteria, workload expectations, and norms of the New Department or functional equivalent.
- 5. Application of Department Standards.
 - a. The head of the First-Level Instructional Unit shall ensure that:
 - i. Review committee members receive a copy of the elected standards;
 - ii. All narrative review letters at each level (department, college, university) shall explicitly state which standards governed the evaluation; and,
 - iii. External reviewers, where applicable, are informed of the standards governing the evaluation.
- G. Professional Performance. The reward of Promotion and/or Tenure should be a process that accurately evaluates academic excellence. Faculty members seeking Promotion with or without Tenure will be evaluated based on their performance in the following key areas:
 - 1. Teaching Effectiveness.
 - a. Teaching is a central component of Faculty responsibilities. Evidence of teaching effectiveness includes, but is not limited to:
 - i. Course evaluations and student feedback;
 - ii. Peer reviews of teaching performance;
 - iii. Development of innovative or effective teaching methods and materials;
 - iv. Supervision and mentoring of students (e.g., graduate students, undergraduate research); and,
 - v. Contributions to curriculum development and academic program improvement.
 - b. Student evaluations and course feedback may not be solely relied upon as evidence of teaching effectiveness (See ISUPP 4140 *Student Feedback and Course Evaluations*).
 - 2. Research and/or Creative Activity.

- a. Superior research and/or creative activity are vital to the University's mission including, but not limited to, the following:
 - i. Peer-reviewed publications in high-quality journals or academic presses;
 - ii. Clinical practice;
 - iii. Research grants and funding;
 - iv. Presentations at academic conferences, seminars, or symposia;
 - v. Publication of creative works;
 - vi. Original contributions to the field of study, including innovative methodologies, theories, or applications; and/or,
 - vii. Scholarly recognition, such as awards, fellowships, or citations by peers.
3. Service to the University and Profession.
 - a. Service is a key Faculty responsibility for professional growth and overall achievement, and includes, but is not limited to the following:
 - i. Service on departmental, college/school, and University committees;
 - ii. Leadership roles in academic or administrative units;
 - iii. Contribution to the broader academic community, such as involvement in professional organizations, editorial boards, or reviewing for academic journals; and,
 - iv. Engagement in outreach and community service relevant to the University's mission or the Candidate's field of study.

H. Portfolio Items.

1. Tenure-Track.
 - a. Tenure-Track Candidates being evaluated for Promotion and/or Tenure must submit a formal application portfolio to their First-Level Instructional Unit, which includes the following items:
 - i. The Idaho State University Tenure and Promotion Application Form;
 - ii. A current curriculum vitae that includes the entire professional background of the Candidate.
 - iii. Evidence of relevant scholarship, research or creative activities, clinical practice, service, and academic leadership. These should be noted in the curriculum vitae and provided separately in the Candidate's portfolio.
 - iv. All annual performance reviews, including the Third-Year Review, if applicable;

- v. Voluntary waiver to view Letters of External Review, if applicable;
 - vi. Any additional documents required by current Academic Affairs procedure.
2. For Tenured Candidates seeking Promotion to Full Professor the evaluation for Promotion will be based on the Faculty member's accomplishments throughout the Faculty member's entire career, with special attention to the accomplishments since the last successful promotion decision.
 3. Non-Tenure Track Candidates being evaluated for Promotion only must submit a formal application portfolio to their First-Level Instructional Unit which includes the following items:
 - a. The Idaho State University Tenure and Promotion Application Form;
 - b. A current curriculum vitae that includes the entire professional background of the Candidate;
 - c. Annual evaluations since appointment or last promotion;
 - d. Evidence of teaching and/or clinical practice;
 - e. Evidence of scholarship/creative activity, if required by position;
 - f. Evidence of service, if required by position; and,
 - g. Any additional documentation required by current Academic Affairs procedure.
 2. Letters of External Review are generally not required for Promotion only Non Tenure-Track applications except:
 - a. Clinical Faculty with Research expectations; and,
 - b. As required by position.
- I. Portfolio Alterations.
1. The First-Level Review Committee must review the Candidate's application to ensure all application materials have been received within ten (10) business days of receiving the completed application.
 2. The Candidate may add, delete, or change materials that directly pertain to the Candidate's portfolio by supplying a copy to the appropriate administrator within the ten (10) business day review period, provided that the portfolio continues to contain all of the required materials.
 3. Portfolio alterations cannot be made after ten (10) business days of the application closing.

- a. Notwithstanding the preceding, portfolio elements that require third-party peer assessment, such as publications in academic journals, may be added to the portfolio after the deadline has passed provided both of the following are true:
 - i. The Candidate submitted for publication prior to the deadline; and,
 - ii. The Candidate was notified of publication acceptance after the deadline.

VI. PROMOTION AND/OR TENURE FOR TENURE-TRACK FACULTY

A. Eligibility.

1. Tenure-Track Status. Only Tenure-Track Faculty members are eligible for Tenure consideration. Faculty on Non-Tenure Track contracts are not eligible for Tenure.
2. Time in Rank Requirements.
 - a. For Candidates at the assistant professor rank whose entire time in service for consideration was spent at Idaho State University, the granting of Tenure will be linked to Promotion to associate professor. Tenure will not be awarded without Promotion to the associate professor rank.
 - b. Candidates must have held the appropriate lower rank (e.g., assistant professor) for the requisite period of time before being considered for Promotion to the next rank (e.g., associate professor). The probationary period is five (5) years for Tenure-Track Faculty at the assistant professor level.
 - c. Time Allowance.
 - i. For Tenure-track Candidates whose time in rank is at Idaho State University, a maximum of two (2) years satisfactory service in the academic rank equivalent of Non-Tenure Track Faculty of instruction at the University (as defined in ISUPP 4050: *Non-Tenure Track Faculty*) will be allowed in partial fulfillment of the time requirement in the professorial ranks.
 - ii. This allowance must be approved by the Dean or Executive Director and the Provost.
 - iii. This allowance serves for both Promotion to associate professor and Tenure.
 - d. In some cases, Faculty may be hired without Tenure at the associate or full professor rank. In such cases, the determination of time towards Tenure consideration and any additional or situational requirements shall be set by the Provost and outlined in an offer letter.

- e. Individuals hired following a national search for some academic administrative positions may be appointed in rank, with Tenure, by the President at the time of hire (e.g., academic vice president, dean, and in some cases department chair).
- f. On rare occasions, a senior Faculty member may be brought in with Tenure at the discretion of the President.

B. Third-Year Review.

- 1. In order to assist the professional development of Tenure-Track Faculty and to provide the opportunity to adjust performance accordingly, all Tenure-Track Faculty shall undergo a Third-Year Review initiated by their department-level Instructional Unit.
- 2. Because the Third-Year Review is conducted for the benefit of the Candidate, failure to conduct the Third-Year Review will not prevent a Candidate from applying for Promotion and/or Tenure.
- 3. The Third-Year Review will be initiated after two (2) years of completed full-time service and conducted during the third (3rd) year of full-time service.
- 4. The Third-Year Review may identify potential Candidates for early Tenure. Bids for early Tenure are prohibited unless identified in the Third-Year Review, or in an Offer Letter.
- 5. Candidates undergoing Third-Year Review will follow the specific guidelines of the Instructional Unit and use the Idaho State University Tenure and Promotion Application form and procedures.
- 6. Input will be collected from the Department-level Faculty, Department-level chair, College-level review committee and Dean.
- 7. Letters of External Review are not expected as part of the Third-Year Review process.
- 8. A positive Third-Year review is not a guarantee of Tenure.

C. Timelines.

- 1. General.
 - a. Candidates for Promotion and/or Tenure are to be evaluated for the acquisition of Tenure in their fifth (5th) full academic year of employment but not later than the Faculty member's sixth (6th) full academic year of employment as a Faculty member at the University, non-inclusive of time spent as a GTA, Lecturer, or similar position.
 - b. Supervisors shall notify the Candidate in writing of the Candidate's eligibility for Promotion and/or Tenure before the end of the Spring semester preceding the academic year in which the Faculty member will be evaluated for Promotion and/or Tenure.

- c. After receiving Supervisor notification, the Candidate must then notify their Supervisor in writing of their intention to apply for Promotion and/or Tenure before the end of the Spring semester the academic year prior to candidacy.
2. The typical timeline for Promotion and/or Tenure review is as follows:
 - a. Spring Semester prior to submission: Candidates provide a list of names of external reviewers.
 - b. Fall Semester: Candidates submit Promotion and/or Tenure applications as directed by the guidelines of the Candidate's Instructional Unit.
 - c. Spring Semester: Department, college/school, and University-wide committees complete reviews.
 - d. End of Spring: Provost and President make final decisions. Candidates are notified of the decision in writing within 30 days of the final decision being made.
 - e. In certain exceptional cases a Faculty member may petition for an extension of the timeline for Tenure, or to Stop the Clock, due to extenuating circumstances, described in more detail below.
3. Early Tenure.
 - a. Candidacy for Early Tenure is identified in either:
 - i. An offer letter; or,
 - ii. During the Third Year Review.
 - b. Early Tenure applications must be initiated by a formal request initiated by the Candidate and submitted to the unit head at least twenty (20) working days prior to the end of the Spring semester. The application must include the following:
 - i. A formal request for Early Tenure justifying the exceptional nature of the early Tenure bid on the basis of professional achievements;
 - ii. A copy of the applicant's Curriculum Vitae;
 - iii. Previous evaluations; and,
 - iv. Any other documentation required by the Instructional Unit.
 - c. Requests are forwarded to the chair and dean or executive director to determine if the applicant has met the eligibility standard needed to file an early Tenure application.
 - d. A decision to approve or deny the request will be made before the end of the Spring semester.

- e. Being denied the opportunity to undergo an early review carries no adverse consequences. However, a failed application for Tenure, even if submitted as an early Tenure bid, shall have the same consequence as a failed Tenure bid, regardless of whether or not the bid was considered early.
4. Extensions: "Stop the Clock".
- a. Idaho State University recognizes that there are sometimes extenuating circumstances that might prohibit a Faculty member from being ready for a Tenure review in the standard timeline. In these circumstances, a Faculty member may apply to Stop the Clock. These exceptional cases include, but are not limited to:
 - i. Unforeseen research related difficulties;
 - ii. Family or other emergencies;
 - iii. Illness;
 - iv. Childbirth or adoption;
 - v. Operational impacts on the unit housing the Faculty member resulting in significant workload readjustment; or,
 - vi. Other extenuating circumstances.
 - b. Assistant professors who are Tenure-eligible with currently active Tenure clocks are eligible to apply to the Stop the Clock process.
 - c. Only a Faculty member may request that their Tenure clock be paused in the Stop the Clock process.
 - i. Notwithstanding the above, an incapacitated Faculty member's Dean or Executive Director may Stop the Clock on the Faculty member's behalf when otherwise permitted under University FMLA policy (see ISUPP 3010 *Family Medical Leave Act*.)
 - d. Stop the Clock may only be requested prior to submitting a complete Tenure portfolio.
 - e. In order to apply to Stop the Clock, Candidates shall submit a letter of request to their program/ department chair that includes:
 - i. An explanation of the request;
 - ii. A proposed timeline that includes the deferral period requested and the year the Faculty member will be eligible to sit for Promotion and Tenure;
 - iii. If requesting more than the automatically granted single deferral year, an explanation for why additional years are being requested.

- f. The Faculty letter and a letter from the chair acknowledging the new timeline shall be forwarded to the appropriate dean who will record and maintain the new timeline.
- g. The dean will notify the Provost's office of the change. The Provost's Office will confirm in writing that the Faculty member's timeline has been adjusted.

D. Letters of External Review.

1. Letters of External Review are required for:
 1. Tenure applications;
 2. Promotion applications from Associate to Full Professor;
 3. Clinical Faculty with Research expectations; and
 4. As required for the position.
2. Faculty who are not required to conduct research and/or creative activities are excluded from this requirement.
3. The Promotion and/or Tenure application should include a minimum of three (3), but no more than six (6), letters from external reviewers who are expert in the Candidate's field or a related scholarly field.
4. Waiver.
 1. In order to ensure the integrity of Letters of External Review, Candidates are strongly encouraged to voluntarily waive access to view Letters of External Review.
 2. If the waiver is not signed, the University cannot guarantee external reviewers that any review letters submitted will remain confidential. Without a guarantee of confidentiality, external reviewers are likely to decline the opportunity to review the Candidate.
 3. If reviewers decline to provide Letters of External Review, an applicant may not have a sufficient number of Letters of External Review to support their application for Promotion and/or Tenure.
5. Exceptions to this requirement for external reviewers includes those Faculty who are not required to conduct research and/or creative activity.
6. External Reviewers.
 1. Eligibility.
 - i. External reviewers must have no significant relationship to the Candidate (e.g., major professor, relative, or former student).

- ii. Reviewers should be highly regarded and recognized scholars in the Candidate's discipline and able to evaluate the quality, productivity, and significance of the Candidate's scholarship or creative works within the Candidate's assigned workload.
 - iii. External reviewers must be selected from individuals outside of the University.
 - iv. Letters of External Review must be obtained from Professors in the same academic rank or higher than the rank the Candidate seeks to obtain through the current Promotion and/or Tenure application.
 - v. To ensure that Letters of External Review remain confidential, the Candidate will refrain from contacting potential external reviewers.
6. Responsibilities.
- a. Candidates.
 - i. Early during the Summer preceding the academic year in which the Candidate applies for Promotion and/or Tenure, the Candidate must submit a list of at least five (5) recommended external reviewers to the department chair.
 - ii. These recommendations should be accompanied by brief biographical information supporting the choices as well as certification that there is no significant relationship with the recommended reviewers.
 - iii. The Candidate may also identify individuals who shall be excluded as reviewers.
 - iv. The Candidate will provide copies of a current curriculum vitae and other materials chosen by the Candidate as appropriate for external review of the Candidate's scholarship, research, creative activity, assigned industry engagement, or as needed by the department.
 - b. Chair. The Department Chair or head of the department-level Instructional Unit is responsible for contacting external reviewers.
 - i. In communicating with an external reviewer, the department chair must use a version of the sample letter provided by the Office of Academic Affairs.
 - ii. When inviting a potential reviewer to review a Candidate's scholarship, the Chair will forward the following materials to the external reviewer:
 - 1. The Candidate's current curriculum vitae;
 - 2. The requirements of the Instructional Unit;
 - 3. Copies of the department and college Promotion and Tenure policies; and,

4. Other materials chosen by the Candidate as appropriate for external review of the Candidate's scholarship, creative activity, or assigned industry engagement.
- iii. The Chair will select at least two (2) reviewers from the Candidate's recommended list and solicit external review from an additional one (1) to four (4) professionals in the Candidate's area of expertise.
- iv. The selection of external reviewers must be completed early in the Summer or late in the Spring prior to a Candidate's submission.
- v. The department chair, or equivalent, must demonstrate best efforts to obtain the Letters of External Review for the Candidate in a timely manner. In some cases, there may be a lack of timely response or no response from those selected to provide Letters of External Review. Rather than delay the Promotion and/or Tenure review and recommendation process, the chair must provide written justification for submitting fewer than the required minimum of three (3) reviewer letters to higher-level decision makers.
- vi. All solicited letters received will be included with the documentation for the Promotion and/or Tenure application.

VII. PROMOTION ONLY FOR NON-TENURE TRACK FACULTY

- A. This section governs Promotion only applications for Non-Tenure Track Faculty.
- B. The timeline for Promotion only application is as follows:
 1. Fall Semester: Candidates submit Promotion and/or Tenure applications as directed by the guidelines of the Candidate's Instructional Unit.
 2. Spring Semester: Department, college/school, and University-wide committees complete reviews.
 3. End of Spring: Provost and President make final decisions. Candidates are notified of the decision in writing within 30 days.
- C. General Principles.
 1. Evaluation shall be based on the duties specified in the Faculty member's position description and annual workload assignments.
 2. Promotion is not automatic based on time in rank.
 3. Evaluation for Promotion will be based on the Candidate's accomplishments with special attention to the accomplishments since the last successful promotion decision.
- D. Eligibility.

1. Non Tenure-track Faculty members are eligible for Promotion only.
2. A continuing Non-Tenure Track Faculty member is eligible to be evaluated for Promotion according to the guidelines set by the Instructional Unit.

VIII. COMMITTEE REQUIREMENTS

E. Committee Levels.

1. There are two levels of review for Promotion and/or Tenure applications:
 - a. First-Level Review Committee. First Level Review Committees are at the level of the department or similar Instructional Unit. One First-Level Review Committee is required.
 - b. Second-Level Review Committee. Second-Level Review Committees are at the level of the college or similar Instructional Unit.
2. Second Level Review Committees may be waived at the discretion of the Provost, depending on the size of the Instructional Unit.

B. Committee Composition.

1. General Committee Requirements.
 - a. Committees must have a minimum of five (5) members;
 - b. Committees may include non-Tenured Faculty;
 - c. Committee members are drawn from the Candidates department-level Instructional Unit first with any additional Faculty drawn from a closely aligned discipline;
 - d. To the extent possible, all committee members must have some knowledge and understanding of the Candidate's discipline;
 - e. Students may serve on committees; however, if a student serves on a committee, the student must be given an equal vote;
 - f. All members of the committee receive an equal vote; and
 - g. Committee formation must follow the requirements of the Office of Academic Affairs, including the processes for requesting waivers for the formation of Second-Level Review Committees.
2. Additional Tenure-Track Committee Requirements.
 - a. Tenure-Track Committees are required to have at least five (5) members with at least three (3) Tenured Faculty members;

- b. Tenure-Track Committees are required to have a Tenured Faculty majority on the committee;
 - c. Tenure-Track Committees are required to include a Faculty member from outside of the Candidate's First Level Instructional Unit; and,
 - d. Tenure-Track Committees are required to have a majority of members who hold rank equal to or greater than the rank the Candidate seeks to obtain.
3. Non-Tenure Track Promotion Committees.
- a. Non-Tenure Track Promotion Committees are not required to include a Faculty member from outside the Candidate's First-Level Instructional Unit; and,
 - b. A majority of the Committee members are required to hold a rank equal to or greater than the rank the Candidate seeks to obtain.
4. Instructional Units at all levels must clearly communicate the process for determining committee membership to all Faculty.
- C. Committee Obligations.
1. Confidentiality.
- a. Confidentiality is a vital part of the Promotion and/or Tenure process as it protects the integrity of the review process.
 - b. Committee members may not disclose, discuss, or share any confidential information with unauthorized individuals, including Faculty members, students, or external parties.
 - c. The Promotion and/or Tenure process is confidential, and all materials submitted for review are considered sensitive.
 - d. Faculty members are expected to respect the confidentiality of the process. All reviewers are required to maintain confidentiality at all stages of the review. All discussions, deliberations, votes, evaluation materials, and recommendations related to Promotion and Tenure applications shall remain strictly confidential.
2. Non-Disclosure Obligation.
- a. In order to protect the integrity of the proceedings, committee members must:
 - i. Sign a confidentiality agreement before participating in Promotion and/or Tenure proceedings; and,
 - ii. Report any breaches of confidentiality to the appropriate authority.

- b. Access to Materials. Access to Promotion and Tenure materials shall be restricted to authorized committee members and relevant administrators who require such information for decision-making.
 - c. Committee members shall maintain the anonymity of evaluators including external and internal review letters, committee deliberations, and individual votes.
 - d. Violating confidentiality policies is considered Adequate Cause. Members who violate confidentiality policies may be subject to disciplinary action, including removal from the committee and any further sanctions allowable under University policy.
3. Recusal.
- a. Prior to consideration of Candidates, each committee member shall disclose in writing to the other committee members the nature and extent of any relevant relationships and working arrangements with each Candidate who will be considered by the committee.
 - b. Recusal due to Conflict of Interest. A committee member with a Conflict of Interest shall recuse themselves from consideration of each Candidate with whom they have a Conflict of Interest (See ISUPP 1130 *Conflict of Interest and Commitment*).
 - c. Recusal on other grounds. A committee member shall recuse themselves from consideration of a candidate if the committee member subjectively determines that they cannot fairly evaluate that Candidate's performance as required by University policy.
 - d. Committee members may not vote at both the First-Level Review and Second-Level Review levels. Voting at both First-Level and Second-Level Reviews is considered a Conflict of Interest and is prohibited.
4. Objection.
- a. Objection to a committee member's participation based on Conflict of Interest as defined by this policy or on other grounds may be raised by:
 - i. The Candidate;
 - ii. Any member of the committee; and,
 - iii. The chair of the Candidate's unit, or by the dean of the Candidate's college.
 - b. All objections shall be communicated to the dean or executive director and to the Provost.
 - c. If an objection is raised and the committee member refuses to recuse themselves, the dean of the Candidate's college shall decide whether the committee member shall be disqualified from participation, unless the dean is the party raising the

objection, in which case the provost shall decide. The decision of the dean or Provost, as applicable, is final.

D. Committee Procedures.

1. At both review levels the committee must review the application, vote, and provide a comprehensive narrative statement. The statement shall include:
 - a. The committee's recommendation;
 - b. Tallied vote of the committee;
 - c. Explicit criteria and metrics used; and,
 - d. The signature of each committee member.
2. At both review levels the Candidate must:
 - a. Receive copies of all recommendations;
 - b. Be permitted written responses; and,
 - c. Have timelines enforced uniformly.
3. First-Level Review Committee.
 - a. The Promotion and/or Tenure Portfolio will be made available to the Candidate's First-Level Review Committee for review.
 - b. The First-Level Review Committee will forward the vote and comprehensive narrative recommendation to the head of the First-Level Review Instructional Unit.
 - c. The report shall be made available to the Candidate for response.
 - d. The head of the First-Level Instructional Unit shall prepare a narrative recommendation.
 - e. The recommendation and report from the First-Level Review Committee and the recommendation and report from the head of the First-Level Instructional Unit shall both be made available to the Candidate.
 - f. The head of the First-Level Instructional Unit shall forward the application to the Second-Level Review Committee, if applicable.
 - g. If the Second-Level Review Committee has been waived by the Provost, the recommendations shall be sent directly from the head of the First-Level Instructional Unit to the Provost.
4. Second-Level Review Committee.

- a. The Second-Level Review Committee shall review the application of the Candidate, the committee recommendations and the recommendations of the Unit head and make a recommendation to the Dean or head of the Second-Level Instructional Unit.
 - b. Within three (3) working days of its decision, the chair of the Second-Level Review Committee shall place the committee's written recommendation into the Candidate's application materials and provide a copy to the Dean or Executive Director of the Second-Level Instructional Unit.
 - c. The Dean shall make a written narrative recommendation to grant or deny promotion.
 - d. The recommendation will be made available to the Candidate.
 - e. If the Dean's recommendation is to deny promotion, the Candidate may, within five (5) working days of notification, request a meeting with the Dean.
 - f. If requested, the Dean shall grant a meeting within five (5) working days of the request and issue a final written recommendation.
 - g. The Candidate's application shall then be forwarded to the Provost and Vice President for Academic Affairs, who shall forward their recommendation to the President.
5. University Level Review.
- a. The President, in consultation with the Provost and Vice President for Academic Affairs, shall make their decision to award or deny Tenure and/or Promotion.
 - b. The President shall notify the Faculty member of their decision.
- B. Denial of Tenure.
- 1. If Tenure is not granted, the Faculty member may be offered a terminal contract for the following academic year.
 - 2. Denial of Tenure can be grieved only on the grounds that it arose from the violation of ISUPP 4020 *Promotion and Tenure* or other applicable policies. The grievance process cannot be used to re-evaluate the merits of a Tenure application.

IX. FACULTY MEMBERS WHO HAVE BEEN APPOINTED TO ADMINISTRATIVE POSITIONS

- A. Recognition of Academic Administrator Service. Service as an academic administrator constitutes significant and valuable service. Service in academic administrative positions is recognized as a form of academic service and shall be evaluated accordingly in the Promotion and/or Tenure review processes.

- B. Protection Against Adverse Impact. Time served in a formally appointed academic administrative role shall not be counted against a Faculty member in Promotion and/or Tenure review.
1. A Faculty member's record shall not be evaluated as deficient in research, teaching, or service productivity solely because of a documented reduction in workload associated with approved administrative duties.
 2. Review committees and administrators shall assess the Candidate's accomplishments in light of the assigned workload distribution in effect during the period under review.
 3. Expectations for scholarly productivity shall be proportionate to the Faculty member's formally assigned responsibilities.
- C. Due credit for Administrative Contributions. Documented academic administrative service shall receive substantive and meaningful consideration in promotion and tenure evaluations.
1. Administrative accomplishments shall be evaluated as evidence of leadership, institutional impact, and professional contribution.
 2. Candidates may include, as appropriate:
 - a. Evidence of program development or reform;
 - b. Strategic planning and implementation;
 - c. Faculty mentoring and development;
 - d. Accreditation oversight;
 - e. Budget management;
 - f. Policy development;
 - g. Student success initiatives;
 - h. External partnerships; and,
 - i. University advancement activities.
 3. Administrative effectiveness may be demonstrated through annual evaluations, institutional outcomes, peer or supervisor assessments, and documented achievements.
- D. Post-Administrative Review.
1. When a Faculty member returns to a full-time Faculty appointment following administrative service, subsequent evaluations shall consider:
 - a. The duration and scope of administrative service;

- b. Any formally adjusted workload agreements; and,
 - c. The transition period required to reestablish full research and/or teaching activity.
- 2. No negative inference shall be drawn from service undertaken at the request or with the approval of the University.
- E. Due credit should be given for service in their current position.
- F. An employee with Tenure in an academic department or equivalent Instructional Unit who is appointed to an academic administrator position retains Tenure in that department or equivalent unit.
- G. An employee hired for or promoted to an academic administrator may be considered for a Tenured Faculty rank in the appropriate department or equivalent unit. Such consideration is contingent upon approval by the institution's president.
- H. Upon termination of employment as an academic administrator, an employee with Tenure may return to employment in the department or equivalent unit in which he or she holds tenure unless such employee resigns, retires, or is terminated for Adequate Cause.

X. CHANGE FROM TENURE-TRACK TO NON-TENURE TRACK APPOINTMENTS

In certain rare cases, Faculty members may request to convert their Tenured or Tenure-track appointment to a Non-Tenure Track research, clinical, or lecturer appointment. This change must be approved by the chair, dean, and Provost, and should occur only when it is in the best interest of the program and University.

- A. 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.
- B. Faculty members may also change from a Non-Tenure Track to a Tenure-Track position, with the approval of the chair, dean, and Provost, and should occur only when it is in the best interest of the program and the University.
- C. All Faculty appointments are subject to approvals as required by Idaho State Board of Education policies.

XI. RELATED LAWS, RULES, AND POLICIES

- A. SBOE Policy, Section II.G. ("Policies Regarding Faculty - Institutional Faculty Only")
- B. ISUPP 1030 *University Records, Archives, and Publications*
- C. ISUPP 1130 *Conflict of Interest and Commitment*

- D. ISUPP 3000 *Professional Workplace Free from Abusive Conduct*
- E. ISUPP 3010 *Family Medical Leave Act*
- F. ISUPP 3050 *Categories of Employees*
- G. ISUPP 4010 *Periodic Performance Review of Tenured Faculty*
- H. ISUPP 4041 *Grievance Procedures for Institutional Faculty*
- I. ISUPP 4050 *Academic Rank and Other Appointments*
- J. ISUPP 4090 *Faculty Workload*
- K. ISUPP 4140 *Student Evaluations and Course Feedback*