

# Idaho State University - College of Science and Engineering GUIDELINES FOR PROMOTION OF NON-TENURE-TRACK FACULTY

**Approved by majority faculty vote April 2024**

1. **INTRODUCTION**

This document provides College-level policies and procedures for promotion and Periodic Performance Review of Non-Tenure-Track faculty in the College of Science and Engineering (CoSE).

Each School or Department will develop its own policy that supplements this document with discipline-specific guidelines and procedures for departmental review and evaluation associated with promotion and periodic performance reviews (PPRs). School and Departmental policies and procedures may not contradict College or University-level policies (e.g., ISUPP #4020 & 4050) and procedures, and will be approved in consultation with the Dean of the College.

# PROFESSIONAL ACTIVITIES

Faculty members are evaluated in the areas of teaching, research, and service. The faculty member’s letter of hire will state any specific job assignments or conditions that will be applicable during the promotion process. Unless otherwise specified by the letter of hire, non-tenure‐track faculty are expected to focus on one category of performance (teaching, research, or service) with possible contributions in other categories, as stipulated during the hiring process.

Here are general guidelines regarding expectations for each category of evaluation: teaching, research, and service.

# TEACHING

Teaching is the direct educational involvement with students inside and outside the classroom and the activities that enhance this process. It may include, but is not limited to, effective:

* + instruction in the classroom
	+ preparation and management of course laboratories
	+ supervision of, and service on, graduate students’ committees
	+ training and supervising of graduate and undergraduate teaching assistants
	+ advising of students
	+ supervision of independent study or internships
	+ design, management, and organization of courses
	+ education that helps faculty to stay current within the field

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* + development of curriculum
	+ creation of new modes of instruction

Evidence of effective teaching characterized by appropriate content and rigor may be gathered from, but is not limited to:

* + student evaluations
	+ teaching observation by peers
	+ high academic standards as evidenced by grading practices
	+ syllabi and other instructional material, such as paper assignments
	+ quality of students’ work
	+ new course and curriculum development
	+ innovations in pedagogy
	+ participation in pedagogically related professional development activities
	+ number of graduate advisees directed to completion of degree
	+ service on graduate student committees
	+ honors and awards

# RESEARCH

Research leads to the production of new knowledge or new pedagogy within the field of one’s discipline. Primary evidence for evaluating research can be gathered from, but is not limited to, these sources:

* + publication of articles/papers in refereed journals
	+ publication of articles/chapters within refereed or invited monographs or books
	+ publication of monographs or books by refereed presses
	+ publication of textbooks
	+ publication of refereed software
	+ awarding of grants and contracts
	+ advising research students in completing their research efforts, theses, and dissertations
	+ patents and commercialization
	+ honors and awards
	+ keynote or invited presentations

Primary or Secondary evidence for evaluating research (according to departmental policies) can include

* + Peer-reviewed publication in proceedings of scholarly meetings Secondary evidence for evaluating research can include:
	+ presentations at scholarly conferences
	+ publications in non-refereed venues
	+ submission of proposals

# SERVICE

Service is defined as those professional activities which effectively aid the department, school, college, university, profession, or community.

*Departmental, college, and university service activities* can include, but are not limited to:

* + participation on departmental/college/university boards, committees, task forces, or councils (including hiring and evaluative committees)
	+ participation in faculty meetings
	+ serving as faculty advisor for student organizations
	+ assisting with recruiting activities
	+ assisting in student placement activities
	+ reviewing internal grants
	+ writing and funding of non-research grants
	+ assigned administrative duties

*Professional service* activities can include, but are not limited to, the following:

* + serving as an officer in a professional organization
	+ reviewing grants for funding agencies
	+ refereeing papers or books for a journal or publisher
	+ refereeing conference papers
	+ organizing and chairing sessions at scholarly conferences
	+ organizing symposia and professional meetings
	+ serving as a respondent at professional conferences
	+ editorships
	+ participation in professional development activities that focus on improving research productivity or quality
	+ published textbook and manuscript reviews

*Professionally-related community service* activities can include, but are not limited to, the following:

* + speaking on professional topics to civic, public, business, or professional organizations
	+ serving in a professional capacity on boards of organizations
	+ working with colleagues in the K - 12 system
	+ working with groups that promote the understanding of one’s discipline within the community

# ELIGIBILITY AND EVALUATION CRITERIA

All faculty evaluations will assess the faculty member’s accomplishments and potential for professional contribution in the areas of teaching, research, and service, unless otherwise stipulated in their contract or letter of hire. The faculty member’s performance in each of the three areas shall be rated as one of ***Excellent***, ***Satisfactory***, or ***Unsatisfactory***.

Evaluation rankings of ***Satisfactory*** and ***Excellent*** for each of the areas are defined below. In addition to these definitions, the faculty member’s letter of hire may specify certain performance expectations.

* + **Teaching:** To be rated ***Satisfactory*** in teaching, a faculty member must demonstrate effective instruction both inside and outside the classroom, characterized by appropriate content and rigor. To be rated ***Excellent***, a faculty member must demonstrate a consistent and significant record of effective instruction characterized by appropriate content and rigor, and high levels of quality and/or innovation.
	+ **Research:** To be rated ***Satisfactory*** in research, a faculty member must demonstrate success in the research process pertinent to their discipline, culminating with publications, awards, grants, and/or patents as listed under primary evidence of research success. To be rated ***Excellent***, a faculty member must demonstrate a consistent and significant record of research activity characterized by high levels of quality, insight, and/or productivity. Evaluation of research performance should consider the faculty member’s workload distribution and their department’s research infrastructure.
	+ **Service:** To be rated ***Satisfactory*** in service, a faculty member must demonstrate effective participation in the department/college/university service area and participation in either professional or community service. To be rated ***Excellent*** a faculty member must demonstrate a consistent and significant record of service activities characterized by high levels of initiative, leadership, and/or effectiveness on behalf of the group being served.

**Distinction by academic rank: *Satisfactory*** and ***Excellent*** performance expectations increase with increasing academic rank. Each rating should consider both performance to date and the demonstrated likelihood of sustaining or improving that level of performance in the future. With these definitions as a guide, each unit shall decide the standard for each academic rank within their school or department.

# FOR NON-TENURE-TRACK PROFESSORS: PROMOTION TO ASSOCIATE PROFESSOR

*Eligibility*

To be considered for promotion from Assistant to Associate Professor, non-tenure track faculty members must have completed at least 3 years in rank as Assistant Professor, or have equivalent

experience. The request for consideration can first be made during the faculty member’s 4th year

in rank. Credit toward time in rank gained at other institutions shall be negotiated with the dean at the time of hire and noted in the letter of hire.

*Criteria*

The same application form is used for both tenure-track and non-tenure-track faculty. The expectation of high-quality performance in a faculty member’s primary workload area is the main requirement for promotion. However, there are some notable differences between applications for tenure-track and non-tenure-track faculty (e.g. non-tenure-track members are not required to include external letters of reference with their application). Evidence in the primary workload area should follow processes established for tenure-track faculty. Performance in other work load areas will also be considered in the recommendation for promotion, as applicable.

To be promoted to Associate Professor, the faculty member must, for the period under review (at Assistant Professor), achieve an Excellent level of performance in their primary workload area. For example, a teaching professor must show Excellent performance in teaching and show potential for continued contributions in teaching.

# FOR NON-TENURE-TRACK PROFESSORS: PROMOTION TO PROFESSOR

*Eligibility*

To be considered for promotion from Associate Professor to Professor, non-tenure track faculty members must have completed at least 3 years in rank as Associate Professor or have equivalent experience. The request for consideration can first be made during the faculty member’s 4th year in rank. Credit toward time in rank gained at other institutions shall be negotiated with the dean and noted in the letter of hire.

*Criteria*

The same application form is used for both tenure-track and non-tenure-track faculty. The expectation of high-quality performance in a faculty member’s primary workload area is the main requirement for promotion. However, there are some notable differences between applications for tenure-track and non-tenure-track faculty (e.g., non-tenure-track members are not required to include external letters of reference with their application). Evidence in the primary workload area should follow processes established for tenure-track faculty. Performance in other workload areas will also be considered in the recommendation for promotion, as applicable.

To be promoted to Professor, the faculty member must, since achieving rank of Associate Professor, achieve Excellent levels of performance in their primary workload area and at least one other area of performance, if applicable. They must also show potential for continuing to make professional contributions to the university in these areas. For example, a teaching professor must

show Excellent performance in teaching and may show Excellent performance in research or service.

# FOR LECTURERS: PROMOTION TO ASSOCIATE

*Eligibility*

To be considered for promotion from Lecturer to Associate Lecturer, faculty members must have completed at least 3 years in rank as Assistant Lecturer or have equivalent experience. The request for consideration can be made during the faculty member’s 4th year in rank. Credit toward time in rank gained at other institutions will be negotiated with the dean and noted in the letter of hire.

*Criteria*

To be promoted to Associate Lecturer, the faculty member must, for the period under review (at Lecturer), achieve an Excellent level of performance in teaching.

# FOR LECTURERS: PROMOTION TO SENIOR LECTURER

*Eligibility*

To be considered for promotion from Associate to Senior Lecturer, faculty members must have completed at least 3 years in rank as Associate Lecturer. The request for consideration can be made during the faculty member’s 4th year in rank as Associate Lecturer. Credit toward time in rank gained at other institutions will be negotiated with the dean and noted in the letter of hire.

*Criteria*

To be promoted to Senior Lecturer, the faculty member must, for the period under review (since achieving rank of Associate Lecturer), achieve at least an Excellent level of performance in teaching and at least a Satisfactory level of performance in Service.

# PROCEDURAL NOTES

1. In the spring before the academic year they wish to be considered for promotion, the faculty member should consult with the chair of their department and the dean regarding their eligibility for promotion and to initiate the process. ISUPP 4020 is currently the policy related to promotion.
2. The department chair, in consultation with the faculty member, should construct a departmental review committee. The committee must include a faculty member from outside of CoSE. The membership list for the committee should then be submitted to the dean for approval.
3. The faculty member should prepare materials pertaining to their promotion according to the current instructions on the Academic Affairs (AA) website in consultation with the chair of the

department. and the administrative assistant. The [[P&T Faculty Application](https://www.isu.edu/media/libraries/academic-affairs/promotion-and-tenure/P%26T-Faculty-Application.docx)](https://www.isu.edu/academicaffairs/faculty-support/promotion--tenure/) form from the AA website must be included in the application materials. There are guidelines for the naming of each file and how it is made available for review by the various evaluators. The instructions on the AA website should be followed; links to the pertinent information on the Academic Affairs website are below.

1. The departmental review committee will access the prepared material as described in the current online submission guidelines and prepare a report. The [P&T College Committee Report](https://www.isu.edu/media/libraries/academic-affairs/promotion-and-tenure/P%26T-College-Committee-Report.docx) on the AA website should be used. The report should then be made available for review by the department chair.
2. Once this is completed, the chair of the department should then prepare a report regarding promotion of the candidate using [[P&T Department Chair Report](https://www.isu.edu/media/libraries/academic-affairs/promotion-and-tenure/P%26T-Department-Chair-Report.docx)](https://www.isu.edu/academicaffairs/faculty-support/promotion--tenure/) from the AA website.
3. The reports from the departmental review committee and chair are then provided to the faculty member. The faculty member should make comments using the [P&T Faculty Response to Department and-or Chair Report](https://www.isu.edu/media/libraries/academic-affairs/promotion-and-tenure/P%26T-Faculty-Response-to-Department-and-or-Chair-Report.docx) form from the AA website. The faculty comment period is 5 working days.
4. The Executive Committee then accesses the information and reports. The Executive Committee completes the [[P&T College Committee Report](https://www.isu.edu/media/libraries/academic-affairs/promotion-and-tenure/P%26T-College-Committee-Report.docx)](https://www.isu.edu/academicaffairs/faculty-support/promotion--tenure/) form from the AA website.
5. The dean then accesses the faculty member’s information, reports, and the comments by the faculty member. The dean writes a report with a recommendation.
6. The faculty member then has 5 working days to comment on the Executive Committee and dean’s reports using [P&T Faculty Response to College and-or Dean Report](https://www.isu.edu/media/libraries/academic-affairs/promotion-and-tenure/P%26T-Faculty-Response-to-College-and-or-Dean-Report.docx) form from the AA website.
7. The promotion information and all the reports and the comments on the reports by the faculty member are then submitted to the provost’s office for review.

\*Note: The applicant must also complete the faculty self-evaluation portion of the annual evaluation in TMS, once they receive notice that it is available. However, the normal Annual Evaluation form does not have to be completed and attached because this information is already included in the promotion documentation.

Each department/unit may have their own set of additional procedural guidelines, but all of the CoSE guidelines must be followed. Department/unit procedural guidelines must be developed in consultation with the CoSE Dean.

# Promotion Information Available from Academic Affairs

Information regarding promotion (and/or tenure) is available on the Academic Affairs website currently at: https://www.isu.edu/academicaffairs/faculty-affairs/promotion-tenure--stop-the-clock/

The following information should be accessed and completed ***with assistance from the chair and the administrative assistant*** of the candidate’s department.

1. [P&T Application Instructions](https://www.isu.edu/media/libraries/academic-affairs/promotion-and-tenure/P%26T-Application-Instructions.pdf)
2. [P&T Faculty Application](https://www.isu.edu/media/libraries/academic-affairs/promotion-and-tenure/P%26T-Faculty-Application.docx)
3. [P&T Online Submission Guidelines](https://www.isu.edu/media/libraries/academic-affairs/promotion-and-tenure/P%26T-Online-Submission-Guidelines-%28Revised-10-13-22%29.pdf)

# APPEALS

Every faculty member has the right to appeal promotion recommendations made through these College of Sciences and Engineering evaluation procedures. Policy violations in the promotion process are subject to appeal via the Grievance Process as defined in ISUPP 4041.

# COLLEGE-LEVEL REVIEW OF PROMOTION APPLICATIONS

The CoSE Executive Committee will review promotion applications prior to review by the College Dean.

Committee members will review all promotion applications, indicate by vote whether they support the application, and provide a written summary of their collective analysis. Members are ineligible to vote if, for a specific applicant, they already voted while serving on a departmental level committee for that applicant.

The Executive Committee may invite a faculty representative from the department of the applicant to attend a committee meeting and discuss the departmental report, but not vote on the recommendation.

# AMENDING THIS DOCUMENT

This document will be reviewed with consideration for changes every 5 years. The process will begin with a review of the document by the Executive Committee and the Dean, for approval by the College faculty at large.

Faculty members may also request changes to this document. To do so, the faculty member will make the request for change first at the department/school level. If the department/school agrees to the change, the request will be forwarded to the department chair/school director, who writes a recommendation and then forwards the request to the Executive Committee. If the Executive Committee and Dean agree with the change, it will be submitted for approval by the College faculty at large.