

COEN FAC 001

Promotion and Tenure Policy and Procedure

Effective Date: December 14, 1997

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(Provost approved May 20, 2010)

The promotion and tenure procedure for the College of Engineering is based upon Boise State University's (BSU) Policy 4340 and Policy 4370. BSU Policy 4340 specifies criteria and procedures for promotion. BSU Policy 4370 provides basic guidelines for tenure, but directs each college to establish a written policy that specifies criteria and procedures to be used within its college. This document provides these specifics along with guidelines for preparation of the tenure and promotion portfolio. There are also some additional deadlines in this procedure to ensure adequate time for the thorough review this process deserves, and department chairs are responsible for compliance with the deadlines in this procedure.

I. Criteria for Tenure:

Tenure, a condition of presumed continuous employment, is to be awarded in recognition of a faculty member's contribution to Boise State University. This recognition is based upon an evaluation of a faculty member's performance in teaching, scholarly/creative/research activities, and service during the probationary period at the university (the period between initial full-time employment and application for tenure). Although a faculty member's professional record will be reviewed as a whole and although an individual professional record may show exceptional performance in one area, all candidates for tenure must demonstrate outstanding performance in all three areas as stated in BSU Policy 4370.

The intent of requiring participation in all three areas of faculty charge is to achieve a well-rounded faculty. It is not anticipated or desired that all faculty will make equal contributions in all three areas, and a desirable diversity in contribution is encouraged. The individual faculty member in consultation with the department chair and in accordance with BSU Policy 4560 should determine the particular blend of contributions within the three areas.

Achievements which pre-date employment at Boise State University will be considered a part of a faculty member's overall professional record; however, primary emphasis in tenure evaluation will be placed on contributions made to the programs at Boise State University.

II. Criteria for Promotion:

The criteria to be followed by the college are specified by the criteria for promotion in BSU Policy 4340.

III. Promotion/Tenure Portfolio:

The eligible faculty member shall prepare a promotion/tenure portfolio consisting of three volumes which should be organized in accordance with the format guidelines specified below, and should include the items specified below to support each candidate's application.

A. General Format:

1. The overall size of an applicant's portfolio should consist of no more than three volumes.
2. The submitted summary binder (Volume 1) should be limited to a thickness of three (3) inches and acts as the candidate's formal request for review by the Promotion and Tenure Committee (PTC). This volume provides an overall summary of the candidate's qualifications. The specific format of Volume 1 is prescribed by the Provost's office and detailed below.

3. The second binder (Volume 2) should be limited to three (3) inches in thickness. This binder should contain supporting documentation of performance in the areas of teaching, research/scholarly activities, and service. This volume must be prefaced with a concise index providing a summary outline of the contents. Include only the most significant supporting documentation for this volume. Details of information to be included are provided below. More extensive documentation may be provided in Volume 3.
4. The third binder (Volume 3) is the applicant's appendix binder. This should be limited to four (4) inches in thickness. The binder should contain the remaining detailed documentation, organized and referenced in accordance with the second volume's index.
5. Electronic submittal of supporting documentation – because of the variety of people who review promotion and tenure material, and varying levels of ability and opportunity to access electronic material, this policy specifies that materials for review must be submitted in hard copy form. Faculty are welcome to include additional information in electronic format, but the reviewers are not obligated to consider any information that is submitted electronically.

B. Application Volume 1

Application Volume 1 should be prefaced with a transmittal letter explicitly stating the PTC action being requested (i.e., promotion and/or tenure) in accordance with the Boise State University (BSU) and College of Engineering (COEN) Tenure and Promotion Policies. The transmittal letter shall contain the following information concerning the candidate:

1. Department
2. Highest academic degree
3. Current rank and rank applied for
4. Number of years at BSU
5. Number of years at current rank (Specify if any of this time was at another institution, or was in a non-tenure track status at Boise State University)
6. Tenure status.

The transmittal letter should be followed by eight (8) tabbed sections meeting the following specifications in this order:

1. A current vita containing the candidate's professional preparation, professional experience, research and scholarly activity, teaching assignments for the last three academic years (including classes taught, credit hours and student load), and professional, community and university service. Publications must be explicitly broken down into categories reflecting whether they are peer-reviewed, non-peer-reviewed, etc.
2. Annual evaluations by the department chairperson and the department peer review committee for the years the faculty member has been at Boise State, or at least the five academic years preceding this submission of materials for consideration for tenure and/or promotion.
3. Department peer review committee's recommendation. **NOTE:** *This material will be inserted by the department peer review committee after candidate submits his or her portfolio for review. (See section IV. Timeline and Procedures for Faculty Promotion/Tenure Review, October 1.)*

4. Department chairperson's recommendation. **NOTE:** *This material will be inserted by the candidate's department chairperson after candidate submits his or her portfolio for review. (See section IV. Timeline and Procedures for Faculty Promotion/Tenure Review, October 15.)*
5. College promotion and tenure committee's recommendation. **NOTE:** *This material will be inserted by the college promotion and tenure committee after candidate submits his or her portfolio for review. (See section IV. Timeline and Procedures for Faculty Promotion/Tenure Review, December 15.)*
6. Dean's recommendation. **NOTE:** *This material will be inserted by the college dean after candidate submits his or her portfolio for review. (See section IV. Timeline and Procedures for Faculty Promotion/Tenure Review, January 31.)*
7. A summary of official student evaluations for all courses for at least the last three academic years (do not include individual evaluation forms). If the students' evaluations are quantitative in nature (i.e., students are asked to give numeric scores to a series of evaluative questions), then the average scores to each question are sufficient. Also include all peer evaluations that have been conducted.
8. At least three external letters of recommendation that have been obtained by the department chair, from nationally and internationally recognized members of the discipline outside Boise State University who are qualified to judge the quality and significance of the faculty member's work. Former mentors and current or former students should only be contacted for comment when necessary to clarify the independence of the faculty member's scholarly contributions. Such responses do not suffice as independent external evaluations. **NOTE:** *This material will be inserted by the candidate's department chairperson after candidate submits his or her portfolio for review. (See section IV. Timeline and Procedures for Faculty Promotion/Tenure Review, September 15.)*

C. Application Volume 2

This volume should be in three (3) sections: 1) Teaching, 2) Scholarly/Creative/ Research Activity, and 3) Service. The contents of the three sections are detailed below. Preface this volume with a concise index and a summary outline of the contents. Include only the most significant supporting documentation for this volume.

Section 1. Teaching

- a. Provide in this section a brief description of teaching goals, philosophy and priorities.
- b. Provide a concise summary table showing all courses taught by semester, with graduate and undergraduate enrollments in each class. List teaching assignments including classes taught, credit hours taught, and student enrollments for the years the faculty member has been at Boise State University, or the last five academic years. Include relevant teaching experience from all previous institutions.
- c. Provide copies of all official Boise State student course and instructor evaluation summaries and open-ended student comments for the years the faculty member has been at Boise State, or at least the last five years. Include any candidate comments that demonstrate what corrective measures or actions were adopted as a response to those evaluations to demonstrate continued improvement over time.
- d. Provide a summary of the candidate's student advising activities and activity on graduate student committees.
- e. Teaching effectiveness shall be evidenced by:
 - 1) Department chairperson's recommendations and annual evaluations.

- 2) Recommendations of the departmental peer review committee.
- 3) Other examples of appropriate evidence of teaching effectiveness include, but are not limited to
 - Teaching awards and other outstanding accomplishments in instruction. Include nominations, commendations, or other recognition.
 - Peer evaluations of teaching.
 - Alumni evaluations.
 - Quality of senior and Masters' theses or projects, or independent study reports.
 - Quality of student advising.
 - Innovations in teaching, including use of new and emerging technologies.
 - Supervision of student field experiences.
 - Participation in teaching-related activities of one's discipline.
 - Effectiveness of students in succeeding courses.
 - Student performance on standard course examinations.
 - Preparation of course materials. Include syllabi, exams, laboratory manuals, and other supplementary material.
 - Advising and participating in student organizations and activities.

Section 2. Scholarly Activities and Research

- a. Provide a brief description of scholarly activity goals, philosophy and priorities, especially for research. Include a description of any mentoring activity that may have been done for other faculty.
- b. Provide a table summarizing externally funded contracts and grant activity, indicating the level of the candidate's involvement broken down by category of contracts and grants applied for, those funded and those pending, for the years the faculty member has been at Boise State, or at least the last five years.
- c. Provide a listing of conferences attended, presentations given, papers and textbooks published, and patents submitted or awarded. Include documentation limited to a copy of the abstract page or the cover page or other proof. Include full copies of papers or other proof in Volume 3.
- d. Accomplishments in this area shall be evidenced by opinions of colleagues who have particular knowledge of the faculty member's field and of the scholarly, creative, or research efforts.

Section 3. Service

- a. Service consists of professional activities (other than teaching and scholarly activities) that may be of the following types:
 - 1) Professional service,
 - 2) Institutional service, and
 - 3) Public or community service.
- b. The candidate should include a specific summary of department, college, university, community and professional service, committee, or consulting work and student club activities.
- c. Service to the University and public shall be evidenced by the opinion of the colleagues and others relative to performance in that area. Examples of appropriate activities include, but are not limited to:

- 1) Professional committee and organization involvement.
- 2) Editor or referee services for academic journals.
- 3) Participation on University, college, school, or departmental committees.
- 4) Efforts on behalf of University-related projects.
- 5) Consulting.
- 6) Using professional abilities for the community's benefit.
- 7) Community activities that benefit the University.
- 8) Administrative or other assigned responsibilities within the University.

IV. Timeline and Procedures for Faculty Promotion/Tenure Review:

(Note: All dates represent final deadlines. Where practical, it is encouraged that tasks be completed prior to these dates.)

August 1

- **Faculty member** declares intention to apply for tenure and/or promotion by submitting a list of five external references to the Chair of his or her department, with full contact information, brief biographical information and a statement as to the relationship between the candidate and the referee. A list may be optionally provided of external reviewers that the faculty member does not desire to evaluate his or her portfolio. Candidate's vita and two papers representative of his or her work should also be submitted for use in soliciting external letters of reference.
- **Department chair**, in consultation with the candidate, personally begins to solicit letters of evaluation from nationally and internationally recognized members of the discipline outside Boise State University who are qualified to judge the quality and significance of the faculty member's work. These letters may be solicited from names on the list provided by the faculty member but should also include other names not on the list. Former mentors and current or former students should only be contacted for comment when necessary to clarify the independence of the faculty member's scholarly contributions. Such responses do not suffice as independent external evaluations. *It is the department chair's responsibility to ensure that a minimum of three (3) external letters are obtained by September 15.*
- **Department chair and peer review committee** should provide guidance to the faculty member in preparing the evaluation portfolio if requested by the faculty member.

August 5

- **Department chair** must notify the Dean of Engineering of faculty who have declared their intent to apply for tenure and/or promotion.

September 15

- **Department chair** must appoint a peer review committee of tenured department faculty to begin evaluating faculty candidates per BSU Policy 4320.
 - **Departmental peer review committee** is responsible for soliciting input from other faculty and conducting a secret ballot of tenured faculty with appointments in that department on tenure and/or promotion.

- **Faculty member** submits promotion/tenure portfolio to department chair for immediate transmittal to the peer review committee.
- **Department chair** adds external letters of reference at this time to the promotion/tenure binder Volume 1, Section 8, for use by the peer review committee.

October 1

- **Departmental peer review committee** places a written evaluation of the candidate, including the result of the ballot (majority for/against or unanimous) in the promotion/tenure binder Volume 1, Section 3 and transmits portfolio to department chair.

October 15

- **Dean**, per BSU Policy 4310, shall appoint a College Promotion & Tenure Committee.
- **Department chair**, after reviewing all material submitted, comparing documentation to criteria set forth in BSU Policies 4340 and 4370 and this policy, shall make a recommendation for support of or rejection of promotion/tenure appointment, place the chair's written recommendation into the promotion/tenure binder Volume 1, Section 4, and submit portfolio to the Dean's office.
- **Dean's office** notifies the Promotion & Tenure Committee that the portfolio is available for review.

December 1

- **Promotion & Tenure Committee**, after reviewing all material submitted, comparing documentation to criteria set forth in BSU Policies 4340 and 4370 and this policy, shall make a recommendation for support of or rejection of promotion/tenure appointment in accordance with BSU Policy 4310. The committee notifies the faculty member of its recommendation.

December 15

- **Promotion & Tenure Committee** places a letter containing a written recommendation, including reasons for support or rejection of promotion/tenure appointment, into the promotion/tenure binder Volume 1, Section 5 and forwards the promotion/tenure portfolio to the Dean.

January 15

- **Dean**, after reviewing all material submitted, comparing documentation to criteria set forth in BSU Policies 4340 and 4370 and this policy, shall make a recommendation for support of or rejection of promotion/tenure appointment. The Dean notifies the faculty member of his or her recommendation.

January 31

- **Dean** places the written recommendation for support of or rejection of promotion/tenure appointment into the promotion/tenure binder Volume 1, Section 6 and forwards binder Volume 1 to the Provost and Vice President for Academic Affairs. The Provost may request Volumes 2 and 3 for additional review.

March 1

- **President** shall notify each candidate of his or her decision.