
FACULTY PROMOTION GUIDELINES

PURPOSE: To establish criteria and guidelines for faculty promotion.

I. Philosophy for Promotion to Rank of Professor or Associate Professor

We recognize four main areas of faculty involvement pertinent to attainment of the ranks of Professor and Associate Professor at Boise State University:

1. Teaching
2. Scholarly, Creative, or Research Activities
3. Service
4. Professional Preparation

Candidates for the ranks of Professor and Associate Professor shall be advanced for promotion only when their records clearly demonstrate outstanding performance and commitment to teaching and scholarly activities; these two criteria represent the most significant elements of the faculty's mission at Boise State University. Service, although expected of every candidate, cannot be considered in place of or substituting for teaching and/or scholarly activities.

- A. Teaching, as demonstrated by teaching effectiveness and professional commitment to teaching, is a critical role of the faculty at Boise State University. Effective and outstanding teaching should be recognized as essential for promotion to the rank of Professor or Associate Professor.
- B. Scholarly Activity: Each candidate for the rank of Professor or Associate Professor must possess, in addition to an outstanding teaching record, a demonstrably high level of achievement in his or her discipline through scholarly, creative, or research activities.
- C. Service: It is expected that each candidate for the rank of Professor or Associate Professor shall have demonstrated a commitment of service to Boise State University, to the profession, and to the community. This type of commitment normally is demonstrated by participation and leadership in departmental, school, college or university committees; Faculty Senate; professional organizations; and affairs of the local, state, or national community.
- D. Professional Preparation: Possession of an appropriate degree and time-in-grade are recognized as the minimum requirement only.

II. Criteria for Rank Determination

- A. Assistant Professor: An earned doctorate or an equivalent terminal degree when a doctorate is not normally obtainable or a master's degree plus additional appropriate coursework or full-time college teaching experience. (Nationally-recognized excellence in his or her field may be substituted for the above.) Official Faculty with the earned doctorate or equivalent terminal degree will begin at a rank no less than Assistant Professor.
- B. Associate Professor:
1. Teaching: Evidence must include, but is not limited to:
 - a) Academic and Administrative (Teaching) Faculty
 - (1) Teaching Effectiveness
 - (a) Official Evaluations by Students
 - (b) Department Chair's Evaluations
 - (c) Peer Evaluations (if used by the department)
 - (d) Reports of efforts to increase teaching effectiveness; e.g., through use of innovation in teaching design, learning activities, or technology use.
 - (2) Commitment to Teaching
 - (a) Flexibility in accepting teaching assignments
 - (b) Continuing professional development; e.g., participation in teaching conferences and workshops, development of technology skills pertinent to teaching, or visiting comparison institutions
 - (c) Academic advising and/or other services to teaching and students above and beyond classroom instruction
 - b) Library Faculty
For promotion to the rank of Associate Professor, a member of the Library Faculty must demonstrate excellence in Librarianship; such as,
 - (1) Developing, maintaining, and accessing the Library collection
 - (2) Professional service to library patrons
 2. Scholarly, Creative, or Research Activities: Examples of appropriate evidence include, but are not limited to:
 - a) Academic and Administrative (Teaching) Faculty
 - (1) Dissemination of knowledge through:
 - (a) Refereed publications
 - (b) Expository writing such as textbooks, research synopses, or other syntheses of knowledge
 - (c) Presentations at scholarly or professional meetings
 - (d) Published reviews of professional publications
 - (2) Professional recognition by scholars in that field
 - (3) Creative work (performances, poetry, drama, painting, competitions) recognized by others in that field
 - (4) Applied or theoretical research, including teaching research
 - (5) Grants and contracts
 - (6) Professional reputation (both inside and outside the University)
 - (7) Refereeing of texts or papers in the discipline
 - (8) Post-doctoral study in the discipline

b) Library Faculty

Library faculty shall exhibit outstanding professional contributions, such as:

- 1) Scholarly activities as listed above for teaching faculty
- 2) Achievements in bibliographical activities

For both teaching and Library faculty, 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 activities.

3. Service: Examples of appropriate evidence include, but are not limited to:

a) Professional service in the discipline, such as:

- (1) Editor for academic journal
- (2) Professional committee or organization involvement

b) Institutional service, such as:

- (1) Participating in University, college, or departmental committees
- (2) Efforts on behalf of University-related projects
- (3) Community activities that benefit the University
- (4) Administrative or other assigned responsibilities within the University

c) Public or community service, such as:

- (1) Consulting
- (2) Using professional abilities for the community's benefit

Service shall be evidenced by the opinion of colleagues and others related to performance in that area.

4. Professional Preparation

- a) Degree: An earned doctorate or equivalent terminal degree when a doctorate is not normally obtainable in the discipline. (If the above degree is not possessed, nationally-recognized excellence in his or her field may be substituted.)
- b) Five years of full-time experience in an academic rank at an accredited institution of higher learning but no earlier than during his or her third full year of employment at Boise State University except under extraordinary circumstance. At the time of initial employment as a member of the official faculty, the department chairperson (in accordance with departmental policy) shall make a written recommendation to the appropriate dean determining whether service at another institution shall apply toward the years of service required for promotion. Upon approval by that dean, this agreement shall be included in the personnel file of the faculty member for future reference. Professional experience in one's discipline totaling or exceeding one year may be substituted for one year of the above five years.

C. Professor: The rank of Professor represents the highest academic achievement which can be attained. This rank should be reserved for those individuals who are truly and demonstrably outstanding among their peers. Thus, a candidate for full Professor is

expected to have achieved additional distinction clearly above that of an Associate Professor.

All criteria for promotion to the rank of Professor are the same as those for Associate Professor except that under Professional Preparation, Section b. shall read:

"b. Eight years of full-time experience in an academic rank at an accredited institution of higher learning. (Note that promotion to Professor is not assumed to be automatic after any time period.) The individual may apply for promotion during the eighth year of experience but no earlier than during his or her third full year of employment at Boise State University except under extraordinary circumstance. At the time of initial employment as a member of the official faculty, the department chairperson (in accordance with departmental policy) shall make a written recommendation to the appropriate dean determining whether service at another institution shall apply toward the years of service required for promotion. Upon approval by that dean, this agreement shall be included in the personnel file of the faculty member for future reference. Professional experience in one's discipline totaling or exceeding one year may be substituted for one year of the above eight years."

III. Procedure

- A. Promotion Folder: The eligible faculty member shall prepare a promotion folder which shall contain the items listed in the Faculty Tenure Procedures Policy (BSU 4370) for a tenure folder.
- B. Process: In recommending the granting or denying of promotion to a faculty member, the following process shall be used:
 1. The department or unit shall make the initial recommendation on promotion for eligible members of that department. If used by the department or unit, a departmental personnel committee (or promotion committee if used in lieu of a personnel committee) may review each candidate's qualifications and the recommendations of department members for the granting of the promotion. This committee shall then make a departmental recommendation to the department chair.

The chair shall forward the promotion folder with the chair's recommendation (and the departmental recommendation) to the appropriate college, school, or division promotion and tenure committee.

2. The college, school, or division promotion and tenure committee shall review the qualifications of the candidates for promotion and make its recommendation about promoting each candidate. The committee shall notify the faculty member in writing of its recommendation within three working days of the decision.

If the committee's recommendation is to deny promotion, the faculty member may, within five working days of the notification, request a meeting with the committee. If requested, the committee must grant a meeting with the faculty member within five working days of the request.

These recommendations and the promotion folders are then forwarded to the dean.

3. The dean shall make his or her recommendation to grant or deny promotion. The dean also shall notify the faculty member in writing of his or her recommendation within three working days of the decision.

If the dean's recommendation is the deny promotion, the faculty member may, within the five working days of the notification, request a meeting with the dean. If requested, the dean shall grant a meeting within five working days of the request.

The dean then forwards his or her recommendations to the Provost and Vice President for Academic Affairs.

4. The President (in consultation with the Provost and Vice President for Academic Affairs) shall make his or her decision to grant or deny promotion. The President shall notify the faculty member of his or her decision.

If the President's decision is to deny promotion, the faculty member may request a meeting with the President. The President shall grant such a meeting, if requested.

A candidate has the option of withdrawing his or her name from consideration for promotion at any point in the above process.

5. The President shall submit a list of individuals approved for promotion, their new rank, area or department of assignment, salary and effective date in the semi-annual report to the State Board of Education.

C. Deadlines:

1. By October 15, the department chairperson shall forward the promotion folder and required recommendations to the appropriate college, school, or division promotion and tenure committee.
2. By December 1, the candidate shall be notified of the recommendation of the college, school, or division promotion and tenure committee.
3. By December 15, the college, school, or division promotion or tenure committee shall forward the promotion folders and all recommendations concerning the promotions to the appropriate dean.
4. By January 15, the dean shall notify each candidate of his or her recommendation.
5. By January 31, the Dean shall forward all promotion recommendations sent to him or her, together with his or her recommendation, to the Provost and Vice President for Academic Affairs.
6. By March 1 the President shall notify each candidate of his or her decision.
7. The President shall submit a list of individuals approved for promotion, their new rank, area or department of assignment, salary and effective date in the semi-annual report to the State Board of Education.