BOISE STATE UNIVERSITY

University Policy 4730

Teaching Faculty

Effective Date

July 31, 2024

Last Revision Date

August 20, 2025

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Human Resources and Workforce Strategy, (208) 426-1616

Scope and Audience

This policy applies to all Teaching Faculty.

Additional Authority

- Idaho State Board of Education Policy, Section II.G.
- University Policy 7000 (Position Definitions)
- University Policy 4290 (Annual Faculty Performance Evaluation)
- University Policy 4460 (Nonreturnees - Faculty)
- University Policy 4560 (Workload Policy for Tenured and Tenure-Track Faculty)
- University Policy 4000 (Faculty Code of Rights, Responsibilities, and Conduct)

1. Policy Purpose

To provide guidelines for the initial appointment, employment, and promotion of Teaching Faculty.

2. Policy Statement

Boise State University recognizes that Teaching Faculty play a critical role in curriculum development and delivery. Therefore, they are found in a variety of programs at Boise State University.

3. Definitions

3.1 Teaching Faculty

Full-time professionals whose primary responsibility involves teaching students in academic settings. Such professionals must have achieved a doctorate, an equivalent terminal degree appropriate to their field, or an advanced degree and substantial teaching experience in the discipline, as defined by department/school/college policies. They are not required to participate in scholarly activities as part of their regular workload. Rather, they are expected to provide service at the department/unit, school/college, and university level as needed. They are eligible for promotion but not tenure.

4. Titles

4.1 Assistant Teaching Professor

The usual entry-level rank for individuals who hold a terminal degree appropriate to their field (see section 5 – Degree and Certification Requirements) or an advanced degree with eight (8) or more years of full-time teaching experience at the college/university level or equivalent experience in the discipline, have demonstrated expertise, and have teaching experience in the discipline. Departments must define what equivalent experience in the discipline means.

4.2 Associate Teaching Professor

A rank marking an individual who holds a terminal degree (see section 5 – Degree and Certification Requirements) appropriate to their field. These faculty members have a consistent track record of notable accomplishment as an educator in the field and demonstrated service to their department/unit.

4.3 Teaching Professor

a. A rank of additional distinction clearly above that of an associate professor for an individual with a terminal academic degree, appropriate to their field (or equivalent) (see section 5 – Degree and Certification Requirements). A long-term record of high-level growth and effectiveness as an educator that is demonstrably outstanding among their peers will be necessary to achieve this rank. Impactful service and leadership to their department/unit,

college/school, university, and field are expected for those reaching this rank. Letters of evaluation that are external to the individual's department/unit from recognized leaders on campus or in the relevant discipline are used to document achievements commensurate with this rank.

b. As is the case with academic rank for tenured and tenure-track faculty, titles within the teaching professor series imply a hierarchy of combined education, experience, achievement, and responsibility, with the title of teaching professor corresponding to the highest rank. This title is reserved for those with exceptional professionalism in the field/discipline.

5. Degree and Certification Requirements

A terminal degree, appropriate for the field and/or the unit, is desired for Teaching Faculty members at the associate and full ranks, but consideration is extended to individuals with an advanced degree (that is, beyond a Bachelor's degree) and substantial applied experience and achievement in their profession. Substantial applied experience and achievement for faculty in these roles may include but is not limited to: credentialed years of teaching experience, any terminal degree, certificates in post-secondary teaching, for example, that the department determines is equivalent experience and achievement for a teaching faculty member in the field.

6. General Administration

6.1 Supervision

The department chair or unit supervisor is responsible for the supervision of a member of the Teaching Faculty. The chair or supervisor may delegate supervisory responsibility to an appropriate administrator in the department or unit.

6.2 Benefits

Teaching Faculty members are benefit-eligible provided they meet state and University eligibility guidelines.

6.3 Voting Privileges

In general, it is expected that these faculty will have the same rights/responsibilities as other faculty except as it relates to the evaluation of the promotion or tenure of tenured or tenure-track faculty and sabbatical decisions. The voting privileges of a member of the Teaching Faculty are determined by policies of the appropriate college and department or unit, but only if these policies are consistent with the policies of the university.

6.4 Leave of Absence

A leave of absence may be permitted for up to six (6) months upon recommendation of the department chair or unit supervisor and the college dean with approval by the Provost. The leave must be in compliance with all appropriate University and Idaho State Board of Education policies.

6.5 Optional Faculty Development Leave

a. Units may choose to offer the opportunity for faculty development leave for non-tenure-track faculty, but are not required to do so. Such leave is contingent upon department, school, and/or college policies, funding availability, and Dean approval and must be used for faculty/curricular development. Leave activities should correspond with individual faculty workload.

b. Departments, schools, and/or colleges that elect to offer faculty development are responsible for funding and developing an application and approval process for such leave. The terms of the teaching release would be contingent upon the department chair or unit head, dean, and Provost's approval. Leaves cannot be granted when the ongoing program of instruction within a unit will be jeopardized. Administrative supervisors must attest to the ability of the academic unit to adjust the responsibilities of the person on professional development leave.

c. A full-time, permanent, non-tenure track Teaching Faculty member is eligible for an initial development leave after six (6) years of full-time service at Boise State University. Faculty who have been awarded a development leave are eligible for a subsequent leave after six (6) additional years of full-time service at Boise State University

6.6 Workload

Unless otherwise defined by the school/college or department-specific workload policies, the standard teaching assignment for Teaching Faculty would include a minimum of 70% teaching and 20% service. The remaining 10% of their assigned workload is negotiated with their respective departments to include any combination of additional teaching, service, or scholarly work. Teaching faculty, like clinical and tenure-eligible faculty, are required to engage in service activities as part of their shared governance responsibilities per University Policy 4000 (Faculty Code of Rights, Responsibilities, and Conduct). In the event that the faculty member also serves in an administrative role (e.g., program director, department chair), their individual contract expectations should be adjusted accordingly as needed. See University Policy 4560 (Workload for Tenured and Tenure-Track Faculty).

7. Appointment

7.1 Search Procedure

The initial appointment to an established Teaching Faculty position is made as the result of a search by a department or unit using policies and procedures that are defined by the department or unit and are carried out in compliance with University and Idaho State Board of Education policies. In rare cases, the Provost may approve a search waiver to fill a position.

7.2 Initial Employment Procedure

The procedure for employing the successful candidate is the same as the procedure for employing tenured and tenure-track faculty and is described in University Policy 4210 (Employment of Tenured and Tenure-Track Faculty). The following information should be attached to the normal paperwork:

- A recommended title and annual salary;
- A statement of justification for the appointment and salary including the qualifications of the recommended individual (attach resume of candidate);
- Number of years of credit for prior service that will count toward the timeline for the appointed rank;
- Eligibility date for first promotion;
- Expectations regarding the teaching assignment, participation in department and University service committees, student advising, possible supervision of graduate students;
- Agreements regarding the supporting resources and commitments required of the department or unit, the school/college, and the University, including office space, clerical and technical support, communications (e.g., mail, photocopy, phone, fax, internet), disposable supplies, computer usage, and faculty/staff prices for University-sponsored entertainment events; and
- Other agreements regarding conditions of employment.

7.3 Appointment for Renewable, Multi-Year Term

Teaching Faculty members may, at the recommendation of departmental faculty, the Department Chair, and the Dean, be appointed for a single academic year or a renewable multi-year term that meets the following requirements:

a. No contract may exceed three (3) years without prior approval by the Idaho State Board of Education;

b. All multi-year contracts must be approved in writing by the President, or designee;

c. All multi-year contracts must be reported to the Idaho State Board of Education at the next regular meeting; and

d. The Teaching Faculty must maintain satisfactory annual performance reviews with an informal review completed at the end of each semester.

Faculty on multiple-year appointments have no expectation of employment beyond the end of the current appointment period. Renewal of multiple-year appointments is conditional upon satisfactory job performance, the continued availability of funds, and the needs of the unit and the university. There is no limit to the number of times multiple-year appointments may be renewed.

7.4 Change from Non-Tenure Track Teaching Position to Tenure-Track Appointments

With approval from the chair, dean, and provost, Teaching Faculty members may change from their non-tenure track position to a tenure track position when it is in the best interest of the program and the University. All faculty appointments are subject to approval as required by Idaho State Board of Education policies.

8. Performance Evaluation and Salary Adjustment

8.1 Performance Evaluation

Each Teaching Faculty member's performance is evaluated at least annually by the department chair, unit supervisor, or appropriate department committee using the timelines and procedures defined in University Policy 4290 (Annual Faculty Performance Evaluation) and with emphasis on teaching and departmental and/or University service activities. More frequent evaluations may be conducted at the discretion of the department chair or unit supervisor. The evaluation must include evidence of effective teaching, evidence of service, and may include research/scholarship in the event that any of these activities are part of the current year's

activities. As part of the evaluation process, the employee undergoing evaluation must prepare an annual activity report in a format specified by the department chair or unit supervisor.

8.2 Annual Salary Adjustment

Salary adjustments for Teaching Faculty are considered on an annual basis according to procedures and guidelines established by the university for faculty.

9. Promotion

9.1 Maximum Time in Title

Maximum time in title does not apply to Teaching Faculty holding the titles of Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor.

9.2 Promotion Criteria

Criteria for promotion of Teaching Faculty are to be developed in advance of the need by the college/department/unit and must be in place at the department, school, and college level before faculty are appointed with these titles. The criteria for promotion must be approved by the department chair or unit supervisor and by the college dean, must be consistent with the general criteria given in section 7.2 - Initial Employment Procedure, aligned with the faculty member's assigned workload, and must be followed by the College Promotion and Tenure Committee.

9.3 Experience Requirements

a. Except under extraordinary circumstances, advancement may not occur before the acquisition of a required number of years of experience as a Teaching Faculty member. A faculty member may apply for promotion no earlier than during their third (3rd) full year of employment at Boise State University, except under extraordinary circumstances. Promotional eligibility dates must be noted in the offer letter.

b. At the time of initial appointment, the department chair or unit supervisor will make a written recommendation to the school/college dean regarding the application of experience at another academic institution toward the years of experience required for promotion; the dean is responsible for making the final determination. Professional (nonacademic) experience of two (2) years or more in the relevant discipline may be substituted for a maximum of two (2) years of the required total experience.

c. Assistant Teaching Professors may apply for promotion to Associate Teaching Professor at the beginning of their sixth (6th) year, after five (5) years of full-time experience as a faculty member, no earlier than after their third (3rd) full year of service as an Assistant Teaching Professor at Boise State, unless under extraordinary circumstances.

d. Associate Teaching Professors may apply for promotion to Teaching Professor at the beginning of their fourth (4th) year in rank, after three (3) full years of service as an Associate Teaching Professor at Boise State, unless under extraordinary circumstances.

9.4 Promotion Folder

The promotion folder must contain at least the following documents:

- A letter from the applicant requesting promotion
- A comprehensive vitae
- A concise summary of activities that address the promotion criteria
- All student/course evaluations
- All annual evaluations
- A copy of the position description for the position held by the applicant, and
- Letters of support from at least two (2) colleagues holding faculty appointments at the university.

9.5 Composition of College Promotion and Tenure Committee when a Teaching Faculty Member has Applied for Promotion

The College Promotion and Tenure Committee is composed of the existing Promotion & Tenure committee for the College/School/Department plus one (1) Teaching Faculty member of at least Associate Teaching Faculty rank, and if possible, a Teaching Faculty from the applicant's College/School/Department, or related field, when a Teaching Faculty is to be considered for promotion. Teaching Faculty may not evaluate the promotion or tenure activities of tenured or tenure-track faculty.

9.6 Procedure and Timelines

The following procedure and timelines closely follow the promotion guidelines for tenured and tenure-track faculty described in University Policy 4340 (Faculty Tenure and Promotion Guidelines).

a. Candidates for promotion must notify their departments in writing that they plan to apply no later than April 1 of the year they plan to put forward their application. All approved department, college/school, and University promotion guidelines in effect on April 1 shall apply to the application. Changes to those guidelines after April 1 shall not apply to the current application. An applicant for promotion may withdraw from the process at any time prior to October 15th without penalty.

b. The candidate for promotion submits to the appropriate department/unit committee (e.g., tenure and promotion committee) their promotion folder by September 15th.

c. During September/October, full-time faculty within the department/unit reviews the promotion folder and provides written input to the department/unit's tenure appropriate committee (e.g., tenure and promotion committee).

d. The department chair and department committee review the portfolio. The chair forwards the promotion folder along with their recommendation and the recommendation of the department committee, any clarification that may be required on the applicant's specific responsibilities, written input from faculty of the department or unit, and a copy of the department or school/college promotion criteria for Teaching Faculty, to the appropriate college by October 15th.

e. The College Promotion and Tenure Committee reviewing the Teaching Faculty for promotion will review and make a recommendation to the dean, and notify the applicant of such recommendation no later than December 1st. In the case of a recommendation to deny promotion, the candidate may request a meeting with the committee. The request must be made within five (5) working days of the notification of denial and the meeting must occur within five (5) working days of the request for a meeting.

f. The College Promotion and Tenure Committee reviewing the Teaching Faculty for promotion shall forward all documents and its recommendation to the college/school dean by December 15th.

g. The college/school dean reviews the promotion packet and notifies the candidate of their recommendation by January 15th. In the case of a recommendation to deny promotion, the candidate may request a meeting with the dean. The request must be made within five (5) working days of the notification of denial and the meeting must occur within five (5)

working days of the request for a meeting. The dean forwards the promotion packet with their recommendation to the Provost by January 31st.

h. The Provost reviews the promotion packet. The President, in consultation with the Provost and Vice President for Academic Affairs, shall make their decision to award or deny promotion by March 1st. The President shall notify the faculty member of their decision. If the President's decision is to deny promotion, the faculty member has five (5) working days from the date of notification to exercise their right to request a meeting with the President. The President will meet with the faculty member in-person or virtually as agreed upon by both parties within 30 days from the date of the request.

i. A candidate may withdraw from consideration for promotion at any time in the above process.

j. If the promotion is approved by the President, the President notifies the candidate by March 1st.

9.7 Salary Enhancement

The salary enhancement for promotion of a member of the Teaching Faculty is the same as for promotion of a member of the tenured and tenure-track faculty for comparable ranks.

10. Related Information

University Policy 4290 (Annual Faculty Performance Evaluation)

University Policy 4340 (Faculty Tenure and Promotion Guidelines)

University Policy 4460 (Nonreturnees - Faculty)

University Policy 4540 (Financial Exigency Policy and Staff Reduction Procedures – Faculty)

Revision History

August 20, 2025