

UTAH STATE UNIVERSITY PROMOTION AND TENURE PROCEDURES

This document is intended to assist faculty members, tenure advisory committees, promotion advisory committees, and department heads in facilitating the promotion and tenure process. The first of two sections below is a list of issues relevant to promotion and tenure at Utah State University with reference to the section of the Utah State University Policies Manual for each. Everyone engaged in a promotion and tenure process should familiarize themselves with language on the subject in the Policies Manual (commonly referred to on campus as “the faculty code”). The second section is a list of attachments including forms that must be included in the promotion and tenure binder.

Changes in promotion and/or tenure policies will be infrequent, but candidates must comply with the provisions of the current version of the Utah State University Policies Manual. An electronic version of the entire manual is maintained on the USU Human Resources Home Page: (<http://usu.edu/hr/html/policies>).

SECTION I: THE USU PROMOTION AND TENURE PROCESS

<u>Promotion and Tenure Topic</u>	<u>USU Policy Manual Reference</u>
1. Eligibility for tenure and/or promotion	401.4.1, 405.1.3
a. Core faculty	401.4.2
b. Librarians	401.4.3
c. Extension ranks	401.4.4
d. Term appointment faculty promotion	401.5
2. Length of the pre-tenure probationary period	
a. Normal period	405.1.4(1)
b. Prior service	405.1.4(2)
3. Criteria for promotion and tenure to associate professor, associate librarian, and extension associate professor	
a. Core faculty	405.2
b. Librarians	405.3
c. Extension ranks	405.4
4. Criteria for promotion to professor, librarian, extension professor, and for term appointment faculty	
a. Core faculty	405.2.4
b. Librarians	405.3.4
c. Extension ranks	405.4
d. Promotion in the term appointment ranks	405.10
5. Role Statements	405.6

6. Ombudspersons	405.6.5
7. Composition and responsibilities of the tenure advisory committee	405.6.2(1)
a. Annual reviews	405.7.1(2)
b. Year in which a promotion and tenure decision is made	405.7.2(2)
8. Composition and responsibilities of the promotion advisory committee	405.6.2(2) 405.8.3(2)
9. Responsibilities of the Department Head	
a. Promotion and tenure to associate professor, extension associate professor or associate librarian	
1) Annual reviews	405.7.1(3)
2) Year in which a promotion and tenure decision is made	405.7.2(3)
b. Promotion to professor, extension to professor or librarian	405.8.3 (3)
c. Promotion in the term appointment ranks	405.11
10. External peer review letters	
a. Promotion and tenure to associate professor	405.7.2(1)
b. Promotion to professor	405.8.3(1)

SECTION II: DOCUMENTS AND FORMS

- Attachment #1:** Flow chart for Promotion and Tenure at Utah State University
- Attachment #2:** Guidelines for Contacting External Reviewers (for Department Heads)
- Attachment #3:** Recommendation Transmittal Form for Promotion and/or Tenure (must be included in promotion and tenure dossier)
- Attachment #4:** Promotion and Tenure Checklist (must be included in promotion and tenure dossier)
- Attachment #5:** The Promotion and Tenure Dossier: Information to be Included

Notation: This document replaces the August 1, 1999, Promotion and Tenure Procedures version of this document

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