

UTAH STATE UNIVERSITY

PROMOTION AND TENURE PROCEDURES

This document is intended to assist faculty members, promotion and tenure committees, and department heads in facilitating the promotion and tenure process at the departmental level. All references are to the Utah State University Policy Manual (1999).

Changes in promotion and/or tenure policies will be infrequent, but candidates must comply with the provisions of the current version of the Policy Manual. An electronic version of the entire manual is maintained on the USU Personnel Home Page: (<http://personnel.usu.edu/policies>).

<u>TOPIC</u>	<u>REFERENCE</u>
<u>1. Eligibility for Tenure</u>	<u>401.4.1, 405.1.3</u>
<u>a. Core faculty</u>	<u>401.4.2</u>
<u>b. Librarians</u>	<u>401.4.3</u>
<u>c. Extension</u>	<u>401.4.4</u>
<u>d. Extension Agents</u>	<u>401.4.5</u>
<u>2. Length of the pre-tenure probationary period</u>	
<u>a. Normal Period</u>	<u>405.1.4(1)</u>
<u>b. Prior Service</u>	<u>405.1.4(2)</u>
<u>3. Criteria for tenure and promotion to associate professor, associate librarian, and extension associate professor</u>	
<u>a. Core Faculty</u>	<u>405.2.2</u>
<u>b. Librarians</u>	<u>405.3.2</u>
<u>c. Extension Personnel with Academic Appointments</u>	<u>405.4, 405.2.2</u>
<u>d. Extension Agents</u>	<u>405.5.2</u>
<u>4. Criteria for promotion to professor, librarian, and extension professor</u>	
<u>a. Core Faculty</u>	<u>405.2.4</u>
<u>b. Librarians</u>	<u>405.3.4</u>
<u>c. Extension personnel with academic appointments</u>	<u>405.4, 405.2.4</u>
<u>d. Extension Agents</u>	<u>405.5.4</u>
<u>5. Role Statements</u>	<u>405.6.1</u>
<u>6. Composition and Responsibilities of the Tenure Advisory Committee</u>	<u>405.6.2(1)</u>
<u>a. Each Year</u>	<u>405.7.1(2)</u>
<u>b. Year in which a promotion and/or tenure decision is made</u>	<u>405.7.2(2)</u>
<u>7. Composition and responsibilities of the Promotion Advisory</u>	<u>405.6.2(2),</u>

<u>Committee</u>	<u>405.8.3(2)</u>
<u>8. Responsibilities of the department head or supervisor</u>	
<u>a. Tenure and promotion to associate professor, extension associate professor, or associate librarian</u>	
<u>1. Each Year</u>	<u>405.7.1(3)</u>
<u>2. Year in which a P/T decision is made</u>	<u>405.7.2(3)</u>
<u>b. Promotion to professor, extension professor or librarian</u>	<u>405.8.3(3)</u>
<u>9. External peer review letters</u>	<u>405.6.3, 405.7.2(1)</u> <u>Attachment #1</u>
<u>10. Materials to be included in the promotion and tenure binder</u>	
<u>a. Transmittal form</u>	<u>Attachment #2</u>
<u>b. Checklist</u>	<u>Attachment #3</u>
<u>c. Other materials to be included</u>	<u>Attachment #3</u>

ATTACHMENTS

- #1 Guidelines for Contacting External Reviewers
- #2 Recommendation for Tenure and/or Promotion (to be included in P&T binder)
- #3 Promotion/Tenure Checklist (to be included in P&T binder)
- #4 The Promotion/Tenure Binder: Information to be included

Note: This document replaces the November 1991, Promotion and Tenure Guidelines, Activities, and Procedures (gray sheets) and also the July 1, 1997 version of this document.

Aug. 1, 1999

ATTACHMENT #1

GUIDELINES FOR CONTACTING EXTERNAL REVIEWERS

Procedures for external peer reviews are specified in the USU Policy Manual, section 405.6.3 and 405.7.2(1). Letters sent to external reviewers should include the following information:

1. Introductory statement about the candidate and the tenure and/or promotion process at USU.
2. Background information on Utah State University.
3. The candidate's role statement.
4. The candidate's vita and other pertinent information from the candidate's file.
5. A request that the external reviewer:
 - a. State the nature of his/her acquaintance with the candidate.
 - b. Evaluate the candidate's published works, creative endeavors, and other professional accomplishments.
 - c. Comment on the candidate's recognition or standing among her/his peers.
6. A statement that letters from external reviewers are treated as confidential.
7. The deadline for receipt of the letter from the reviewer.

**RECOMMENDATION FOR
TENURE AND/OR PROMOTION**

Candidates Name _____ Department _____

Recommendation, TENURE: (all required to sign) **YES** **NO**

Committee Chair: _____ _____ _____

Members: _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Department Head or
Unit Director: _____ _____ _____

Dean or Other
Administrator: _____ _____ _____

Recommendation, RANK ADVANCEMENT: (all required to sign)

From _____ To _____

Committee Chair: _____ _____ _____

Members: _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Department Head or
Unit Director: _____ _____ _____

Dean or Other
Administrator: _____ _____ _____

Attach statement(s) explaining and negative votes or minority reports
ATTACHMENT #3

PROMOTION/TENURE CHECKLIST

Promotion/tenure binders are often received which do not include all the information needed by the Provost Advisory Committee to evaluate the candidate. Those items that are most frequently omitted or incomplete are listed on this checklist. Before submitting binders to the Office of the Provost, please complete this form and include it as the second page of the binder (after the transmittal sheet).

I External Peer Reviews

A. Minimum of four letters Yes No

B. All reviewers have academic rank equal to or greater than the rank for which the candidate is being considered. Yes No
(If "no", explain)

C. All reviewers are from institutions comparable to USU. Yes No
(If "no", explain)

D. Short biographical sketch of each reviewer included. Yes No

II Role Statement

Percentages for teaching, research, service, and extension clearly indicated. (Note: These percentages are the weights which will be used to evaluate the candidate's performance.) Yes No

III Teaching Documentation

A. Teacher/Course Evaluations

1. Summary numeric data provided, including comparisons with departmental and/or college norms. Yes No

2. Information provided (such as improvement over time or assignments to teach courses that often receive low evaluations) that would be helpful in interpreting the candidate's course evaluations. Yes No

B. Peer Evaluations

Information on classroom visits by the committee or other peer evaluations of teaching Yes No
(If "no", explain)

C. Mentoring of Students

Information on undergraduate research, honors theses, graduate theses, dissertations and/or graduate committees Yes No (If "no", explain)

IV Research, Scholarly, and Creative Activities Documentation

A. All publications, and creative activities concisely listed at the beginning of the Research, Scholarly, and Creative Activities Documentation section, including dates and length. Yes No

B. Refereed publications clearly distinguished from non-refereed publications. Yes No

C. Candidate's contribution to each refereed publications clearly identified (e.g., lead author, second author, etc.) Yes No

V **Extension and Service Documentation**

Extension activities clearly separated from service activities.

Yes No

ATTACHMENT #4

THE PROMOTION/TENURE BINDER:

INFORMATION TO BE INCLUDED

The major headings below correspond to those in the Promotion/Tenure Binder. If applicable, the candidate's binder should provide documentation for each of the following areas. The information should be in a format that allows it to be easily identified and evaluated by reviewers.

I Transmittal Forms and Support Letters

A. Recommendation for Tenure and/or Promotion Form (see attachment #2)

B. Promotion/Tenure Checklist (see attachment #3)

C. Support Letters from:

1. Dean or Director

2. Department Head or Supervisor

3. Promotion and Tenure Committee

a. Indicate years since hired or last promoted. If early promotion and/or tenure is being requested, what is the justification?

b. Describe candidate's responsibilities and importance to the unit.

c. Other information as determined by the committee.

4. External Peer Reviews (see attachment #1)

Include reasons for selecting each reviewer and a short biography.

II Role Statement, Self-Assessment, Vita

A. Role Statement(s)

The candidate's performance will be evaluated in terms of the weights assigned to teaching, research, and service as listed in the role statement. Documentation for a promotion and/or tenure recommendation should support all aspects of the candidate's role statement. If the candidate's most current role statement does not accurately reflect expectations of the entire period being considered, include earlier role statements and/or a brief explanation.

B. Self-Assessment Letter

C. Vita

III Teaching Documentation

A. Teaching Load

The candidate's teaching load in comparison to departmental norms and in relation to the weight allocated to teaching in the role statement.

B. Teacher/Course Evaluations

Summary numeric data for the candidate's student evaluations, a comparison with departmental or college norms, and information (such as improvement over time, new preparations, or assignments to teach courses that have often received

low evaluations) that would be helpful in understanding the candidate's student evaluations.

C. Peer Evaluations

Classroom visits by the committee and other peer evaluations of teaching, such as assessment of syllabi (especially extended syllabi), assignments, exams, and grading methods.

D. Advising

Undergraduate advising activities of the candidate.

E. Mentoring of Students

1. Number of undergraduate research projects directed.

2. Number of honors theses directed.

3. Number of publications with students.

4. Number of graduate theses and/or dissertations directed and the number of graduate committees on which the candidate has served.

F. Teaching Innovations

Innovative teaching methods developed and/or used by the candidate and their impact on learning.

G. Awards and Honors for Teaching

Awards and honors received by the candidate.

H. Other

Any other important teaching accomplishments or activities of the candidate.

IV Research, Scholarship, and Creative Documentation

For categories A-G in this section, please highlight (1) significant accomplishments with a brief evaluation of the importance and/or impact of the work, and (2) the contribution of the candidate if multiple authors or contributions are involved.

A. Books

B. Refereed Journal Articles

C. Book Chapters

D. Multi-media Materials

E. Non-refereed Articles

F. Scholarly Presentations

G. Creative Accomplishments

H. External Funding

Total amount of external funding generated by the candidate. Based on disciplinary or departmental norms, an evaluation of the candidate's

accomplishments in obtaining external funding.

I. Awards and Honors for Research

Any awards and honors received by the candidate for research and/or creative activity.

J. Other

Any other important research and/or creative accomplishments or activities of the candidate (e.g., technology transfer, patents, royalties).

V Extension and Service Documentation

A. Educational Materials Produced

An evaluation of the quantity, quality, and impact of materials produced.

B. Presentations

An evaluation of the quantity, quality, and impact of the candidate's participation in training programs, workshops, seminars, and individual consultations.

C. Campus Service

An evaluation of the candidate's participation in departmental, college, and university service activities, such as committees and special projects.

D. Professional Service

An evaluation of the candidates contributions to scholarly organization.

E. Community Service

An evaluation of the candidate's participation in community service activities, such as committees and special projects, with emphasis on those that are related to her/his academic role at USU.

F. Awards and Honors for Extension and Service

Any awards and honors received by the candidate for extension and/or service activities.

G. Other

Any other important extension/service accomplishments or activities of the candidate.