

# **GUIDELINES FOR AWARDING PROMOTION AND TENURE**

*College of Social Sciences & Public Affairs*



**Boise State University**

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College of Social Sciences & Public Affairs**

**Guidelines for Awarding Promotion and Tenure  
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These policies are a supplement to university policies [4370 for Tenure](#) and [4340 for Promotion](#).

**1. TENURE PURPOSE**

- 1.1. The purpose of the College SSPA Tenure policy is to outline SSPA College-wide requirements and the process for review. It is rooted in the belief that tenure strengthens the College by fostering innovation and protecting the open exchange of ideas.

**2. TEACHING, RESEARCH, & SERVICE**

- 2.1. Each academic department/school within the College of SSPA must publish its own tenure guidelines. Departmental/school guidelines shall define standards of excellence in research, teaching and service. Responsibility for establishing and publishing tenure criteria rests with each academic department/school. The clearer and more comprehensive such standards are, the more guidance and utility they provide for the tenure candidate. These standards must be approved by each academic Department/School and the College Dean as set forth in the University policy. All official faculty (tenure-track and tenured) shall have the opportunity to vote to approve new or revised departmental tenure and promotion policies. Each candidate for tenure and/or promotion must include a copy of these departmental/school guidelines in a portfolio of their work.

- 2.2. In addition to criteria outlined within University policy, the College considers that other sources documenting teaching effectiveness include letters of evaluation/recommendation by current or former students; participation in workshops, seminars and other academic courses designed to improve teaching effectiveness; and awards presented by students (to include but not limited to Top Ten Scholar Honored Professors, Phi Kappa Phi citations and ASBSU awards).
- 2.3. Successful candidates for tenure in departments within the College of SSPA must demonstrate (1) a record of substantive contributions to their discipline through scholarship, research, and/or creative activities that seek to advance the discipline or the state of the art and (2) a promise or potential of continuing such contributions in the future.
- 2.4. **SERVICE**
  - 2.4.1. Service is required for all SSPA faculty considering tenure and/or promotion. Examples include, but are not limited to university, professional and community service.
  - 2.4.2. The College of SSPA highly values SSPA faculty service to the University—including service as a faculty senator, member of standing committees of the faculty senate, university-wide committee membership and participation, and college and department committee membership and participation. University service is highly regarded as supporting SSPA participation in university affairs, faculty co-governance, and individual professional development.
  - 2.4.3. Professional service activities—including, but not limited to journal editor, grant reviewer, journal reviewer, and conference/session organizer—are also very desirable in terms of contributions to the greater academic good and individual professional development. Professional and community service also adds to the engagement of the college in public affairs.
  - 2.4.4. Community service may include, but is not limited to membership and participation on local, regional, national, and/or international boards and/or committees, and other work in the community utilizing the candidate's professional expertise. However,

membership in a professional or community organization alone may not constitute “service.”

- 2.4.5. Service also can include consultative services paid or unpaid, which benefit the university or the discipline, and which are not more properly considered teaching or research, as determined by departmental/school criteria.
- 2.4.6. Departmental guidelines may further elaborate on the relative merits of individual service activities. The candidate should consult departmental/school guidelines for these elaborations.

### **3. EXTERNAL REVIEWERS**

#### **3.1. Purpose**

- 3.1.1. The applicant for tenure shall provide evidence of the quality and significance of the candidate's scholarly, research and/or creative activities. Appropriate evidence shall include evaluations by peers and experts from outside Boise State University who are knowledgeable in the candidate's field. While academic units may request outside evaluations of a candidate's teaching and service accomplishments, the primary goal of this requirement is to obtain an assessment of the candidate's record of research, its impact on the discipline or field, and his or her potential for future growth as a scholar.

#### **3.2. Process** (NOTE: This process is the same for candidates applying for Promotion)

- 3.2.1. Extramural reviewers must be selected from a list of potential outside reviewers provided by the candidate and by the department/school personnel committee. The department chair/school director must select outside reviewers from both lists. (See procedures below.)
- 3.2.2. These criteria shall be included in the candidate's tenure portfolio.
- 3.2.3. At least (3) three external reviews must be part of the tenure portfolio.
- 3.2.4. External reviewers should be selected on the basis of their expertise in a particular area consistent with the candidate's research area(s).

- 3.2.5. External reviewers should not have a personal relationship with the candidate. Examples of personal relationships that should be avoided include, but are not limited to, dissertation advisors, major professors, current and former coworkers, fellow graduate school students, coauthors, etc.
- 3.2.6. External reviewers should be asked to reveal the nature of any relationships with candidates in their letters. (See sample letter wording in appendix.)
- 3.2.7. In the event that a chair or director is an applicant for tenure (or promotion), the department personnel committee will appoint a senior (tenured) member of the faculty from that department to perform the tasks that are normally the responsibility of the chair/director, including soliciting external letters. The chair/director's recommendation of the candidate, which is normally required for tenure and/or promotion will be omitted from the candidate's (chair/director) dossier.

### 3.3. Procedure

- 3.3.1. The following information about external reviewers should be provided by the chair/director in table format as follows:

| <b>Reviewer</b>     | <b>Institution</b>               | <b>Suggested by Candidate</b> | <b>Suggested by Dept. Personnel Committee</b> |
|---------------------|----------------------------------|-------------------------------|---|
| Mary Smith<br>Rank  | Cleveland State<br>University    | X                             |   |
| John Jones<br>Rank  | Eastern Washington<br>University |                               | X   |
| Pat Gunthar<br>Rank | Portland State<br>University     |                               | X   |

- 3.3.2. Following the table, the chair/director provides a brief biographical sketch of each reviewer and explains why he or she was particularly suited to review the candidate's work.
- 3.3.3. Following the biosketches, the chair/director provides a sample copy of the letter of instruction sent to the external reviewers.
- 3.3.4. Following the sample outside review instruction letter, the chair/director provides the letters from the external reviewers along with the reviewers' vita.
- 3.3.5. Once the review process is complete and the candidate's dossier has been returned from the Provost's Office to the Dean's Office, all external letters, the biosketches of the reviewers, and the table of reviewers are removed from the dossier and stored in the candidate's personnel file in the Dean's office.

#### **4. TENURE PROCESS WITHIN THE COLLEGE OF SOCIAL SCIENCES AND PUBLIC AFFAIRS**

- 4.1. The academic Department/School, not the College, shall establish the discipline-specific standards of excellence in research, teaching, and service.

##### **4.2. Tenure Portfolio**

- 4.2.1. Applicants shall provide a copy of the Departmental/ School tenure standards and guidelines as part of the Tenure Portfolio. (See Tenure Checklist.) In making tenure and promotion recommendations, the College committee shall endeavor to be sensitive to the fact that different disciplines have different standards of performance.
- 4.2.2. The Tenure Portfolio documents the faculty member's performance and provides the primary basis for a tenure decision. The preparation of such a folder should begin at the time of initial employment and continue throughout the probationary period.
- 4.2.3. The candidate shall supply the committee with all relevant supporting documentation that comprise the Tenure Portfolio. The burden of proof is on the candidate to put forth the best case possible so that the reviewer of the Tenure Portfolio can assess both the quantity and the quality of the work submitted.

- 4.2.4. By September 15 of the year in which the candidate applies for tenure, the candidate shall submit the tenure portfolio to the department/school Chair/Director, who shall ensure that it is forwarded to department/school personnel committee.
- 4.2.5. The Tenure Portfolio becomes the official Tenure Application.
- 4.3. Annual Review of Progress Toward Tenure (PTT)**
- 4.3.1. Each Department/School shall establish a written procedure approved by a majority vote of the Department/School (see Policy 5325-b). Each Department/School shall review untenured faculty annually on the department/school's standards for teaching, scholarly, creative or research activities, and service.
- 4.3.2. The PTT review shall include relevant feedback on the candidate's research, teaching, and service activities.
- 4.3.3. Written reports of all PTT reviews shall be signed in accordance with University Policy.
- 4.4. Process with the Department**
- 4.4.1. Upon application by the faculty member for tenure and following appropriate departmental policy, a departmental/school decision to recommend tenure or denial of tenure must be made. The department/school personnel committee shall forward its recommendation to the Chair/Director.
- 4.4.2. The Department Chair/School Director shall make his or her own evaluation and recommendation, and the Chair/Director shall forward the committee's recommendation and the Chair's recommendation to the College Tenure and Promotion Committee.
- 4.4.3. Both the departmental/school recommendation and a copy of the recommendation of the Chair/Director shall be appended to the official Tenure Application.
- 4.4.4. The Chair/Director shall then forward the official Tenure Application (including departmental and Chair/Director recommendations) to the College Tenure & Promotion Committee. No additional material may be added to the application at this or any later time unless so requested by the College Tenure & Promotion Committee or an administrative official. The candidate retains the option of withdrawing the

application at any point in the process unless the application is made in the final year of the maximum probationary period, in which case a final tenure decision must be made.

#### **4.5. Procedures for the College Tenure Committee**

- 4.5.1. The purpose of the College Tenure & Promotion Committee is to make a recommendation to the Dean regarding the suitability of candidates for tenure and/or promotion based on the professional productivity, excellence, and adherence to the department's standards while ensuring that due process is followed. It is the duty of the members of this committee to protect the integrity of the proceedings by maintaining the highest level of confidentiality.
- 4.5.2. The College Tenure & Promotion Committee is comprised of members selected in the following manner:
- 4.5.3. Each Department/School submits the names of two elected faculty members, one tenured and one tenure-track (but not yet tenured) to the Dean.
- 4.5.4. Consistent with University Policy 5320-B, the Dean selects one member from each Department/School to serve on the College Tenure & Promotion Committee. The College Committee must be composed of at least one third (1/3) from the previous year's College Committee and the remainder new or reappointed members. Diversity of the membership should be taken into consideration by the Dean when making decisions regarding composition of the Committee.
- 4.5.5. One member of the College Tenure & Promotion Committee must be a tenure-track individual from a Department/School in which no one is applying for tenure or promotion in that specific year. In the event that this provision cannot be met, a tenured member of the candidate's department/school will be selected in addition to the non-tenured representative from the candidate's department/school.
- 4.5.6. The Dean solicits nominations from each Department/School for the student representative to the College Tenure & Promotion Committee.

- 4.5.7. The Dean shall forward the student nominees to the ASBSU Personnel Committee, which will select one of the nominees as the student representative.
- 4.5.8. The College Tenure & Promotion Committee shall examine the official Tenure Application and forward to the Dean a recommendation to concur or not with the Departmental/School decision regarding tenure. A copy of that recommendation will be sent to the candidate.

## **5. SSPA PROMOTION POLICY (Additions to the University Policies)**

- 5.1. Effective August 1, 2005, these policies are a supplement to the university policy with regard to promotion. Faculty should be familiar with both these policies as well as university policies for promotion.
- 5.2. Department Guidelines for Promotion
  - 5.2.1. Each academic Department/School within the College of SSPA must publish its own promotion guidelines. Responsibility for establishing and publishing such standards rests with each academic Department/School. These standards must be approved by each academic Department/School and the College Dean. All official faculty (tenure-track and tenured) shall have the opportunity to vote to approve new or revised departmental tenure and promotion policies.
  - 5.2.2. No Assistant Professor shall be promoted to the rank of Associate Professor unless they clearly meet the standard of excellence required for the granting of tenure in the applicant's Department/School.
  - 5.2.3. Department/School standards must clearly state that promotion to Full Professor is not an automatic light, but a position to be achieved only when the candidate demonstrates outstanding levels of professional achievement, as defined by the standards of the Department/School.
  - 5.2.4. Successful candidates for promotion to full professor in departments within the College of SSPA must demonstrate (1) a

record of substantive contributions to their discipline through scholarship, research, and/or creative activities that seek to advance the discipline or the state-of-the-art, and (2) a promise or potential of continuing such contributions in the future.

### **5.3. External Reviewers**

#### **5.3.1. Purpose**

5.3.1.1. The applicant for promotion shall provide evidence of the quality and significance of the candidate's scholarly, research and/or creative activities. Appropriate evidence shall include evaluations by peers and experts from outside Boise State University who are knowledgeable in the candidate's field. While academic units may request outside evaluations of a candidate's teaching and service accomplishments, the primary goal of this requirement is to obtain an assessment of the candidate's record of research, its impact on the discipline or field, and his or her potential for future growth as a scholar.

#### **5.3.2. Process (NOTE: THIS PROCESS IS THE SAME FOR CANDIDATES APPLYING FOR TENURE)**

5.3.2.1. Extramural reviewers must be selected from a list of potential outside reviewers provided by the candidate and by the department/school personnel committee. The department chair/school director must select outside reviewers from both lists. (See procedures below.)

5.3.2.2. These criteria shall be included in the candidate's promotion portfolio.

5.3.2.3. At least (3) three external reviews must be part of the promotion portfolio.

5.3.2.4. External reviewers should be selected on the basis of their expertise in a particular area consistent with the candidate's research area(s).

5.3.2.5. External reviewers should not have a personal relationship with the candidate. Examples of personal relationships that should be avoided include, but are not

limited to, dissertation advisors, major professors, current and former coworkers, fellow graduate school students, coauthors, etc.

- 5.3.2.6. External reviewers should be asked to reveal the nature of any relationships with candidates in their letters. (See sample letter wording in appendix.)
- 5.3.2.7. In the event that a chair or director is an applicant for promotion, the department personnel committee will appoint a senior (tenured) member of the faculty from that department to perform the tasks that are normally the responsibility of the chair/director, including soliciting external letters. The chair/director's recommendation of the candidate, which is normally required for tenure and/or promotion will be omitted from the candidate's (chair/director) dossier.

### 5.3.3 Procedure

5.3.3.1 The following information about external reviewers should be provided by the chair/director in table format as follows:

| <b>Reviewer</b>     | <b>Institution</b>               | <b>Suggested by Candidate</b> | <b>Suggested by Dept. Personnel Committee</b> |
|---------------------|----------------------------------|-------------------------------|---|
| Mary Smith<br>Rank  | Cleveland State<br>University    | X                             |   |
| John Jones<br>Rank  | Eastern Washington<br>University |                               | X   |
| Pat Gunthar<br>Rank | Portland State<br>University     |                               | X   |

5.3.3.2 Following the table, the chair/director provides a brief biographical sketch of each reviewer and explains why he or she was particularly suited to review the candidate's work.

- 5.3.3.3 Following the biosketches, the chair/director provides a sample copy of the letter of instruction sent to the external reviewers.
- 5.3.3.4 Following the sample outside review instruction letter, the chair/director provides the letters from the external reviewers along with the reviewers' vita.
- 5.3.3.5 Once the review process is complete and the candidate's dossier has been returned from the Provost's Office to the Dean's Office, all external letters, the biosketches of the reviewers, and the table of reviewers are removed from the dossier and stored in the candidate's personnel file in the Dean's office.

## **APPENDIX A - SAMPLE LETTER FOR EXTERNAL REVIEWERS**

### **Sample Letter for External Reviewers—SSPA\***

The following (at a minimum) should be sent to each external reviewer:

- Candidate's CV
  - Department P&T Policy
  - Representative scholarly publications and/or other supporting materials.
- 

Dear Dr. XXXX:

The Department of XXXX in the College of Social Sciences & Public Affairs at Boise State University is considering the promotion (or promotion and tenure) of XXXXXX to the rank of Associate (Full) Professor. Enclosed, please find the candidate's vita and our department's promotion and tenure policy. Your candid evaluation of this candidate's work and accomplishments will be of great assistance in this process.

Please review the enclosed documents. The primary goal is to obtain an assessment of the candidate's record of research and/or creative activities, its impact on the discipline or field, and his/her potential for future growth as a scholar. Your evaluation of the quality and quantity of the candidate's achievements and the impact of his/her scholarship will be of considerable importance to us. At the beginning, please describe your relationship with the candidate.

Insofar as legally possible, your letter will be treated as confidential and access to your letter will be restricted to those involved in the promotion (and tenure) review process. Our P&T practice includes the removal of your letter from the candidate's dossier once the review process is complete.

We wish to thank you for your willingness to serve as an external reviewer. Promotion and tenure decisions are among the most important activities that we do within the university and your assistance is greatly appreciated. To make full use of your comments, we ask that your response be returned no later than (date). Please include a copy of your vita for use by the reviewers at Boise State University.

Sincerely,

XXXXXXXXXX

\*Adapted in part from Sample Letter from Mississippi State University

**CHECKLIST—Tenure & Promotion to ASSOCIATE PROFESSOR College of  
Social Sciences & Public Affairs**

|              |  |
|--------------|--|
| <b>TAB 1</b> | <input type="checkbox"/> <b>Letter of Application for Tenure/Promotion</b><br><input type="checkbox"/> <b>Letter of Prior Service Indicating Years Toward Tenure (if applicable)</b><br>(to be inserted in binder by the candidate)  |
| <b>TAB 2</b> | <input type="checkbox"/> <b>Tenure Information Sheet</b><br><input type="checkbox"/> <b>Vitae (must include, at minimum, teaching, research and service sections)</b><br>(to be inserted in binder by the candidate)   |
| <b>TAB 3</b> | <input type="checkbox"/> <b>Department Chair Evaluations For All Years of Service at Boise State</b> <input type="checkbox"/><br><input type="checkbox"/> <b>Department Personnel Committee Evaluations For All Years of Service at Boise State</b><br><input type="checkbox"/> <b>Copy of Department/School P&amp;T Policy</b><br>(to be inserted in binder by the candidate) |
| <b>TAB 4</b> | <input type="checkbox"/> <b>Department/School Personnel Committee Recommendation Regarding P&amp;T</b><br>(to be inserted in binder by Personnel Committee)  |
| <b>TAB 5</b> | <input type="checkbox"/> <b>Chair/Director Recommendation Regarding P&amp;T</b><br>(to be inserted in binder by Department Chair/School Director)  |
| <b>TAB 6</b> | <input type="checkbox"/> <b>SSPA P&amp;T Committee Recommendation</b><br>(to be inserted in binder by SSPA P&T Committee Chair)  |
| <b>TAB 7</b> | <input type="checkbox"/> <b>SSPA Dean’s Recommendation</b><br>(to be inserted in binder by SSPA Dean)  |
| <b>TAB 8</b> | <input type="checkbox"/> <b>Summary of Student Evaluations For at Least the Last 3 Academic Years</b><br>(to be inserted in binder by the candidate)   |
| <b>TAB 9</b> | <input type="checkbox"/> <b>Three External Review Letters</b><br><input type="checkbox"/> <b>Sample Letter of Request</b><br><input type="checkbox"/> <b>Curriculum Vitae of Reviewers</b><br>(to be inserted in binder by Department Chair/School Director)   |

**Binder #1:**

Binder #1 must contain the following information, separated by tabs. This is the only material that should be in Binder #1.

**Binder #2:**

Any additional evidence of teaching, scholarly activity and service that the candidate wishes to provide can be placed in this binder. See department/school P&T Policy for specific information that might be required. All material in Binder #2 should be inserted by the candidate.

PLEASE NOTE: Only the materials in Binder #1 will be reviewed by the Dean, College of Social Sciences & Public Affairs and the Provost. As such, contents in Binder #2 will have limited reach.

*Candidates applying for promotion and tenure to associate professor are asked not submit more than the above two binders for review (3" maximum each).*

**CHECKLIST--Promotion to PROFESSOR**  
**College of Social Sciences & Public Affairs**

|              |   |
|--------------|---|
| <b>TAB 1</b> | <input type="checkbox"/> <b>Letter of Application for Promotion to Full</b><br>(to be inserted in binder by the candidate)  |
| <b>TAB 2</b> | <input type="checkbox"/> <b>Information Sheet Prepared by the Candidate, Providing Teaching Assignments by Semester for the Last Three Years (include classes taught, credit hours, and enrollment)</b><br><input type="checkbox"/> <b>Vitae (must include, at minimum, teaching, research and service sections)</b><br>(to be inserted in binder by the candidate) |
| <b>TAB 3</b> | <input type="checkbox"/> <b>Department Chair Evaluations For at Least the Last Three Years of Service at Boise State</b> <input type="checkbox"/> <b>Copy of Department/School P&amp;T Policy</b><br>(to be inserted in binder by the candidate)  |
| <b>TAB 4</b> | <input type="checkbox"/> <b>Department/School Personnel Committee Recommendation Regarding Promotion</b><br>(to be inserted in binder by Personnel Committee)   |
| <b>TAB 5</b> | <input type="checkbox"/> <b>Chair/Director Recommendation Regarding Promotion</b><br>(to be inserted in binder by Department Chair/School Director)   |
| <b>TAB 6</b> | <input type="checkbox"/> <b>SSPA P&amp;T Committee Recommendation</b><br>(to be inserted in binder by SSPA P&T Committee Chair)   |
| <b>TAB 7</b> | <input type="checkbox"/> <b>SSPA Dean's Recommendation</b><br>(to be inserted in binder by SSPA Dean)   |
| <b>TAB 8</b> | <input type="checkbox"/> <b>Summary of Student Evaluations For at Least the Last 3 Academic Years</b><br>(to be inserted in binder by the candidate)  |
| <b>TAB 9</b> | <input type="checkbox"/> <b>Three External Review Letters</b><br><input type="checkbox"/> <b>Sample Letter of Request</b><br><input type="checkbox"/> <b>Curriculum Vitae of Reviewers</b> (to be inserted in binder by Department Chair/School Director)   |

**Binder #1:**

Binder #1 must contain the following information, separated by tabs. This is the only material that should be in Binder #1.

**Binder #2:**

Any additional evidence of teaching, scholarly activity and service that the candidate wishes to provide can be placed in this binder. See department/school P&T Policy for specific information that might be required. All material in Binder #2 should be inserted by the candidate.

PLEASE NOTE: Only the materials in Binder #1 will be reviewed by the Dean, College of Social Sciences & Public Affairs and the Provost. As such, contents in Binder #2 will have limited reach.

*Candidates applying for promotion to professor are asked not submit more than the above two binders for review (3" maximum each).*