New Policy re Tenure & Promotion Process

I. Provost Office.

A. Delegation. The provost may delegate any of the responsibilities in this policy to a designee.

B. Provost Administrative Guidance. The process of tenure and promotion is administered by the provost. The provost shall, from time to time, publish guidance necessary for the administration of the tenure and promotion system that is not inconsistent with the Faculty Staff Handbook or the Regents of the University of Idaho Governing Policies and Procedures (RGP). This guidance shall be mandatory. The provost’s administrative guidance shall include:

1. Deadlines for tenure and promotion;
2. Requirements for curriculum vitae;
3. Requirements regarding the submission of tenure and/or promotion dossiers including format, order of evidence, page limits for evidence, etc.;
4. Requirements for the selection of external reviews for scholarly work;
5. The timing of appointments and relative representation of faculty from the various colleges on the University-level Promotion & Tenure Committee pursuant to section IV.C of this policy; and
6. Such other matters necessary to ensure the appropriate administration of the tenure and promotion process.

C. Committee Problem Resolution. If the unit administrator and/or the college dean is not able to fill membership on a committee required under this policy, the provost may appoint an appropriate faculty member(s) to fill any opening in order to comply with the requirements of this policy. If the provost takes such action under this provision, documentation of the action shall be maintained by the provost.

D. Unit Administrator under Review for Tenure and/or Promotion. If the unit administrator is scheduled to be evaluated for tenure and promotion the dean shall fulfill all the responsibilities under this policy normally fulfilled by the unit administrator.

II. Schedule for Tenure and Promotion.

A. Tenure.

1. Timing of Tenure. A faculty member is considered for tenure during the sixth full year of probationary service. Consideration at that time is mandatory. When the appointment begins after the start of the academic year (for academic year appointments) or after the start of the fiscal year (for fiscal year appointments) then the timeline for tenure consideration begins the following year. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed. (RGP IIG6).

2. Denial of Tenure. A faculty member who is not awarded tenure shall be given written notice of denial of tenure. Such a denial of tenure constitutes a decision to not renew the faculty member’s contract of employment with the UI subject to FSH 3900. [rev. 7-98, 7-02, 7-05, ren. & rev. 1-10]

3. Presidential Discretion. The president may in his or her sole discretion offer successive years of employment following a denial of tenure pursuant to RGP IIG6j.

B. Promotion.

1. Timing of Promotion. Consideration of a faculty member for promotion is required according to the following schedule. When the appointment begins after the start of the academic year (for academic year appointments) or after the start of the fiscal year (for fiscal year appointments) then the timeline for promotion consideration begins the following year.
a. **Instructors.** Full-time instructors may be considered for promotion to senior instructor during their sixth year of continuous, full-time service as an instructor or thereafter with the approval of the dean and unit administrator. Part-time instructors are not eligible for promotion.

b. **Assistant Professors.**
   i. Assistant professors who are on a tenure track shall be considered for promotion at the same time they are considered for tenure and shall be promoted if they receive tenure. (See Section II. A above).
   ii. Assistant professors who are not on a tenure track shall be considered for promotion during their sixth full year as an assistant professor.
      1. A denial of promotion of an assistant professor constitutes a decision to not renew the faculty member’s contract of employment with the UI subject to FSH 3900.
      2. The president may in his or her sole discretion offer successive years of employment following a denial of promotion.

c. **Associate Professors.** Associate professors may be considered for promotion during their sixth full year of service as an associate professor. When an associate professor has been considered for promotion and not promoted, he or she may be considered again during their fifth full year of service after denial of promotion.

2. **Early Consideration for Promotion.** A faculty member may be considered for promotion at an earlier time than permitted by this policy with the approval of the Provost.

C. Special Circumstances.

1. **Transfer between Units.**
   a. **Approval process.** When a nontenured faculty member transfers to another unit within UI, the transfer must be approved by the provost in consultation with the units and college dean(s).
   b. **Impact on time to tenure and promotion.** The extent to which service in the first unit counts toward tenure and/or promotion in the new unit must be communicated to the faculty member in writing by the provost at the time of the transfer. (RGP II G6lii-regarding transfer of non-tenured faculty).
   c. **Tenure Status not changed.** Tenure status is not changed when a tenured faculty member transfers from one unit to another within UI.

2. **Impact of Administrative Appointment on Tenure and/or Promotion.** A faculty member who serves as an administrator, retains membership in his or her academic department and his or her academic rank and tenure. The faculty member may resume duties in his or her academic department when the administrative responsibilities end.

3. **Credit toward Tenure and/or Promotion at Time of Appointment.** Credit toward tenure and/or promotion may be granted at the time of appointment, with the approval of the provost. Such credit must be documented in the letter offering the faculty candidate employment at UI. Credit toward tenure and promotion may be granted under the following circumstances:
   a. After review of the faculty candidate’s qualifications, the faculty in the unit affirm that the candidate meets UI criteria for the rank to be offered and/or is very likely to be awarded tenure and/or promotion at the appropriate time given the credit to be awarded; and
   b. The candidate has demonstrated outstanding performance of responsibilities relevant to the position for which the person is being appointed through service at another institution, or have made substantial contributions to their field of specialization.

4. **Appointment with Tenure.** A faculty candidate may be initially appointed as an associate or full professor with tenure with the approval of the provost. Appointment with tenure may be offered under the following circumstances:
   a. The faculty candidate has attained tenure at another college or university;
   b. After review of the faculty candidate’s qualifications, the faculty in the unit affirm that the candidate meets UI criteria for tenure and the rank to be offered. If the candidate is appointed as an associate
D. Extensions.

1. **Childbirth/Adoption:** A faculty member who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the timeline for tenure and/or promotion. Childbirth or adoption shall be considered an exceptional case justifying an extension. (RGP IIG.(6)(d)(iv)2).

2. **Other Circumstances:** An extension of the timeline for tenure and/or promotion may be granted in other exceptional circumstances, (RGP IIG.(6)(d)(iv)(2), that may impede a faculty member’s progress toward achieving tenure and/or promotion, including but not limited to significant responsibilities with respect to elder/dependent care or disability/chronic illness. [rev. 7-11, ed. 7-17]

3. **Third Year Review**. In the event that the extension is requested and granted before the third year review, the review is also automatically delayed for one year.

4. **Length of Extension.** In most cases, extension of the time to tenure and/or promotion shall be for one year. However, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted. [rev. & ren. 7-17]

5. **Procedure for Requesting an Extension:**
   a. The faculty member must request the extension from the Provost in writing by March 15th of the year before the review process begins. The written request must include appropriate documentation of the childbirth, adoption, or other exceptional circumstance. [rev. 7-17]
   b. Except to obtain necessary consultative assistance on medical or legal issues, only the Provost shall have access to documentation pertaining to a request related to disability or chronic illness. The provost shall, in his or her discretion, determine if consultation with the dean and/or department is appropriate. The provost shall notify the faculty member, department chair, and dean of the action taken. [ren. 7-17]

III. Tenure and Promotion Dossier. All evidence provided by the faculty member (“candidate”) and by the unit administrator shall be compiled together into a single dossier in the manner required by the provost. This dossier is the basis for all reviews required by this policy.

A. Evidence to be provided by the Faculty Member. The candidate shall submit the following evidence as provided in the provost guidance:

1. **Current Curriculum Vitae.** The curriculum vitae in the form required by the provost.

2. **Personal Context Statement.** A Personal Context Statement, written by the candidate, describing the candidate’s responsibilities within his or her academic unit as established in the position description. The personal context statement should also describe the expectations placed on the candidate by interdisciplinary programs or research centers, the requirements of joint appointments or other special circumstances. [rev. 1-10]

3. **Personal Philosophy Statement.** A Personal Philosophy Statement regarding the candidate’s professional activities relevant to his/her position description.

4. **Evidence of Accomplishment.** Evidence of accomplishment in each area of responsibility in the position description.

B. Evidence Provided by the Unit Administrator. The unit administrator shall submit the following as provided by the provost guidelines:

1. **Bylaw Sections.** Bylaw sections that cover the following areas:
   a. Annual review process and annual performance criteria.
   b. Unit/College criteria for tenure and promotion.
2. **Position Descriptions, Annual Evaluations and Student Evaluations of Teaching.** Copies of the candidate’s position description(s), annual evaluations, and student evaluations of teaching results. These documents shall be provided to the candidate at least five business days before the candidate’s evidence in support of tenure and/or promotion is due.

3. **External Peer Reviews.** Three to five External Reviews, except in the case of third year review, post promotion review, or faculty without responsibility for scholarship or creative activity as defined by FSH 1565 and pursuant to the faculty member’s position description. The unit administrator shall obtain evaluations of the candidate’s performance in the area of scholarly and creative activity as follows:
   a. **Qualifications of Reviewers.** External reviewers shall be tenured faculty members who have expertise in areas closely related to the candidate’s expertise. If the review is to be in support of promotion, each reviewer should be at, or above, the rank the candidate is seeking.
   b. **Selection.** The list of the reviewers to be solicited shall be developed in collaboration by the unit administration and the candidate. The unit administrator shall make the final selection of external reviewers, at least one review shall come from the candidate’s list.
   c. **Request Letter.** The letter of request shall be based on a template provided by the provost.
   d. **Review Criteria.**
      1) The review shall be limited to the candidate’s scholarly accomplishment in relation to the UI tenures and/or promotion standards and the faculty member’s position description(s).
      2) Reviewers may not be asked to evaluate the candidate pursuant to external standards such as the standards at the reviewer’s institution or other professional organizations.
      3) The unit administrator shall make every effort to keep the names of the reviewers confidential from the candidate.

4. **Prior Reports.** Copies of the third year review committee, periodic review reports, unit administrator and dean’s reports (as applicable) and any response(s) by the faculty member to the reports.

C. Submission and Supplementation of Dossier.

1. **Deadline for Submission.** A candidate’s dossier in support of tenure and/or promotion, containing all of the evidence described in section A and B above, must be submitted as provided by the provost’s guidelines either prior to the beginning of the semester in which the review is scheduled to begin or prior to the submission of the candidate’s materials to the external reviewers, whichever is earlier.
   a. External peer reviews do not have to be submitted as part of the dossier prior to the deadline, but must be submitted, if required, prior to any consideration of the dossier.
   b. The dossier may be supplemented with actions taken after submission by external entities regarding scholarship or creative activity. Such scholarship must have been under review by the external entity prior to the submission deadline for tenure and/or promotion dossier and supplementation must be made pursuant to the provost guidelines.

2. **Finalization of Dossier.** Other than supplementation provided for in section 1(a) and (b) above, the dossier is final when submitted and may not be supplemented or altered after submission.

3. **Withdrawal of Dossier.** Except in extraordinary circumstances and with the approval of the provost, a dossier submitted for tenure and/or promotion consideration may not be withdrawn after submission.

4. **Consideration of Dossier.** A faculty member’s application for tenure or promotion does not qualify as being considered until the final decision of the president on the application.
IV. Third Year Review. In addition to the annual evaluation of faculty by the unit administrator, each faculty member who is not tenured shall be reviewed by a committee of colleagues during the 24 to 36 month period after beginning employment at UI. The purpose of this review is to provide the faculty member with detailed information regarding the faculty member’s progress toward tenure and/or promotion. The review is formative in nature.

A. Third Year Review Committee. The third year review committee is appointed by the unit administrator.

1. Each committee shall consist of three faculty members.
2. In the case of a review of a tenure-track faculty member, at least two of the three members of the committee must be tenured members of the faculty member’s academic unit. The committee shall be chaired by a tenured faculty member from the unit who shall be appointed by the unit administrator. If there are not two tenured faculty members in the unit available to serve on the third year review committee, the unit administrator shall appoint, as necessary, one or two tenured faculty members from other units whose areas of expertise are most closely related to the area of expertise of the faculty member under review. If necessary, a tenured faculty member from another unit may chair the third year review committee.
3. In the case of a review of non-tenure-track faculty member, at least two of the three members of the committee must be faculty members holding a rank higher than the faculty member under review in the faculty member’s unit. The committee shall be chaired by a higher ranked faculty member from the unit who shall be appointed by the unit administrator. If there are no faculty members holding a higher rank in the unit available to serve on the third year review committee, the unit administrator shall appoint, as necessary, one or two other faculty members from the unit who are most familiar with the non-tenure-track faculty member’s area of expertise. If necessary, a higher ranked faculty member from another unit may chair the third year review committee.

B. Dossier and Basis for Third Year Review. The unit administrator shall provide the completed tenure and/or promotion dossier except external peer reviews to the chair of the committee. The review shall be based on the tenure and/or promotion dossier as well as on direct interactions of the committee members with the faculty member.

C. Third Year Review Report and Candidate Response. The committee shall write a report addressing the faculty member’s progress toward tenure and/or promotion in each of the faculty member’s responsibility areas. The report shall provide direction to the faculty member regarding the steps necessary to continue making progress toward tenure and/or promotion. The faculty member may provide a written response to the report within five business days after receiving the report.

D. Unit Administrator Review. The chair of the committee shall forward the report and any response from the candidate to the unit administrator. The unit administrator shall provide a written review regarding the candidate’s progress toward tenure and/or promotion. The unit administrator shall provide the review to the candidate who shall have five business days to respond.

E. Forwarding Materials and Record-Keeping. The committee report, the unit administrator’s review, the candidate’s response(s), if any, and the tenure and/or promotion dossier shall be forwarded to the dean. The dean shall acknowledge receipt and shall forward the materials to the faculty member and to the provost’s office for recordkeeping.

V. Tenure and/or Promotion Review.

A. Unit Level

1. Unit Tenure and Promotion Committee. Each unit shall have a standing tenure and promotion committee appointed by the unit administrator. The unit administrator shall also appoint one of the committee members to serve as chair. The committee shall be composed of five members who serve for one year. At least three of the committee members must be tenured faculty members in the unit. If there are not three tenured faculty members available to serve on the committee, the unit administrator, in consultation with the dean, shall designate tenured faculty members from other units whose areas of expertise are most closely related to the work of faculty in the unit. One such member may chair the
committee if there is not a tenured member from the unit available to serve as chair of the committee. Because the tenure and promotion committee is a personnel committee, students and non-university employees shall not serve on the committee. Neither the unit administrator nor the dean may serve as a member of the unit tenure and promotion committee.

2. **Dossier.** The unit administrator shall submit the completed tenure and/or promotion dossier to the chair of the unit tenure and promotion committee. The dossier must be made available to all committee members and faculty eligible to participate in polling at the unit level as set forth in sub-sections 4 and 5 below at least two weeks prior to the unit tenure and promotion committee meeting.

3. **Unit Tenure and Promotion Committee Recommendations.** The committee shall meet and provide the candidate with the opportunity to present the evidence in support of his or her application for tenure and/or promotion. The committee shall evaluate the tenure and promotion dossier in light of the unit, college and university criteria for tenure and/or promotion. The committee shall write a report presenting its evaluation of the evidence and the candidate’s strengths and weaknesses. The report shall also include the committee’s recommendation of whether the candidate should be tenured and/or promoted and shall include a record of the committee’s vote for and against tenure and/or promotion. The chair of the committee shall deliver the report to the unit administrator. The report shall not be shared with faculty who are not members of the unit or college tenure and promotion committees.

4. **Polling of Tenured Faculty.** In the case of tenure, based solely on the dossier, the unit administrator shall poll all tenured faculty members of the candidate’s unit regarding whether the candidate should be granted tenure. Such tenured faculty members may submit evaluative comments to the unit administrator.

5. **Polling of Promoted Faculty.** In the case of promotion, based solely on the dossier, the unit administrator shall poll all faculty members of the candidate’s unit at the rank to which the faculty member seeks promotion or a higher rank regarding whether the candidate should be promoted. Such faculty members may submit evaluative comments to the unit administrator.

6. **Unit Administrator’s Report.** The unit administrator shall prepare a written report after considering the tenure and/or promotion dossier, the unit tenure and promotion committee report, and the unit polling results. The unit administrator’s report shall include the administrator’s recommendation for or against tenure and/or promotion in light of the university, college and unit criteria. In the event that the administrator submitting the recommendation has not had at least one year to evaluate the candidate, he or she will, except for reasons clearly stated in writing, rely on the evaluations and recommendations of the tenure-recommending committee when submitting his or her own recommendation.

7. **Transmission of Reports to the Candidate and Written Response.** The unit administrator shall provide copies of the administrator’s report, unit polling results and the report of the unit tenure and promotion committee to the candidate. The candidate may provide a written response to the reports and polling results within five business days after receiving the information.

8. **Forwarding Materials.** The unit administrator shall forward the tenure and/or promotion dossier and all reports, polling information and the candidate’s response, if any, to the dean.

**B. College Level.**

1. **College Standing Committee.** Each college having more than one unit shall have a standing committee on tenure and promotion. The members shall serve for one year terms and may serve consecutive terms. The members of the committee shall be appointed by the dean in consultation with the unit administrators within the college and shall represent each unit within the college. The dean shall appoint the chair of the committee.

2. **College Standing Committee Recommendations.** The committee shall review the completed tenure and/or promotion dossier including all reports, responses and polling information in light of the applicable
unit, college and university criteria. The committee shall write a report making recommendations to the dean regarding whether each candidate should be promoted and/or tenured. For each candidate, the report shall include a brief rationale for the committee’s recommendations and a record of the committee’s vote for or against tenure and/or promotion of each candidate. The chair shall deliver the report to the dean.

3. Dean's Recommendations. The dean shall make a written recommendation as to whether each candidate should be promoted and/or tenured after considering the evidence presented in the tenure and/or promotion dossier (including all reports, responses and polling information), and advice of any college committee. The dean may also confer either individually or collectively with the unit administrators about the qualifications of the candidates.

4. Transmission of Reports to Candidate and Written Response. The report of the college committee and the dean’s recommendation shall be provided to the candidate. The candidate has five business days from receipt of the report and recommendation to provide a written response to the dean.

5. Forwarding Materials. The dean shall forward the completed tenure and/or promotion dossier and all reports, recommendations, responses and polling information, to the provost.

C. University Level.

1. Composition of University Tenure and Promotion Committee. A University Promotion and Tenure Committee of faculty members, chaired by the provost, is appointed each year.

   a. Nominations. One-third of the committee’s membership shall be randomly selected by the provost from the previous year’s committee; the remaining members shall be selected by the provost and the chair and vice chair of the Faculty Senate from nominations submitted by the senators. If senators do not submit nominations by the deadline announced by the provost, the provost shall appoint appropriate members of the committee. The delegation representing the College of Letters, Arts and Social Sciences on Faculty Senate nominates four faculty members who should be representative of the breadth of the disciplines within the college. The delegation representing the College of Agricultural & Life Sciences on Faculty Senate nominates four faculty members from the college—two each from (a) faculty with greater than 50% teaching and research appointments and (b) faculty with greater than 50% University of Idaho Extension appointments. The delegations from each of the other colleges and the Faculty-at-Large each nominate two faculty members from their constituencies.

   b. Membership. The membership of the committee shall be as follows: the vice president with responsibility for research, the dean of the college of graduate studies and the provost’s designee with primary responsibility for faculty tenure and promotion shall serve on the committee ex officio (without vote). In addition, the final committee shall consist of two representatives from the College of Letters, Arts and Social Sciences, two representatives from the College of Agricultural & Life Sciences, and one representative from each of the other colleges and the Faculty-at-Large.

2. University Tenure and Promotion Committee Recommendations. The committee shall make recommendations to the provost regarding the tenure and/or promotion of each candidate with specific reference to the university criteria for tenure and/or promotion and to the criteria established by the unit and college of the candidate. If the recommendations of the unit and college committees, the unit administrator and the college dean are in agreement, the University Tenure and Promotion Committee (UTPC) shall defer to the recommendation unless new facts have emerged at the university-level review that were not considered in the unit or college reviews or unless the committee concludes that the prior recommendations were made without due regard to the university criteria for tenure and/or promotion. The chair will conduct voting on candidates by closed ballots.

D. Provost Recommendation. The provost shall write a report to the president making a recommendation regarding tenure and/or promotion of each candidate. The report to the president shall include a rationale for each recommendation and the results of polling from the University Tenure and promotion Committee.
E. Presidential Approval. The president shall confer with the provost and make the decision regarding tenure and/or promotion for each candidate. The awarding of tenure and/or promotion to an eligible faculty member is made only by a positive action of approval by the president.

F. Notice to the Candidate. The president shall give notice in writing to the faculty member of the granting or denial of tenure and/or promotion by May 1 of the academic year during in which the decision is made. (RGP II G6c). The provost’s recommendation shall be forwarded to the candidate at that time. Notwithstanding any provisions in this section to the contrary, no person is deemed to have been awarded tenure solely because notice is not given or received by the prescribed times. No faculty member may construe the lack of notice of denial of tenure as signifying the awarding of tenure. If the president has not given notice to the faculty member as provided herein, it is the duty of the faculty member to make inquiry to ascertain the decisions of the president. [rev. 7-02, ren. & ed. 1-10]