

BOISE STATE UNIVERSITY

College of Arts and Sciences

Guidelines for Awarding Tenure

December 5, 1997

Revised: December 1998, August 2005

PREAMBLE

Purpose

The purpose of these guidelines is to specify criteria and procedures that will govern awarding tenure within the College of Arts and Sciences for full-time faculty hired on or after July 1, 1989. These guidelines are consistent with the criteria and procedures outlined in university policy (*BSU 5340-B: revised March 21, 2000*) but are more specific, supplying more definite interpretations. Individual department tenure guidelines may further specify criteria. The candidate is urged to become acquainted with all pertinent documents.

Philosophy

Tenure, a condition of presumed continuous employment, is to be awarded in recognition of a faculty member's excellence in a field or discipline and in the conviction that the faculty member will continue to demonstrate such excellence during his or her career. That conviction is normally based upon an evaluation of a faculty member's performance in teaching, scholarly/creative/research activities, and professional service during the probationary period at the university (the period between initial full-time employment and application for tenure). Although a faculty member's professional record will be reviewed as a whole, and although an individual professional record may show exceptional performance in one area, all candidates for tenure must demonstrate strength, as determined by departmental standards, in all three areas.

Prior service may be considered part of a faculty member's overall professional record, if agreed to in the letter of appointment and documented by the Dean of the College of Arts & Sciences; however, primary emphasis in tenure evaluation will be placed on contributions made during employment at Boise State University.

PROCEDURE

Annual Tenure Progress Review

Each department shall establish a procedure for an annual written tenure progress review separate, whenever possible, from the department chairs. This review shall elicit broad-based involvement by the department's tenured faculty.

The guidelines for Departmental Tenure Progress Review Committees are as follows:

- 1) Only tenured faculty may serve on the Tenure Progress Review Committee,
- 2) Peer review of teaching, including classroom observation by one or more committee members, shall occur on an annual basis, and the results shall be included in the annual tenure progress review letter,
- 3) The committee shall meet with the candidate annually to discuss and evaluate progress,
- 4) The committee shall meet with the chair annually to discuss and evaluate the candidate's progress,
- 5) The committee shall then formulate a single annual tenure progress review letter addressed to the candidate and copied to the chair and to the Dean of Arts & Sciences. This letter shall be signed by the Tenure Progress Review Committee, and by the faculty member in receipt, and shall be placed in the candidate's tenure folder,
- 6) The candidate may request an additional meeting with the committee or the chair to clarify the status of his or her candidacy.

In addition, the candidate may draft a response letter to the committee, with a copy to the department chair and to the Dean of the College of Arts & Sciences, which shall also be included in the tenure folder.

While ultimate responsibility for meeting the qualifications for tenure rests with the candidate, the tenure progress review shall be designed in the context of the department as a whole to identify strengths, and to alert the faculty member with regard to any developing deficiencies in his or her performance prior to the mandatory tenure decision. It must evaluate the candidate's progress in teaching, scholarly/creative/research activity and service. Recognition should be given to areas of excellence and strength, while encouragement and suggestions for specific improvement must be provided for areas of weakness. The candidate must include these reports with the documentation necessary to apply for tenure.

The tenure folder documents the faculty member's performance and provides information needed for an objective decision. The preparation of the tenure folder shall begin at the time of initial employment and continue throughout the probationary period. The tenure folder must include the candidate's letter of appointment, and, if applicable, a letter from the Dean of the College of Arts & Sciences documenting credit for prior service. Written

reports of all tenure progress reviews shall be signed in receipt by the chair and by the candidate and shall be included in the tenure folder.

Application for Tenure

Each department shall establish a procedure for reviewing applications for tenure from its department members and for recommending the awarding or denial of tenure. This departmental promotion and tenure policy shall be formalized in a written document, and this document shall be distributed to all tenure-track faculty upon hire. It is the responsibility of the applicant to become familiar with all policy relating to tenure and promotion within the department, the college, and the university.

When applying for tenure, the applicant shall complete the Tenure Information Sheet and include it and an up-to-date vita as the opening documents in the tenure folder, which now becomes the tenure application, and is submitted by the candidate to the appropriate departmental committee. Should the candidate wish to add any material to the tenure application after this point, the request must be approved by the departmental committee or the department chair, as appropriate to specific departmental conditions.

Upon application by the faculty member for tenure and following appropriate departmental policy, a departmental recommendation to grant or deny tenure must be made. The appropriate departmental body charged with making that decision shall forward its recommendation to the chair. The department chair shall make his or her own evaluation and recommendation and the chair shall forward copies of the departmental recommendation and the chair's own recommendation to the candidate. The departmental recommendation and the chair's recommendation shall specifically address the candidate's performance in terms of departmental guidelines. A copy of the departmental recommendation and a copy of the chair's recommendation shall be included in the tenure application.

The department chair, in consultation with the candidate and if the candidate so requests, shall then forward the tenure application to the appropriate College of Arts & Sciences Promotion & Tenure Committee. No additional material may be added to the application at this or any later time unless so requested by the college committee or an administrative official. The candidate retains the option of withdrawing the application at any point in the process unless application is made in the final year of the maximum probationary period, in which case a final tenure decision must be made. The appropriate College of Arts and Sciences Promotion & Tenure Committee shall examine and discuss the tenure application, vote on the application, and forward to the dean a recommendation to award or deny tenure. A written statement of that recommendation shall be sent to the candidate within three working days of the decision, per BSU policy 5340-B.

AREAS OF EVALUATION

Teaching

The College of Arts and Sciences expects candidates to demonstrate excellence and continued growth as teachers.

The term *teaching* is broadly defined and includes activities both inside and outside the classroom which support student learning, including advising. Effective teaching is characterized by such qualities as up-to-date knowledge of the subject; interest in the subject; clear, organized classroom presentations; ability to inspire students; maintenance of an appropriate classroom atmosphere; thoughtful design and development of courses; willingness to be current in the use of appropriate technology in teaching classes; responsible grading; clear and willing responses to students; and availability for out-of-class student assistance. The candidate is encouraged to establish as complete a picture of teaching activities as possible by providing appropriate information about them.

The candidate should supply evidence of teaching effectiveness. The following sections identify two categories in which such evidence should be supplied.

Each section indicates:

- 1) evidence required by the College of Arts and Sciences, and
- 2) examples of other appropriate evidence.

Individual departments are in the best position to determine what evidence is pertinent in their disciplines and may choose to require evidence in addition to that required by the college. Appropriate evidence is not limited to items appearing below, which are illustrative only. Any or all materials may be prefaced by a cover letter or summary comment from the applicant.

The first category of appropriate evidence is that of student evaluations. The candidate must submit the minimum evidence required by the University Tenure Procedure Guidelines: “official student evaluations for all courses evaluated during the last three academic years. (In the case of early consideration, student evaluations for two years are required.)” (BSU 5340-B) Individual departments shall clearly specify in their own guidelines the student evaluation form(s), which shall be used, and the frequency with which they are administered. Other appropriate evidence in this category includes but is not limited to a) evaluations of the candidate by current or former students; and b) teaching awards given by students (for example, Top Ten Scholar Honored Faculty Awards, citations by Phi Kappa Phi members, ASBSU awards).

The second category of appropriate evidence of teaching effectiveness is that of peer evaluations. All annual Tenure Progress Review reports and all copies of the chair’s annual evaluations must be included in the tenure folder.

Other appropriate forms of peer evaluation include but are not limited to:

- a) recommendations from colleagues who have knowledge of the candidate's teaching effectiveness and willingness to be innovative;
- b) recommendations from colleagues who have observed the performance of students taught by the candidate;
- c) recommendations from other personnel in a position to evaluate teaching effectiveness (for example, Student Special Services staff or the Honors Program directors, etc.);
- d) teaching awards given by colleagues (for example, Distinguished Faculty Awards).

Scholarly, Creative or Research Activities

The College of Arts and Sciences expects candidates to demonstrate excellence and continued growth as scholars/artists/researchers. Scholarly, creative, or research activities are functions that advance the discipline or state of the art. Evidence of these activities includes, but is not limited to publications, presentations, grants, exhibits, and artistic performances. Textbooks and innovative teaching materials having significant value beyond this campus may be considered as contributions to research and creative activity. In some cases, consulting may appropriately be considered as research.

Evaluation of the candidate's scholarly, creative, and research activities shall be undertaken with due regard for departmental assignments and the requirements of specialized fields. Generally, however, the significance of scholarly, creative, and research activities shall be assessed in terms of such criteria as quality, importance within the field of specialization, importance to the discipline generally, length or scope, and prestige of the outlet in which the work appears or the forum in which it is presented.

The application for tenure should provide evidence of the quality and significance of the candidate's scholarly, creative, and research activities.

Appropriate evidence may include, but is not limited to:

- a) evaluations by colleagues knowledgeable in the candidate's field, and
- b) evaluations by peers and experts from outside Boise State University who are knowledgeable in the candidate's field. Candidates are strongly encouraged to obtain evaluations from off-campus peers, especially in cases where such evaluations already exist for purposes of refereed publications, juried shows, or artistic performances.

Evaluators should be told their comments are part of a tenure procedure, but should not be asked whether the individual merits tenure. Rather, they should be asked to comment on the quality of the candidate's scholarly, creative, and research activities and their importance to the discipline.

University and Public Service

The College of Arts and Sciences expects faculty members to engage in service activities for the discipline at large, the department, the college, the University, and the community.

In accordance with the Faculty Tenure Procedures: (BSU 5340-B) three areas of service are recognized:

- a. professional service
- b. institutional service
- c. public or community service

Departmental guidelines determine the relative merits of individual service activities. The candidate should consult departmental guidelines when deciding which category is most appropriate for particular service activities. Service included in the tenure application should be related to the candidate's professional expertise. The number of activities may not provide the only measure of meritorious service, and evaluation of the quality of the candidate's service may include assessment by peers inside or outside the university community.

The following represents an elaboration of eight points outlined in university procedures BSU 5340-B. This list is illustrative only. The applicant may identify additional service activities.

1. Professional committee and organizational involvement.
Holding executive office in a professional organization, chairing a session, or organizing a session for a professional meeting. Membership alone may not constitute professional service.
2. Editorial, referee, or jury services for publications, shows, artistic performances, granting agencies, etc.
3. Participation in university, college, or departmental committees.
4. Efforts on behalf of university-related projects.
Advising para-professional clubs, organizing field trips, recruiting, and assisting with such activities as Science Competition Day, Partners in Education, and gifted/talented programs, etc.
5. Consulting.
Consultative services, paid or unpaid, which benefit Boise State University or the discipline and which are not more properly considered teaching or research, as determined by departmental criteria (see BSU 5340-B).
6. Using professional abilities for the community's benefit.

Assisting with public awareness programs or public education efforts, advising for youth groups, advising societies, museums, galleries, etc. Such service must be discipline-related to count in the tenure application.

7. Community activities that benefit the university.
8. Administrative or other assigned responsibilities within the university.
Released-time activities, departmental or committee responsibilities, such as serving as chair or director, etc.

These guidelines have been approved by the College of Arts and Sciences Promotion & Tenure Policy Committee, December 5, 1997. They also have been approved by the Dean of the College of Arts and Sciences and by the Provost & Vice-President for Academic Affairs. These guidelines and procedures will be used by all departments for the review of all official tenure-track faculty beginning in the fall of 1998.

TENURE INFORMATION SHEET
(please attach complete and current vita)

Name _____ Current date _____

Department _____

Date of employment _____ Years at BSU _____

Rank and Title _____

Years in rank _____

Highest degree _____

Terminal degree for this position _____

Are you applying time at other institutions of higher education for purposes of acquiring tenure?

Yes _____ No _____

If yes, please describe here:

Teaching load and allocation of time for the last four semesters, excluding summers:

This semester (date)

_____ % teaching _____ % research _____ % service

Course #	Course Name	Credits	Enrollment
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- a.
- b.
- c.
- d.
- e.

Other directed studies activities:

Previous semester (date) _____

_____ % teaching

_____ % research

_____ % service

Course #

Course Name

Credits

Enrollment

- a.
- b.
- c.
- d.
- e.

Other directed studies activities:

Earlier semester (date) _____

_____ % teaching

_____ % research

_____ % service

Course #

Course Name

Credits

Enrollment

- a.
- b.
- c.
- d.
- e.

Other directed studies activities:

Earlier semester (date) _____

_____ % teaching

_____ % research

_____ % service

Course #

Course Name

Credits

Enrollment

- a.
- b.
- c.
- d.
- e.

Other directed studies activities: