

**Guidelines for Tenure and Promotion**  
**Department of Biology**

*Approved by the Regular Biology Faculty on April 9, 2010*

**Standards**

In the absence of any documented special conditions to the contrary, the candidate for tenure and/or promotion shall be evaluated for contributions in the broad areas of teaching, research, and service as established by the Department. The areas of teaching and research will typically be weighted more heavily than service, and community engagement is a consideration in all three areas.

**Teaching:** The candidate's record since appointment (if no promotion has been granted) or last promotion must demonstrate excellence as a teacher and sustained contributions to the teaching mission of the department. Student instructional reports (SIRs) will serve as the basic instrument for determining meritorious teaching, but additional evidence will include 1) types of courses taught, 2) number of student credit hours, 3) development of new courses, 4) innovations in teaching, and 5) any additional evaluation criteria (e.g., peer evaluations) developed by the Department. Fulltime teaching is considered to be the equivalent of 12 student credit hours per semester. Those with lower teaching loads are expected to successfully direct undergraduate and graduate research projects.

**Scholarly Activity:** The candidate's record since appointment (if no promotion has been granted) or last promotion must show a level of sustained productivity in research and related scholarly activity commensurate with the mission of the Department. Evidence of productivity will include 1) a substantial and sustained record of publication in refereed national or international journals (average of 1 or more publications/year for a standard research appointment), 2) external research support at a level appropriate to support a quality research program, and 3) a record of directing graduate students who graduate on time and are successful in obtaining positions related to their fields of study.

**Service:** The candidate's record since appointment (if no promotion has been granted) or last promotion must demonstrate a strong commitment to serving one's Department, College, University, and/or professional discipline. Service to the Department, College and University may include participation on a broad range of committees, in faculty governance, and in other positions that provide assistance. Professional contributions include serving as a referee for manuscripts or grants, on editorial boards, and as a consultant.

## **Evaluation:**

The candidate shall provide complete written documentation (described in detail below) of his or her activities to the Department Chair. The Department Chair will forward the candidate's documentation to the chair of the appropriate committee, who shall make the information available to the whole committee no later than one week before the first meeting called to conduct the evaluation.

To allow the appropriate committee and Department Chair to conduct a fair and accurate evaluation of the candidate for tenure and/or promotion, the supporting materials provided by the candidate should be as complete as possible. Supporting materials should be consistent with the expectations outlined in College and University documents and at a minimum, include the following:

A copy of his or her letter of appointment, outlining the expectations of the Department regarding teaching, research/scholarship, and service; and any subsequent documents related to these initial expectations should also be included.

A listing of courses taught since arriving at ISU or since last promotion. This list should indicate course number and semester, the candidate's instructional duties in each course (full responsibility, team-teaching, coordination of other speakers, etc.), the type of class (online, lecture-based), and the number of students in the class. For each course, the candidate shall include the summarized results of standardized student instructional reports (SIRs), including the average value for "overall quality of instruction." The candidate shall also provide the name of each undergraduate and/or graduate student under his or her direction; identify any grant obtained by a student while under his or her direction and indicate any work published by a student as a direct result of the candidate's direction; and provide the date that each graduate student began studies at ISU and the expected or actual graduation date for each student.

Copies of all of his or her scholarly works that incorporate work done while in residence at ISU. Scholarly works include published articles, books, chapters, invited presentations, and other documented accomplishments. The candidate shall 1) indicate which items represent work performed since arriving at ISU or last promotion, and 2) specify his or her role in (or contribution to) multi-authored works.

A list of grants/contracts received while in residence at ISU, which shows the agency, amount, and dates. The candidate should clearly 1) indicate which grants/contracts were obtained since the last promotion, and 2) specify his or her role in (or contribution to) grants or contracts with multiple principal investigators.

Documentation of service to the Department, College, University, and the candidate's professional discipline while in residence at ISU. Service to the Department, College and University includes participation on a broad range of committees, in faculty governance, and in other positions that provide assistance. Professional contributions include serving as a referee for manuscripts or grants, on editorial boards, and as a consultant. The candidate should indicate which items apply to the period since arriving at ISU or last promotion.

The candidate is required to have external (extramural) reviewers independently assess his or her scholarly achievements. The candidate must submit the names of six individuals (excluding masters, doctoral, postdoctoral mentors, and collaborators) at least 60 days before the documentation must be submitted to the College. The selected reviewers must be from other campuses, capable of evaluating the candidate's area of scholarly work, and willing to provide an evaluation. The majority of the selected reviewers must be faculty in a PhD-granting department. The appropriate committee in consultation with the Chair of the Department has the option of choosing three new reviewers in lieu of three of those suggested by the candidate. Each external reviewer will be requested to provide a critical examination of the candidate's record in the context of promotion in a PhD granting department. Reviewer comments received after the appropriate committee has made its recommendation cannot be part of the evaluation.

## **Procedures**

**Annual Review of Tenure-Track Faculty, and Tenure and Promotion to Associate Professor:** The development of a faculty member from his or her initial appointment to the granting of tenure and promotion is a continuous building process; thus, the successive reviews follow the same guidelines. However, expectations increase with each successive review. The review will be conducted by the Tenure and Associate Professor Promotion Committee, which consists of all regular, tenured faculty members in the Department of Biology. The Committee shall evaluate each candidate on the basis of the **Standards** set forth in an earlier section of this document. The Committee is responsible for submitting its evaluation and recommendation to the department chair in a timely fashion relative to the deadlines for the submission of these documents to the College. The Department Chair will then conduct an independent review of the candidate's achievements. The separate recommendations of the Tenure and Associate Professor Promotion Committee and the Department Chair will then be forwarded to the College.

**Promotion to Full Professor:** At least 60 days before promotion documents must be submitted to the College, the candidate shall notify the Department Chair of his or her intent to apply for promotion to full Professor. The review will be conducted by the Professor-Level Promotion Committee, which consists of all regular faculty members holding the rank of Professor in the Department of Biology. The Committee is responsible for submitting its evaluation and recommendation to the Department Chair in a timely fashion relative to the deadlines for the submission of these documents to the College. The Department Chair will then conduct an independent review of the candidate's achievements. The separate recommendations of the Professor-Level Promotion Committee and the Department Chair will then be forwarded to the College.

**Notifications and Responses:** The appropriate committee shall provide the candidate with its evaluation and recommendation at the time they are forwarded to the Department Chair. The Department Chair shall provide the candidate with copies of his or her evaluation and recommendation at least 5 working days before they are sent to the College. In the event of a negative decision from either the appropriate committee or the Department Chair, the candidate may provide a written response to be forwarded with the application.

**Promotion and/or Tenure at time of Appointment:** The probationary period for the rank of Professor with tenure may be waived for a new appointee who has earned tenure and the rank of Professor at one or more accredited educational institutions. The Professor-Level Promotion Committee shall evaluate the candidate on the basis of documentation provided to the Department and/or presentations to the faculty. The Committee shall send its evaluation and recommendation to the Department Chair within 5 working days after the decision by the Department Faculty to offer a position to the candidate. The Department Chair will then conduct an independent review of the candidate's achievements. The separate recommendations of the Professor-Level Promotion Committee and the Department Chair will then be forwarded to the College. A new appointee who has not earned the rank of Professor may be considered for the rank of Professor if he or she has served as an Associate Professor for 5 or more years at one or more accredited educational institutions. The evaluation process will follow that described earlier in this paragraph. If the candidate earns the rank of Professor, he or she may apply for tenure in the first probationary year.