DEPARTMENT OF GEOSCIENCES
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DEPARTMENTAL FACULTY TENURE AND PROMOTION PROCEDURES
I. PURPOSE AND INTRODUCTION

These procedures provide guidance for the Department of Geosciences and its untenured Assistant and Associate Professor and tenured Associate Professor faculty members regarding the Department’s tenure and promotion process. This document summarizes both the criteria of evaluation and the process by which that evaluation is undertaken. The criteria and process outlined in this document are in addition to, and consistent with, those required by the College of Arts and Sciences (as stated in the College of Arts and Science Tenure and Promotion Guidelines), and the University (as stated in Policy BSU 4340). This document applies to all tenure-track faculty members whose appointment to the faculty has begun after September 1, 2015. Tenured faculty may choose to be evaluated under prior policies for a period not to exceed two years after the effective date of this policy.

II. DEFINITIONS AND ABBREVIATIONS

**Department**: Department of Geosciences (Department)

**Chair**: Chairperson, Department of Geosciences

**TPC**: Tenure and Promotion Committee

**Candidate**: Promotion Candidate

**Promotion Portfolio (P portfolio)**: A binder maintained by the Candidate that contains all documentation of progress towards promotion. The P portfolio provides the basis for evaluation of the Candidate’s tenure and promotion application to the Department, the College of Arts and Sciences, and the University.
III. TENURE AND PROMOTION CRITERIA

1. Criteria for Tenure and Promotion to Associate Professor

The successful candidate for tenure and promotion to Associate Professor demonstrates *effectiveness in teaching, substantive achievements in research*, and a commitment to the success of the Department and University through *sustained and effective service* activities. Tenure is granted to faculty able to successfully execute the tasks associated with being a professor at a university with a strong teaching and research mission. The Candidate’s tenure and promotion is granted based on the likelihood that the Candidate will continue to perform those tasks. Early in the probationary period, the Candidate should establish a trajectory in performance that demonstrates his/her ability to execute all the activities necessary to be a successful teacher, researcher, and citizen of their department, college, university, and professional community. It is important to recognize, however, that teaching, research, and service are not separate, but are integrated components one job of the University Professor. The central element of the job of a University Professor is to engage in the discovery and dissemination of knowledge.

The Candidate is expected to meet performance expectations in each category as outlined in the Department of Geosciences Workload Policy (GEOS-02). This document and GEOS-02 should used complementarily to define the expectations for tenure and promotion. Additional assessments related to tenure and promotion are described below.

*Assessment of Teaching Effectiveness:* Evaluation of teaching effectiveness is primarily based on curriculum delivery within the Department, but may also include other activities as outlined in the College of Arts and Sciences Tenure and Promotion Guidelines. Metrics used to evaluate the Candidate’s teaching effectiveness include the delivery of curriculum critical to the Department’s degree programs, the quality of courses delivered, student class evaluations, and TPC class evaluations. Of particular note is the successful mentoring of undergraduate and graduate students engaged in research activities. Assessment of success in mentoring may include number and quality of undergraduate and graduate theses advised, completion of advisees’ theses and graduate degrees within a reasonable time frame, and student advisees’ first authored publications.

*Assessment of Contributions in Research:* Evaluation of substantive achievements in research is primarily based on successful execution of research and the dissemination of the gained knowledge.
to the scientific community. The Department of Geoscience follows the University adaptation of the Boyer model of scholarship, which recognizes four distinct types of scholarship.

- The scholarship of discovery and creation, by means of which products are produced and published
- The scholarship of synthesis and integration, by means of which extant disciplinary methods or products are brought together in novel ways, resulting in peer-reviewed publication
- The scholarship of application and engagement, by means of which disciplinary expertise is brought to bear on issues that extend beyond the traditionally narrow academic sphere, with results amenable to peer-reviewed publication
- The scholarship of teaching and learning, by means of which disciplinary expertise is brought to bear on educational issues, with results amenable to peer-reviewed publication, or widespread implementation of ideas.

The traditional metric of the Candidate's achievements in research is publication in the peer-reviewed literature. While the quantity of publications is most easily measured, the quality of those publications will also be evaluated. The number of publications in a given year will certainly vary, but on average the Candidate is expected to produce two peer reviewed publications per year as described in the Department of Geoscience Workload Policy (GEOS-02). Generally, journals included within the Science Citation Index are viewed more favorably than those without. A mix of first authored, student authored, and multi-authored collaborative papers are viewed as indicators of a robust research program. The Candidate is expected to document their level of contribution on all published works for which they are not the sole author. Raising external funding for research is another key assessment criterion. It is expected that at the time of application for tenure, the Candidate will have raised external funding that supports a robust research program that includes graduate student support. Specific requirements may be described in the Candidate's offer letter of employment. For collaborative grants on which the Candidate is not the PI, the Candidate should document their contribution to the grant both in content and dollar amount. Other metrics of research contributions include participation in scientific conferences, invited lectures, and the dissemination of scientific knowledge by other means including non-peer reviewed publications. Candidates should work closely with the department Chair and TPC to
identify an appropriate distribution of research activities as outlined by the Boyer Model of Scholarship summarized in the COAS Tenure and Promotion Guidelines, Section 6.2.1. Although publication in peer-reviewed journals is the traditional measure of research productivity, the Boyer Model allows for alternative activities of high scientific impact. Alternative metrics must be agreed upon at the time of initial employment in negotiation with the Department Chair.

Assessment of Service Activities: Service activities demonstrating a commitment to the success of the Department and University include participation in initiatives to maintain, strengthen, or expand teaching or research missions. Public, community and discipline-related service is also considered of value. The Candidate should engage in service activities where his/her interests intersect with need. The Department should limit institutional related service of untenured faculty to those activities most necessary to the Department’s success. The Candidate is encouraged, however, to be actively involved in his/her professional community.

Documentation of Effort to Improve Effectiveness: Effort is not a substitute for success. However, there are instances when effort can demonstrate progress towards eventual success. The Candidate is encouraged to document all relevant activities, even when those activities did not immediately result in a positive outcome. For example, submitted grants that do not result in funding demonstrate a step towards acquiring research support. Effort is of particular value when evaluating teaching effectiveness. Candidates are encouraged to be proactive in improving teaching effectiveness and such efforts will be considered positively during the tenure and promotion review process. Evidence of efforts to improve student assessment and pedagogy include:

- Professional development regarding assessment strategies through workshops and programs offered by the CTL or other groups, including discipline-specific organizations;
- Syllabi and other course materials that reflect learning outcomes-oriented course structure and a commitment to formative and summative assessment relative to those outcomes;
- Participation in curriculum design and course mapping to support program-level learning outcomes;
- Participation in concentrated assessment efforts relating to accreditation or evaluation (e.g., of Foundational Studies courses);
- Documenting assessment activities and results in self evaluations or course reflections.
- Professional development in pedagogy through workshops and programs offered by the CTL or other groups in support of teaching and learning;
- Experimentation with and implementation of innovative and/or evidence-based instructional practices for the discipline;
- Reciprocal peer observation, feedback, and reflection with disciplinary colleagues, preferably implementing a thoughtfully-selected classroom observation protocol that aligns with learning outcomes;
- Engagement with pedagogic literature and theory through the scholarship of teaching and learning;

Within the Department, faculty may be permitted to allocate their time among teaching, research, and service activities in accordance with Department and University workload policies. This workload allocation is constrained by the need to deliver the Department's courses and degree programs. Differences in approved workload balance should be reflected in the outcomes of the Candidate's activities and are a factor used during the evaluation of the tenure and promotion application. However, whatever the workload allocation, the successful Candidate must demonstrate both effective teaching and substantive achievements in research. Outstanding performance in the areas of teaching and research are the most significant elements of the faculty's mission at Boise State University. Service, although expected of every candidate, cannot be considered in place of or substituting for teaching and research.

Formal offers of employment may include a shortening of the probationary period for tenure based on previous service. Please see COAS guidelines for tenure and promotion, section 3, regarding a Probationary Period Shift or Abbreviated Probationary Period. Special conditions made at the time of hire should be documented in the Candidate's annual letter to the Tenure Promotion committee so that prior service can be appropriately included in the annual review, as specified by COAS guidelines.

2. Criteria for Promotion to Professor

The rank of Professor is reserved for those individuals who are truly and demonstrably outstanding among their peers. The successful candidate for promotion to Professor demonstrates sustained performance as an Associate Professor, as described above, including effectiveness in teaching, substantive achievements in research, and a commitment to the success of the Department and University through effective service activities. This sustained performance must be demonstrated in
all three areas of teaching, research and service. In addition, the successful candidate will have 
demonstrated leadership activities, above and beyond that expected of an Associate Professor.
Leadership is defined with a liberal sensibility. Thus leadership activities may be expressed through 
traditional leadership roles associated with positions or offices but also through excellence in the 
performance of teaching, research or service activities. Outstanding performance in the areas of 
teaching and research are the most significant elements of the faculty’s mission at Boise State 
University. Service, although expected of every candidate, cannot be considered in place of or 
substituting for teaching and research. Candidates seeking promotion to Professor must 
consistently meet workload expectations outlined in GEOS-02, demonstrate leadership experience 
and potential, and meet performance expectations outlined in the COAS Tenure and Promotion 
Guidelines.

IV. THE TENURE AND PROMOTION CANDIDATE

Every tenure track faculty member who has not received promotion to Professor shall:

1. Be fully aware, understand, and comply with all Department, College, and University tenure and 
   promotion guidelines.
2. Be aware and understand criteria used by the Department, College, and University to assess 
   tenure and promotion.
3. Be proactive relative to the tenure and promotion process and ask the TPC for guidance on any 
   issue that is unclear or requires resolution. The Candidate and the TPC may consult with, the 
   Department Chair any issue as necessary.

V. THE TENURE AND PROMOTION COMMITTEE (TPC)

1. The TPC shall consist of 3 tenured faculty members appointed by the Chair.
2. The members of the TPC shall be fully aware of and understand all Department, College, 
   and University tenure and promotion guidelines and criteria.
3. The TPC shall serve as a mentor for the Candidate, guiding the Candidate during the 
   probationary period, and assisting the Candidate in understanding both the process and 
   the criteria used in the tenure and promotion assessment. The TPC shall recommend 
   constructive ways to improve performance.
4. The TPC shall evaluate the Candidate’s progress towards tenure and promotion. The TPC 
   shall communicate the outcomes of that evaluation to the Candidate and the
Departmental Chair.

5. The TPC shall document the Candidate’s progress towards tenure and promotion, including documenting communications with the Candidate.

VI. DEPARTMENT CHAIR

1. The Chair shall appoint the 3 TPC members and designate the committee chair.
2. The Chair shall annually evaluate the candidate’s performance.
3. The Chair shall assist to resolve any issues between the TPC and the Candidate.
4. The Chair shall oversee the acquisition of external evaluations of the Candidate.
5. Upon the Candidate submitting an application for tenure and promotion, the Chair shall conduct and document the results of a vote of the tenured faculty regarding a recommendation for tenure and promotion.

VII. TENURE AND PROMOTION FOLDER (P PORTFOLIO)

The Candidate shall maintain a P portfolio that documents his/her progress in the areas of teaching, research, and service in preparation for application for tenure and promotion. The P portfolio shall contain all information deemed relevant to the tenure and promotion process by the Candidate, the Department Chair, or the TPC. The P portfolio shall be maintained for the duration of the probationary period. It is the responsibility of the Candidate to meet all P portfolio content and format guidelines for submittal to the Department, College, and University Tenure and Promotion Committees. Associate Professors seeking promotion to Professor must also construct a P portfolio documenting their productivity. This folder will contain the same components as the P portfolio and will be comprehensive of the candidate’s career. However, the P portfolio for application to Professor will explicitly note which activities occurred after promotion to or appointment as Associate Professor.

The Departmental P portfolio shall follow the formatting specified in Boise State University Policy #4340.

Binder 1

While the requirements of Binder 1 may change from year-to-year, the list below is illustrative of what may be expected. Sections should be separated by tabs.
1. A table of contents, indicating where the information listed below can be found in the candidate’s binder.

2. A Summary Letter: Each year, the Candidate shall prepare a letter summarizing his/her progress in the areas of teaching, research, and service and their relationship to the Candidate’s workload assignment. Each section shall highlight key accomplishments and document how the Candidate has strived for professional growth. The Summary Letter shall also outline plans and goals in the areas of teaching, research and service for the upcoming year. Associate Professors seeking promotion to Professor must produce a summary letter that is inclusive of all activity since the granting of tenure.

3. A current vita containing the candidate’s professional preparation, professional experience, research and scholarly activity, teaching assignments for the past three academic years (including classes taught, credit hours, student load), and professional, community and university service.

4. Annual evaluations by the department chairperson and the department personnel committee (if in use) for all academic years if a Candidate for tenure and at least the past three academic years if a Candidate for promotion to Professor.

5. A summary of official student evaluations for all years if a Candidate for tenure and at least the past three academic years if a Candidate for promotion to Professor (do not include individual evaluation forms). If the students’ evaluations are quantitative in nature (i.e., students are asked to give numeric scores to a series of evaluation questions), then the average scores to each question are sufficient. For courses in which student evaluations are solely qualitative (i.e., prose only without numeric scoring), then a summary of such evaluations by the department chair and/or tenure and promotion committee is required. Also include all peer evaluations that have been conducted.

Binder 2

This binder contains the evidence to support the materials described in Binder 1. Sections should be separated by tabs.

1. A table of contents.

2. The Candidate’s welcome letter, any documentation of special hiring conditions to include a copy of the prior years’ experience disclosure form (if applicable), and all of the Candidate’s Annual Cover Letter Summaries.
3. A statement of teaching philosophy followed by supporting evidence of teaching accomplishments including any evidence of efforts to improve teaching effectiveness. Teaching accomplishments should include a list of graduate students mentored as either committee chair or committee member.

4. A statement of research philosophy and plans for future activity followed by supporting evidence of research accomplishments. This should include a table of all grant proposals submitted while at BSU and an indication of whether or not they were funded. A complete list of all publications separated by category: 1) peer reviewed journal papers, 2) peer reviewed books or book chapters, 3) conference abstracts and proceedings papers, and 4) any non-peer reviewed publications the Candidate deems relevant.

5. Copy of the title page of all the Candidate’s peer-reviewed publications (submitted or published) with a Boise State affiliation.

6. A statement of service philosophy followed by supporting evidence of service accomplishments.

7. Copy of Department tenure and promotion guidelines.

8. Other. Candidate may include any additional information considered relevant to assessing their progress towards a successful tenure application.

VIII. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR PROCEDURE

1. In the first year of the Candidate's probationary period:
   a) Within the first semester of a Candidates contract, the TPC shall provide the Candidate with a letter explaining the requirements of the University, College, and Department.

2. On a yearly basis during the probationary period:
   a) The Candidate maintains a P portfolio and submits this portfolio with an Annual Summary Letter to the TPC each year by March 1st.

   b) A faculty member designated by the TPC observes the candidate's teaching and interviews students regarding teaching effectiveness. The faculty member writes a summary of that evaluation for inclusion in the P portfolio; this evaluation may be documented in the annual evaluation letter.

   c) The TPC reviews the submitted P portfolio and writes a letter to the candidate summarizing the outcome of that review. The TPC meets with the Candidate to discuss that review; the Candidate may choose to respond in writing to the review. The TPC then submits the letter (and any written response) to the Candidate and the P portfolio. The TPC then forwards the updated P portfolio to the Chair by March
15th.

d) As part of the faculty annual review process, the Department Chair reviews all material submitted by the TPC, may elect to communicate directly with the Candidate, and includes this information in the annual review letter.

3. In the year of application for tenure and promotion:

   a) The Chair shall secure a minimum of three external evaluators according to procedures outline in Appendix B of the COAS Tenure and Promotion Policy (AS-4340). Evaluators will be selected by April 30th. By May 15th, the Chair shall make the candidate’s portfolio available to each external evaluator along with Departmental Tenure and Promotion guidelines and a link to the college policy. The Chair shall request that responses be received by September 1st. The procedure to secure three external evaluators shall be as follows:

      a. The Candidate submits to the Chair the names of four (4) potential external examiners by March 1st.

      b. The Chair, working with the tenured faculty, identifies 6 additional potential examiners. The Candidate reviews that list with the prerogative to reject up to two of those names based on conflict of interest. This process should be completed by May 1st.

      c. The Candidate shall provide a cover letter with statements of teaching, research, and service responsibilities during the evaluation period, their current vita, and an electronic copy of, or links to all scholarly products during the evaluation period for distribution to the external examiners by May 15th.

      d. The Chair forwards the extended CV to at least four identified examiners from the combined list of potential examiners. Two of those examiners shall be from the list of names provided by the candidate.

      e. Once the deadline for submitting materials to the department has passed, the Department Chair shall add the external letters and the CV of each evaluator to the candidate’s application materials under the appropriate tab. The Chair must ensure the procedures to ensure confidentiality as described in AS-4340 are followed.

   b) The Candidate submits his/her updated and final P portfolio to the TPC for review by September 1st. Note that this final version of the P portfolio shall comply with College and University format requirements. The TPC reviews the folder and writes a summary and recommendation of the Candidate’s progress, which is placed in the P portfolio. The Candidate must receive a copy of that letter within 3 working days.
c) The Chair conducts a vote by secret ballot of the tenured faculty regarding a recommendation for tenure and/or promotion. Tenured faculty may also submit any relevant information regarding the application to the chair for consideration.

d) The Chair reviews all material, may elect to communicate directly with the Candidate, and, based on the outcome of the faculty vote, writes a letter, inclusive of the results of the vote and a recommendation regarding tenure and/or promotion, which is placed in the Candidate’s P portfolio. The Candidate must receive a copy of that letter within 3 working days. If the recommendation is to deny tenure and promotion, the faculty member may, within five working days of the notification, request a meeting with the Chair. Within five working days of receiving such a request, the Chair shall grant the faculty member a meeting.

e) The Chair then forwards the entire P portfolio to the College of Arts and Sciences Tenure and Promotion Committee by October 15th.

f) The College of Arts and Sciences Tenure and Promotion Guidelines guide the tenure and promotion process to completion.

IX. IMPORTANT DATES AND DEADLINES FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

First semester of Candidate’s 1st year: Welcome Letter from TPC  
March 1st of every year*: Candidate Letter/P portfolio to TPC  
March 15th of every year*: TPC letter to Candidate/P portfolio/Chair  
April 1st of every year*: Chair review letter to TP portfolio/Candidate  
April 15th, application year: Candidate provides external names to Chair  
May 15th, application year: External evaluator list finalized  
May 15th, application year: Extended CV to Chair  
May 31st, application year: Chair formally requests external evaluations  
September 1st application year: Candidate provides P portfolio to TPC  
October 15th, application year: Chair forwards complete P portfolio to COAS

X. PROMOTION TO PROFESSOR PROCEDURE

1. On a yearly basis after being awarded tenure and promotion to Associate Professor:

   a. By March 1st, the Candidate shall provide a prospectus to the department Chair. This prospectus shall document the Candidates accomplishments in research, teaching and service in the progress toward promotion to Professor as well as their
vision and plans to reach the standards for promotion to Professor. The Candidate may utilize the template provided in COAS Tenure and Promotion Guidelines. All department faculty holding the rank of Professor shall review the prospectus and provide feedback to the department Chair by March 15th.

2. In the year of application for promotion:

   a. The Candidate submits to the Chair the names of four (4) potential external examiners by March 1st.

   b. The Chair, working with the tenured faculty, identifies 6 additional potential examiners. The Candidate reviews that list with the prerogative to reject up to two (2) of those names based on conflict of interest. This process should be completed by May 15th.

   c. The Candidate shall provide a cover letter with statements of teaching, research, and service responsibilities during the evaluation period, their current vita, and an electronic copy of, or links to all scholarly products during the evaluation period for distribution to the external examiners by May 15th.

   d. The Chair forwards the extended CV to at least four (4) identified examiners from the combined list of potential examiners; two (2) of those examiners shall be from the list of names provided by the Candidate. This task shall be completed by May 31st. The external reviewers should be requested to return the review letters by September 1st.

   e. The Candidate submits his/her updated and final P portfolio to the TPC for review by September 1st. Note that this final version of the P portfolio shall comply with College and University format requirements. The TPC reviews the folder and writes a summary and recommendation of the Candidate's progress, which is placed in the P portfolio. The Candidate must receive a copy of that letter within 3 working days.

   f. The Chair conducts a vote by secret ballot of the tenured faculty regarding a recommendation for tenure and/or promotion. Tenured faculty may also submit any relevant information regarding the application to the chair for consideration.

   g. The Chair reviews all material, may elect to communicate directly with the Candidate, and, based on the outcome of the faculty vote, writes a letter, inclusive of the results of the vote and a recommendation regarding tenure and/or promotion, which is placed in the Candidate’s P portfolio. The Candidate must receive a copy of that letter within 3 working days. If the recommendation is to deny tenure and promotion, the faculty member may, within five working days of the notification, request a meeting with the Chair. Within five working days of receiving such a request, the Chair shall grant the faculty member a meeting. The candidate may withdraw their application at any point during this process.

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h. The Chair then forwards the entire P portfolio to the College of Arts and Sciences Tenure and Promotion Committee by October 15th.

i. The College of Arts and Sciences Tenure and Promotion Guidelines guide the tenure and promotion process to completion.

j. In the event that the department chair is applying for promotion, the chair of the TPC shall assume the department chair's responsibilities.

XI. APPLICATION YEAR DEADLINES FOR PROMOTION TO PROFESSOR

- **March 1st:** Candidate Letter/P portfolio to TPC
- **March 15th:** TPC letter to Candidate/P portfolio/Chair
- **April 1st:** Chair annual review letter to P portfolio/Candidate
- **April 15th:** Candidate provides external names to Chair
- **May 15th:** External evaluator list finalized
- **May 15th:** Extended CV to Chair
- **May 31st:** Chair formally requests external evaluations
- **September 1st:** Candidate provides P portfolio to TPC
- **October 15th:** Chair forwards complete P portfolio to COAS