SECTION: Academic

SUBJECT: FACULTY RANK AND PROMOTION

Background: Policy based on SBOE Policy II.G.1.d. Faculty Rank and Promotion.

Point of Contact: Office of the Provost/Vice President for Academic Affairs

Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy: Instructional Deans, Faculty Senate

Date of approval by LC State authority: June 2020

Date of State Board Approval: February 2015

Date of Most Recent Review: March 2026

Summary of Major Changes incorporated in this revision to the policy: Eliminated Lecturer; added "Visiting" faculty.

1. Definitions

A. Division

For the purposes of this policy, the term "division" refers to Academic areas (Business, Humanities, Natural Sciences and Mathematics, Movement & Sports Sciences, Nursing and Health Sciences, Social Sciences, Teacher Education), Career & Technical areas (Business Technology and Service, Technical and Industrial), and the Library.

B. Division Chair

For the purposes of this policy, the term "chair" refers to the administrative head of all divisions, including the Library Director.

C. Dean

For the purposes of this policy, the term "dean" refers to an Instructional Dean.

D. Board

Idaho State Board of Education (SBOE)

E. Competence

A faculty member, who demonstrates competence by completing quality tasks and assignments on time. Originality and creativity are valued but not expected on a regular basis. A competent faculty member accepts and reflects on constructive feedback. The focus of activities is at the program and division level.

F. Proficiency

A faculty member who demonstrates proficiency completes tasks and assignments on time, in a high quality manner, and meets all minimum requirements. A faculty member who demonstrates proficient performance has advanced in terms of degree of contribution to one's program, the Division, LC State, one's profession and community. The focus of activities is at the program, division, and college level. Leadership and mentoring of peers are expected of an individual whose performance is defined as proficient. Originality and creativity are valued. The proficient faculty member is a reflective practitioner who continually assesses and evaluates the effects of his/her teaching, advising, scholarly activity choices and service activities. The proficient faculty member actively seeks out opportunities to grow professionally.

G. Excellence

A faculty member who demonstrates excellence in performance has continued to mature in his/her career. The excellent faculty member is a model and mentor for junior faculty members. Originality and creativity are highly valued. The excellent faculty member continues to increase his/her skills as a reflective practitioner and as a knowledgeable advisor/mentor, and assumes leadership roles at the program, division, and/or college level. An excellent faculty member has made significant contributions to the college in terms of service and has made meaningful contributions to their field of study.

2. Philosophy

The quality of the College is determined to a large extent by the quality of the faculty. In our concern for the College's quality, the administration and faculty base the criteria for faculty promotion upon continued growth in professional skills and performance. The College encourages and assists each faculty member to improve professionally. Promotion is one means of encouraging professional improvement, of reflecting the continuing value of the faculty member to the college, and of rewarding meritorious service. Faculty who are awarded promotion shall be afforded all rights, rewards, privileges and responsibilities pertaining to said promotion.

3. Definition of Rank

A. Instructor: An instructor is a faculty member who is qualified to teach college level courses and who may be eligible for promotion (Career &Technical Programs only). For academic positions, a Master's degree in the content area is normally required. Service to the institution is an expectation of instructors.

B. Assistant Professor: An Assistant Professor is an individual who normally possesses the terminal degree or the equivalent in the field and appropriate professional expertise as determined by the division.

C. Associate Professor: An Associate Professor is an individual who in all but exceptional circumstances possesses a terminal degree or its equivalent in the field and appropriate professional expertise as determined by the division.

D. Professor: A Professor is an individual who in all but very exceptional circumstances possesses a terminal degree or the equivalent in the field and who has demonstrated meritorious performance in the field as defined by the individual's division. The rank of Professor shall be awarded only to those who are proven masters of the field, are outstanding in that field, and whose general attributes are recognized by their fellows with such determination to be made by the administration and the faculty.

E. Visiting faculty: Visiting faculty may be designated as an Instructor or appropriate academic rank (Assistant, Associate, or Professor). A Visiting faculty member is an individual who is qualified to teach college-level courses, is hired for a specified term, and is not eligible for promotion or tenure. The visiting faculty member's scope of work is determined by the Division Chair and instructional Dean.

4. Timeline for Promotion

Unless otherwise established in the candidate's initial letter of appointment, the usual time in rank required for promotion for faculty hired after August 22, 2008, is as follows:

A. Instructor to Assistant Professor—After two (2) full years of service as Instructor, a faculty member within Career & Technical Programs may apply and be evaluated for promotion to Assistant Professor. Instructors within Academic Programs are not eligible for promotion.

B. Assistant to Associate Professor—After four (4) full years of service as Assistant Professor, a faculty member may apply and be evaluated for promotion to Associate Professor.

C. Associate to Full Professor—After five (5) full years of service as Associate Professor, a faculty member may apply and be evaluated for promotion to Professor.

5. Criteria for Promotion for all Faculty

A. Criteria for promotion are consonant with the role and mission of LC State. Accordingly, a teaching faculty member advancing through the ranks is expected to meet escalating standards of performance and assume additional responsibilities in teaching, advising and/or mentoring, scholarly/creative activity and professional development, and service. The Library faculty are expected to meet escalating standards of professional knowledge and skills, scholarly/creative activity and professional development, and service.

B. Each division shall maintain a written policy that identifies appropriate standards for promotion from Instructor to Assistant Professor (does not apply to divisions within Academic Programs), Assistant Professor to Associate Professor, and Associate Professor to Professor. Division criteria for promotion must be developed by division faculty and be approved by division faculty, the division chair, the respective dean, and the provost. Changes to the criteria will follow the same approval process. Each list of criteria must include the date the faculty approved the division criteria. Copies of the criteria will be maintained in the offices of the provost, dean, and division chair. The division chair will distribute copies to all division faculty.

C. For faculty whose duties are primarily instructional, teaching and activities that develop and

improve teaching will be weighed most heavily in any evaluation. For librarians, activities that increase access to knowledge will weigh most heavily. However, it is recognized that the faculty of LC State perform varied tasks, and that the relative value placed on teaching, advising and/or mentoring, professional knowledge and skills, scholarly/creative activity and professional development, and service differ among faculty. Because of this, division chairs are to negotiate with the faculty member the relative importance of each criterion to the evaluation of an individual faculty member's performance. Each criterion will be weighed relative to its value to the division and its appropriateness to the College's role and mission. This weighing shall be used in a consistent fashion by all reviewers.

D. Faculty with a 0.5 FTE or greater appointment may be eligible to apply for promotion.

6. Terminal Degrees

For the purposes of promotion, terminal degrees are defined as follows:

A. Academic Terminal Degrees

(1) Business

(a) PhD, DBA, JD or appropriate and related earned doctorate, or

(b) CPA, CMA, current license plus appropriate Masters Degree, or

(c) Appropriate Masters and a minimum of 5 years of executive level decision making authority in the respective content area in a local or regionally recognized organization or

(d) Appropriate Masters plus 10 years of exemplary teaching in the content area.

(2) Humanities

(a) Art……. Master's of Fine Arts (MFA), PhD, or equivalent
Creative Writing
Music
Theater

(b) Foreign and Heritage Languages …… MA

(c) All other areas.....PhD

(3) Library …….. Master's of Library Science (MLS) or PhD

(4) Movement & Sport Sciences ..... EdD, PhD

(5) Natural Sciences & Mathematics .....PhD

(6) Nursing and Health Sciences

(a) Nursing.....Masters in Nursing for Assistant Professor and Associate Professor
PhD, EdD, Doctorate in Nursing or related fields for Professor

(b) Radiography.....Bachelor's Degree for Assistant Professor
Masters Degree for Associate Professor and Professor

(7) Social Sciences.....PhD for Associate Professor and Professor
ABD for Social Sciences Assistant Professor
MSW for Social Work Assistant Professor; any doctorate for Social Work Associate Professor and Professor

MA or MS for Justice Studies Assistant Professor

(8) Teacher Education.....EdD, PED, PhD

B. Career & Technical Terminal Degrees**, as designated below or according to Idaho Division of Career & Technical Education requirements: (https://cte.idaho.gov/).**

(1) Business Technology and Service

(a) Graphic Arts/Printing Technology.....Bachelor's Degree

(b) All other programs.....Master's Degree

(2) Technical and Industrial (all programs) .....Bachelor's Degree

7. Promotion Requirements

LC State recognizes faculty within the School of Liberal Arts and Sciences, the School of Professional and Graduate Studies, Career & Technical Programs, and the Library. Each unit differs in the requirements for promotion which are presented separately herein.

A. Academic Faculty

(1) Promotion from Assistant Professor to Associate Professor for Academic Faculty

(a) Reviewers will evaluate and make recommendations for promotion from Assistant Professor to Associate Professor on the basis of the following:

(i) Candidate Statement. The candidate shall provide a personal statement describing the candidate's role within the division that includes substantive statements on 1) teaching 2) advising and/or mentoring 3) scholarly/creative activity and professional development and 4) service. The statement shall include examples of division-specific evidence the candidate has accumulated to demonstrate proficiency in each of the four areas. Appropriate representative documentation in support of the personal statement may be included by the candidate. Such documentation must be

made available if requested by any reviewer.

(ii) Teaching. The candidate for Associate Professor shall demonstrate proficiency in teaching appropriate to the discipline and rank as established by the candidate's division.

(iii) Advising and/or mentoring. The candidate for Associate Professor shall demonstrate proficiency in advising and/or mentoring appropriate to the discipline and the rank as established by the candidate's division.

(iv) Scholarly/creative activity and professional development. The candidate for Associate Professor shall demonstrate proficiency in scholarly/creative activity and professional development as appropriate to the discipline and rank as established by the candidate's division.

(v) Service. The candidate for Associate Professor shall demonstrate a proficient record of active contributions and continuing growth in service activities appropriate to the discipline and rank as established by the candidate's division.

(2) Promotion from Associate Professor to Professor for Academic Faculty

(a) Reviewers will evaluate and make recommendations for Promotion from Associate Professor to Professor on the basis of the following:

(i) Candidate Statement. The candidate shall provide a personal statement describing the candidate's role within the division that includes substantive statements on 1) teaching 2) advising and/or mentoring 3) scholarly/creative activity and professional development and 4) service. The statement shall include examples of division-specific evidence the candidate has accumulated to demonstrate excellence in each of the four areas. Appropriate representative documentation in support of the personal statement may be included by the candidate. Such documentation must be made available if requested by any reviewer.

(ii) Teaching. The candidate for Professor shall demonstrate excellence in teaching appropriate to the rank and to the discipline as established by the candidate's division.

(iii) Advising and/or mentoring. The candidate for Professor shall demonstrate excellence in advising and/or mentoring appropriate to the rank and to the discipline as established by the candidate's division.

(iv) Scholarly/Creative Activity and Professional Development. The candidate for Professor shall demonstrate excellence in scholarly/creative activity and professional development appropriate to the rank and to the discipline, as established by the candidate's division.

(v) Service. The candidate for the rank of Professor shall demonstrate an excellent

record of service as appropriate to the rank and to the discipline, as determined by the candidate's division.

B. Career & Technical Faculty

Within Career & Technical Programs, faculty have the option of and must specify one of two paths for promotion: 1) the Academic Degree Path, or 2) the Business/Industry Path. Both paths lead to the rank of Professor. Regardless of the path chosen, all candidates must have current professional technical certification from the State of Idaho. A description of the promotion process and lists of evidence for each area below are found on the CTE Dean's web page.

(1) Promotion from Instructor to Assistant Professor for Career & Technical Faculty.

(a) Reviewers will evaluate and make recommendations for promotion to Assistant Professor on the basis of the following:

(i) Candidate Statement. The candidate shall provide a personal statement describing the candidate's role within the division and that includes appropriate statements on teaching and advising, scholarly/creative activity and professional development, and service. The statement also shall include a description of how the candidate meets division criteria for promotion. Appropriate supporting documentation shall be included as appendices or made available at the request of any reviewer.

(ii) Teaching. The candidate for Assistant Professor shall demonstrate competence in teaching appropriate to the discipline and rank as established by the candidate's division.

(iii) Advising and/or mentoring. The candidate for Assistant Professor shall demonstrate competence in advising and/or mentoring appropriate to the discipline and the rank as established by the candidate's division.

(iv) Scholarly/Creative Activity and Professional Development. The candidate for Assistant Professor shall demonstrate competence in the basic tools of scholarly/creative activity common to the discipline and the rank and demonstrate sufficient professional development, as established by the candidate's division.

(v) Service. The candidate should demonstrate effective service, according to the candidate's division guidelines.

(2) Promotion from Assistant Professor to Associate Professor for Career & Technical Faculty

(a) Candidates who choose the Academic Degree Path for promotion to Associate Professor will have acquired a bachelor's degree in an appropriate field. Candidates who choose the business/industry path must meet the criteria for this path as established by the division.

(b) Reviewers will evaluate and make recommendations for promotion from Assistant

Professor to Associate Professor on the basis of the following:

(i) Candidate Statement. The candidate for Associate Professor shall provide a personal statement as described in section 7.B.(1)(a)(i).

(ii) Teaching. The candidate for Associate Professor shall demonstrate proficiency in teaching appropriate to the discipline and rank as established by the candidate's division.

(iii) Advising and/or mentoring. The candidate for Associate Professor shall demonstrate proficiency in advising and/or mentoring appropriate to the discipline and the rank as established by the candidate's division.

(iv) Scholarly/Creative Activity and Professional Development. The candidate for Associate Professor shall demonstrate proficiency in scholarly/creative activity and professional development as appropriate to the discipline, rank, and promotion path as determined by the candidate's division.

(v) Service. The candidate for Associate Professor should demonstrate a record of active contribution and continuing growth appropriate to the discipline, rank, and promotion policy as determined by the candidate's division.

(3) Promotion from Associate Professor to Full Professor for Career & Technical Faculty

(a) Candidates who choose the Academic Degree Path for promotion to Professor will have acquired the terminal degree in an appropriate field. Candidates who choose the business/industry path must meet the criteria for this path as established by the division.

(b) Reviewers will evaluate and make recommendations for promotion from Associate Professor to Professor on the basis of the following:

(i) Candidate Statement. The candidate for Professor shall provide a personal statement as described in section 7.B.(1)(a)(i).

(ii) Teaching. The candidate for Professor shall demonstrate excellence in teaching appropriate to the discipline and rank as established by the candidate's division.

(iii) Advising and/or mentoring. The candidate for Professor shall demonstrate excellence in advising and/or mentoring appropriate to the discipline and the rank as established by the candidate's division.

(iv) Scholarly/Creative Activity and Professional Development. The candidate for Professor shall demonstrate excellence in scholarly/creative activity and professional development as appropriate to the discipline, rank, and promotion path as determined by the candidate's division.

(v) Service. The candidate for Professor should demonstrate a record of excellence in

service appropriate to the rank, discipline, and promotion policy as determined by the candidate's division.

C. Library Faculty

(1) Promotion from Assistant Professor to Associate Professor for Library Faculty

(a) Reviewers will evaluate and make recommendations for promotion to Associate Professor on the basis of the following:

(i) Candidate Statement. The candidate shall provide a personal statement describing the candidate's role within the library that includes appropriate statements on professional knowledge and skills, scholarly/creative activity and professional development, and service. The statement also shall include a description of how the candidate meets library criteria for promotion. Appropriate supporting documentation shall be included as appendices or made available at the request of any reviewer.

(ii) Professional Knowledge and Skills. The candidate for Associate Professor shall demonstrate competency in professional knowledge and skills appropriate to the rank as established by the library.

(iii) Scholarly/Creative Activity and Professional Development. The candidate for Associate Professor shall demonstrate competence in the scholarly/creative activity and professional development as established by the library.

(iv) Service. The candidate for Associate Professor shall demonstrate effective service, according to the library guidelines.

(2) Promotion from Associate Professor to Professor for Library Faculty

(a) Reviewers will evaluate and make recommendations for Promotion from Associate Professor to Professor on the basis of the following:

(i) Candidate Statement. The candidate for Professor shall provide a personal statement as described in section 7.C.(1)(a)(i).

(ii) Professional Knowledge and Skills. The candidate for Professor shall demonstrate excellent competency in professional knowledge and skills appropriate to the rank as established by the library.

(iii) Scholarly/Creative Activity and Professional Development. The candidate for Professor shall demonstrate excellence in the scholarly/creative activity and professional development appropriate to the rank as established by the library.

(iv) Service. The candidate for Professor shall demonstrate an excellent record of service as appropriate to the rank, according to the library guidelines.

8. Promotion Portfolio

   A. The promotion portfolio will be prepared by the applicant and must include, at a minimum, the following contents:

      (1) Division / Program Evidence List; ensure student members of IPC has access to relevant institutional policies.

      (2) Candidate Statement [See 7.A.(1)(a)(i), 7.B.(1)(a)(i). or 7.C.(1)(a)(i).].

      (3) Curriculum Vitae.

      (4) Job descriptions and annual chair and peer evaluations over the last four (4) years.

      (5) For teaching faculty, student course evaluations over the last four (4) years.

      (6) Other materials as determined by the division guidelines.

      (7) Reviewers may request additional materials. If additional materials are requested by the Individual Promotion Committee (IPC), Standing Tenure and Promotion Review Committee (STPRC), Standing Promotion Review Committee (SPRC), division chair, dean, provost, or president, the request and its justification must be in writing and copied to the applicant. The requested information will be added to the portfolio as it is forwarded to the next level of review. If the request includes materials that are in the applicant's personnel file and the applicant chooses to honor the request, he/she must sign a waiver available in the Human Resource Services office allowing access to the requested materials. The requested information will be added to the portfolio as it is forwarded to the next level of review. The applicant may respond in writing to clarify a situation if he/she believes his/her record has been or may be misinterpreted. Any such letter will be added to the portfolio and forwarded with the rest of the portfolio.

9. Promotion Process

   A. The Promotion Portfolio

      (1) Applicants eligible for promotion shall prepare a promotion portfolio. The applicant shall receive copies of all items sent to the provost or placed in the portfolio by reviewers.

      (2) The applicant's portfolio may also be used for tenure decisions if tenure and promotion occur simultaneously (see Tenure Policy 2.111).

   B. Portfolio Review

      (1) The portfolio will be made available in the division office for review by the division chair, the division faculty, IPC, and the dean. The portfolio will be made available for review in the provost's office for the provost, president, and if necessary, the STPRC or SPRC.

(2) Each reviewer or group of reviewers will write a promotion recommendation. The recommendation will address the candidate's fulfillment of institutional and divisional promotion criteria. The original recommendations of the division chair, division faculty, IPC and dean will be placed in the portfolio with copies to the applicant and chair of the STPRC or SPRC.

(3) At the completion of the applicant's review process, the original recommendations will be sent to Human Resource Services for filing in the applicant's personnel file and the portfolio will be returned to the applicant.

C. Individual Promotion Committee (IPC)

(1) The IPC may be the same as the Individual Tenure Committee (ITC) as long as criteria for both committees are met (see Tenure Policy 2.111).

(2) There shall be an IPC for each applicant. The IPC will consist of five (5) members and be composed as follows:

(a) Two (2) or more faculty members that hold the rank the applicant seeks or a higher rank (from the candidate's division if available),

(b) One (1) or more faculty from outside the division,

(c) One (1) or more students, but not more than 50 percent of the committee membership. (Student members must have declared a major and, for teaching faculty, have taken upper-division course work in the applicant's division.)

(3) Faculty in the applicant's division will elect one (1) member from the division's faculty and one (1) student to serve on the committee; the applicant will select the remaining members.

(4) Faculty in the applicant's division will elect the chair of the committee from the members of the IPC.

(5) No IPC will be formed for faculty currently serving as division chairs. The STPRC or SPRC will serve as the review committee for faculty currently serving as division chairs. All other portions of the review process will occur for such individuals (see section 9B).

D. Standing Review Committees

(1) The College has two (2) standing promotion review committees, one (1) for academic faculty and one (1) for career & technical faculty. The name of the academic faculty standing promotion review committee is the Standing Tenure and Promotion Review Committee (STPRC). The name of the career & technical faculty standing promotion review committee is the Standing Promotion Review Committee (SPRC) (see Policy 1.102 Article IV, Sections 5 and 6 for both committees' responsibilities, committee makeup, and terms of service).

10. Procedures for Promotion Evaluation

A. After review of all credentials and criteria, the provost notifies faculty of their eligibility to apply for promotion.

B. Following notification by the provost of eligibility to apply for promotion, the applicant submits a "Request for Promotion Evaluation" to the provost's office. Request for Promotion Evaluation authorizes the IPC to secure current formal student evaluations and formal teaching evaluations and annual performance evaluations.

C. The provost provides the faculty senate chair, STPRC or SPRC chair, division chairs, and deans with a list of faculty members who have indicated they will be applying for promotion.

D. The applicants' division submits names of IPC members, including the chair, to the STPRC or SPRC chair.

E. The STPRC or SPRC chair issues the list of approved IPCs, identifying the chair, to the applicant, the faculty senate chair, the division chairs, the deans, and the provost.

F. The applicant submits the portfolio to the division office where it will be housed for review by the division chair, the division faculty, the IPC and the dean.

G. The dean will ensure that a portfolio for each faculty member is completed and made available for review in the division office by the division chair, the division faculty, the IPC, and the dean. The dean will notify the above mentioned reviewers that the file is ready for review.

H. The division chair will write a summative promotion evaluation/recommendation of the applicant member based on annual evaluations and other materials in the applicant's portfolio. Prior to submission, the division chair and applicant must discuss the summative evaluation/recommendation. The summative evaluation/recommendation should be attached to copies of prior annual performance evaluations, including those by both the division's evaluating body, if applicable, and the division chair. The original copy of the evaluation/recommendation is to be placed in the portfolio. A copy will be given to the applicant and to the chair of the STPRC or SPRC.

I. The division faculty members may choose to review the portfolio and make a written recommendation to be placed in the portfolio. A copy will be submitted to the applicant and the division chair.

J. The IPC will review the portfolio and arrive at a recommendation. Each member of the committee will have a full vote. Voting will be by secret ballot with no tally recorded. The chair of the IPC will prepare a written recommendation. The committee's recommendation may be signed by the chair only. The original copy of the recommendation will be added to the portfolio with a copy submitted to the applicant and the chair of the STPRC or SPRC.

K. The dean shall review the portfolio and prepare a recommendation. The original copy of the recommendation will be added to the portfolio and a copy forwarded to the applicant and the chair of the STPRC or SPRC, the division chair and the IPC chair.

L. The dean will then move the portfolio to the provost's office for review by the provost, the STPRC or SPRC if warranted, and the president.

M. The provost will review the portfolio to determine whether the portfolio will be reviewed by the STPRC or SPRC. The provost may solicit STPRC or SPRC input for any portfolio; however, the STPRC or SPRC must review a portfolio if the division chair, IPC, or dean recommends against promotion.

N. The STPRC or SPRC will review the portfolio and arrive at a recommendation by simple majority vote. Votes shall be cast by secret ballots, and no tally of the votes shall be reported. Each member of the committee will have an equal vote in all matters. The chair of the STPRC or SPRC will prepare the written recommendation. The committee's recommendation may be signed by the chair only.

O. If the STPRC or SPRC recommends against granting promotion, it shall inform the applicant before submitting its recommendation to the provost. The applicant shall then be given an opportunity to meet with the STPRC or SPRC and to present additional material in support of the granting of promotion. Immediately after the meeting with the applicant the STPRC or SPRC will review all materials and again arrive at a recommendation. The STPRC or SPRC will submit its recommendation to the provost and provide a copy to the applicant, the division chair, the IPC chair, and the dean.

P. The provost will review the portfolio and prepare a recommendation to the president. If the STPRC or SPRC have made a recommendation and if the provost disagrees with the recommendation, the provost will, in writing, inform the STPRC or SPRC and candidate of that decision. Before forwarding a recommendation to the president or sharing it with the applicant, the provost will meet with the STPRC or SPRC to discuss how the applicant has met or failed to meet the criteria for promotion, or other reasons for the recommendation.

Q. When any reviewer or the provost recommends against granting promotion, the applicant shall be afforded the opportunity to present a written response to the provost, who will consider all pertinent material prior to submitting a recommendation to the president. The applicant's written response will be added to the portfolio.

R. The complete portfolio and the provost's final written recommendation shall be forwarded to the president. The president shall review the portfolio and determine whether to recommend approval of the application for promotion. If the president decides to not recommend promotion, he/she shall, in writing, notify the applicant, the IPC chair, the division chair, the dean, the STPRC or SPRC, and the provost. The applicant may meet with the president to discuss the recommendation. If the president recommends promotion, he/she shall submit a recommendation for granting promotion to the State Board of Education, with a copy to the applicant, the IPC chair, the division chair, the dean, the STPRC or SPRC, and the provost.

11. Procedures for Appeal

    A. The candidate may appeal to the Hearing Board (see Policy 2.115, Faculty Grievance Policy).

    B. The president's decision on the Hearing Board's recommendation is final.

12. Timeline

Each year the provost's office will publish the specific dates on which activities are to be completed.

Timeline	Action
By 1st week of Fall Semester	Provost • notifies faculty of their eligibility to apply for promotion based on time in rank and appropriate terminal degree
1 week	Eligible faculty • submit "Request for Promotion Evaluation" to the provost
1 week	Provost • provides faculty senate chair, STPRC/SPRC chair, division chairs, and deans with list of faculty members who have indicated they will be applying for promotion
2 weeks	Applicants' division • submits names of IPC members (including chair) to STPRC/SPRC chair
1 week	STPRC/SPRC Chair • issues list of approved IPCs (identifying chair) to applicant, Faculty Senate chair, division chairs, deans, and provost
6 weeks from notification of eligibility	Applicant • submits portfolio to division office where it will be housed for reviewers (division chair, division faculty, IPC, and dean)
1 week	Dean • ensures that portfolio is complete • notifies appropriate reviewers the portfolio is available in the division office
3 weeks	Division Chair • places summative evaluation/recommendation in the portfolio • provides the applicant and chair of the STPRC/SPRC with a copy of the evaluation/recommendation Division Faculty members (optional) • place written recommendation in portfolio • provide the applicant and division chair with a copy of the recommendation.
3 weeks	IPC • places written recommendation in the portfolio • submits a copy of the recommendation to applicant and chair of the STPRC/SPRC.
4 weeks	Dean • places written recommendation in the portfolio

Timeline	Action
	• submits a copy of the recommendation to the applicant, division chair and chair of the STPRC/SPRC • moves portfolio to the provost's office
4 weeks	Provost • submits list of applicants for review to chair of STPRC/SPRC
3 weeks	STPRC/SPRC • considers portfolios and direction from provost and respond to provost
3 weeks	Provost • submits final recommendation and portfolio with all recommendations to President • submits a copy of the recommendation to the applicant, division chair, IPC chair, STPRC/SPRC chair, and the dean
3 weeks	President • sends recommendation to applicants with a copy to the division chair, faculty senate chair, IPC chair, dean, the STPRC/SPRC chair, and the provost • forwards all written recommendations to Human Resources for filing in the applicant's personnel file • returns portfolio to the applicant • notifies the State Board of Education of promotion recommendation • announces promotion awarded as is appropriate