

## **Timing of Promotion and Tenure Review**

Administrators and faculty make decisions about the timing of a tenure decision at several points in the process: at the time of hire, during annual performance evaluations and preliminary reviews, and at the time of the promotion and tenure review.

The timing of review for promotion to associate professor with tenure is complex. The timing is governed by the faculty member's contract as well as by the *Faculty Handbook* (Ch. 5.) Tenure at Iowa State is normally conferred on a faculty member "after seven consecutive years of continuous faculty service in a regular appointment at Iowa State University." The mandatory tenure review ordinarily takes place in the faculty members sixth year. However, there are some cases in which the review takes place earlier or *later* than the sixth year:

### **Credit for Prior Service**

According to the *Faculty Handbook* 5.2.1.5, "a faculty member's usual probationary period of seven years at Iowa State University may be reduced through credit for prior faculty service at other academic institutions. The amount of time credited will be determined by the specific relevance of the prior service to the needs and criteria of Iowa State University." The granting of credit for prior service is always optional, since it shortens the time a faculty member has to prove his/her performance at ISU. The department must carefully review the faculty member's record, to determine the quality of performance at the prior institution.

Any credit for prior service must be established at the time of hire and documented in the Letter of Intent (LOI). When such credit is awarded, the letter of offer should document in writing the expected review schedule, since a preliminary review in the third year may not be appropriate or useful.

At the time of the promotion and tenure review, the focus of the review is on the most recent past five years. For someone who has served a portion of these five years in a faculty position at another university, sufficient documentation of that service will be necessary in the review.

### **Early Promotion and Tenure**

In our increasingly flexible environment, there may be situations in which it is appropriate to bring a faculty member up for tenure before the mandatory year. These situations should be discussed in detail by the department chair and dean BEFORE the decision to review a faculty member is made. The department chair and dean have the responsibility of providing the rationale

for a non-mandatory tenure review when it is forwarded. There is no requirement that a candidate meet performance expectation that is “extraordinary”, rather s/he must fully meet the departmental and university expectations for promotion and tenure.

### **Extended Probationary Periods**

ISU has policies in place to allow for longer probationary periods in order to accommodate a variety of situations and to allow tenure-eligible faculty the possibility of working less than full time. These policies include the [extension of the probationary period](#) (*FH* 5.2.1.4) and the decision to work part-time on either a temporary or permanent basis (*FH* chapter 5). As noted in our policy, “[t]he length of the probationary period may exceed seven years only for faculty who have had an extension of the tenure clock or for faculty on part-time appointment for a portion of the probationary period” (*FH* 5.2.1.3)

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