PROMOTION AND TENURE COMMITTEE TRAINING

As stated in the Faculty Handbook, promotion and tenure committees are charged with examining information relevant to the evaluation of the candidate for promotion and/or tenure. Training is required of all promotion and tenure committee members before persons can be granted access to candidates’ portfolio materials and dossiers. Promotion and tenure committee members will not be permitted to take part in reviews or discussions unless they have completed required training.

Promotion and tenure committee members will have access to a CANVAS course throughout the review process. Training is designed to provide committee members with resources to ensure they are well-equipped to carry out their service responsibility, in alignment with institutional mission and goals. These resources will be accessible prior to and following the in-person/virtual training with your College Equity Advisor. The overall goal is to apply best practices throughout all phases of the promotion and tenure process. The CANVAS course includes:

1. Required training includes reviewing readings and videos (annually; estimated time: 1.5 hour) and attending an in-person/virtual training session with a college Equity Advisor (per promotion and tenure committee served; estimated time: 1 hour)

2. Additional resources for evaluating candidates

3. Additional resources for valuing scholarship

In order to access a CANVAS course, each participant must have an ISU email address. In the unlikely event you have promotion and tenure committee members who do not have an ISU email address, you will need to take action. Create an affiliate user account (https://canvas.iastate.edu/courses/75/pages/create-affiliate-user) and then ask the Solution Center to remove Okta authentication. Provide the external promotion and tenure committee member the login information.

Questions?

For questions about promotion and tenure committee training, contact your committee chair or College Equity Advisor.