



605.1.3 - Tenure Appointments – Promotion to Full Professor

Purpose:

The purpose of this procedure is to establish Bismarck State College's (BSC) process for promotion of tenured faculty to Full Professor. This procedure ensures alignment with [SBHE Policy 605.1 - Academic Appointments](#), protects academic freedom, and recognizes professional growth and advanced excellence in teaching, scholarship, and service.

Promotion to Full Professor is a significant achievement, granted only after a progressive and thorough six-year evaluation process following the award of tenure. Candidates for Full Professor must demonstrate advanced and increased excellence beyond the standards required for tenure, reflecting recognition as an expert in their field and a record of substantial contributions to BSC, their discipline, and the community.

Eligibility

To be considered for promotion to Full Professor, faculty must meet the following requirements:

1. Meet the qualifications outlined in [SBHE Policy 605.1 Academic Appointments](#).
2. Meet the qualifications for faculty rank and promotion outlined in [BSC 605.1 Academic Appointments, Rank and Promotion Policy](#) and [BSC 605.1 Academic Appointments, Rank and Promotion Policy Procedure](#).
3. Have completed a minimum of six (6) years of service following tenure outlined in [605.1.1 - Probationary Appointments – Promotion to Tenure](#).
4. Have satisfactory annual evaluations and at least one satisfactory post-tenure review ([605.1.2 - Tenure Appointments – Post Tenure Review](#)).
5. Have no formally documented disciplinary actions during the current PTR period and submit a comprehensive Full Professor portfolio in accordance with BSC guidelines.

Criteria for Evaluation

Promotion to Full Professor requires demonstration of advanced excellence beyond the standards required for tenure. Candidates are expected to show sustained and substantial contributions in the following areas: Teaching Excellence, Scholarship and Professional Development and Service and Leadership.

Teaching Excellence

A candidate for Full Professor must demonstrate sustained, distinguished teaching and measurable impact on student learning beyond that evidenced by course and supervisor evaluations. Additional teaching evidence may include the following:

- Engaging in major curriculum revision
- Developing a new degree or certificate program
- Creating new classes for those programs or certificates
- Mentoring new faculty
- Working across disciplines on projects that enhance student learning
- Implementing evidence-based instructional models
- Receiving institutional teaching awards.

At this level, the faculty member influences teaching practices beyond their own classroom.

Scholarship and Professional Development

A candidate must demonstrate a sustained record of meaningful scholarly or professional contributions to the college as well as to their discipline community. Scholarship examples may include the following:

- Publishing peer-reviewed articles
- Presenting at state, regional, or national conferences
- Serving as a journal reviewer or editor
- Speaking engagements related to the candidate's discipline
- Securing significant grants for the college
- Leading program assessment initiatives
- Serving as a grant reviewer

The work should reflect robust engagement in the candidate's field of study, both at BSC and within the larger disciplinary community, and continued professional growth throughout the candidate's career.

Service and Leadership

A candidate must demonstrate substantial leadership in institutional, professional, and civic service. Examples may include the following:

- Chairing faculty senate committees
- Chairing committees that meet regularly to accomplish campus-wide tasks or activities
- Directing program development
- Mentoring new faculty
- Holding leadership roles in professional organizations
- Building community partnerships aligned with disciplinary expertise.

Service at this rank reflects leadership, stewardship, and institutional impact as well as community involvement that enhances BSC's reputation.

Portfolio Requirements

The Full Professor portfolio must include:

1. **Letter of Application** requesting promotion and providing an executive summary of the contents of the portfolio (no more than five pages).
2. **Current Curriculum Vitae.**
3. **Letters of Recommendation** One must be from outside the applicant's department (minimum of two, maximum of four).

Review Process

1. Application & Submission

By October 1 of the application year, the candidate must submit a complete portfolio to the Academic Dean, who verifies eligibility before forwarding the materials for review. If the committee determines that the portfolio is incomplete, the application will be rejected and will not be eligible for reconsideration until the following year.

2. Ranking Committee Review

The Academic Dean convenes the Ranking Committee for Professorship, which is composed of four tenured faculty members, preferably holding the rank of Full Professor, along with the Academic Dean serving as the fifth member. In this role, the Academic Dean acts as a non-voting chair, except in the case of a tie. The committee is responsible for determining, by majority vote, whether the candidate meets the established requirements for professorship.

3. Candidate Appearance / Reconsideration

If the Committee's initial determination is unsatisfactory, the candidate may request an appearance before the Committee to provide additional explanation or supporting evidence. Following this reconsideration, the Committee may uphold, rescind, or modify its original decision. The Committee is also required to provide written feedback to the candidate, including any identified deficiencies.

4. Faculty Senate

If the Ranking Committee's recommendation is favorable, it is forwarded to the Faculty Senate for endorsement. If the application is denied, the faculty member may reapply in the future.

5. Administrative Review & Decision

After review by the Faculty Senate, the recommendation is forwarded to the College President. The President evaluates the candidate's portfolio along with the committee's recommendation and the input from Faculty Senate and makes the final decision to grant or deny promotion to Full Professor. Approved promotions are formally recognized by the College.

Appeals

The committee's decision cannot be appealed. Candidates may appeal procedural concerns following the process outlined in the [BSC 612 Faculty Grievance Operational Procedure](#).



References:

[SBHE Policy: 605.1 Academic Appointments](#)

[BSC Policy: 605.1 Academic Appointments, Rank and Promotion](#)

[BSC Policy Procedure: 605.1 Academic Appointments, Rank and Promotion](#)

[BSC Operational Procedure: 605.1.1 Probationary Appointments-Promotion to Tenure](#)

[BSC Operational Procedure: 605.1.2 Tenure Appointments – Post Tenure Review](#)

[BSC Policy: 606.1 Faculty Qualifications](#)

[BSC Operational Procedure: 612 Faculty Grievance](#)

History of This Procedure:

First procedure: April 6, 2026. Approved by Alicia Uhde, Associate VPAA on April 6, 2026.