



605.1.1 - Probationary Appointments – Promotion to Tenure

Purpose:

The purpose of this operational procedure is to establish Bismarck State College's process for the promotion of probationary faculty to tenured faculty. This procedure ensures alignment with [SBHE Policy 605.1 - Academic Appointments](#), protects academic freedom, and strengthens BSC's ability to attract and retain superior faculty while promoting academic excellence, accountability, and continuous improvement.

Tenure has as its fundamental purpose the protection of academic freedom in order to maintain a free and open intellectual atmosphere. A tenure policy improves the quality of the faculty by ensuring that each faculty member's performance is carefully reviewed before tenure is granted and periodically thereafter through the post-tenure review process.

Eligibility

To be eligible for tenure, faculty must first meet the qualifications outlined [BSC Policy 606.1 – Faculty Qualifications](#), verified by Academic Affairs. Eligibility further requires six years of probationary service, successful completion of annual and cumulative reviews, and submission of a comprehensive tenure portfolio in the sixth year.

Criteria for Evaluation:

The tenure portfolio will be evaluated based on a **multi-year (5-year)** average performance using the following weighted areas. Specific weights will be agreed upon between the faculty member and the Tenure Committee.

Tenure applications will be evaluated in the areas of **Teaching, Scholarship, and Service**.

Teaching (weight: 60 – 80%)

- Performing instructional duties as outlined in job description
- Impact on student learning and achievement.
- Evaluation tools include self-assessment, annual, and student evaluations.

Scholarship (weight: 10 – 30%)

- Activities contributing to the accumulation of knowledge beyond BSC as defined in the job description.
- Evaluation tool includes documentation in self-assessment.

Service (weight: 10%)

- Participation in campus committees, campus activities, and initiatives supporting BSC's mission as defined on the job description
- Evaluation tool includes documentation in self-assessment.

Scoring Rubric

The following rubric will be applied in evaluating post-tenure portfolios. To earn a satisfactory performance outcome, Faculty must achieve a minimum total weighted average score of 2, with no individual area scoring lower than 1.

- 3 – Exceeds Expectations
- 2 – Meets Expectations`
- 1 – Developing Toward Expectations
- 0 – Does Not Meet Expectations

Criterion	3 – Exceeds Expectations	2 – Meets Expectations	1 – Developing Toward Expectations	0 – Does Not Meet Expectations
Teaching Effectiveness (25%-35%)	Student evaluations average 5-66 assessed on a minimum of 1 class per year for the past 5 years.	Student evaluations average 4-4.9 assessed on a minimum of 1 class per year for the past 5 years.	Student evaluations average 2.5-3.9 assessed on a minimum of 1 class per year for the past 5 years.	Student evaluations average below 2.5 assessed on a minimum of 1 class per year for the past 5 years.
Teaching Effectiveness (25%-35%)	Annual evaluations consistently 4–5 for the past 5 years.	Annual evaluations consistently 3–3.9 with improvement in later years for the past 5 years.	Annual evaluations consistently 2.5–2.9 for the past 5 years.	Annual evaluations under 2.5 for the past 5 years.
Teaching Effectiveness (10%)	Substantial outside evidence provided of teaching effectiveness.	Other outside evidence provided of teaching effectiveness.	Little outside evidence provided of teaching effectiveness.	No outside evidence provided of teaching effectiveness.
Scholarship (10%-30%)	Achieved all key performance indicators of applied/disciplinary research, curriculum/pedagogical scholarship, creative and professional contributions, collaborative or interdisciplinary engagements, or community and public scholarship within a review cycle	Achieved most key performance indicators of applied/disciplinary research, curriculum/pedagogical scholarship, creative and professional contributions, collaborative or interdisciplinary engagements, or community and public scholarship within a review cycle.	Achieved minimal key performance indicators of applied/disciplinary research, curriculum/pedagogical scholarship, creative and professional contributions, collaborative or interdisciplinary engagements, or community and public scholarship, but was not successful in the	Did not achieve key performance indicators of applied/disciplinary research, curriculum/pedagogical scholarship, creative and professional contributions, collaborative or interdisciplinary engagements, or community and public

			attempt within a review cycle.	scholarship within a review cycle.
Service (10%)	Assumes leadership roles in campus committees, activities, initiatives, or projects, or serves in leadership roles with prospective or current students.	Active involvement in campus committees, activities, initiatives, or projects, or activities is involved in roles with prospective or current students.	Limited involvement in campus committees, activities, initiatives, or projects, or has limited involvement with prospective or current students.	Does not participate in campus committees, activities, initiatives, or projects, or does not participate with prospective or current students.

Scoring Rule

Applicants must earn a minimum total weighted average of 2, with no individual area scoring lower than 1.

Portfolio Components

Faculty members will submit:

- Reflective Self-Assessment (linked to goals set in Year 1)
- Updated Curriculum Vitae
 - Evidence of Teaching (annual and student evaluations, and other evidence of teaching effectiveness)
 - Evidence of Scholarship (publications, conference presentations, creative work, etc.)
 - Evidence of Service (BSC committee participation, leadership roles, service projects, etc.)

Optional: External letters from industry partners, community organizations, or professional associations.

Probationary Review Process

Tenure and Promotion Committee (TPC) Composition

The Tenure and Promotion Committee shall consist of:

- Two tenured faculty members recommended by Faculty Senate.
- One faculty member from outside the candidate's discipline, appointed by Academic Affairs.
- The appropriate Academic Dean, who shall serve as chair (non-voting except in the case of a tie).

The TPC is responsible for reviewing probationary faculty portfolios, applying evaluation rubrics, and forwarding recommendations as outlined in this operational procedure.

Year 1 – Initial Orientation Review

- Within 45 days of hire, probationary faculty meet with the Tenure and Promotion Committee (TPC) to review expectations, timelines, and criteria for tenure and promotion.
- Faculty develop initial goals in teaching, scholarship, and service aligned with BSC's mission.
- The TPC provides formative feedback to guide professional growth and preparation for future reviews.
- The VPAA reviews recommendations from the TPC, Dean, and Assistant Dean, and decides on continuation for Year 2.

Year 2 – Annual Review

- Faculty submit an annual portfolio by October 1, including an overview, CV, and evidence of teaching, scholarship, and service.
- The TPC reviews, provides feedback, and scores progress toward tenure benchmarks.
- The VPAA reviews recommendations from the TPC, Dean, and Assistant Dean, and decides on continuation.

Year 3 – Annual Review

- Faculty submit an annual portfolio by October 1 (Years 1-2), including an overview, CV, and evidence of teaching, scholarship, and service.
- The TPC reviews, provides feedback, and scores progress.
- The VPAA reviews recommendations from the TPC, Dean, and Assistant Dean, and decides on continuation.

Year 4 – Fourth-Year In-Depth Review

- Faculty submit a cumulative portfolio (Years 1–3) and present to the TPC.
- TPC applies rubric, provides feedback, and may require improvement plans.
- VPAA and President jointly decide on continuation.

Year 5 – Annual Review

- Faculty submit an annual portfolio by October 1, including a 5-page overview, CV, and evidence of teaching, scholarship, and service.
- The TPC reviews, provides feedback, and scores progress toward tenure benchmarks.
- The VPAA reviews recommendations from the TPC, Dean, and Assistant Dean, and decides on continuation.



Year 6 – Tenure Review

- By November 1, faculty submit a comprehensive portfolio (Years 1–5), including required evidence and four letters of recommendation (Dean, Assistant Dean, peer inside, peer outside discipline).
- Faculty present to TPC.
- TPC reviews and votes, forwarding its written recommendation to VPAA.
- VPAA reviews, endorses or declines, and forwards to the President.
- The President reviews, endorses or declines and forwards approved recommendations to the Chancellor and SBHE for final action.
- If denied, written rationale is provided.

Post-Tenure Review

Tenured faculty are subject to post-tenure review as outlined in 605.1.2 Tenure Appointments Post Tenure Review Operational Procedure to ensure continued teaching effectiveness, scholarship, and service contributions.

Appeals

Faculty may appeal to the Faculty Rights Committee on any component of the Promotion to Tenure process at any time, including the committee composition, documented evaluation plan, and the outcome of any review. Appeals will follow the process outlined in the [BSC Faculty Grievance Operational Procedure](#).

Confidentiality

All proceedings, documents, and outcomes related to promotion to tenure are confidential except as required by law or BSC policy.

References:

[SBHE Policy: 605.1 Academic Appointments](#)

[BSC Policy: 606.1 – Faculty Qualifications](#)

[BSC Policy: Faculty Grievance](#)

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

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

History of This Procedure:

First procedure: January 16, 2026

Approved by Alicia Uhde, Interim VPAA on January 16, 2026.