

COLLEGE OF LIBERAL ARTS

STATEMENT OF TENURE AND PROMOTION POLICIES AND CRITERIA

The Faculty Manual of Washington State University outlines in general terms the official criteria and procedures for advancement to tenure and promotion in rank. The following commentary supplements these guidelines and explains their application in the College of Liberal Arts. The intention of the criteria and procedures is to maintain a reasonable balance between equity and due process for the candidate on the one hand, and the promotion of excellence in the College of Liberal Arts on the other. Detailed or rigid codification is not required. Professional evaluation is based on judgment which must be sound, adequately sampled and reviewed, and subject to appeal.

TENURE

Criteria

1. Each academic unit of the College of Liberal Arts must develop a statement of criteria supplementing those in the Faculty Manual and those outlined here. The statement is to be submitted to the Dean and the Provost and Academic Vice President for review and approval.

2. The areas of evaluation in considering candidates for tenure include: (a) classroom and individual instruction and related curricular advising; (b) research, scholarship or creative activity; (c) professional activity; (d) departmental, college, university, and community service; and (e) interaction with colleagues and students. Of these, (a) and (b) are of primary importance, but the others are also significant. Except in instances in which prior written agreement specifies otherwise, or assigned non-instructional duties dictate, tenure will not be recommended unless effectiveness in both instruction and research, scholarship or creative scholarship can be satisfactorily demonstrated.

Under the guidelines above, candidates may expect a diverse range of teaching and service activities to be credited and evaluated, such as, technology-augmented instruction, efforts to promote diversity on campus, student recruitment and mentoring, and branch campus responsibilities. Candidates may also be evaluated for their efforts to design curricula attentive to multiple perspectives and varied learning styles. In view of the responsibility that all faculty share for supporting the university community, evidence of participation in extra-departmental activities (for instance, university events/committees to promote diversity, to distribute scholarships, or to award grants for teaching and research) is expected. Branch campus faculty will be evaluated by the same criteria as faculty on the main campus, with recognition given to the local context of their assignment, which may present somewhat different demands and opportunities.

Procedures

1. It is the responsibility of each non-tenured faculty member to maintain a record and supporting materials, including the Teaching Portfolio, that bear on the areas identified above. It is the responsibility of the faculty member, with the advice of the chair, to assure that the record presents the case fully, clearly and accurately.

2. In addition to the annual review of all faculty, regular annual reviews shall be conducted to advise and direct progress toward tenure or, for adequate cause, to terminate employment. Evaluations of non-tenured faculty members are to be conducted at the departmental level at least once a year. These are to involve all tenured faculty members. Student evaluations are required except in rare cases where the faculty member did not teach during the review period. The tenured members of the unit are expected to establish how the evaluation is to be accomplished (for example, in an open meeting, in written evaluations of instruction submitted directly to the department chair, or by other appropriate means). Following completion of the evaluations, the department chair is to meet individually with each non-tenured faculty member to discuss results and implications of the evaluation. The purpose of the conference is to aid the faculty member in understanding how tenured members view his or her performance in light of the departmental criteria. A dated, written summary of the discussion of these results and of the implications shall be signed by each non-tenured faculty member and the department chair. The faculty member shall have the right to have a statement concerning this summary permanently attached to the summary. A copy of the signed summary is to be provided to the faculty member. This summary also shall be available, upon request, to each tenured member of the department.

3. Third Year Tenure Progress Review. Satisfactory progress toward meeting tenure requirements must be demonstrated for continued appointment prior to tenure. In addition to the annual reviews, a formal tenure progress review shall be conducted for all faculty members who were initially appointed full time at the level of Assistant Professor. This review normally will occur three years prior to tenure consideration. The tenure progress review shall be conducted by those eligible to perform final tenure evaluations, and follow similar procedures as apply to final tenure consideration (listed below), except for external professional evaluations. The purpose of this review is to identify strengths and deficiencies with regard to progress toward tenure. The results of the tenure progress review shall be made available to the faculty member by the Dean and will reflect the evaluations by the Department, the Dean's Office and the Central Administration.

4. At the time of tenure review, in the last year of the probationary period, the candidate, with the advice of the chair, shall assure that the record is complete. The following shall be included in the confidential file: (a) up-to-date curriculum vitae, (b) Teaching Portfolio, (c) one copy of each book and up to ten articles, scholarly or artistic contributions, and manuscripts in press, (d) confidential letters from at least five well-qualified extramural consultants evaluating the quality of the candidate's published research or other evidences of scholarly or artistic activity, effectiveness, and reputation. The consultants shall be selected by the chair and may include ones suggested by the candidate but shall include at least two who have not been suggested by the candidate. The chair shall provide the background information regarding the qualifications and stature of these external reviewers. Following review of the file, the tenured members shall provide recommendations by way of

confidential, signed ballots supplied by the Dean. The chair shall assure that every tenured member including those on leave has an opportunity to review the record and to complete a nomination ballot.

5. The chair shall collate the results of the balloting and forward them together with documentation (as stipulated above) and his or her own summary and recommendation to the Dean.

6. The Dean presents all tenure cases to the College Advisory Committee which consists of six senior tenured members of the College nominated by department chairs and program directors and selected by the Dean. The members of the committee review and discuss the record of each candidate, the tabulation of the departmental evaluation, and the chair's summary and recommendation, but not the individual faculty ballots. Chairs should exclude from their summary and recommendation any language which would violate the confidentiality of individual faculty members. The Advisory Committee transmits a confidential recommendation for the Dean's consideration.

7. The Dean reviews the cumulative record of each candidate proposed for tenure, and, in the case of branch campus candidates, the branch campus dean also reviews the record.

The Dean then composes and signs a recommendation and forwards it to the Provost; in the case of branch campus candidates, both the Dean and the branch campus dean consult to compose a recommendation which they sign and forward to the Provost.

8. In the case of a decision to deny tenure, the candidate may appeal to the Faculty Status Committee in accordance with the Faculty Manual.

PROMOTION

Criteria

Each academic unit of the College of Liberal Arts must develop a statement of criteria supplementing those in the Faculty Manual and those outlined here. The statement is to be submitted to the Dean and the Provost and Academic Vice President for review and approval. The basic areas of evaluation are those outlined above for evaluating qualifications for tenure. In addition, the following stipulations apply:

1. Time in rank is not sufficient by itself. Nominations for promotion are based on the quantitative and qualitative characteristics of the candidate's cumulative records.

2. Promotion to the rank of associate professor will depend, in general, upon adequate demonstration of the candidate's sustained effectiveness in instruction, including supervision of graduate student programs when appropriate, scholarly and creative contributions. Where appropriate and available to particular disciplines, faculty may be recognized for efforts at obtaining extramural funds. Expectations contrary to these policies should be based on a written understanding.

3. For promotion to the rank of professor, in addition to the cumulative qualifications already summarized, a candidate must present evidence of national recognition and reputation for scholarly or creative competence. Such competence may be demonstrated, for instance, in a substantial body of publication in refereed journals or other publications which employ rigorous peer review prior to acceptance, publicly reviewed exhibitions or performances, a well-established professional or artistic program, service as an editorial referee or editor of learned journal(s), consultantships, and invitations to societies. Individuals who cannot present a record of continuing effectiveness in instruction, if instruction is part of their assignment, will not be considered favorably for promotion to the rank of professor. As with tenure, expectations contrary to these policies should be based on a written understanding prior to the assessment period.

Procedures

The procedures of documentation and review for promotion in rank are similar to those outlined for tenure review.

1. Nominations for promotion *normally* will be initiated by the chair. The individual faculty member may initiate his/her promotion to full professor or equivalent. In such cases, that faculty member may request that the file be forwarded to the Provost, even if the Dean's recommendation is negative. In either case, documentation, including letters of evaluation from extramural consultants, will be assembled by the chair and presented for consideration by departmental faculty members in accordance with departmental procedures.
2. The chair (or the Dean in the case of a faculty member submitting his or her own recommendation independently) consults with the appropriate departmental faculty and determines whether to forward a recommendation for promotion and the accompanying documentation.
3. The College Advisory Committee considers all nominations and provides the Dean with recommendations that shall remain confidential to the extent provided by law.
4. The Dean reviews the cumulative record of each candidate proposed for promotion, and, in the case of branch campus candidates, the branch campus dean also reviews the record. The Dean then composes and signs a recommendation and forwards it to the Provost; in the case of branch campus candidates, both the Dean and the branch campus dean consult to compose a recommendation which they sign and forward to the Provost. Recommendations are reviewed by the Provost who determines the final recommendations which are announced to the Board of Regents.

Approved October, 1998