

SECTION III.E.3

c) Annual Review

Annually, the status, qualifications, and performance of each faculty member are reviewed by the appropriate administrative officers. The criteria used in this annual review shall be those utilized for possible advancement in rank.

Each faculty member is expected to provide his or her department Chair a curriculum vitae that will include information concerning education, instructional performance, research activities and publications, awards, and professional experience, activities, and affiliations. This file is to be updated annually to keep the information current. A nontenured faculty member should add biographical or other information to assist tenured faculty in reaching a recommendation at the time of tenure consideration. The period for each annual review will be January 1 to December 31, with documentation submitted for the annual review received by the department in a timely manner.

The annual review of all faculty is intended to provide feedback about the faculty member's performance relative to the department's expectations. The basic criteria are those for promotion. These reviews are also designed to be a merit rating for each faculty member that forms the basis for salary increase recommendations. These reviews are intended to address performance during a single year. They are also intended to reflect the chair's assessments of the faculty member's performance and do not require input from other faculty members. However, the chair should solicit feedback from supervisors of faculty at distant locations such as program coordinators at urban campuses or supervisors at research stations.

After the department Chair, or equivalent, has completed written evaluations of faculty for annual review, he or she shall provide a copy to the faculty member and provide the opportunity to meet with him or her to discuss the contents of the report, the faculty member's performance over the past year, professional goals for the coming year and prospects for advancement in salary. Each faculty member so reviewed shall be given a copy of the completed written evaluation and shall have a minimum of two (2) working days to sign a statement indicating that he or she has had the opportunity to read the evaluation report and to discuss it with the chair. A faculty member's dissent regarding contents of the report may be appended to the report upon the faculty member's request. When a dissent is appended, the faculty member must receive written acknowledgement within fifteen (15) working days that the statements have been reviewed by the writer of the evaluation's immediate supervisor (normally the Dean[s]) and must receive, within an additional fifteen (15) working days, written acknowledgement that the statements have been reviewed by the Provost.

If commensurate merit ratings assigned by the faculty member's Dean are identical to those assigned by the Chair, no additional faculty signature is required. In such cases where the dean's rating is different, a second and subsequent signature from the faculty member will be required on the form.

If in any year no funds are allocated for salary increases of faculty members, or if only a cost-of-living increase is available to the faculty member, the annual review reports will be retained and preserved at the department or equivalent administrative level for inclusion in the next year's reviews. At that time the evaluations will be averaged and used to determine salary increases.

Recommendations for merit-based salary increases or promotion follow the same administrative channels used for employment. If a merit-based increase is available to a faculty member, then the report will be forwarded through the appropriate administrative channels. If no merit-based increase had been available to the faculty member in the immediate previous annual review period, then reports for both the current and previous annual review periods will be forwarded to the Provost for final action. If no merit-based increase was available to the faculty member for the most recent two annual review periods, then reports for the current and two previous periods will be forwarded. Irrespective of the availability of increases, reviews will be forwarded for a faculty member at least every three (3) years. Reviews forwarded for more than one (1) year shall be considered together.

Faculty shall be provided with comparative information to help them assess their performance evaluations and numerical ratings. Whenever a periodic evaluation and numerical rating for an individual faculty member is completed by a Chair and Dean, or their equivalents, then the rating shall be reported back to the individual faculty member, together with the mean and standard deviation of ratings for all faculty in the department or equivalent unit evaluated at the same time. However, no comparative information shall be reported back in departments having fewer than four (4) faculty members on permanent appointment in order to preserve the confidentiality of ratings of individual faculty members.

To assure that salary increases and promotions will be made objectively, equitably, impartially, and as a recognition of merit, the policies and procedures given below are to be observed. In addition, to qualify for salary increases and promotion, a faculty member is expected to observe all policies applying to faculty covered in the Faculty Manual Freedom, Responsibility, and Discipline, Section II.

Ordinarily, recommendations for promotion or increase in salary will only occur at the time of annual review. Promotions for annual appointees will take effect July 1 and for academic-year appointees August 16. Salary increases for both annual and academic-year appointees normally take effect July 1 unless established otherwise by the legislature.

d) Yearly Reviews of Tenure Progress

Regular reviews, as set forth below, shall be conducted annually to advise and direct faculty members' progress toward tenure. Evaluations of nontenured faculty members are to be conducted at the department level at least once a year. These reviews should be done at the same time of year as the annual review.

Annual pre-tenure reviews are intended to give faculty members feedback about their progress toward tenure. Since the criteria for tenure and promotion are the same, the same attributes and areas of performance are assessed. They are, however, expected to be cumulative and they require feedback from all tenured faculty in the unit, not just the chair.

The tenured faculty members of the unit are expected to establish how the evaluation is to be accomplished. These evaluations should, whenever possible, involve all tenured faculty members. Departments are encouraged to hold a meeting of the tenured faculty and may require written comments be submitted to the chair or equivalent. [As with annual reviews for faculty at distant locations who have a supervisor there (e.g., Program Coordinator), feedback from that distant supervisor should be included in the review materials.] Current copies of college, department, school, or other unit criteria for tenure and promotion, the nontenured faculty member's updated curriculum vitae, student evaluations and previous progress-toward-tenure signed summaries are to be included in each yearly review of tenure progress where applicable. Following completion of the evaluations, the department chair or equivalent should prepare an accurate written summary of tenured faculty comments; tenured faculty should have the opportunity to review this summary prior to it being shared with the person under review. Each department has the option of providing the candidate with copies of written comments from tenured faculty members.

The department Chair, or equivalent, is to meet individually with each nontenured faculty member yearly 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, or equivalent. The faculty member shall have the right to have a response 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 and to other supervisors if they exist. It is the responsibility of the department chair or equivalent to insure that the above procedures are followed and all parties are aware of their rights and responsibilities associated with the process.

e) Formal Tenure Progress Review

Satisfactory progress toward meeting tenure requirements must be demonstrated for continued appointment prior to tenure. In addition to the yearly 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, or equivalent. This review normally will occur in the Spring of the third year of appointment. The timing for the formal tenure progress should be negotiated at the time of appointment for faculty appointments with a pre-tenure appointment less than six (6) years. The formal tenure progress review is optional for faculty appointments with a pre-tenure period less than three (3) years. The tenure progress review shall be conducted by those eligible to perform final tenure evaluations, and follow similar procedures as they apply to final tenure consideration, except for external professional evaluations. The purpose of this review is to identify relevant deficiencies with regard to progress toward tenure. The results of the tenure progress review shall be made available to the faculty member. The Chair shall provide the faculty member with written comments on progress at the third-year review. Where the results are judged unsatisfactory, the third-year tenure progress review can lead to non-reappointment as described on section III.F.1. In this event, the faculty member may, within thirty (30) calendar days after notification of non-reappointment, petition the Faculty Status Committee to review

the decision upon an allegation of inadequate consideration, an allegation of violation of academic freedom, or an allegation of substantial procedural irregularity.

f) Final Tenure Review

The final tenure review for faculty members initially appointed full time at the level of Assistant Professor, or equivalent, shall normally occur no later than the sixth year of appointment. All tenure review cases for faculty without tenure must be submitted by year six unless there is a documented exception. In the case of extraordinary circumstances such as catastrophic illness or similar family emergency, a nontenured faculty member in a tenure-track position may apply, through his or her Chair and Dean, to the Provost for an extension of the tenure probationary period. Under normal circumstances this will not exceed one year. This final review may occur earlier in especially meritorious cases at the request of the appropriate dean, and with the consent of the Provost, department Chair, and faculty member. Tenure consideration for faculty members initially appointed full time at the level of Associate Professor or Professor, or other comparable ranks, ordinarily will be considered for tenure no later than during the third year of service or during the first year of service respectively, at WSU. The timing of tenure consideration is a negotiable condition of employment. Tenure review shall result in either the granting of tenure, to become effective at the beginning of the academic year following the year in which tenure consideration is conducted, or the denial of tenure and the offering of a one year terminal appointment. The decision to deny tenure must be communicated to the faculty member by no later than May 15 of the review year.

The Instructions and Forms on Tenure and Promotion are normally distributed by the Office of the Provost in the spring for persons to be considered during the following academic year. The lists of names for those who are due for tenure consideration are distributed at the same time. These instructions are to be consulted and carefully followed because they provide more complete details than does the Faculty Manual. The completed recommendations, including recommendation forms, current resume, letters of recommendation, teaching portfolio, ballots and supporting materials are normally due in the Provost's Office by the date specified in the Provost's Instructions for Tenure and Promotion, usually November 1. Decisions, with letters sent to the faculty are normally made by the middle of the spring semester. Tenure becomes effective July 1 for annual appointees and August 16 for academic-year appointees.

At the time of tenure consideration, all faculty members with tenure in the candidate's department, including those who will retire prior to the effective date of such grant of tenure, are given the opportunity to fill out a form on which the following alternative recommendations are provided: 1) to grant tenure and 2) to deny the granting of tenure. At least five persons who are thoroughly familiar with the attainments of the eligible faculty member must complete this tenure form. When there are not five tenured faculty members in the unit, the tenured members shall recommend additional such persons through the principal administrative officers to the Provost, who shall determine which of these persons will complete the tenure form.

The complete tenure packet file for a faculty member under tenure review will be available to each tenured member within the department or unit. It is expected that professional evaluations for a candidate shall be obtained from persons outside the University.

Any nontenured faculty member who holds a tenure track position at the time she gives birth may request, through her administrative unit head, that the Provost grant a one-year extension of the time at which her tenure decision will be made. Similarly, if the birth occurs prior to the third-year review, a one-year extension of the date of that review may be requested. Requests for extension for these reasons must be made prior to September 1 of the year of tenure consideration and will be routinely granted by the Provost. A maximum of two such extensions (a single one-year extension for each of two births) is permitted. The option to extend the tenure candidacy period will be available regardless of the number of weeks of sick leave taken by the faculty member at the time of childbirth, whether or not she has requested or was granted a reduction in her normal professional duties, or whether or not she took leave without pay for the purposes of child care. This request for extension of the tenure probationary period is optional and at the discretion of the faculty member. If the faculty member believes her record justifies tenure within the usual time frame, she may decide not to exercise her option.

SECTION V.E

2. Annual Review and Salary Increases

Fixed term faculty hired on one- to five-year renewable contracts and fixed term faculty holding ranked titles eligible for rehire must be included in the formal annual review during the first year of appointment. Salaries for employees hired for short-term contracts on self-sustaining funds may be renegotiated each rehire. Individuals holding fixed term research faculty titles and compensated by extramural grant funding should receive merit salary increases at the initiation of the principal investigator subject to administrative approval.

Fixed term faculty (other than those holding research titles) expected to be rehired for the following year must be included in the formal annual review process during the first year of appointment. Criteria for evaluation may differ slightly from criteria for permanent faculty; however, performance in instruction, research and creative accomplishments, and service activities should be considered. The review should include student evaluations where appropriate and should indicate strengths and weaknesses with suggested areas of improvement. Salary increases for fixed term faculty will be based on annual review.

After the department chair, or equivalent, has completed the written annual review evaluations, each indefinite faculty member reviewed shall sign a statement indicating that he or she has had the opportunity to read the evaluation report and to discuss it with the chair prior to its being forwarded through administrative channels. Any dissent regarding contents of the report shall be appended to the report before it is submitted through channels.