

### III.C.8. Advancement in Rank

#### *General*

Policies concerning advancement in rank or promotion are designed to encourage superior service. The status, qualifications, and performance of each faculty member are reviewed annually by the appropriate administrative officers. A part of that review is the analysis of the progress being made toward promotion by the faculty member.

Consideration for promotion requires a process that is separate from the annual review for possible salary adjustment.

The criteria for promotion are based on the General Criteria for Faculty Review listed in section III.C.4 above. Additional expectations for promotion to professor are listed below. Criteria for promotion to both associate professor and professor are to be articulated and supplemented by criteria developed at the department, school, and/or college level to emphasize goals and objectives.

Only under extraordinary circumstances will a person be considered for promotion to the next rank prior to the end of their fifth year of service in rank, with the promotion, if granted, awarded at the end of the sixth (6) year. At the time the faculty member elects to seek promotion, the department will conduct an intensive promotion style review that involves all career-track, tenure-track, and tenured faculty in the department at or above the rank applied for. [In accordance with the college and/or department-level guidelines, the faculty will either fill out the recommendation forms individually or as part of a group.](#) An individual department, at its discretion, may require external reviews in line with its specific mission. Faculty may also remain at their current rank and be reappointed to subsequent terms at that rank after their sixth year of service, provided satisfactory performance continues.

#### *Procedures for Promotion*

The Instructions and Forms on Tenure and Promotion are normally distributed by the Office of the Provost in the late spring for persons to be considered during the following academic year. These instructions are to be consulted and carefully followed since they provide more complete details than the *Faculty Manual*. The completed recommendations, including recommendation forms, current resume, external review letters, teaching portfolio, ballots, and supporting materials must be forwarded from the chair to the dean and, depending on the campus, the VCAA, on the same schedule as tenure recommendations. [Bullet A Edits] The candidate for promotion will be allowed a minimum of five (5) business days to review the package from the department and may attach up to two additional pages of information to be reviewed by the Office of the Dean and the VCAA, if appropriate, prior to making their recommendation and forwarding the updated package to the Office of the Provost.

In consultation with the chair and the relevant college committees on promotion, the dean will decide which promotion cases are to be forwarded to the provost and will notify each candidate of the decision in writing within ten (10) business days. If the decision is not to forward the packet, the faculty member will be given a written justification. In addition, the faculty member will be given a minimum of five (5) working days to exercise the right to have their packet forwarded to the provost, regardless of the dean's decision. If the faculty member requests to have their packet forwarded for review by the provost against the recommendation of the dean, the faculty member may write and submit a one-page letter justifying their request.

The promotion packet is normally due in the Office of the Provost by the date specified in the provost's Instructions for Tenure and Promotion, usually November 1. Final decisions are normally made by the middle of the spring semester, and letters notifying faculty of the decision are sent immediately thereafter. Promotion becomes effective July 1 for annual appointees and August 16 for academic-year appointees.

#### *Promotion to Professor*

Attainment of the rank of professor is an indication that, in the opinion of colleagues, an individual has made, and continues to make, outstanding contributions to a major area of the individual's work assignment. Satisfaction of minimum criteria at the department level is not sufficient to ensure promotion. Some successful faculty members may need more than six (6) years of service at the associate rank in order to achieve the credentials necessary for promotion to professor.

Candidacy for promotion to professor may be initiated by the faculty member, one or more departmental professors, or the chair. Candidates for promotion to professor must show clear and convincing evidence of persistently high levels of attainment in the criteria appropriate to their work assignment and to the mission of their departments, including increasing service to the institution, professional organizations, and/or society. Documented evidence that the quality and quantity of the accomplishments of the candidate are at a significantly higher level than that expected of an associate professor is required. National, and preferably international, prominence must be demonstrated through some form of recognized achievement reviewed by appropriate professionals for promotion to professor. Only under extraordinary circumstances will a person be considered for promotion to professor prior to the end of their fifth year of service as an associate professor, with the promotion, if granted, awarded at the end of the sixth year.

#### *Promotion to Regents Professor*

Tenured professors who have reached the highest levels of achievement in their discipline and at WSU are eligible to be nominated for regents professor. Promotion to regents professor requires service to the university for at least seven years. Each college may nominate only two faculty members as candidates for this promotion each year. The nomination process for promotion to regents professor is initiated by chairs or deans. Those who are not selected for promotion may be nominated again. The rank of regents professor can be held by no more than 30 active Washington State University faculty members at any one time. The promotion process and procedures correspond to those for promotion to professor, but with appropriate modifications to accommodate the university-wide nature and limitations on numbers. Faculty recommendation ballots are not necessary for this nomination.

**Commented [JM1]:** Should there be an additional criteria relating to commitment and service to WSU?

### III.C.9. Tenure Review

#### *Timing*

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 an approved extension (see III.C.8). The final tenure review may occur earlier in especially meritorious cases at the request of the appropriate dean and campus VCAA (dependent on the college and WSU campus) and with the consent of the provost, 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 (1) 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 the *Faculty Manual*. The completed recommendations, including recommendation forms, current resume, external review letters, teaching portfolio, and supporting materials, are normally due in the Office of the Provost 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 granting of tenure, are given the opportunity to review the initial package containing the external review letters, current resume, teaching portfolio, and supporting materials. In accordance with the college and/or department guidelines, the faculty will either fill out an individual form or contribute to a group 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~~ participate in filling out the recommendation form(s)-tenure form. When there are not five tenured faculty members in the department, 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. It is expected that professional evaluations for a candidate shall be obtained from persons outside the University.~~

Commented [JM2]: This seems redundant.