

This is the original Advancement in Rank Section. We reorganized it to be more consistent between promotion and tenure. Color coding:

Black – left out.

Green – Moved to the Revised Advancement in Rank Section III.D.9 and melted into one section.

Blue – Part of new Section III.D.8 Faculty Promotion and Tenure Dossier

Purple – moved to III.D.1 and updated to include CT on continuous contracts.

### III.D.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.D.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. Evaluation of performance for promotion and tenure should consider changes in workload allocation during the relevant review period.

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. 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 (6) 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 candidate's package, including the chair's recommendation, the faculty recommendation forms, available review letters, a current resume, teaching portfolio, 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. The candidate for promotion will be provided a minimum of five (5) business days to review the package (excluding the review letters) from the department and my attach up to two (2) additional pages of information to be reviewed by the Office of the Dean and the Office of the

Chancellor, if appropriate, prior to the dean 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 Office of the Provost and will notify each candidate of the decision in writing within ten (10) business days. Whether or not the dean recommends that the packet be forwarded to the Office of the Provost for consideration, the candidate for promotion will be provided a minimum of five (5) business days to review the additions to the package (excluding the review letters), decided whether or not the package should be forwarded to the Office of the Provost, and if so, attach up to two (2) additional pages of information to be considered by the Office of the Provost prior to a final recommendation being made.

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 (6) 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 (7) years. Each college may nominate only two (2) 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.

### III.D.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 (6) year of appointment. All tenure review cases for faculty without tenure must be submitted by year six (6) unless there is an approved extension (see III.D.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 tenure completed package includes recommendations from the dean, VCAA as appropriate, chair, and faculty, including recommendation forms, as well as current resume, external available review letters, a current resume, a teaching portfolio, and supporting materials. The tenure candidate will have five (5) business days to review the package (excluding the review letters) and attach up to two (2) additional pages prior to due in the Office of the Provost making the final decision. The package from the dean is 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 available review letters, current resume, teaching portfolio, and supporting materials and 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 (5) persons who are thoroughly familiar with the attainments of the eligible faculty member must participate in filling out the recommendation form(s). When there are not five (5) 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 candidate for tenure will be provided a minimum of five (5) business days to review the package (excluding the review letters) from the department and may attach up to two (2) additional pages of information to the package, which the Office of the Dean and the VCAA, as appropriate, must consider prior to the dean finalizing their recommendation.

#### *Part-Time Tenure-Track Faculty*

Tenured and tenure-track faculty members may sometimes benefit from a part-time appointment. The University wishes to accommodate these faculty members, if possible, without negatively impacting their program, department, or University function. Thus, tenure-track and

tenured appointments for not less than fifty percent (50%) time may be offered for all ranks. The duties (e.g., teaching, research, and service expectations) and support provided (e.g., startup money, teaching, and/or research assistance) will be the same as for a full-time faculty member, except they may be prorated for the percentage of the appointment. The duties and support for a part-time faculty member should be specified in the offer letter signed by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus), and provost. Part-time faculty members have the same rights and responsibilities as full-time faculty members except as otherwise provided in the *Faculty Manual* and are subject to the following rules that are specific to their positions.

Tenured and tenure-track faculty members may be initially appointed to a part-time position with the University. To facilitate this process, advertisements for faculty positions may be written to allow applicants to request either full-time or part-time appointments. Those appointed initially to a part-time position have no guarantee that they can subsequently move to a full-time appointment if they wish to do so. Any increases or decreases in the percentage of appointment must be accompanied by a new written agreement signed by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus), and provost that specifies the new percentage of appointment and the duties and support associated with the new position. If a tenured faculty member's part-time appointment is permanently increased in the same department in which they hold tenure, tenure for the increased portion of the appointment must be granted automatically.

Full-time faculty members who wish to change to part-time status may do so subject to the following conditions.

- (a) Under most circumstances, tenure-track faculty members may not convert to part-time until they have obtained tenure.
- (b) Tenured faculty members may request a permanent change to a part-time appointment. This change, if granted, must be agreed to in writing by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus) and provost. The written agreement must specify the new percentage appointment and the duties and support associated with the new position. Tenure will be reduced to the percentage of the part-time appointment. There is no guarantee that such a faculty member can return to full-time status. A return to full-time status requires the written agreement of the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus), and provost.
- (c) Tenured faculty members may request a temporary change to part-time status in one-semester increments (6-month increments for 12-month appointees) for up to two (2) years. This change, if granted, must be agreed to in writing by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus), and provost. The written agreement must specify the percentage appointment, the duties and support associated with the position, and the time for which the appointment is changed. There is no limit to the number of times that a faculty member can request a change in appointment as long as the faculty member returns to full-time status for at least two (2) years between events.

The standards for tenure and promotion are the same for part-time faculty as for full-time faculty members except that part-time faculty members may be granted a proportionally longer period in which to meet these standards. For example, a faculty member with a 50% appointment should be given a probationary period of up to 12 years, whereas a faculty member with a 75% appointment should be given a probationary period of up to 8 years.

### *Tenure Clock Extensions*

The tenure period is negotiated at the time of hire; however, under certain circumstances, an extension of the tenure period and/or the intensive (i.e., 3<sup>rd</sup> year) review may be granted under certain circumstances as described below.

- (a) Faculty members on the tenure track may request a one-time term extension for extraordinary circumstances, such as an unanticipated lack of available resources, serious illness, family emergency, and/or elder or dependent care when the faculty member is a caregiver. In addition, faculty who assume a significant leadership role may request an extension of the tenure clock; however, in this instance, the role that the leadership position will play in the tenure assessment should be clearly articulated by the dean of the appropriate college and conveyed to the Office of the Provost. Requests for an extension should be in writing in the form of a memo signed by both the petitioning faculty member and the department chair, school director, or program director.

All such requests will be granted at the discretion of the appropriate dean with the approval of the provost. Approved extensions will be one (1) year in duration for full-time faculty with part-time faculty receiving an extension commensurate with appointment level.

- (b) Full-time faculty members on the tenure track who become a parent of a child or multiples by birth, adoption, or fostering (i.e., 12 months of foster care, but not necessarily contiguous) will automatically be granted a one (1) year extension of the tenure clock when the faculty member is a caregiver. For each subsequent child, a faculty member may request an additional extension for a maximum of two (2) separate extensions of the tenure period. When both parents are members of the faculty and share equally in caregiving responsibilities, each parent will be granted a one (1) year extension. Extension periods cannot be combined (e.g., one (1) child with a single three (3) year extension).

Faculty may elect to opt out of the automatic extension of the tenure period granted for childbirth, adoption, or fostering. It is recommended that the faculty should notify the appropriate dean, director, or department chair of the birth, adoption, or fostering via memo, preferably six (6) months prior to the arrival of the child. Faculty electing to take advantage of the one (1) year extension are also required to take parental leave and apply for family medical leave (*see section III.E.8*), which is counted towards the one (1) year extension. The dean should notify the Office of the Provost immediately so the proper records for the promotion case are maintained.

An extension for the tenure candidacy period or postponement of the intensive review will be available regardless of the number of weeks of annual leave taken by the faculty member. The standards for tenure and promotion remain the same for faculty who have been granted a tenure clock extension and/or an intensive review deferral. Even though a faculty member may be given a longer period of time in which to meet these standards, the faculty member should be held to the same performance standards as a faculty member who has not received an extension. However, when the chair, director, or dean requests materials for consideration of promotion and/or tenure by external reviewers, it should be made clear that the length of time between milestones should not be taken into consideration.

### *General*

Tenure provisions are designed to ensure the widest possible range of freedom for scholarly inquiries in teaching, research, and extension for faculty members on permanent, full-time appointment as well as for those faculty members on permanent appointment for one-half time fifty percent (50%) or greater but less than full time, where the basic expectations for job performance are the same as for full-time faculty positions associated with tenure. For such appointments, the time for tenure consideration may be extended. The decision to associate

tenure with a position rest with the program, department, or division offering the position. This decision must be made at the time the job description is developed.

Tenure is granted only for academic rank or professional status within programs, departments, or service units. Department chairs, school directors, program directors, deans, academic directors, and other administrative officers do not acquire tenure in administrative positions. To qualify for tenure, the faculty member is expected to observe all policies applying to faculty in section II: Freedom, Responsibility, and Discipline. Except in extraordinary circumstances, such as financial exigencies or elimination of function, these tenure provisions apply.

The acquisition of tenure requires action by the president of the University by delegation of authority from the Board of Regents. Tenure, once granted, is retained by the faculty member until they retire or ceases to be an employee of the University.

When a former faculty member who had tenure is reemployed in a comparable position within two (2) years, tenure may be given immediately, though the usual procedures must be followed. Departments may consider prior academic appointments elsewhere in the tenure process; however, all pre-tenure assistant professors will be allowed up to six (6) years prior to tenure consideration.

If a tenured person takes a different faculty position within the institution on a permanent basis, the receiving department must assume the tenure obligations accompanying the transfer. In the special case of the formation of a new unit, the prior tenure of each faculty member will be transferred to the new unit.

A faculty member whose appointment is budgeted on a continuing basis in more than one (1) unit may be granted tenure, provided that the positions are permanent and if tenure is granted in all units simultaneously. Such tenure implies no obligation for one (1) unit to increase the employment of the person beyond the budgeted portion if duties should cease to exist in another unit. This policy applies to a person holding a joint appointment in instructional units as well as to a person with duties divided between teaching and non-teaching responsibilities in a position having faculty status.

In special circumstances involving a joint appointee, one (1) unit may request permission to assume an additional portion or all the tenure responsibility for the faculty member, and in this case the other unit or units accept no responsibility for continuation of the position.

If the duties of a non-tenured faculty member change to result in a shift between units in the budgeted appointment on a continuing basis, the date of eligibility for tenure consideration remains based on the original appointment to the faculty.

A person who is appointed to a temporary position, whether part-time or full-time, is not eligible for tenure. If a person in a temporary position is subsequently given an appointment without terminal date, the principal administrative officer, at the time of the permanent appointment, shall recommend to the provost for consideration the extent to which past service shall count toward eligibility for tenure. This decision shall be included in the person's employment record.

### *Criteria*

The criteria and procedures pertaining to tenure are of basic importance in the development of excellence within the faculty of the University. General criteria for faculty review are outlined in this Faculty Manual. These are to be articulated and supplemented by tenure criteria developed at the department, school, and/or college level to emphasize goals and objectives. Input from faculty members of the department and students, if appropriate, shall be utilized in the development of the statement of criteria.

In general, departmental criteria appropriate to the department's particular needs shall be directed toward excellence in most or all of the following areas: teaching effectiveness, including advising; research, scholarship or creative activity; extension education, extension service and other public service; professional service and advancement; academic and professional leadership; services to the University; and interactions with colleagues and students. Long-term support of faculty members requires commitment in terms of salary and other resources; therefore, criteria for tenure must include consideration of contributions toward program objectives.

Colleges, departments, schools, and other units shall develop written criteria for tenure and promotion that are to be used in all progress-toward-tenure reviews and all tenure or promotion decisions. Criteria documents shall also delineate the process the unit will follow in its yearly reviews of the progress of pre-tenured faculty. The criteria shall be developed with representative input from tenured faculty in the unit and shall be approved by majority vote of all tenured and tenure-track faculty in the unit by anonymous ballot. The same procedure shall be followed in revising the criteria or review process. Proposed new or revised criteria and review processes shall be provided to relevant administrators and to the provost. After administrative approval, a copy of the new or revised criteria and description of the process shall be provided to every faculty member of the college, school, department, or other unit.

Tenure should be recommended for a faculty member only after a thorough assessment and evaluation of the quality and extent of the individual's performance in terms of the department and/or college criteria. Input into tenure consideration should come from several levels, including students (when the person has instructional duties), other faculty, and administrative officers.

#### *Eligibility and Procedures*

A person employed full time at the rank of assistant professor, or comparable rank, must be considered for tenure no later than the sixth (6) year of service at Washington State University with tenure, if granted, effective at the beginning of the seventh (7) year. Generally, recommendations for tenure will be made concurrently with a recommendation for promotion to associate professor, professor or comparable rank. A person employed full time at the rank of associate professor without tenure, or comparable rank, ordinarily will be considered for tenure no later than the third year of service at Washington State University with tenure, if granted, to be effective at the beginning of the fourth year. This is a negotiable condition of employment. A person employed full-time at the rank of associate professor or professor, or comparable rank, may be granted tenure through usual procedures, effective the date of initial appointment. This is a negotiable condition of employment. If not employed with immediate tenure, a person hired at the rank of professor must be considered for tenure during the first year of service, with tenure, if granted, to be effective at the beginning of the second year.

#### *Teaching Portfolio*

A teaching portfolio is a compilation of information about a faculty member's teaching, made by that faculty member, often for use in consideration for tenure or promotion. It is not an instrument for teaching evaluation, but a vehicle for presenting information and outcomes that showcases a faculty member's philosophy and achievements in teaching. The portfolio should include results of evaluations and other information that contributes to further peer and administrative review. A teaching portfolio is not necessarily a comprehensive picture of all teaching-related activities. It can therefore be selective, emphasizing the positive to highlight the faculty member's most significant achievements and impact.

For more detailed information on constructing a teaching portfolio for the purposes of promotion or tenure, see the Provost's Guidelines for Promotion and Tenure documents that are published annually (typically in spring) and posted on the provost's web site. The format and uses of the

portfolio will naturally vary from one part of the university or discipline to another. The outline provided in the Provost's Guidelines is meant to be an adaptable template, which can be modified for individual units or even individual faculty members.

### *Resume for Tenure or Promotion Packet*

The current resume to be submitted as a part of tenure or promotion packets should include at least the following:

- (a) A description of the candidate's research and scholarly or creative activities, including a statement of the nature and significance of research, scholarship, or creative activities, including involvement of graduate students, undergraduate students, and postdoctoral fellows, impact of research on teaching, extension or service functions, and academic history, degrees, and dates.
- (b) A list of grant and contract support, including identification of principal investigators, granting agencies, periods, and funding of all awards. Unfunded proposals may be listed if accompanied by the reviewers' comments (in any case, the number of unfunded proposals may be indicated).
- (c) A complete list of publications with full citations, including abstracts, articles, book chapters, papers in conference proceedings, patents, and reviews; or creative activities including original scores, exhibits, performances, and works of art. In most disciplines the distinction between refereed and non-refereed work should be indicated.
- (d) A list of consultancies, sabbatical leaves, and international collaborations, if applicable.
- (e) A list of invited and contributed presentations at national or international conferences and symposia, including dates, titles, and/or identifications of groups addressed.
- (f) Other supporting information, such as the number of citations of key publications (include period covered by the citations) or copies of reviews of exhibits or performances.
- (g) A description of service to the department, college, and university, and other institution or firm.
- (h) A description of service to professional groups or associations.
- (i) A description of service to county or state governments, communities or other societal groups.
- (j) A description of honors and awards, including teaching, research or public service awards.
- (k) Other evidence of recognition, such as lectureships.
- (l) All faculty may prepare a statement of context (not more than 2 pages) as part of the portfolio of materials to be considered for third year as well as tenure and promotion reviews. Such a statement may include expectations placed on a faculty member by circumstances extant at research stations or campuses, the requirement of joint-appointments or other special circumstances such as commitments to student groups.

### *Denial of Tenure*

Tenure must be granted or denied. Granting of tenure becomes effective on August 16 for academic-year appointees and on July 1 for annual appointees. Upon denial of tenure, notification of non-reappointment will be given at least twelve months in advance of the termination of service.

Notification of the granting or denial of tenure shall be given in writing to the faculty member by the provost within three (3) business days after a decision has been made. While notification of

the final tenure decision will be communicated by the provost, the dean, campus VCAA (dependent on college and WSU campus) or relevant area administrator will provide more detailed analysis.

If the Faculty member resigns within ninety (90) calendar days after notification of denial of tenure, no reference will appear in their personnel file that tenure was denied or that a recommendation to deny tenure was made. The effective date of such resignation shall be the date upon which the appointment would have been terminated if tenure had been denied, or earlier, if mutually agreed to by both parties.

A faculty member who has been denied tenure may, within thirty (30) calendar days after notification of non-reappointment by the provost, petition the Faculty Status Committee to review the decision, based upon an allegation of inadequate consideration, an allegation of violation of academic freedom, or an allegation of substantial procedural irregularity that had the effect of prejudicing the faculty member's application for tenure. If a review by the Faculty Status Committee is requested, the committee shall determine its own procedures for hearing the matter, in a manner consistent with federal and state law, shall conduct its review as expeditiously as possible, and shall report its findings to the president, or designee, and to the faculty member requesting review within the next ninety (90) calendar days after the request is made. The committee may elect to count only days of the academic year in the ninety (90) day period. The president shall notify the faculty member requesting the review of their decision within thirty (30) calendar days after receiving the report of findings. The president is under no obligation to accept findings by the committee as binding.

A tenured person whose position has been eliminated also has the right of appeal to the Faculty Status Committee.