

To: Faculty Senate
Date: 9/30/26
From: Faculty Affairs Committee Chair, Shawna Herzog
RE: Proposed Revision to Faculty Manual Section III.D.9 Process for Tenure and Advancement in Rank

Background:

In an effort to streamline and clarify WSU's new Workload Policy and expectations, Vice-Provost Cooper recommended to the FAC that we make a small procedural change to Section III.D.9 of the Faculty Manual, regarding where departments should specify who can contribute to the review of a candidate's dossier.

Rational:

Rather than having those specifications within the bylaws, requiring departments to attach a current copy of their bylaws with every promotion package, Provost Cooper suggested that departments should have these requirements written within their department's "Promotion and Tenure Guidelines." Because department bylaws dictate the day-to-day operations rather than promotion & tenure review, placing information about promotion & tenure review in a separate document could lead to confusion amongst the faculty candidates and reviewers and/or require that both the bylaws and promotion & tenure guidelines are shared as part of the dossier at all levels to avoid potential procedural errors.

Proposed Changes to Section III.D.9 of the Faculty Manual:

Current Language: All faculty in the department who are in the same track as the candidate and at or above the rank sought (tenured faculty for tenure considerations) are expected to review the candidate's dossier and fill out the recommendation forms provided by the Office of the Provost. **Departments bylaws** should specify whether additional tracks or sub-tracks at or above the rank sought also participate in making recommendations.

Proposed Revision:

All faculty in the department who are in the same track as the candidate and at or above the rank sought (tenured faculty for tenure considerations) are expected to review the candidate's dossier and fill out the recommendation forms provided by the Office of the Provost. **The College or Department's Promotion and Tenure Guidelines** should specify whether additional tracks or sub-tracks at or above the rank sought also participate in making recommendations.