



Tenure & Promotion, A Plan of Action

Fall 2016 Tenure & Promotion Workshop

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Start Early

- Begin to archive materials during your first year, this is a cumulative process. Anything on letterhead? Save it!
- Document and date everything you do. (I made it a habit of updating my PAR throughout the year and used it as a reminder of activities.)
- Keep everything both digitally and physically. Make high resolution color copies and/or scans of important letters, awards, emails of support, etc... Don't risk losing important, unique documents
- Find a mentor. Some departments incorporate this practice into their culture. If not, identify someone who recently got tenure and take advantage of their knowledge and experience
- Talk to your T&P committee. What is the culture of your department? Do they recommend a good sample portfolio
- Find out who has had successful portfolios. Ask to see them.



Building Your Portfolio

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Competence

- Get involved with **Office of Faculty Development**, hold workshops and roundtables, host mini-conferences, offer funding for teaching related conferences, offer grants for technology for teaching
- Student feedback, read it, respond, take action
- Read up on scholarship of teaching and learning, attend conferences (see your librarian or office of Faculty Development)
- Ask to get a classroom observation

Service

- Balance - focus on building up to committee work
- Start small, build up to more, and more responsibility. In my first year, I focused on library and university committees. In the second and third year, I identified state committees. By the fourth and fifth year, I was serving on high profile national committees.
- Be selective, do these committees help in your teaching and research? to your department or unit?
- Don't take on too much, some committees may be a time suck. It is ok to say "no"



Tenure & Promotion Process & Procedure

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Important Documents to Consult

- **WMU Agreement**
 - Article 16:** Evaluation of Professional Competence
 - Article 17:** Tenure Policy and Procedures
 - Article 18:** Promotion Policy and Procedures
 - Article 20:** Faculty Specialists

- **Department Policy Statements** Note: There are many departments with no DPS.
 - **List of Department Policies on the WMU AAUP Website**
http://www.wmuaaup.net/aaup_012.htm

 - **List of Department Policies on the WMU Academic Labor Relations Website**
<http://www.wmich.edu/academic-labor-relations/policies>

- **Office of the Provost and Vice President for Academic Affairs**
 - Performance and Evaluations Documents
<http://www.wmich.edu/academic-labor-relations/tenure>



Particular to Faculty Specialists

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Faculty Specialists T&P Schedule

Year 1: Initial Appointment Initial Appointment

Year 2: 2nd Year Review

Year 3 Eligible to apply for promotion to faculty specialist 2

Year 4 4th Year Review

Year 6 Final Tenure Review

Year 9 Eligible to apply for promotion to master faculty specialist

Year 15 Master Faculty Specialist may apply for step increase

For your folder and narrative:

Include your letter of appointment (article 17.3)

Explicitly address your appointment letter and provide evidence of competence in performing those duties.

“Competence performing assignments contained in the letter of appointment is especially important for faculty specialists. The department policy statement shall clearly state the criteria and standards that department faculty must meet.” (Article 17.3)

Be explicit when addressing your committee and remind them of the areas in which you are to be reviewed.



Compiling the Comprehensive File

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- **Allow enough time to compile materials for the folder**
 - Find, copy, put together essential documents
 - Letters of support, if this is a practice for your department (ask in August, September is crazy for everyone...)
 - Proof read, fact check,
 - Include your letter of appointment (article 17.3)

“Competence performing assignments contained in the letter of appointment is especially important for faculty specialists. The department policy statement shall clearly state the criteria and standards that department faculty must meet.” (Article 17.3)

- **Allow enough time to write your narratives - tell your story!**
 - start drafting in August, September
 - find a mentor to revise, edit, proofread, fact check
 - when writing your narratives, be as specific as possible. Spell out exactly what you do, how is your work unique, following through on your letter of appointment, how it works into the mission of the department, others outside of your department - the Dean or Provost may or may not know the particularities of your discipline or department This is not the time to be shy, vague, or minimalistic.
 - look at your **DPS**. Are your narratives and materials in alignment with the DPS?
- **Ease of access is important.**
- **Student comments:** all or nothing Article 16.4.3.2



Compiling the Abbreviated File

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The abbreviated file goes to the Provost's office (full file stays at the college).

Order is critical. Most departments will do this for you - **highly recommend doing this yourself.** Don't leave it to chance - things get lost, misplaced, left out, etc...

“(T)he abbreviated file has very specific requirements and must meet those requirements to be accepted from the faculty member. The abbreviated file must be in a file folder labeled with the person's name, college, department, and type of review (2nd, 4th, 6th, type of promotion or other mandated review). The material in the folder must contain the following items and in the sequence listed below (reverse chronological order).”

<http://www.wmich.edu/sites/default/files/attachments/u108/2015/wmu-tenure-promotion-checklist.pdf>

- Cover sheet
- Checklist (a form that contains this section as well as sections for reviewers)
- Letter from the Dean for current review
- Letter from the Chair/Director for current review
- Letter from the Department Tenure or Promotion Committee for current review
- Copies of all DTC, DPC, Chair/Director, CPC and Dean letters from previous related reviews
- Focused personal statement (if available)
- Up-to-date curriculum vitae
- Documentation
 - Summary of student ratings (should be comprehensive)
 - Copy of student rating form
 - Other material (e.g., student comments; materials addressing conditions from previous reviews; letters of recognition/awards; notification of grant/contracts)



2016/2017 T&P Calendar

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- You can appeal a decision at any stage.
- Appeals follow a specific, quick turn-around timeline
- Can only appeal the recommendation.
- Use info to support a change in the recommendation
- Must allow for time to review, rewrite and have finalized for new recommendation to advance to chair level. A 2 or three day turn around is the norm
- Do not need to appeal a “positive with conditions” unless it is your final review

2016/2017 Cycle Important Dates

Committee level appeal

Oct. 17- submit folder to department committee

Nov. 15 - committee notifies faculty of recommendation

Nov 18 – faculty indicates intent to appeal, must identify a date for the full appeal to be received.

Dec 2 – recommendation advances to chair for review.

Chair level appeal

Dec. 2 – chair receives department committee recommendation and supporting materials

Jan 9– chair notifies faculty member of recommendation

Jan 13 – last day for faculty member to inform chair of intent to appeal

Jan 20- chair recommendation forwarded to the dean

Dean level appeal

Feb 20- dean informs faculty member of recommendation

Feb 24- faculty member informs dean of intent to appeal

March 3 – recommendations and supporting materials advance to Provost’s office

Provost level appeal

April 21- inform faculty member of decision

April 25 – inform provost of intent to appeal

May 22 –Provost notify faculty member of final decision

At the provost level appeal, you will meet with the provost, the officer of academic labor relations, the dean, and the chair. The provost-level appeal is taken very seriously. Bring a union representative with you. If you do not indicate that you will, chances are the Provost’s office will reach out and request representation.