

# Tenure and Promotion Process at Western Michigan University

---

**Kate Langan, WMU-AAUP  
and  
Nancy Mansberger  
Academic Affairs**

*September 28, 2015*



WESTERN MICHIGAN UNIVERSITY

# Workshop on Tenure and Promotion

---

- Documents used in the review process
- Applicable sections of the Western/WMU-AAUP Agreement
- Role of the department policy statement
- Putting together one's portfolio
- Miscellaneous things to know
- Q & A
- Feedback Forms



# Workshop on Tenure and Promotion

---

- Documents used in the review process
  - Documents sent to all departments from the Office of the Provost
    - Checklist for the tenure or promotion process
    - Review cover sheet for recommendations
  - Documents used at the department level
    - Check with department chair on any documents that provide guidance or need completion



# Workshop on Tenure and Promotion

---

- *Applicable sections of the Western/WMU-AAUP Agreement*
  - Article 16 – Evaluation of Faculty
  - Article 17 – Tenure Policy and Procedures
  - Article 18 – Promotion Policy and Procedures
- Article 23 relevant regarding any mandatory department policies on tenure and/or promotion
- Appendix E-External Review Process



# Workshop on Tenure and Promotion

---

- Role of the department policy statement
  - Creates roadmap for probationary faculty
  - Specific criteria to guide both the faculty on probation and the faculty making recommendations
  - Consulted by the dean and provost when questions arise



# Workshop on Tenure and Promotion

---

- Putting together one's portfolio
  - Begin early
    - Put a copy of anything relevant in a T & P file/folder
  - Organize by respective categories
    - Traditionally-ranked faculty
      - Professional Recognition
      - Professional Competence
      - Professional Service
    - Faculty Specialists
      - Professional Competence
      - Professional Service



# Workshop on Tenure and Promotion

---

- Portfolio, continued
  - Review your work with a senior member of your department; ask for help regarding what materials go in what sections
  - Familiarize yourself with criteria/expectations in the Western/WMU-AAUP Agreement and your department's policy statements on tenure and promotion



# Workshop on Tenure and Promotion

---

- Portfolio, continued
  - See the handout with an example of how to organize materials for the portfolio
  - Use a 3-ring binder and section dividers
  - Include a Table of Contents
  - Work on your personal narrative
    - Summarize your work in the three (or two) areas
    - Frame a research and/or teaching agenda/vision
    - As possible, link research, teaching, and service





# Workshop on Tenure and Promotion

---

- Portfolio, continued
  - Check with dean's office on expectations for both portfolio and abbreviated file
  - Allow time to put it all together
  - Include printed copies of articles; if published, include reprints that confirm publication
  - Turn in portfolio by the deadline listed in the Western/WMU-AAUP Agreement



# Workshop on Tenure and Promotion

---

- The Abbreviated File
  - As the checklist handout points out, not all materials go forward to all deans and not all materials go forward to the provost.
  - Certain materials are extracted and create what we can call the abbreviated file
  - These materials are not returned to the faculty member until the awarding of tenure or promotion.



# Workshop on Tenure and Promotion

---

- The Abbreviated File, continued
  - This is created at the department level
  - The comprehensive file is kept at the department level (or college level) until the end of the review process (or final award)
  - Faculty are welcome to create both the comprehensive file and the abbreviated file
  - Note that the abbreviated file is an actual file folder with information in specified order



# Workshop on Tenure and Promotion

---

- Miscellaneous things to know
  - Know the deadlines in the Agreement; know when to expect letters at all levels and when you can appeal a recommendation
  - Note that appeals must be in writing. To facilitate the appeal, be clear about what it is you are appealing about the recommendation
  - Joint appointments – the Agreement has new language on the role of both departments (see Articles 17.§6.4 and 18.§6.4)



# Workshop on Tenure and Promotion

---

- Miscellaneous, continued
  - External review – can be called by the candidate, the department chair, or the department tenure/promotion committee (Article 17.§5 and Article 18.§5)
    - Deadline to call for this review is listed in the contract – around February 15 of preceding year
  - Early review – faculty must notify department chair no later than February 1 of preceding year



# **Workshop on Tenure and Promotion**

---

- Questions?
- Feedback Forms

