



Understanding the Process & Requirements of Tenure & Promotion

Fall 2015 Tenure & Promotion Workshop
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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

- **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>

Key Dates: Articles 17.10 & 18.10

- Oct. 15, 2015: submit to Department T&P Committee for review
- Dec. 2, 2015: Department submits to Chair for review
- Jan. 22, 2016: Chair submits to Dean for review
- March 4, 2016: Dean submits to Provost for review
- Other critical dates: appeal dates, notification for early review, request for external reviews (see calendar provided in the workshop folder)

Compiling the Comprehensive File (please see checklist for specifics in the workshop folder)

- **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 doi's & links to articles

- **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.**
 - use tabs, plastic sleeves, table of contents

- **Student comments:** all or nothing Article 16.4.3.2

Compiling the Abbreviated Tenure File

- Order is critical. Refer to the checklist included in workshop folder.
- This folder goes to the Provost's office (full file stays at the college)
- 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...