

Proposed Changes to Departmental Policy Statement

PROPOSED CHANGE 1

Promotion Policy and Procedures (pp. 8-12)

CURRENT LANGUAGE (p. 10)

C. Procedures for Recommendation for Promotion

3. Instruments of Evaluation

The Committee shall include, but not be limited to, the following means to arrive at its decisions and recommendations.

- a. Optional written and signed evaluations from Department members.

PROPOSED LANGUAGE

C. Procedures for Recommendation for Promotion

3. Instruments of Evaluation

The Department Promotion Committee (DPC) shall include, but not be limited to, the following means to arrive at its recommendations:

- a. Optional written and signed evaluations from bargaining unit faculty members of the Department at or above the rank sought by the person seeking promotion, regarding the candidate's professional competence, recognition, and service.
- b. A member of the DPC may submit a valid written and signed evaluation only after having consulted the candidate's dossier.

(Changes approved at Department meeting on Apr. 10, 2019.)

(Additional changes approved at Department meetings on Sep. 16, 2019 and April 13, 2020.)

PROPOSED CHANGE 2

Promotion Policy and Procedures (pp. 8-12)

CURRENT LANGUAGE (p. 11)

D. Appeals on Promotion Decisions

1. The Department Tenure and Promotion Committee (DTPC) shall make its decisions on recommendations for promotion early enough to permit appeals from candidates. Any appeals shall take place before the list of recommendations is transmitted to the College Promotion Committee (CPC) and the Department chairperson. Every candidate for promotion will receive a copy of the Committee's letter, whether negative or positive, before the letter is sent to the CPC and the Department chairperson. This letter will contain a rationale for the decision that was made, as well as supporting documentation, if any, so that a candidate will have sufficient basis on which to form an appeal. If a decision is successfully appealed, only the new letter will be sent to the CPC and the Department chairperson unless the candidate requests otherwise.
2. In cases of appeal concerning promotion recommendation, the DTPC shall meet with the candidate to consider his/her appeal. The Committee shall review data with the appellant, citing the reasons for not recommending him/her for promotion. Upon request, the appellant shall receive a written statement citing those reasons. After deliberation the DTPC shall inform the appellant of its final decision, whether positive or negative.
3. Following the lapse of the appeal period, the Committee chairperson shall transmit the list of faculty recommended for promotion as well as the names of persons not recommended to the chairperson of the Department and the chairperson of the CPC.
4. All communication between candidates for promotion and the Department Tenure and Promotion Committee must go through the chair of the committee. (Change approved at department meeting on Nov. 4, 2011.)

PROPOSED LANGUAGE (p. 11)

D. Appeals on Promotion Recommendations

1. The Department Promotion Committee (DPC) shall make its recommendations for promotion early enough to permit appeals from candidates (see timeline in point 2 below). Any appeals shall take place before the recommendations are transmitted to the Department chairperson and the College Promotion Committee (CPC). Every candidate for promotion will receive a copy of the DPC's letter, whether negative or positive, before the letter is sent to the Department

chairperson and the CPC. This letter will contain a rationale for the recommendation that was made, as well as supporting documentation, if any, so that a candidate will have sufficient basis on which to write an appeal. If a recommendation is successfully appealed, only the new letter will be sent to the Department chairperson and the CPC, unless the candidate requests otherwise.

2. The timeline proposed in Article 18 of the WMU-AAUP Contract will be observed.
3. If a candidate decides to appeal a promotion recommendation, the DPC shall consider the appeal. To ensure that the appeal process is documented, communication between the candidate and the DPC regarding any appeals must be done in writing. Only written notification of the candidate's decision to appeal will be considered. Likewise, only written notification of the candidate's disagreements with the recommendations made by the DPC will be considered. These written communications do not preclude additional face-to-face meetings. The DPC shall provide a reply in writing, informing the appellant of its final recommendation, whether positive or negative.
4. Following the appeal period, the DPC chairperson shall provide the letter with the final recommendation to the chairperson of the Department and the CPC.
5. All communication between candidates for promotion and the Department Promotion Committee must go through the chair of the DPC. (Change approved at Department meeting on Nov. 4, 2011.)

(Additional changes approved at Department meeting on Feb. 20, 2019.)
(Further changes approved at Department meetings on Sep. 16, 2019 and April 13, 2020.)

PROPOSED CHANGE 3

Guidelines for Awarding of Tenure (pp. 13-16)

CURRENT LANGUAGE (p. 14)

C. Procedures for Awarding of Tenure

3. Instruments of Evaluation

The Committee shall include, but not be limited to, the following means to arrive at its decisions and recommendations:

- a. Obligatory written and signed peer evaluations from the tenured members of the department at each review.
- b. Optional written and signed peer evaluations from other Department members at each review.

PROPOSED LANGUAGE

C. Procedures for Recommendation for Tenure

3. Instruments of Evaluation

The Department Tenure Committee (DTC) shall include, but not be limited to, the following means to arrive at its recommendations:

- a. Optional written and signed evaluations from tenured bargaining unit faculty members of the Department regarding the candidate's professional competence, recognition, and service.
- b. A member of the DTC may submit a valid written and signed evaluation only after having consulted the candidate's dossier.

(Changes approved at Department meeting on Apr. 10, 2019.)

(Additional changes approved at Department meetings on Sep. 16, 2019 and April 13, 2020.)

PROPOSED CHANGE 4

Guidelines for Awarding of Tenure (pp. 13-16)

CURRENT LANGUAGE (pp. 15-16)

D. Appeals on Tenure

1. The Committee shall make its decisions on tenure recommendations early enough to permit appeals before the recommendations are transmitted to the department chairperson. Each candidate for tenure will receive a copy of the Committee's letter, whether negative or positive, before the letter is sent to the Department chairperson. This letter will contain a rationale for the decision that was made, as well as supporting documentation, if any, so that a candidate will have sufficient basis on which to form an appeal. If a negative decision is successfully appealed, only the new, positive letter will be sent to the department chairperson unless the candidate requests otherwise.
2. The chairperson of the Committee, after allowing sufficient time for possible appeals, shall then transmit the recommendations to the chairperson of the Department.
3. In cases of appeal concerning tenure recommendation, the Committee shall consider the data and then meet with the candidate to consider the appeal. The Committee shall review data on the appellant with him/her, citing the reasons for not recommending him/her for tenure. Upon request, the appellant shall receive a written statement citing those reasons. After deliberation the Committee shall inform the appellant of its final decision, whether positive or negative.
4. All communication between candidates for promotion and the Department Tenure and Promotion Committee must go through the chair of the committee. (Change approved at department meeting on Nov. 4, 2011.)

PROPOSED LANGUAGE (pp. 15-16)

D. Appeals on Tenure Recommendations

1. The Department Tenure Committee (DTC) shall make its recommendations for tenure early enough to permit appeals from candidates (see timeline in point 2 below). Any appeals shall take place before the recommendations are transmitted to the Department chairperson. Every candidate for tenure will receive a copy of the DTC's letter, whether negative or positive, before the letter is sent to the Department chairperson. This letter will contain a rationale for the decision that

was made, as well as supporting documentation, if any, so that a candidate will have sufficient basis on which to write an appeal. If a recommendation is successfully appealed, only the new letter will be sent to the Department chairperson, unless the candidate requests otherwise.

2. The timeline proposed in Article 17 of the WMU-AAUP Contract will be observed:
3. If a candidate decides to appeal a tenure recommendation, the DTC shall consider the appeal. To ensure that the appeal process is documented, communication between the candidate and the DTC regarding any appeals must be done in writing. Only written notification of the candidate's decision to appeal will be considered. Likewise, only written notification of the candidate's disagreements with the recommendations made by the DTC will be considered. These written communications do not preclude additional face-to-face meetings. The DTC shall provide a reply in writing, informing the appellant of its final recommendation, whether positive or negative.
4. Following the appeal period, the DTC chairperson shall provide the letter with the final recommendation to the chairperson of the Department.
5. All communication between candidates for tenure and the Department Tenure Committee must go through the chair of the DTC. (Change approved at Department meeting on Nov. 4, 2011.)

(Additional changes approved at Department meeting on Feb. 20, 2019.)

(Further changes approved at Department meeting on Sep. 16, 2019.)

PROPOSED CHANGE 4b

CURRENT LANGUAGE (p. 13)

Guidelines for Awarding of Tenure

PROPOSED LANGUAGE (p. 13)

Guidelines for Recommendation for Tenure

PROPOSED CHANGE 5

Tenure and Promotion Committee (p. 7)

CURRENT LANGUAGE (p. 7)

Tenure and Promotion Committee

Composition:

1. The Tenure and Promotion Committee shall consist of three tenured members of the department holding the rank of full professor.

PROPOSED LANGUAGE (p. 7)

Tenure Committee

Composition:

1. The Department Tenure Committee (DTC) shall consist of every tenured faculty member of the Department, three of whom will be elected by the entire Department faculty to lead the committee and draft the recommendation letter. One of the three elected members will act as the Chair of the DTC.

(Changes approved at Department meeting on Mar. 20, 2019.)

(Additional changes approved at Department meetings on Sep. 16, Nov. 11, Dec. 6, 2019, and April 13, 2020.)

Promotion Committee

Composition:

1. The Department Promotion Committee (DPC) shall consist of every faculty member of the Department holding a rank equivalent or superior to the rank sought by the candidate, three of whom will be elected by the entire Department faculty to lead the committee and draft the recommendation letter. One of the three elected members will act as the Chair of the DPC.

(Changes approved at Department meeting on Mar. 20, 2019.)

(Additional changes approved at Department meetings on Sep. 16 and Nov. 11, and Dec. 6, 2019.)

PROPOSED CHANGE 6

Guidelines for Workload Equivalency (p. 19)

CURRENT LANGUAGE (p. 19)

3. Advising
 - a. Major/Minor Advisor(s)
 - b. Study Abroad Advisor(s) and Directors of WMU Study-Abroad Programs
 - c. Graduate Student Advisor(s)

PROPOSED LANGUAGE (p. 19)

3. Advising

It is understood that the advisors in the categories below spend significant time both working on advising-related tasks and meeting face-to-face with students. Accordingly, faculty members engaged in such services are encouraged to meet periodically with the Chair to discuss appropriate arrangements regarding workload expectations and responsibilities in the areas of professional competence, professional recognition, and professional service during the semesters in which they do advising work. In regards to office hours, all faculty members are expected to adhere to article 42.§9.6 of the WMU-AAUP Contract. (Change approved at Department meeting on Dec. 6, 2018.)

- a. Major/Minor Advisor(s)
- b. Study Abroad Advisor(s) and Directors of WMU Study-Abroad Programs
- c. Graduate Student Advisor(s)