

TENURE REVIEW PROCESS

TO: Academic Deans, Chairs, and Directors

FROM: Dr. Jennifer Bott, Provost and Vice President for Academic Affairs

DATE: September 2021

The tenure review process is described in Article 17, Tenure Policy and Procedures, of the Western/WMU-AAUP Agreement (this can be found on the web at <http://www.wmich.edu/acb>). Other articles in the Agreement, such as evaluation of faculty (Article 16) and faculty records (Article 11), contain material that pertains to tenure reviews. In addition, department policy statements may have material relevant to tenure reviews. It is important to review any such materials prior to conducting tenure reviews. The tenure timetable requires the department chair/director to notify faculty of required tenure review no later than last January 15, and convene the first meeting of the department tenure committee by October 15, 2021. The tenure timetable also requires that faculty members submit their review materials to the respective department office no later than October 15, 2021. Please note that “required tenure review” includes 2nd, 4th, and final review, any mandated additional review, and is applicable to tenure-track faculty who hold traditional rank as well as the rank of a faculty specialist.

In the case of joint appointments, please review Article 17.§6.4 and Appendix F, as there are additional deadlines for (a) the secondary department committee and chair to forward reviews to the candidate, (b) the candidate to file appeals of reviews, and (c) the secondary department committee and chair to forward reviews to the primary department.

The attached Tenure Review Cover Sheet and Tenure Recommendation Checklist shall be used in preparing and submitting tenure recommendations. Please make copies of these forms available to the department committee for their use in the review process.

NOTE: If the candidate is applying for promotion to full professor or master faculty specialist at the same time, they must also complete and attach the Promotion Review Summary Sheet

The following general principles apply to reviews conducted by department tenure committees (DTC), chairs/directors, and deans:

1. Reviews will state the strengths and weaknesses of each candidate, referring specifically to the candidate’s performance in the areas of professional competence, professional recognition (except faculty specialists), and professional service. The reviews shall include evaluations of the candidate’s record in each of these areas, using (as appropriate) any terms specified in department policy statements. Reviewers at all levels must clearly state whether the overall review is positive, positive with conditions, negative with conditions, or negative. Each review should be an independent and comprehensive review, based on the reviewer’s assessment of the candidate’s record.
2. When the recommendation is to continue the appointment with conditions, specify clearly any identified deficiencies that, if not corrected, could lead to a negative recommendation or non-renewal in the future.

3. When the recommendation is to not renew the appointment or to deny tenure, state clearly and precisely the reasons for the recommendation.
 4. Candidates may appeal recommendations before the recommendations are forwarded to the next reviewer, as specified by the timeline in the Western/WMU-AAUP Agreement (Appendix F). Please note that should an appeal result in a revised recommendation, the original recommendation and the candidate's request for an appeal will be removed from the tenure file. In cases where the appeal does not result in any change, the appeal materials remain a part of the tenure file.
- C: President
WMU-AAUP
Academic Collective Bargaining

TENURE PROCESS CHECKLIST FOR CHAIRS, DIRECTORS AND DEANS

All materials submitted by faculty must be made available to the department tenure committee (DTC), and reviewed by the DTC and the chair/director. At the department level, after the review by the chair/director, material for each candidate must be organized as an abbreviated file. **The abbreviated file must be in a file folder labeled with the person's name, college, department, and type of review (2nd, 4th, 6th, or other mandated review). The material in the folder must appear in the sequence listed in point 1 below.**

- _____ 1. File folder
- _____ Cover sheet(s)* (next page, filled out, with all conditions clearly articulated)
 - _____ Checklist (this form)
 - _____ Letter from the Dean for current review
 - _____ Letter from the Chair/Director for current review
 - _____ Letter from the Department Tenure Committee for current review
 - _____ Copies of all DTC, Chair/Director, and Dean letters from previous tenure reviews
 - _____ Focused personal statement (if available)
 - _____ Up-to-date curriculum vitae
 - _____ Documentation:
 - _____ a. Summary of student ratings (should be comprehensive)
 - _____ b. Copy of student rating form (pre-ICES form and ICES form)
 - _____ c. Other material (e.g., student comments, materials addressing conditions from previous reviews, letters of recognition/awards, notification of grants/contracts)

Regarding letters written in the review process, please note the following:

- _____ 2. Letter from the department tenure committee must include recommendation as well as identify and evaluate strengths and weaknesses in:
- _____ a. Professional competence
 - _____ b. Professional recognition [may not be applicable to faculty specialists]
 - _____ c. Professional service
 - _____ d. Other appropriate concerns
- _____ 3. Letter from the chair/director must include recommendation as well as identify and evaluate strengths and weaknesses in:
- _____ a. Professional competence
 - _____ b. Professional recognition [may not be applicable to faculty specialists]
 - _____ c. Professional service
 - _____ d. Other appropriate concerns

Some deans may request the complete file. If so, send the abbreviated file, as organized in point 1, with the rest of the material. The abbreviated file is what will be sent forward to the Office of the Provost, once the dean's letter has been included.

- _____ 4. Letter from the dean must include recommendation as well as identify and evaluate strengths and weaknesses in:
- _____ a. Professional competence
 - _____ b. Professional recognition [may not be applicable to faculty specialists]
 - _____ c. Professional service
 - _____ d. Other appropriate concerns

As always, the department keeps all material until the recommendations have been acted upon by the Board of Trustees.

***NOTE:** If the candidate is applying for promotion to full professor or master faculty specialist at the same time, they must also complete and attach the Promotion Review Summary Sheet

**Western Michigan University
Tenure Review Cover Sheet**

Candidate Name: _____

College: _____

Department: _____

Current Rank: _____

Tenure Review Type: ___ 2nd ___ 4th ___ Final
 ___ Required 3rd ___ Required 5th

Recommendations (Please check appropriate box and sign where indicated):

| Reviewer(s) | Positive Recommendation w/ Conditions* | Negative Recommendation w/ Conditions* | Negative Recommendation | Positive Recommendation (Grant Tenure) | Negative Recommendation (Deny Tenure) | Signature | Date |
|----------------------|--|--|-------------------------|--|---------------------------------------|-----------|------|
| Department Committee | | | | | | | |
| Chair/Director | | | | | | | |
| Dean | | | | | | | |
| Provost | | | | | | | |

Attach full documentation, including written statements/letters to candidate.

*List specific conditions here:

NOTE: If the candidate is applying for promotion to full professor or master faculty specialist at the same time, they must also complete and attach the Promotion Review Summary Sheet