

**COLLEGE OF LIBERAL ARTS  
STATEMENT OF TENURE AND PROMOTION POLICIES AND CRITERIA**

The Faculty Manual of Washington State University outlines in general terms the official criteria and procedures for advancement to tenure and promotion in rank. The following commentary supplements these guidelines and explains their application in the College of Liberal Arts. The intention of the criteria and procedures is to maintain a reasonable balance between equity and due process for the candidate on the one hand, and the promotion of excellence in the College of Liberal Arts on the other. Detailed or rigid codification is not required. Professional evaluation is based on judgment which must be sound, adequately sampled and reviewed, and subject to appeal.

**TENURE**

Criteria

1. Each academic unit of the College of Liberal Arts must develop a statement of criteria supplementing those in the Faculty Manual and those outlined here. The statement is to be submitted to the Dean and the Provost and Academic Vice President for review and approval.
  
2. The areas of evaluation in considering candidates for tenure include: (a) classroom and individual instruction and related curricular advising; (b) research, scholarship or creative activity; (c) professional activity; (d) departmental, college, university, and community service; and (e) interaction with colleagues and students. Of these, (a) and (b) are of primary importance, but the others are also significant. Except in instances in which prior written agreement specifies otherwise, or assigned non-instructional duties dictate, tenure will not be recommended unless effectiveness in both instruction and research, scholarship or creative scholarship can be satisfactorily demonstrated.

Under the guidelines above, candidates may expect a diverse range of teaching and service activities to be credited and evaluated, such as, technology-augmented instruction, efforts to promote diversity on campus, student recruitment and mentoring, and branch campus responsibilities. Candidates may also be evaluated for their efforts to design curricula attentive to multiple perspectives and varied learning styles. In view of the responsibility that all faculty share for supporting the university community, evidence of participation in extra-departmental activities (for instance, university events/committees to promote diversity, to distribute scholarships, or to award grants for teaching and research) is expected. Branch campus faculty will be evaluated by the same criteria as faculty on the main campus, with recognition given to the local context of their assignment, which may present somewhat different demands and opportunities.

## Procedures

1. It is the responsibility of each non-tenured faculty member to maintain a record and supporting materials, including the Teaching Portfolio, that bear on the areas identified above. It is the responsibility of the faculty member, with the advice of the chair, to assure that the record presents the case fully, clearly and accurately.
2. In addition to the annual review of all faculty, regular annual reviews shall be conducted to advise and direct progress toward tenure or, for adequate cause, to terminate employment. Evaluations of non-tenured faculty members are to be conducted at the departmental level at least once a year. These are to involve all tenured faculty members. Student evaluations are required except in rare cases where the faculty member did not teach during the review period. The tenured members of the unit are expected to establish how the evaluation is to be accomplished (for example, in an open meeting, in written evaluations of instruction submitted directly to the department chair, or by other appropriate means). Following completion of the evaluations, the department chair is to meet individually with each non-tenured faculty member to discuss results and implications of the evaluation. The purpose of the conference is to aid the faculty member in understanding how tenured members view his or her performance in light of the departmental criteria. A dated, written summary of the discussion of these results and of the implications shall be signed by each non-tenured faculty member and the department chair. The faculty member shall have the right to have a statement concerning this summary permanently attached to the summary. A copy of the signed summary is to be provided to the faculty member. This summary also shall be available, upon request, to each tenured member of the department.
3. Third Year Tenure Progress Review. Satisfactory progress toward meeting tenure requirements must be demonstrated for continued appointment prior to tenure. In addition to the annual reviews, a formal tenure progress review shall be conducted for all faculty members who were initially appointed full time at the level of Assistant Professor. This review normally will occur three years prior to tenure consideration. The tenure progress review shall be conducted by those eligible to perform final tenure evaluations, and follow similar procedures as apply to final tenure consideration (listed below), except for external professional evaluations. The purpose of this review is to identify strengths and deficiencies with regard to progress toward tenure. The results of the tenure progress review shall be made available to the faculty member by the Dean and will reflect the evaluations by the Department, the Dean's Office and the Central Administration.
4. At the time of tenure review, in the last year of the probationary period, the candidate, with the advice of the chair, shall assure that the record is complete. The following shall be included in the confidential file: (a) up-to-date curriculum vitae, (b) Teaching Portfolio, (c) one copy of each book and up to ten articles, scholarly or artistic contributions, and manuscripts in press, (d) confidential letters from at least four well-qualified extramural consultants evaluating the quality of the candidate's published research or other evidences of scholarly or artistic activity, effectiveness, and reputation. The consultants shall be selected by the chair and may include ones suggested by the candidate but shall include at least two who have not been suggested by the candidate. The chair shall provide the background information regarding the qualifications and stature of these external reviewers. Following review of the file, the tenured members shall provide recommendations by way of confidential, signed ballots supplied by the Dean. The chair shall assure that every tenured

member including those on leave has an opportunity to review the record and to complete a nomination ballot.

5. The chair shall collate the results of the balloting and forward them together with documentation (as stipulated above) and his or her own summary and recommendation to the Dean.

6. The Dean presents all tenure cases to the College Advisory Committee which consists of six senior tenured members of the College nominated by department chairs and program directors and selected by the Dean. The members of the committee review and discuss the record of each candidate, the tabulation of the departmental evaluation, and the chair's summary and recommendation, but not the individual faculty ballots. Chairs should exclude from their summary and recommendation any language which would violate the confidentiality of individual faculty members. The Advisory Committee transmits a confidential recommendation for the Dean's consideration.

7. The Dean reviews the cumulative record of each candidate proposed for tenure, and, in the case of branch campus candidates, the branch campus dean also reviews the record.

The Dean then composes and signs a recommendation and forwards it to the Provost; in the case of branch campus candidates, both the Dean and the branch campus dean consult to compose a recommendation which they sign and forward to the Provost.

8. In the case of a decision to deny tenure, the candidate may appeal to the Faculty Status Committee in accordance with the Faculty Manual.

## **PROMOTION**

### Criteria

Each academic unit of the College of Liberal Arts must develop a statement of criteria supplementing those in the Faculty Manual and those outlined here. The statement is to be submitted to the Dean and the Provost and Academic Vice President for review and approval. The basic areas of evaluation are those outlined above for evaluating qualifications for tenure. In addition, the following stipulations apply:

1. Time in rank is not sufficient by itself. Nominations for promotion are based on the quantitative and qualitative characteristics of the candidate's cumulative records.

2. Promotion to the rank of associate professor will depend, in general, upon adequate demonstration of the candidate's sustained effectiveness in instruction, including supervision of graduate student programs when appropriate, scholarly and creative contributions. Where appropriate and available to particular disciplines, faculty may be recognized for efforts at obtaining extramural funds. Expectations contrary to these policies should be based on a written understanding.

3. For promotion to the rank of professor, in addition to the cumulative qualifications already summarized, a candidate must present evidence of national recognition and reputation for scholarly or creative competence. Such competence may be demonstrated, for instance, in a substantial body of publication in refereed journals or other publications which employ rigorous peer review prior to acceptance, publicly reviewed exhibitions or performances, a well-established professional or artistic program, service as an editorial referee or editor of learned journal(s), consultantships, and invitations to societies. Individuals who cannot present a record of continuing effectiveness in instruction, if instruction is part of their assignment, will not be considered favorably for promotion to the rank of professor. As with tenure, expectations contrary to these policies should be based on a written understanding prior to the assessment period.

### Procedures

The procedures of documentation and review for promotion in rank are similar to those outlined for tenure review.

1. Nominations for promotion *normally* will be initiated by the chair. The individual faculty member may initiate his/her promotion to full professor or equivalent. In such cases, that faculty member may request that the file be forwarded to the Provost, even if the Dean's recommendation is negative. In either case, documentation, including letters of evaluation from extramural consultants, will be assembled by the chair and presented for consideration by departmental faculty members in accordance with departmental procedures.
2. The chair (or the Dean in the case of a faculty member submitting his or her own recommendation independently) consults with the appropriate departmental faculty and determines whether to forward a recommendation for promotion and the accompanying documentation.
3. The College Advisory Committee considers all nominations and provides the Dean with recommendations that shall remain confidential to the extent provided by law.
4. The Dean reviews the cumulative record of each candidate proposed for promotion, and, in the case of branch campus candidates, the branch campus dean also reviews the record. The Dean then composes and signs a recommendation and forwards it to the Provost; in the case of branch campus candidates, both the Dean and the branch campus dean consult to compose a recommendation which they sign and forward to the Provost. Recommendations are reviewed by the Provost who determines the final recommendations which are announced to the Board of Regents.

Approved October, 1998

## **Non-Tenure Track (Temporary Faculty) Appointment Promotion Policies and Criteria**

New non-tenure track faculty titles were approved by the Regents in February 2000.

### **Clinical Faculty** (Approved 4/19/2001)

This category is intended to be used widely across the institution for those people who are teaching but do not fit in the Instructor category. This is NOT limited to those who work in clinical settings. Clinical Faculty guidelines were approved by the Faculty Senate on April 19, 2001 (exhibit F).

**Definition:** Faculty whose primary responsibilities are clinical supervision and/or clinical instruction are persons qualified by training, experience or education to direct or participate in specialized university functions as defined within the college and approved by the Provost. Appointments are as clinical assistant professor, clinical associate professor or clinical professor.

These appointments are non-tenured and non-tenure track appointment. The titles are considered "temporary" and subject to the conditions of temporary appointments. Appointments without terminal date carry no expectation of continuing appointment, and may be terminated or non-renewed in accordance with the provisions of the Faculty Manual (see pages 71 and 72). Fixed-term and renewable appointments will be considered temporary and subject to the conditions that govern temporary faculty.

The term "limited" refers to a renewable three-year term.

The term "rolling horizon" applies to a three-year term continuously renewable upon satisfactory annual review; this is available only in the ranks of Associate Clinical Professor and Clinical Professor.

### **Appointment Procedure**

*How do we get (current) faculty into the new categories?*

The chair will negotiate with the affected faculty member and then obtain the agreement of departmental faculty and the dean. The title change will be implemented with a personnel action form and justification signed by the chair and dean directed to Doug Baker, Vice Provost for Academic Affairs.

Affected departments will develop their own guidelines regarding the appropriate responsibilities and performance expectations for clinical faculty.

### **Promotion:**

Promotion of Clinical faculty requires submission of a notebook to take advantage of the regular promotional process following the guidelines released by the Office of the Provost (through the chair and dean, due to the Provost at the end of November). Affected departments must develop guidelines to include appropriate criteria for those promotions. Guidelines must address evaluation of teaching or comparable student contact,

preferably including student evaluations. The guidelines must be approved by the college dean and the Office of the Provost.

**Appointment - Clinical Assistant Professor (salary code 0267):**

Faculty at the rank of Clinical Assistant Professor are on fixed term appointments of up to three years contingent upon College/Department needs and may be reappointed upon satisfactory evaluation as measured by annual performance review; a one-year terminal appointment may be given prior to completion of a three-year term if the annual review is unsatisfactory.

Faculty members are typically not considered for promotion to Clinical Associate Professor prior to the sixth year of service at the rank of Clinical Assistant Professor. At the time the faculty member elects to seek promotion, the Department will conduct a comprehensive tenure style review that involves all clinical, tenure-track, and tenured faculty in the Department at the ranks of Associate and Full Professor.

Faculty may also remain at the rank of Clinical Assistant Professor and be reappointed to subsequent terms at that rank after their sixth year of service, provided satisfactory performance continues.

**Appointment - Clinical Associate Professor (salary code 0268):**

Faculty at the rank of Clinical Associate Professor are on fixed-term appointments of up to three years. Performance reviews will be conducted annually with the possibility of three year rolling horizon renewal based on College/Department needs; a one-year terminal appointment may be given if the review is unsatisfactory.

At the time the faculty member elects to seek promotion to the rank of Clinical Professor, the Department will conduct a comprehensive tenure style review that involves all clinical, tenure-track, and tenured faculty in the Department holding the Full Professor rank. An individual Department, at its discretion, may require external reviews in line with its specific mission.

If promotion to Clinical Professor is not pursued or is not granted, faculty may remain at the rank of Clinical Associate Professor, provided satisfactory performance continues.

**Appointment – Clinical Professor (salary code 0269):**

Faculty at the rank of Clinical Professor are on fixed-term appointments of up to 3 years. Performance reviews will be conducted annually with the possibility of renewal for an additional period designated by the Dean and/or Chair and senior faculty of the Department, but not to exceed three years (i.e., rolling horizon appointment).

**Instructor and Senior Instructor Appointments**

(Approved 10/31/01)

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**Instructor (Salary Code 0260)**

The title Instructor is used for short-term teaching contracts where no indication of rank is intended. The title Instructor implies the appointment is non-permanent and non-tenure track in nature. An Instructor's primary responsibility is teaching undergraduate or clinical courses as defined by the dean. Instructor appointments may be from one to three years and can be renewed indefinitely at the discretion of the University.

### **Senior Instructor (Salary code 0261)**

This rank has been approved beginning 2000/01. Instructors who have successfully completed six years of University service may request promotion to Senior Instructor. Expectations for such appointments must be defined by the college and approved by the Office of the Provost. Senior Instructor appointments are for one to five years and can be renewed indefinitely at the discretion of the University.

### **Promotion to Senior Instructor**

#### **Criteria**

Instructors who have successfully completed six years of University service may request promotion to Senior Instructor. Since the primary responsibility of instructors is undergraduate teaching, the leading criterion of performance evaluation is sustained effectiveness in instruction and mentoring of students. Academic units of the College of Liberal Arts may develop specific performance expectations and additional criteria for this rank. The unit statement of criteria is to be submitted to the Dean and the Provost and Academic Vice President for review and approval.

#### **Procedure**

The procedure of documentation and review for promotion of Instructor faculty to the rank of Senior Instructor requires submission of a notebook following the regular promotional calendar.

1. Nominations for promotion will be initiated by the chair. Documentation will include a cumulative record of annual reviews and teaching evaluations. The chair will forward the assembled documentation and his/her recommendation to the dean.
2. The dean reviews the chair's recommendation and the cumulative record of each candidate proposed for promotion; the dean then makes a recommendation and forwards it to the Provost. In the case of branch campus candidates, the branch campus dean also reviews the record, and the two deans make a joint recommendation to the Provost.
3. Recommendations are reviewed by the Provost who makes the final determinations.