Guidelines and Instructions for the Preparation of Faculty Promotion and Tenure Packets

June 2015

The Promotion and Tenure application should be prepared in electronic form as a single, searchable PDF file, bookmarked by heading. Shown below is the order of the documentation that is required and what the bookmark headings should be:

1. **Faculty Tenure and Promotion Cover Sheet.** This form is located on the Provost’s website: ([http://www.provost.wayne.edu/tenure.php](http://www.provost.wayne.edu/tenure.php)) Please make sure that all required information is filled in and check every item for accuracy.

2. **Dean’s Written Recommendation.** Administrators are expected to write their own evaluations.

3. **School/College Tenure and Promotion Committee’s Written Recommendation.** The recommendation must be signed by the elected Committee representative for the Committee. Note that signatures of all committee members are no longer required, and the committee’s membership should not be listed in the recommendation.

4. **Chair’s Written Recommendation.** Needed only in departmentalized schools and colleges.

5. **Departmental Tenure and Promotion Committee’s Written Recommendation.** Needed only in departmentalized schools or colleges. The recommendation must be signed by the elected Committee representative for the Committee. Note that signatures of all committee members are no longer required, and the committee’s membership should not be listed in the recommendation.

6. **WSU Professional Record.** The format for the WSU Professional Record is detailed in University Policy 01-1 (see [http://fisops.wayne.edu/policy/](http://fisops.wayne.edu/policy/)). A template for the Professional Record is also located on the Provost’s website at: [http://provost.wayne.edu/resources/promotion-tenure.php](http://provost.wayne.edu/resources/promotion-tenure.php)

   The Professional Record must be signed and dated by the candidate on the first page of the form. Note that articles in progress are not “publications.” Publications listed as “forthcoming” or “in press” in the Professional Record must include documentation of that status following the Professional Record Form in section 6. Acceptable forms of documentation include letters of acceptance and email correspondence from an editor or editorial board. Descriptions of creative exhibitions or performances should indicate whether the forum was juried or refereed and whether it had local, regional or national visibility.

   It is important that the applicant indicate his/her contributions in the case of multi-author works. The number of times each publication has been cited should also be included if possible. For each journal important to the application, set forth impact factors (if available) or journal rankings (see below, #15). For multi-investigator grants or contracts, applicants must indicate the portion of the funding that is credited to them and their role on the project (see below, #14).
7. **Personal Statement** (optional). Applicants are strongly encouraged to submit a personal statement of 3–5 pages that addresses how their research, scholarly, or creative work has developed over time and what activities are likely to be undertaken in the future. Applicants with diverse profiles are especially encouraged to discuss how the diverse areas of work may be viewed, in context, as representing a focused program of work. Although comments about how research, scholarly, or creative work inform the applicant’s teaching may be appropriate, the personal statement is not a substitute for, nor should it contain, the detailed discussion of teaching philosophy and activities that is presented in the Teaching Portfolio. Personal statements will be submitted to external evaluators as part of the materials that they receive for review.

8. **Teaching Portfolio**. Teaching portfolios are required as part of the evaluation for tenure and promotion. The portfolio may include peer reviews, innovations and instructional techniques such as syllabi and methods of learning assessment, student research, publications, and professional achievements under faculty direction. However, under no circumstances should the teaching portfolio exceed a total of 20 pages. Appendices should not be used to circumvent the page limitation.

Departments/Colleges must provide a summary of the numerical SET data for each of the three global questions for each course taught in the past five years (six years in the case of applications submitted at the beginning of the seventh year of tenure-track service) at the end of the portfolio. The summary table must be in the standard, certified University format, as shown on the attached sample (see page 4). If SET scores are not available, Departments/Colleges must explain why, and submit (and explain) the best available alternative metric.

9. **Summary of External Evaluators**. This form is located on the Provost’s web site: (http://www.provost.wayne.edu/tenure.php). University Promotion and Tenure factors for faculty require that at least four letters be submitted from external evaluators selected by administrators and committees. These evaluators should be selected for their standing in the field and for their detachment from the candidate. Any relationship to the candidate must be disclosed. It is not appropriate to include close collaborators or co-authors, graduate or postdoctoral advisors, individuals who have previously served as professional referees, or Wayne State faculty. Include a short bibliographic description of each reviewer following the summary form. List only the evaluators whose letters are included in the dossier.

10. **External Evaluators’ Letters (at least four evaluators selected by the unit)**. Submit all letters received, whether or not favorable.

11. **Sample Letter Sent to External Evaluators**. A form letter is located on the Provost’s web site (http://www.provost.wayne.edu/tenure.php). Please include only one sample letter in the application file.

12. **Miscellaneous Information** (optional). This section may include other information the candidate believes will assist reviewers in evaluating the application.
13. **School/College Factors and Departmental Factors** (for departmentalized schools and colleges).

14. **Externally Funded Research.** This form is located on the Provost’s web site ([http://www.provost.wayne.edu/tenure.php](http://www.provost.wayne.edu/tenure.php)) and must be included in all applications. Please check to ensure that the information reported in the Professional Record Form is consistent with the information reported here, especially with respect to funding and the candidate’s proportional effort. For those candidates with no externally funded research, enter “not applicable” in the first row of the form.

15. **List of Publications Forwarded.** This is the numbered list of publications that have been forwarded with the Tenure and Promotion application. Where available, provide journal impact factors for articles important to the tenure/promotion case. In addition, or where impact factors are not available, provide data on journal rankings and/or selectivity, and other indicators of excellence and national/international recognition. Where significant and where the information is available, indicate the number of times a publication has been cited.

The School/College should provide one complete set of Promotion and Tenure applications from the School/College on a single CD or flash drive. The CD or flash drive must be submitted to Veronica Williams in the Office of the Provost no later than Tuesday, January 19, 2016.

Include, in one separate binder or a separate CD or flash drive, one copy of each publication that the applicant would like the committee to consider, numbered to correspond to the numbering of the list contained in tab 15. Do not include these materials in the main application file.
**Q1.** How would you rate the course?

**Q2.** How much have you learned in this course?

Q24. The average "How would you rate the instructor's teaching in this course?"

**SPA.** Before enrolling, I had an interest in the subject matter of this course.

**SPB.** I wanted to take this course.