

**MEMORANDUM**

**To:** Deans

**From:** Stephen Calkins, Associate Vice President for Academic Personnel

**Subject:** Tenure and Promotion Deadlines and Reminders

**Date:** September 4, 2009

Tenure and promotion recommendations are due by January 25, 2010, in the Provost's Office (to Claressa Adams) so they can be forwarded to President Noren by April 19, 2010. The guidelines for this process as well as all necessary forms can be found on the Provost's web site:

<http://www.provost.wayne.edu/tenure.php>

Please use current versions of these forms.

Listed below are a few important things you should consider regarding this process:

- ✓ At least four letters must be submitted from external evaluators selected by administrators and committees. I mention this clear requirement not because it is new but because it has sometimes been ignored. Evaluators should be selected for their standing in the field and for their detachment from the candidate.
- ✓ Note that the "Summary of External Evaluators" form requires specific disclosure of evaluators' "relationship to candidate."
- ✓ Please be sure to use the template for the letter to external evaluators. Remember to enclose a copy of the candidate's curriculum vitae.
- ✓ Do not submit materials with comments written on them. The University Tenure and Promotion Committee should receive clean copies of the packet. Do not indicate the vote tally of the Departmental or School/College committee.

- ✓ The various evaluative statements (1) should clearly state whether or not the candidate meets the standard of excellence separately in teaching, scholarship (or creative professional achievement), and service; (2) should describe the person's performance on each of these criteria and the extent to which that performance conforms to the standard of excellence; and (3) should describe the administrator's or committee's procedure for obtaining, reviewing, and evaluating the evidence. Deans' evaluations should also explain and reference the candidate's unique factors for quality and excellence in a discipline and within the School/College as well as expectations given to faculty seeking promotion and tenure. In making assessments, administrators and committees should refer to academic unit, school/college, and University factors and show whether and how the candidate's credentials conform to those factors. Administrators are expected to write their own evaluations.
- ✓ There must be a student member on the Faculty School/College Tenure and Promotion Committee.
- ✓ It is important that applicants indicate their contributions in the case of multi-author scholarly works. The start and end page numbers must be indicated for each publication. For multi-investigator grants or contracts the applicant must indicate the portion of the funding that is credited to them and their role on the project. List for each grant the annual and total direct and indirect costs, and the start and end dates. Indicate whether the grant is in a no-cost extension.
- ✓ For publications, indicate, if possible, the quality, impact, and prestige of the publication or publisher by including such factors as impact ratings, acceptance rates, intended audience, discipline studies of journal quality, and other indicators of excellence and national/international recognition. The number of times a publication has been cited should also be included, if possible. Descriptions of creative exhibitions or performances should indicate if the forum was juried or refereed and if it has local, regional or national visibility.

If there are questions about the preparation of the packets or what materials have been received by the Provost's Office, please contact me or Claressa Adams (at 577-9001 or [c.adams@wayne.edu](mailto:c.adams@wayne.edu)).