

## **Guidelines and Instructions for the Preparation of Tenure and Promotion Packet**

September 4, 2009 [Corrected]

The Tenure and Promotion packet can be prepared in one of two ways: a paper version can be assembled in a loose-leaf binder divided by an indexing system such as Avery “Ready Index” or in electronic form as a single PDF file, also indexed by topic. Shown below is the order of the documentation that is required and what the index headings should be:

1. **Faculty or Academic Staff Tenure and Promotion Cover Sheet.** This form is located on the Provosts web site: (<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 strongly urged to write their own evaluations.
3. **School/College Tenure and Promotion Committee’s Written 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.
6. **WSU Professional Record.** The format for the WSU Professional Record is detailed in University Policy 2001-01(<http://www.provost.wayne.edu/tenure.php>) and on the Provost’s web site. 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 multi-investigator grants or contracts, applicants must indicate the portion of the funding that is credited to them and their role on the project. Descriptions of creative exhibitions or performances should indicate whether the forum was juried or refereed and whether it has local, regional or national visibility.
7. **Personal Statement** (optional). This statement might include information relating to the applicant’s research program or relevant and important information that is not included in one of the other sections.
8. **Teaching Portfolio.** Teaching portfolios are required as part of the evaluation for tenure and promotion. The portfolio must include the numerical SET scores for the three global questions for each course taught in the last five years and may include student comments, 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.
9. **External Evaluators Summary and Qualifications.** This form is located on the Provosts 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, and relationships to candidate should be disclosed. It is not appropriate to include close collaborators, graduate or postdoctoral advisors, or Wayne State faculty. Include a short bibliographic description of each reviewer and/or a curriculum vitae.

10. **External Evaluators' Letters (at least four evaluators selected by the unit).**
11. **Sample Letter Sent to External Evaluators.** A sample letter is located on the Provosts web site (<http://www.provost.wayne.edu/tenure.php>).
12. **Miscellaneous Information** (optional). This section could include a description of the quality, impact, and prestige of the publications (or publishers) where the applicant has published. This should be documented 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 top ten journals in the applicant's field should be listed if appropriate and available.
13. **School/College Factors and Departmental Factors** (for departmentalized schools and colleges).
14. **Summary of Funded Research.** This form is located on the Provosts web site (<http://www.provost.wayne.edu/tenure.php>). Check to be sure that the information reported elsewhere is consistent with the information reported here.
15. **List of Publications Forwarded.** This is the list of publications that have been forwarded with the Tenure and Promotion packet.

**Because the size of the University Faculty Tenure and Promotion Committee is now 15, the unit will need to provide one original and 16 copies of the binder or 17 copies of the computer disk. These packets must be submitted to Claressa Adams in the Office of the Provost by January 25, 2010.**

**Include in one separate binder one copy of each publication that the applicant would like the committee to view.**