



# Guidelines and Instructions for the Preparation of Academic Staff Tenure and Promotion Packets

Submission Deadline: Monday, March 31, 2025

The Promotion (and Tenure) packet should be prepared and submitted as a single PDF file, bookmarked by heading. All packets should be submitted to the Provost's Office by school/college/division. A full list of required documents can be found on pages two through four (2-4).

All questions regarding promotion and tenure policies, procedures, and submission instructions should be forwarded to the [Office of Faculty Affairs and Development](#). Please do not hesitate to reach out to us.

## Information about the Academic Staff Promotion Process

The promotion process for academic staff is set forth by the AAUP Collective Bargaining Agreement (*CBA*) (Article XXIII.B). Promotions are defined in the CBA as,

“Classifications within the academic staff consist of a general classification title and a series of ranks within that classification. A promotion within an academic-staff classification is an advancement from one sequential level to the next higher level in that classification.”

**Minimum Service & Degree Requirements:** For academic staff there shall be a minimum of three (3) years at each level prior to eligibility for promotion to the next level. In exceptional circumstances and upon the recommendation of the dean/director/vice president and with the approval of the President or their designee, a member of the academic staff may receive a promotion in fewer than three (3) years. All academic staff hired after August 1, 1992, must possess the master's degree or higher to be eligible for promotion to salary grade level III or higher (as defined in Article XII).

**Basis for Promotion Recommendations:** A recommendation for promotion is based upon a candidate's qualifications in light of specific department, division, School/College and University considerations and not primarily upon length of service in rank. Assessments of a candidate's qualifications must take into consideration proven professional abilities, professional experience and potential for continued professional growth and leadership as appropriate to the candidate's current and contemplated ranks.

**Factors:** The University publishes factors that should assist candidates for tenure and promotion to understand the scope and the process of review to which their credentials are subject.

They should help describe to candidates for tenure and promotion some of the activities that may constitute evidence of scholarship, job performance, and professional achievement and service--the criteria for tenure and promotion set forth by the collective bargaining agreement. The factors should be helpful, but are not determinative in suggesting to candidates the kinds of information they should provide to those engaged in reviewing their candidacies for tenure/and or promotion.

In addition to the University Factors, a unit (School, College, or division) where academic-staff personnel are assigned shall delineate, as far as is practical, and in a manner reflecting the particular mission and diverse characteristics of the unit, those factors that will be considered in the evaluation of the candidate's qualifications with respect to the above criteria and those unit factors that may have a bearing on the promotion recommendations.

***For academic staff in tenure/tenure-track positions:*** The assessments of a candidate's qualifications shall be based on excellence in job performance, and excellence in appropriate scholarly and professional achievement.

***For academic staff not on a tenure-track appointment:*** The assessments of a candidate's qualifications shall be based on excellence in job performance. Excellence in professional achievement is also required, but is given secondary weight in promotional decisions. Excellence in scholarly achievement, at the option of the academic-staff member, will be considered but is not required.

***For both tenure-track and non-tenure-track academic staff,*** consideration shall also be given to non-instructional service to the department, division, School/College and/or University and/or public and/or professional service which benefits the University and shall take into consideration such unit, School/College, and University factors as are in force.

## Documents to be included in the Promotion Packet

Shown below is the order of the documentation that is required and what the bookmark headings should be:

1. **Academic Staff Tenure and Promotion Cover Sheet.**
  - a. This form is located on [our promotion and tenure webpage](#). Please make sure that all required information is filled in and check every item for accuracy.
2. **Dean's/Vice President's Written Recommendation.**
  - a. Administrators are expected to write their own evaluations.
3. **School/College Tenure and Promotion Committee's Written Recommendation.**
  - a. In each unit (i.e., School, College, or division), the academic staff shall elect a committee of bargaining-unit academic-staff members holding tenure or employment security status which shall be responsible for evaluating candidates and for making promotion recommendations.
  - b. If there are fewer than three (3) persons on the promotion committee who are eligible to vote, the dean/vice president shall possess the authority and functions of the Academic-Staff Promotion Committee. In such units, the dean/vice president shall consult with those academic-staff members holding tenure or employment security status who hold rank higher than that of the candidate when a candidate is being

- considered for promotion and prior to arriving at a positive or negative decision.
- c. The recommendation must be signed by the elected representative of the Committee. Note that signatures of all committee members are not required, and the committee's membership must not be listed in the recommendation. The Committee vote should not be mentioned in the recommendation.
4. **Director's/Department Chair's/Unit Head's Written Recommendation.**
  5. **Unit/Department Tenure and Promotion Committee's Written Recommendation.**
    - a. The recommendation must be signed by the elected representative of the Committee. Note that signatures of all committee members are not required, and the committee's membership must not be listed in the recommendation. The Committee vote should not be mentioned in the recommendation.
  6. **WSU Professional Record.**
    - a. The template for the [WSU Academic Staff Professional Record](#) is available on our [promotion webpage](#). The professional record should be signed and dated by the applicant on the first page.
  7. **Personal Statement** (*optional; no more than 10 pages*).
    - a. This statement might include information relating to the applicant's career path of relevant and important information that is not included in one of the other sections.
  8. **Teaching Portfolio** (*optional; no more than 20 pages*).
    - a. Not applicable to all applicants; include only if the staff member's regular assignment includes teaching duties.
  9. **Summary of Additional Evaluators.**
    - a. [This form](#) is located on [our promotion and tenure webpage](#). University Promotion and Tenure factors for academic staff require that **at least four letters be submitted from additional evaluators selected by administrators and committees**. The candidate and others may suggest possible names, so long as the actual selections are made by administrators and committees.
    - b. Evaluators "should be selected for their special competence to judge the applicant and for their objectivity regarding the candidate." **Letters from evaluators in addition to the four unit-selected ones, such as evaluators selected by the candidate, may also be considered.**
  10. **Additional Evaluators' Letters** (**at least four evaluators selected by the unit**).
    - a. Submit all letter received, whether or not favorable.
  11. **Professional summaries of additional evaluators** (*1-2 paragraphs*).
    - a. Include a short, biographical description of each evaluator.
  12. **Sample Letter Sent to Additional Evaluators.**
    - a. [A templated letter for academic staff](#) is located on [our promotion webpage](#).

**13. School/College Factors and Unit/Department Factors.**

**14. Miscellaneous Information** (*optional*).

**15. List of Publications Forwarded** (*optional*).

- a. This is the list of publications that have been forwarded with the Tenure and Promotion packet (if any). Not applicable to all applicants.

### Procedures for Requesting Promotion

Academic staff should speak with their immediate supervisors if they are considering applying for promotion. Academic staff are responsible for submitting the following materials to their unit:

1. **Academic Staff Tenure and Promotion Cover Sheet.**
6. **WSU Professional Record.**
7. **Personal Statement** (*optional*).
8. **Teaching Portfolio** (*optional; no more than 20 pages*).
9. **Summary of Additional Evaluators.**
  - a. Applicants should forward any possible external evaluators to their supervisors.
14. **Miscellaneous Information** (*optional*).
15. **List of Publications Forwarded** (*optional*).
16. **Any/all publications to be assessed** (*optional*).

**Once these documents have been submitted to the unit, candidates should not have access to their promotion packets going forward.** Units are responsible for establishing an internal timeline for applications to be reviewed by appropriate evaluators, committees and administrators. Once all evaluations have been completed, the unit is responsible for compiling the remaining required documents for the final promotion packet in the order provided on page two (2).

The application should be compiled as a single-page PDF containing bookmarks by each heading. The school/college/division is responsible for submitting all applications in their unit to the Provost's Office that should be considered by the University's Tenure and Promotion Committee.

### Appeal Procedures

An academic-staff member shall receive, upon request, written notification from the chair/dean/director/vice president (as appropriate) if they are not being recommended for promotion. Academic-staff members may initiate the appeal procedure (described in Sections D.4.b and D.5 of Article XXIII) according to length of full-time service in rank at Wayne State University as graded in Article XII. For promotion to Grade 2 or Grade 3, length of service in rank shall be three (3) years; for promotion to Grade 4, five (5) years; and for promotion to Grade 5, eight (8) years.

**Appeal of the School/College/Division Decision:**

If neither the academic-staff promotion committee nor the dean/vice president recommends promotion, the candidate may, within fifteen (15) days after written notice of the decision, request, in writing, reconsideration by the promotion committee and/or the dean/vice president. The candidate may, at their option, appear before the promotion committee. The candidate may bring with them a member of their unit holding tenure or employment security status.

If on reconsideration the unit promotion committee and/or dean/vice president decide to recommend the candidate for promotion, then the dean/vice president shall notify the candidate of the decisions and shall forward the recommendations in the usual manner. But if after reconsideration the unit promotion committee and the dean/vice president both reaffirm their negative recommendations, the dean/vice president shall notify the candidate of the decision not to recommend promotion and the candidate may, within fifteen (15) days, forward their application for promotion, along with supporting documents, to the President or their designee.

In those units without academic-staff promotion committees and where there is no recommendation for promotion, the candidate may, within fifteen (15) days after written notice of the decision, request reconsideration by the dean/vice president and may, at their option, meet with the dean/vice president. The candidate may bring a member of the academic staff holding tenure or employment security status with them. If after reconsideration the dean/vice president reaffirms their negative recommendation, the candidate may, within fifteen (15) days, forward their application for promotion, along with supporting documents, to the President or their designee.