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

AY 2023-24 Deadline for Submission: Tuesday, January 9, 2024

The Promotion (and Tenure) packet should be prepared and uploaded using the SmartPath Workflow System. All questions regarding promotion and tenure policies and procedures, or about the SmartPath system, should be forwarded to the Office of Faculty Affairs and Development. Please do not hesitate to reach out to us.

Information about the Faculty Promotion Process

The promotion and tenure process for faculty is set forth by the AAUP Collective Bargaining Agreement (*CBA*) (Articles XXII and XXIII). Faculty and administrators should take note of the following:

Minimum Service Requirements for Tenure: Any member of the faculty or of the academic staff who is on a tenure-track appointment and has completed more than three (3) years of tenure-track service at Wayne State University or has three (3) years of credited prior service and more than two (2) years of fulltime service at Wayne State University and is otherwise eligible must upon application be considered as a candidate for tenure and formally assessed. Highly qualified individuals may be recommended for tenure regardless of their length of service.

Basis for Promotion Recommendations: A recommendation for promotion is based upon a candidate's qualifications in the light of specific department, School/College, and University considerations and not primarily upon length of service in rank. The assessments of a candidate's qualifications shall be based upon excellence in teaching and in scholarly achievement or, for a candidate in the creative or performing arts, in creative professional achievement. Consideration shall also be given to non-instructional service to the department, School/College, and/or University and/or public and/or professional service which benefits the University.

Factors: The University publishes factors that should assist candidates for tenure and promotion to understand the scope and the process of assessment and evaluation 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, teaching, and service—the criteria for tenure and promotion set forth by the collective bargaining agreement.

Each department in the Departmentalized Schools/Colleges and each of the Non-Departmentalized Schools/Colleges 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 criteria mentioned above and to those department and School/College factors that may have a bearing on the promotion recommendations. The factors shall distinguish among teaching, scholarship and service. However, such factors are not to be interpreted as standards.

Process for Submitting Faculty Promotion Applications

Faculty should speak with their immediate supervisors if they are considering applying for promotion. Below is the order of documents that must be submitted at each level, and by whom. You cannot proceed to the next section of the workflow until all items in the previous section(s) have been complete. ***All documents should be uploaded into the system as PDF files.***

I. Beginning the Promotion & Tenure Workflow
Must be completed by the Department or Unit
1. Log into SmartPath using your WSU credentials.
    a. If you do not have access to SmartPath, please contact your Business Affairs Officer (BAO), or the Office of Faculty Affairs and Development.
2. After you have logged-in, click "Roster" at the top of the page.
3. While on the "Roster" page, look for and click on the faculty member's name that will be applying for promotion. A new page should appear when you click on their name.
4. On the right-hand side of the screen, you should see a drop-down menu titled "Actions." Using that drop-down menu, click on "Promotion…"
5. A new screen will appear with two drop-down menus.
    a. Select Title – Select the title the faculty member would receive if promoted. If the candidate is only applying for tenure, choose their current rank.
    b. Workflow – Select your School/College from the drop-down list.
6. After making your selections, the promotion workflow will be created for the faculty member.

II. Promotion Information
Must be completed by the Department or Unit
1. Promotion & Tenure Information – You will be prompted to answer two questions:
    a. Is this faculty member going up for promotion, tenure, or promotion and tenure? – Please select the appropriate response.

    b. This P&T packet needs to be reviewed by: – Please select the appropriate response.
        i. The department chair (or equivalent in non-departmentalized colleges).
            1. If a department committee will not be reviewing this packet, but the department chair will, please select this option.
        ii. The department chair (or equivalent in non-departmentalized colleges) and the department committee.
            1. If both the department committee and department chair will be reviewing this packet, please select this option.
        iii. Neither. We do not have a department chair (or equivalent in non-departmentalized colleges) or a department committee.
            1. If the packet should be forwarded directly to the School/College/Unit's committee, please select this option.

2. Confirm Title for Promotion & Tenure – Please select the title

3. Faculty Promotion & Tenure Coversheet – Please complete all appropriate fields.

4. Email Faculty Member – This step will notify the faculty member they are now able to access to workflow to submit their portion of documents to be reviewed.

III. Faculty Documents:
Must be completed by the Faculty Member
1. WSU Professional Record / CV – Upload your [WSU Professional Record](#).
   a. Any faculty member who needs to update their CV **after** it has been submitted should contact their department chair.
   b. 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.
   c. If a School/College and/or Department wishes to require the following items because it is appropriate for their discipline, they are encouraged to do so, but note the following are not required by the University:
      i. An applicant's contributions in the case of multi-author works.
      ii. The number of times each publication has been cited.
      iii. Journal impact factors or journal rankings.

2. WSU Professional Record / CV Attestation – This screen confirms that your professional record is up-to-date.

3. Personal Statement (*5-page maximum; optional*)
   a. 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.

4. Numbered List of Publications
   a. 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.

    b. If possible, publications should be electronically linked on this page.

5. Publications, Reprints, etc. (*limited to 20 uploads)*
    a. Any publication that **cannot** be electronically linked on the "Numbered List of Publications" should be uploaded here.

6. Submit to Department – This notifies the department the faculty member has completed this portion of the required documents.

IV. Additional Faculty Documents:
Must be completed by the Faculty Member or Department
1. Teaching Portfolio (*20-page maximum*)
    a. Teaching portfolios are required as part of the evaluation for tenure and/or 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, nor should additional teaching information be included in the miscellaneous section, to circumvent the 20-page limitation.

2. Longitudinal SET Report
    a. 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). The summary table must be in the standard, certified University format, as shown on the attached sample (SET004_Longitudinal Report; see page 10). If SET scores are not available, Departments/Colleges must explain why, and submit (and explain) the best available alternative metric.

3. Miscellaneous Information
    a. This section may include other information the candidate believes will assist reviewers in evaluating the application.
    b. All documents must be uploaded as a single PDF.

4. Externally Funded Research
    a. This form is located on the Provost's Office web site 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.

5. Submit Additional Documents to Department – This step will submit all faculty documents to the department. ***Once this step has been completed, faculty will no longer be able to access/edit/view their packets unless given permission by the department/college.***

V. Review and Evaluations:
Must be completed by the Department
1. Require Revisions
   a. If any document needs to be revised and reuploaded by the faculty member, please use this screen to request the new documents.

2. Department Factors (if departmentalized) – Upload your department's P&T factors here.

3. School/College Factors – Upload your School/College's P&T factors here.

4. External Evaluation Letter Form – This screen asks questions about the faculty member to generate a letter to external evaluators.

5. Summary of External Evaluators – This screen allows you to add external evaluators' personal information
   a. University Promotion and Tenure factors for faculty require that at least **four** letters be submitted from external evaluators selected by administrators and committees (see Promotion and Tenure Procedures & Factors for Faculty III & IV). 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, or Wayne State faculty.
   b. Click "Add List of References…" to add a new external evaluator and complete all applicable fields.

6. Request Participation – This screen will allow you to ask external evaluators to review the candidate's P&T packet, before they receive any materials.
   a. Click "Add Evaluator…" to add a new external evaluator to contact.
   b. Click "Import Evaluator…" to add one of the external evaluators from Item #4.

7. Manage External Evaluations – This screen allows you to manage the evaluations and biographies received from external evaluators.
   a. Click "Add Evaluator…" to add a new external evaluator to contact.
   b. Click "Import Evaluator…" to add one of the external evaluators from Item #4.
   c. Use the "Action" button next to each evaluator to manage their documents.
      i. Using this menu will allow you to send the candidate's materials to the evaluator, request their evaluation, and upload their biographies.
   d. If you have received the evaluation outside of the system, you will need to add the evaluator to this screen and upload their evaluation using the "Action" button.

8. View Promotion & Tenure Packet – View the P&T Packet with the materials submitted at this point.

9. Submit to Department Committee/Department Chair/School/College – Depending on how Question II.2 was answered, this will submit the packet to the next level that needs to evaluate the candidate.

VI. Internal Reviews – Please note not all sections apply to all candidates.
__Each section will be completed by the appropriate administrator__

1. Choose Department Committee – Use this screen to choose which department committee member(s) should receive the promotion packet.
   a. Review our guidelines on the committee picker for more information on how to manage this screen.

2. Manage Committee Members – This will allow you to release the packet to the selected committee members.

3. Department Committee's Written Recommendation – Upload the committee's recommendation letter here.
   a. Needed only in departmentalized schools or colleges. 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. Department Committee's Decision – Use this screen to indicate whether or not the committee recommends the candidate for promotion and/or tenure.

5. Submit Department Committee Recommendation – This will submit the packet to the Department Chair for their recommendation.

6. Chair's Written Recommendation – Upload the chair's recommendation letter here.
   a. Needed only in departmentalized schools and colleges. Chairs are expected to write their own evaluations.

7. Joint Chair's Written Recommendation – Upload the joint chair's recommendation letter here.
   a. Needed only in departmentalized schools and colleges. Chairs are expected to write their own evaluations.

8. Chair's Decision – Use this screen to indicate whether or not the chair recommends the candidate for promotion and/or tenure.
   a. If no is selected for any of the questions on this screen, you will be prompted to provide additional information. If both the department committee and the department chair disapprove this action, the candidate must be offered the

opportunity to appeal the decisions. [*See Appeal Procedures for additional information*]

    i. You will be asked if an appeal notification required.

        1. If yes is selected, please enter the date candidate was notified in writing of the appeal opportunity.

9. Submit Department Chair Recommendation – This will submit the packet to the School/College Committee for their recommendation.

10. Choose School/College Committee – Use this screen to choose which department committee member(s) should receive the promotion packet.
    a. Review our guidelines on the committee picker for more information on how to manage this screen.

11. Manage Committee Members – This will allow you to release the packet to the selected committee members.

12. School/College Promotion & Tenure Committee's Written Recommendation – Upload the committee's recommendation letter here.
    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.

13. School/College Committee's Decision – Use this screen to indicate whether or not the committee recommends the candidate for promotion and/or tenure.

14. Submit School/College Committee Recommendation – This will submit the packet to the Dean for their recommendation.

15. Dean's Written Recommendation – Upload the Dean's recommendation letter here.
    a. Administrators are expected to write their own evaluations.

16. Dean's Decision – Use this screen to indicate whether or not the committee recommends the candidate for promotion and/or tenure.
    a. If no is selected for any of the questions on this screen, you will be prompted to provide additional information. If both the department committee and the department chair disapprove this action, the candidate must be offered the opportunity to appeal the decisions.

    i. You will be asked if an appeal notification required.

        1. If yes is selected, please enter the date candidate was notified in writing of the appeal opportunity.

17. Submit Dean Recommendation – ***This will submit the P&T packet to the Provost's Office for University Consideration.***

Appeal Procedures for Tenure

Appeal of Department Tenure Decisions for Faculty:

If neither the department committee nor the department chair or administrator of equal function recommends tenure, the candidate may, within fifteen (15) days after written notice of the decisions, request, in writing, a reconsideration of the decision by the department tenure committee and/or by the chair. The candidate may, at his/her option, appear before the committee.

If on reconsideration the chair and/or the department tenure committee decide to recommend the candidate for tenure, then the chair shall notify the candidate of the decisions and shall forward the recommendations in the usual manner. But if after reconsideration the chair and the department tenure committee both reaffirm their negative recommendations, then the chair shall notify the candidate of the decision not to recommend tenure.

In the event that neither the department committee nor the chair or administrator of equal function recommends the granting of tenure to a candidate, the candidate may, within fifteen (15) days after written notice of the decision, request the chair or administrator of equal function to forward to the dean/director of the School/College his/her application for tenure which was submitted to the department, along with supporting documents. The candidate may forward, through the chair or SmartPath system, whatever additional material s/he deems appropriate. The candidate may also designate two (2) tenured faculty members to appear before the School/College committee in his/her behalf.

The dean and the School/College committee will consider the application in the normal manner.

Appeal of the School/College/Division Decision:

If neither the School/College committee nor the dean/director recommends tenure, the candidate may, within fifteen (15) days after written notice of the decision, request, in writing, reconsideration by the School/College tenure committee and/or the dean. The candidate may appear before the School/College committee along with the department's committee representative or, in the event that the departmental committee did not recommend tenure, a tenured faculty member.

If on reconsideration the dean and/or the School/College tenure committee decide to recommend the candidate for tenure, then the dean shall notify the candidate of the decisions and shall forward the recommendations in the usual manner. But if after reconsideration the dean and the School/College tenure committee both reaffirm their negative recommendations, then the dean shall notify the candidate of the decision not to recommend tenure.

In those Schools/Colleges which are the initiating units, the faculty members denied tenure shall have the right to appeal the decisions to the President or his/her designee and the University Faculty Tenure and Promotion Committee.

Appeal Procedures for Promotion

A faculty member or academic-staff member shall receive, upon request, written notification from the chair/dean/director/vice president (as appropriate) if s/he is not being recommended for promotion.

Initiation of Appeal Procedures

According to length of full-time service in rank at Wayne State University, faculty members may initiate the appeal procedures described in Sections D.3, D.4.a, and D.5 of Article XXIIII in the AAUP Collective Bargaining Agreement. Length of full-time service in rank as follows—instructor, lecturer, after three (3) years in rank; assistant professor, after five (5) years in rank; and associate professor, after eight (8) years in rank.

Appeal of Faculty Department Decisions:

If neither the department committee nor the department chair (or administrator of equal function) recommends promotion, the candidate may, within fifteen (15) days after written notice of the decisions, request, in writing, a reconsideration of the decision by the department promotion committee and/or by the chair. The candidate may, at his/her option, appear before the committee.

If on reconsideration the chair and/or the department promotion committee decide to recommend the candidate for promotion, then the chair shall notify the candidate of the decisions and shall forward the recommendations in the usual manner. But if after reconsideration the chair and the department promotion committee both reaffirm their negative recommendations, then the chair shall notify the candidate of the decision not to recommend promotion.

In the event that neither the department committee nor the chair recommends promotion of a candidate, the candidate may, within fifteen (15) days after written notice of the decision, request the chair to forward to the dean/director of the School/College his/her application for promotion, which was submitted to the department, along with supporting documents. The candidate may forward, through the chair or SmartPath system, whatever additional material s/he deems appropriate. The candidate may also designate two (2) tenured faculty members to appear before the School/College committee in his/her behalf.

The dean and the School/College committee will consider the application in the normal manner.

Appeal of the School/College/Division Decision:

If neither the School/College committee nor the dean/director recommends promotion, the candidate may, within fifteen (15) days after written notice of the decision, request, in writing, reconsideration by the School/College promotion committee and/or the dean. The candidate may appear before the School/College committee along with the department's committee representative or, in the event that the departmental committee did not recommend promotion, a tenured faculty member.

If on reconsideration the dean/director and/or the School/College promotion committee decide to recommend the candidate for promotion, then the dean/director shall notify the candidate of the decisions and shall forward the recommendations in the usual manner.

In those Schools/Colleges, which are the initiating units, the faculty members denied promotion shall have the right to appeal the decisions to the President or his/her designee and the University Faculty Tenure and Promotion Committee.

Sample SET Report in Standard, Certified Format (SET004_Longitudinal_Report).

This report is available in Academica. Visit https://testing.wayne.edu/evaluation

for more information.

Instructor: ••••••••
Access ID: ••••••
College: ••••••••••••••••••

Testing, Evaluation and Research Services
Longitudinal Report

As Of: Jun 22, 2015
Time: 3:02:51 P
Report ID: SET00

Semester	Department	Course	CRN	Response	Response Rate	Mean of Q1	Mean of Q2	Mean of Q24	Mean Sum	Department Mean Sum	SPA Mean	SPB Mean	SP Mean Sum
Fall 2013	•••••	•••2820	X	5 of 13	38.5%	4.6	4.6	4.8	14.0	12.8	5.0	5.0	10.0
Winter 2013	•••••	•••2820	X	13 of 16	81.3%	4.8	4.5	4.8	14.1	12.8	4.5	4.5	9.0
Winter 2013	•••••	•••2887	X	6 of 7	85.7%	4.8	4.8	4.7	14.3	12.8	5.0	5.0	10.0
Fall 2012	•••••	•••2820	X	14 of 18	77.8%	4.9	4.5	4.9	14.3	12.8	4.8	4.9	9.8
Fall 2012	•••••	•••2885	X	8 of 8	100.0%	5.0	5.0	4.8	14.8	12.8	5.0	5.0	10.0
Fall 2012	•••••	•••5130	X	5 of 7	71.4%	4.2	4.0	4.6	12.8	12.8	4.3	4.3	8.5
Winter 2012	•••••	•••2820	X	15 of 17	88.2%	5.0	4.7	4.9	14.6	13.4	4.9	4.9	9.8
Winter 2012	•••••	•••5120	X	10 of 10	100.0%	4.8	4.8	4.7	14.2	13.4	4.9	4.9	9.8
Fall 2011	•••••	•••2820	X	13 of 19	68.4%	5.0	4.6	4.9	14.6	13.1	4.8	4.8	9.6
Fall 2011	•••••	•••2885	X	5 of 6	83.3%	5.0	5.0	5.0	15.0	13.1	5.0	5.0	10.0
Winter 2011	•••••	•••2820	X	9 of 10	90.0%	4.9	4.7	4.9	14.4	13.1	5.0	5.0	10.0
Winter 2011	•••••	•••2887	X	9 of 9	100.0%	4.9	5.0	4.8	14.6	13.1	5.0	4.8	9.8
Fall 2010	•••••	•••2820	X	13 of 16	81.3%	5.0	4.9	4.8	14.7	13.2	5.0	5.0	10.0
Fall 2010	•••••	•••5130	X	8 of 8	100.0%	4.9	5.0	4.9	14.8	13.2	4.7	4.7	9.4
Winter 2010	•••••	•••2820	X	14 of 14	100.0%	5.0	4.8	4.8	14.6	13.2	4.8	4.8	9.6
Winter 2010	•••••	•••2887	X	10 of 11	90.9%	4.9	4.9	5.0	14.8	13.2	4.9	4.6	9.5
Winter 2010	•••••	•••5120	X	12 of 12	100.0%	4.8	4.8	4.7	14.2	13.2	4.8	4.9	9.7
Fall 2009	•••••	•••2820	X	13 of 15	86.7%	5.0	4.8	5.0	14.8	13.3	5.0	5.0	10.0
Fall 2009	•••••	•••2885	X	10 of 12	83.3%	5.0	4.8	5.0	14.8	13.3	4.9	4.9	9.8
Fall 2009	•••••	•••5130	X	5 of 5	100.0%	5.0	5.0	5.0	15.0	13.3	5.0	5.0	10.0
Winter 2009	•••••	•••2820	X	12 of 13	92.3%	5.0	4.9	5.0	14.9	13.1	4.6	4.6	9.3
Winter 2009	•••••	•••2885	X	7 of 7	100.0%	5.0	5.0	4.9	14.9	13.1	4.9	4.7	9.6
Fall 2008	•••••	•••2820	X	11 of 13	84.6%	5.0	4.9	4.9	14.8	13.5	5.0	4.8	9.8
Fall 2008	•••••	•••2885	X	8 of 9	88.9%	5.0	4.9	5.0	14.9	13.5	5.0	5.0	10.0
Fall 2008	•••••	•••5130	X	7 of 8	87.5%	4.8	5.0	4.5	14.3	13.5	4.7	4.8	9.5
Fall 2008	•••••	•••5130	X	7 of 8	87.5%	4.8	5.0	4.5	14.3	13.5	4.7	4.8	9.5
Winter 2008	•••••	•••2820	X	12 of 15	80.0%	5.0	4.9	5.0	14.9	13.0	5.0	5.0	10.0
Winter 2008	•••••	•••2885	X	5 of 5	100.0%	5.0	5.0	4.8	14.6	13.0	5.0	4.7	9.7
Fall 2007	•••••	•••2820	X	11 of 14	78.6%	4.9	4.8	4.9	14.6	13.2	4.9	4.9	9.8
Fall 2007	•••••	•••5130	X	5 of 5	100.0%	5.0	5.0	5.0	15.0	13.2	5.0	5.0	10.0

Q1.How would you rate this 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.