



College of Fine, Performing and Communication Arts
Office of the Dean
5104 Gullen Mall
Detroit, MI 48202
(313) 577-5342
(313) 577-5355 Fax

CFPCA PROMOTION AND TENURE FAQs

See also <https://provost.wayne.edu/resources/academic-personnel/promotion-tenure>

I. WSU PROFESSIONAL RECORD

- a. **Q: for citations of published or presented work in the WSU professional record, are annotations acceptable to clarify the status of the publisher, public forum, or apportionment of responsibility?**
 - i. A: Yes, in fact this may be the best way to clarify something in a given citation. Annotations can include number of citations, primary investigator or percentage of authorship, impact factors, journal rankings/selectivity, and similar indications of excellence.
 - ii. Annotations should be included in both Tab 6 (Professional Record) and Tab 15 (List of Publications Forwarded). Numbering should always correspond with the Professional Record.
- b. **Q: In the Professional Record template, there is no stated five-year restriction for III. PUBLICATION. How much if any of Scholarly/Creative Activity may be included in the Professional Record from before the five-year limit?**
 - i. A: Department and university factors state that only work completed while at WSU will be considered as official evidence. For 6th- or 7th-year P&T applications, *significant* previous work may be included in the Professional Record, but judiciously. As a rule, for promotion to Professor there is an expectation of “accomplishments since promotion to Associate Professor” or a five-year period if it has been more than more than six or seven years since the last promotion.
- c. **Q: Are tenure-track clock interruptions considered in P&T applications?**
 - i. A: Official tenure-track clock interruptions are not counted or weighed in any way when evaluating applications for promotion and tenure. Such interruptions must be accounted for, however, in the Binder 1 application coversheet.
- d. **Q: How should publications be listed?**
 - i. A: *Please number all publications consistently throughout both binders.* This numbering starts with the Professional Record in TAB 6, and continues in the list of publications forwarded in TAB 15 and the cover page for Binder 2. Consistent numbering provides committees with quick, trouble-free references to individual publications.
 - ii. For items “in press,” a letter of acceptance must be included immediately following the Professional Record. Please note the publication numbers (from the Professional Record) on these letters.

- iii. For co-authored papers, it is important for the committee to receive information about the disciplinary norms for single authorship vs. co-authorship, the significance of authorship order in publications, and relative contributions of the authors (in the case of two or more senior authors). Where the co-authors are graduate students or postdoctoral fellows working on a project directed by the candidate, a statement to this effect should be included in the file.

e. How should grants be listed?

- i. State the granting agency, the name of the grant, the funds received and the period of performance for any grant. Be specific about the dollar value of the grant funds—is it stated as direct or total cost, annual or total award? Simply noting that a grant has been received from X, Y, or Z provides insufficient information. A recommended format is: Granting Agency, Title of Grant, Start/End Date, Total Amount (direct/indirect)

f. Q: What should be included in TAB 8-Teaching Portfolio and how should it be organized?

- i. A descriptive statement including one or two pages of the faculty member's teaching philosophy, objectives, and self-appraisal items. Also, peer reviews, innovations and instructional techniques such as syllabi and methods of learning assessment, student research, student publications, and student achievements under faculty direction. *However, under no circumstances should the teaching portfolio exceed 20 pages [NOT including SET Summary]. Appendices should not be used, nor should additional teaching information be included in section 12, to circumvent the 20-page limitation.*
- ii. 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 TAB 8-Teaching Portfolio.

II. EXTERNAL EVALUATORS' PACKETS

a. Q: What is included in the External Evaluators' packets?

- i. A: External evaluators receive only a copy of a then up-to-date WSU Professional Record Form, a candidate's personal statement (if one is available), and evidence of scholarly or creative activity.

b. Q: Does the External Evaluators' packet include the final version of the Personal Statement? (see also VI below)

- i. A: Not automatically. This may be a draft version, however, subject to final revisions to be included in the University application.

c. Q: Who chooses the External Evaluators and how is the list prepared?

- i. A: See, Promotion and Tenure Procedures and Factors for Faculty, III. https://provost.wayne.edu/pdf/university_factors_facultyrev2014.pdf

d. Q: What format should the Chair's letter use for External Evaluators' packets?

- i. A: The Chair must use the template letter available from the Provost Office website. Any changes to the template must be approved by the Dean/Associate Dean.

e. Q: For the External Evaluators' packets, may a personal CV be used in lieu of a WSU

Professional Record?

- i. A: No. Neither in place of the WSU Professional Record nor as a supplement to it. See II.a.1.
- f. ***Q: Are departmental P&T factors required for the External Evaluators' packets?***
 - i. A: Departmental Factors are not required by the University for the External Evaluators' packets, although they may be included with the other information. If an evaluator specifically requests our factors, they may be sent. However, External Evaluators DO NOT determine whether applicants meet or exceed our factors; that determination is up to the University reviewers.
- g. ***Q: Should the Teaching Portfolio, TAB 8, be included in External Evaluators' packets?***
 - i. A: Under no circumstances should the Teaching Portfolio (TAB 8) be submitted to External Evaluators.
- h. ***Q: For choosing External Evaluators, the University Factors Statement says, "...dissertation chairs, co-authors or co-investigators, referees for employment at Wayne State, or other individuals with a conflict or apparent conflict of interest must be avoided." Is there is a similar restriction regarding former teachers or colleagues?***
 - i. A: The answer is implicit in the statement above: "or other individuals with a conflict or apparent conflict of interest..." What concerns the College and University P&T Committees is letters that begin, "I have known Prof. Smith for nearly thirty years and remember her as my best student." and similar statements. Even if an External Evaluator has met the applicant only in passing, briefly and casually, then "Relation to Applicant" should state "Professional Acquaintance."
- i. ***Q: What rank should External Evaluators hold at their home institutions?***
 - i. A: "Evaluators should be tenured associate professors or professors at institutions with similar or superior degree and research profiles to Wayne State University (see section V, below). Letters submitted in support of applications for promotion to professor should be solicited only from tenured professors at institutions with similar or superior degree and research profiles to Wayne State University" (University Factors Statement IV).
- j. ***Q: What is the minimum number of External Evaluators?***
 - i. A: Each application must contain at least four External Evaluators. Additional evaluator letters may be included, but the summary form must indicate who chose the added evaluator. Typically, 5-7 letters are forwarded, with no more than one chosen by the candidate.

III. Binder 1, TAB 7, PERSONAL STATEMENT

- a. ***Q: How long should the Personal Statement be?***
 - i. A: Maximum of 5 pages.
- b. ***Q: What information should be included in the TAB 7?***
 - i. A: The Personal Statement should explain how your "research, scholarly, or creative work has developed over time and what activities are likely to be undertaken in the future."

- c. Q: *My Research/Creative Activities profile is wide-ranging and overlaps traditional disciplinary boundaries. How should this be explained in the Personal Statement?***
 - i. A: “Applicants with diverse [wide-ranging] profiles are especially encouraged to discuss how the diverse areas of work may be viewed, in context, as representing a focused program of work.”
- d. Q: *My Research/Creative Activity relates to my Teaching in significant ways. How should this be treated in the Personal Statement?***
 - i. A: “Although comments about how research, scholarly, or creative work inform [relate to] 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 [teaching] activities that is presented in the Teaching Portfolio.”
- e. Q: *What is the difference between the Personal Statement for University evaluation and that used for External Evaluators?***
 - i. A: No difference, except the statement intended for External Evaluators may be amended for University use as needed.

IV. Binder 1, Tab 8, Teaching Portfolio

- a. Q: *What if the SET scores in the SET004 Longitudinal Report are not accurate? For example, the number of seats for my class may be set at 100 but I may have only 20 students? Alternatively, the SET scores for a team-taught course may not be separated for each teacher.***
 - i. A: Talk to your Chair.
- b. Q: *What should I do if—contra AAUP/AFT Agreement—scores for team-taught courses are included (not individualized) in my SET scores?***
 - i. A: Talk to your Chair.

V. Binder 1, TAB 15, LIST OF SCHOLARLY/CREATIVE WORK FORWARDED

- a. Q: *How should the items be organized in TAB 15-List of Publications Forwarded?***
 - i. Please assign numbers in this list to correspond with the WSU Professional Record.
- b. Q: *May reviews be included in TAB 15?***
 - i. A: Reviews do not belong in TAB 15, at least as individual items, since this list is directly extracted from the Professional Record. Reviews should probably be listed in conjunction with the activity as it is listed in the WSU Professional Record. If necessary, reviews by themselves may be submitted as part of the Miscellaneous Information in TAB 12, where they should be associated with a specific activity *just as it is listed in the Professional Record*.

VI. BINDER 2, LIST OF PUBLICATIONS (SCHOLARLY/CREATIVE WORK) FORWARDED

- a. Q: *How should the items in Binder 2-Publications, reprints, etc. be organized?***
 - i. Please assign numbers to the items in Binder 2 to correspond with , TAB 6 and TAB 15. A copy of the TAB 15 list should be included in Binder 2 as a cover sheet.
- b. q: *Which publications (scholarly/creative work) may be included in external evaluators’ packets?***
 - i. A: The faculty member and Chair are jointly responsible for presenting the best scholarly/creative work to the External Evaluators. For that reason,

External Evaluators should receive a *representative sampling* of the best scholarly/creative work, while also being presented in a form that allows them to review and comment on the work with sufficient understanding. The final decision is between the Chair and the Dean/Associate Dean.

c. Q: How should Binder 2 be formatted?

- i. Formatting of Binder 2 is a joint decision between the Chair and applicant. If the list of works in TAB 15 includes URL links to publications, the packets do not need to include offprints or PDFs of the full publications, but the URL links must be active. If audio or video evidence is to be submitted to External Evaluators, it should be in Adobe format (flash drive or audio-video CD), comprising a list all the items to be considered for review.

d. Q: What is the time limit for materials included in Binder 2?

- i. A: Materials in Binder 2 (Publications Submitted with the Application) should be limited to work at WSU, 5-7 years for tenure applications, and 5 years (or time-since-last promotion if that time has been sufficiently productive) for applications to Professor.

e. Q: May videos be included with Binder 2?

- i. A: Adobe format flash drives or CDs may submitted with Binder 2. A single PDF containing individual PDFs for each item. Adobe "Portfolios" are not acceptable. Alternatively, the TAB 15 insert could include a URL to a video from a website. However, any such links must be active throughout the entire P&T review period.

VII. Additions to Binders

a. Q: What is the latest that an addition can be made to a binder?

- i. A: Faculty members should alert the Dean's Office that they would be adding something to their binder(s). It must be added no later than the week before P&T materials are due to the Provost's Office. Check with the College's Academic Coordinator to confirm the exact date.