



**WAYNE STATE
UNIVERSITY**

**College of Fine, Performing and Communication Arts
Office of the Dean**
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**FAQs for Employment Security Status
Revised December 2024**

Q-What items do I need to submit for ESS?

- Please prepare one flash drive with tabs 1, 4-9. The flash drives are due in the Dean's Office six months prior to your contract end date. The department will add the items for Tab 3, Department Chair's Written Recommendation; the college will add tab 2, College Committee's written recommendation.

Q-Explain how the process works with the requests for Evaluator letters.

- Evaluators "should be selected for their special competence to judge the applicant and for their objectivity regarding the candidate." Members of the College Academic Staff ESS and Promotion Committee cannot write a recommendation letter for the candidate since they will be reviewing the application.
- Faculty can serve as evaluators.
- Generally, evaluators are other University staff that the candidate interacts with. If Academic Staff, it does not matter what their rank is. The candidate's Professional Record and Personal Statement should be attached. A template is on the college website.
- Former faculty and employees can serve as evaluators.
- The college suggests 4-6 letters.

Q-Can I revise the ESS Cover Sheet since it has Academic Advisor on it?

- Yes, you can change to ESS Cover Sheet to Academic Services Officer.

Q-Can I submit a CV?

- The WSU Professional Record must be used instead of a CV. Information should be in chronological order, most recent first. Signed and dated by the applicant on the first page.

Q-How many pages should my Personal Statement be and in what format should it be in?

- Personal Statement should be 3-5 pages. It is helpful to use headers based on the Factors. Job Performance; Professional Achievement; Service; Scholarly and Creative Achievement.

- Font size for Personal Statement; 1" margins, pages numbers, a standard font at 12 point. Not in the guidelines, but a good general rule.

Q-Can you clarify Tab 5 - Evaluations from Previous Four Years

- You must include copies of your **annual reviews**, not the selective salary merit narrative.

Q-If granted ESS, what is the effective date?

- ESS is effective on the Academic Staff employee's anniversary date.

Q-Can a member of the College Academic Staff ESS and Promotion Committee write a recommendation letter for ESS?

- No. Members of the College Academic Staff ESS and Promotion Committee cannot write a recommendation letter for the candidate since they will be reviewing the application.