



**WAYNE STATE
UNIVERSITY**

**College of Fine, Performing and Communication Arts
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**FAQs for PROMOTION
Revised December 2024**

Q-What items do I need to submit for Promotion:

- Please prepare flash drive with tabs 1, 6-9 and 14-16.
- Either the candidate or the department can type up the sheet for Tab 11- Professional summaries of additional evaluators. Include the short, biographical description of each evaluator, in alphabetical order to match the names in Tab 9. 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 one, such as evaluators selected by the candidate, may also be considered. 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. The candidate's Professional Record and Personal Statement should be attached. The Chair/Director/Assistant Dean will add the review letters to the flash drive once they receive the completed flash drive from the candidate.
- The department will add the items for Tab 4-Department Chair's Written Recommendation; Tab 10 the Additional Evaluators' Letters.

Q-Items listed on Coversheet vs Guidelines for tabs:

If a tab does not pertain to you, skip the tab. Generally, Tab 8-Teaching Portfolio and Tab 15-List of Publications Forwarded are skipped. For Tab 5-Unit Promotion and Tenure Committee's Written Recommendation - include tab with a sheet that reads: Not applicable for CFPCA if your department does not have a committee.

Q-What is the difference between Tab 9 and Tab 11?

- Tab 9-Summary of Additional Evaluators is the summary sheet provided on the Provost's website that lists the evaluators. Tab 11-Professional summaries of additional evaluators is the list of evaluators with their bios included.

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

- The Chair/Director can talk over the list of evaluators with the candidate for promotion; however, the Chair/Director/Assistant Dean should solicit the review letters, requesting that the letters be returned directly to them. The Chair/Director/Assistant Dean will add the review letters to the flash drive once they receive the completed flash drive from the candidate. Chair/Director/Assistant Dean can locate the templates in Share Point.

- It is recommended, that if you are going from II to a III that there be at least **one** external letter.
- The college suggests 5-7 letters.
- When Chair/Director/Assistant Dean sends out letters to evaluators, the Factors do not need to be attached. If the evaluator asks for a copy of the Factors, the Chair/Director/Assistant Dean can send them a copy.

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.

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

- Personal Statement should be 3-5 pages. 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-If granted promotion, what is the effective date?

- Promotion is effective at the beginning of the next academic year, which is in mid-August and based on the pre-established academic calendar.

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.