

## **P&T Calendar**



**WAYNE STATE  
UNIVERSITY**

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

**2025-2026 PROMOTION CALENDAR  
for Tenured, Tenure-Track, and Teaching Faculty**

**NOTE: Formal notice of INTENT TO APPLY FOR PROMOTION is due to Department Chairs on March 1st of the year preceding the review.**

**6 January 2025:** Classes Begin

**7 February 2025 (2:00-3:00):** Tenured and tenure-track faculty Promotion & Tenure workshop.

**14 February 2025 (2:00-3:00):** Teaching faculty Promotion workshop.

**1 March 2025:** Candidates for P&T consideration or promotion to Associate Professor with tenure, Associate Professor of Teaching or Professor/Professor of Teaching request consideration by submitting a Notification Form to Department Chair.

**1-3 March 2025:** Chairs submit to Associate Dean a list of all candidates for 6th and 7th year P&T review and promotion review (both tenure-track and teaching faculty). All applicants should review the appropriate PDFs and SmartPath orientation videos at: <https://provost.wayne.edu/resources/academic-personnel/promotion-tenure>

**March 2025:** Applicants meet with their department chairs to review department and university factors along with guidelines and instructions for the preparation of application materials.

**Early April 2025:** Department Chairs consult Department P&T Committees on the selection of External Evaluators, plus internal evaluators for teaching faculty.

**21 April 2025:** Classes End

**April-May 2025:** Candidates submit materials for Evaluators' reviews to Department Chair by May 1. • Candidates and Department Chair discuss list of evaluators.

- Final list of Evaluators is determined by Chair in consultation with Department P&T Committee.
- Department Chairs contact Evaluators and distributes candidates' materials with instructions.

**18 August 2025:** University Year Appointments Begin

**25 August 2025:** (Classes Begin) Candidates for promotion review submit finalized materials to Department Chairs. • Evaluator letters due to Department Chair.

**12 September 2025:** Candidates' materials made available to Department P&T Committees.

**17 October 2025:** Department P&T Committees' recommendations completed and forwarded to Department Chairs.

**31 October 2025:** Department Chairs' recommendations completed. • Chair notifies candidates of review status via memo. • Materials of candidates receiving positive recommendations due in Dean's Office.

**7 November 2025:** Candidates' files available for College P&T Committee review.

**10 November - 10 December 2025: College P&T Committee Meetings (exact dates TBA)**

**19 December 2025:** (Classes End) College P&T Committee recommendations completed and submitted to the Dean.

**12 January 2026:** Classes Begin

**7 January 2026:** Materials of candidates receiving positive recommendations due in Provost's Office. • Associate Dean notifies candidates of application review status.

§

The Provost and Academic Senate Policy Committee select the final names for the 32-member University P&T Committee from the slate of Article XXX nominees submitted by the colleges.

For WSU and AAUP/AFT Promotion and Tenure Contractual Information, see p. 62-65 at [aaup\\_collective\\_bargaining\\_agreement.pdf \(wayne.edu\)](#)

For comprehensive WSU Promotion and Tenure procedures and documents for Tenure-Track and Teaching Faculty, see <http://provost.wayne.edu/resources/promotion-tenure.php>

**Notice of Intent to Apply for Promotion and Tenure**



**WAYNE STATE**  
UNIVERSITY

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

**NOTIFICATION OF INTENT TO APPLY FOR  
PROMOTION AND TENURE REVIEW OR PROMOTION REVIEW**

**This form must be submitted to the Department Chair no later than March 1<sup>st</sup> of the academic year preceding the review for promotion & tenure or promotion.**

Department \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Print Name \_\_\_\_\_

- Untenured                                      Years on Tenure Track \_\_\_\_\_
- Tenured    Years in Rank \_\_\_\_\_
- Non-Tenure Track                              Years in Rank \_\_\_\_\_

I wish to be considered for **PROMOTION AND TENURE** during the next academic year.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

I wish to be considered for **PROMOTION** during the next academic year. (Please consult with the Chair before choosing this option.)

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Chair Signature                                      Date Received                                      Date Signed

Distribution:  Applicant    Chair    Dean's Office

**Acknowledgement P&T Meeting with Department Chair**



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

**Acknowledgement**

**Applicant’s Promotion & Tenure or Promotion Meeting with Department Chair**

It is hereby acknowledged that on (date) \_\_\_\_\_ I met with the Chair of my Department, at which time the Promotion and Tenure or Promotion application process and timeline were explained to me, and the following documents were provided.

- University Promotion and Tenure Factors
- Department Promotion and Tenure Factors
- Guidelines and Instructions for the Preparation of Faculty Promotion and Tenure Packets

Art, Art History, & Design    Communication    Music    Theatre & Dance.

---

Faculty Name (print)

Signature

---

Chair Name (print)

Signature

## **P&T Packet Guidelines**





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

AY 2024-25 Deadline for Submission: Tuesday, January 7, 2025

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 the following questions:
  - a. Is this faculty member going up for promotion, tenure, or promotion and tenure? – Please select the appropriate response.
  - b. Does this faculty member have the minimum required amount of time in track/rank? – Please select the appropriate response.
    - i. For information regarding the minimum required amount of time in track/rank, please see the AAUP Collective Bargaining Agreement, Article XXII.
  - c. 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 – Select the title the faculty member would receive if promoted.
- 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 using a OneDrive or Google Drive Folder.
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 11**). 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 XXVIII 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 via the following selections:

Academica → Faculty Instructional Resources → Student Evaluation of Teaching Reports

Instructor: ..... As Of: Jun 22, 2015  
 Access ID: ..... Time: 3:02:51 PM  
 College: ..... Report ID: SET004

Testing, Evaluation and Research Services  
 Longitudinal Report

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%	4.8	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.

## **P&T Packet Coversheet**

## Faculty Promotion & Tenure Coversheet

Candidate Name (last, first, m.i.)		Banner ID
Tenure School/College/Division		Tenure Department
Primary School/College/Division		Primary Department/Program
Secondary School/College/Division		Secondary Department/Program
Tertiary School/College/Division		Tertiary Department/Program
Current Rank	Appointment History	
Assistant Professor	Initial WSU rank	Length of tenure-track service (in years & months)
	Initial WSU appointment date	Approved dates off tenure track
	Date of appointment to tenure track	
	Date of promotion (if applicable)	
	Date of tenure (if applicable)	
Requested Action		
<input type="checkbox"/> Promotion to <input type="checkbox"/> Tenure		
Associate Professor 100%		
<i>Note: If applying for promotion, check promotion box. If applying for tenure, check tenure box. If applying for both, check both boxes.</i>		
Documentation Checklist		
Provide the following documentation in the order listed below.		
<input type="checkbox"/> 1. This form		
<input type="checkbox"/> 2. Dean's written recommendation		
<input type="checkbox"/> 3. School/College promotion & tenure committee's written recommendation		
<input type="checkbox"/> 4. Chair's written recommendation		
<input type="checkbox"/> 5. Departmental promotion & tenure committee's written recommendation		
<input type="checkbox"/> 6. WSU Professional Record		
<input type="checkbox"/> 7. Personal statement (optional)		
<input type="checkbox"/> 8. Teaching Portfolio		
<input type="checkbox"/> 9. Longitudinal SET Report		
<input type="checkbox"/> 10. Summary of external evaluators		
<input type="checkbox"/> 11. External evaluators' letters		
<input type="checkbox"/> 12. Sample letter sent to external evaluators		
<input type="checkbox"/> 13. Miscellaneous Information (optional)		
<input type="checkbox"/> 14. School/College factors and department factors (if departmentalized)		
<input type="checkbox"/> 15. Externally funded research		
<input type="checkbox"/> 16. Numbered list of publications forwarded		
<input type="checkbox"/> Publications, reprints, etc. (separate folder--one copy)		

## **External Evaluators**

COLLEGE/SCHOOL  
DEPARTMENT

(FORM LETTER TO EXTERNAL EVALUATORS—Unless otherwise indicated, please do not change or omit text. Changes should be approved by a unit Dean/Associate Dean.)

Date

Name  
Organization  
Address  
City, State, Zip

Dear \_\_\_\_\_:

Dr. X is a candidate for tenure [and/or promotion to \_\_\_\_\_] in the Department of \_\_\_\_\_ at Wayne State University. We have enclosed a copy of (his/her) current WSU Professional Record form, (his/her) Personal Statement, and copies of the following materials: [list]. We would like to request that you consider this candidate and provide us with an evaluation of [his/her] scholarship [and/or creative activities] and [its/their] impact on the field.

Further, we ask that you indicate how you believe this candidate compares with others in this field, especially those who have been active for approximately the same period of time. Finally, we ask that you indicate whether the candidate's record signals a high probability of future high-quality contributions. [sentence may be omitted where inappropriate, such as in certain full professor cases]

We recognize that information is not available to you on the candidate's teaching and contributions to the institution. Your evaluation and recommendation should be based solely on the materials submitted to you and on any professional awareness you may have of the candidate.

Please give special consideration when reviewing Dr. X's scholarly production and professional development from the 2019-2021 academic years, as it may have been disrupted by the COVID-19 outbreak.

When you submit your evaluation, we would appreciate receiving a brief biographical statement separate from the evaluation. These statements are included with evaluator letters and are helpful to the members of the College and University Promotion and Tenure committees.

It is important that we receive your response no later than \_\_\_\_\_.

Thank you in advance for this most important evaluation. Please be assured that it is our policy to protect the confidentiality of your response within the limits of the law.

Sincerely,

Name, Chair  
Department of \_\_\_\_\_

Enclosures

[rev. 2021]

External Evaluator Name/Institution	Nominated By Candidate or Unit?	Reason for Selection Be specific.	Relationship to Candidate Be specific.	Date Received
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			
	<input type="checkbox"/> Candidate <input type="checkbox"/> Unit			

Please include brief biographical descriptions (1–2 paragraphs) for each evaluator following this form.



## **P&T FAQs**



Office of the Dean, 5104 Gullen Mall, Detroit, MI 48202, 313-577-5342

### PROMOTION AND TENURE FAQs

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

#### **External Evaluator's Packets**

1. **Question: What is included in the External Evaluators' packets?**

**Answer:** External evaluators receive a copy of your current WSU Professional Record, personal statement, and carefully chosen samples of scholarly or creative activity.

2. **Question: Does the External Evaluators' packet include the final version of the Personal Statement?**

**Answer:** Not necessarily. It can be a draft version subject to final revisions to be included in the university application.

3. **Question: Which publications (completed scholarly/creative work) can be included in external evaluators' packets?**

**Answer:** 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 sample of the best scholarly/creative work, while presented in a format 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.

4. **Question: Who chooses the External Evaluators and how is the list prepared?**

**Answer:** Short answer is the Chair and your department P&T committee. See Promotion and Tenure Procedures and Factors for Faculty – IV. External Evaluators.

[https://provost.wayne.edu/pdf/faculty\\_promotion\\_tenure\\_guidelines.pdf](https://provost.wayne.edu/pdf/faculty_promotion_tenure_guidelines.pdf)

5. **Question: What format should the Chair's letter use for External Evaluators' packets?**

**Answer:** The Chair must use the template letter available from the Provost's website. Any changes to the template must be approved by the Dean/Associate Dean. A copy of the template letter is in this packet.

6. **Question: Can a personal CV be used in lieu of a WSU Professional Record for the External Evaluators' packets?**

**Answer:** No, neither in place of the WSU Professional Record nor as a supplement to it. See Answer to Question Number. 9.

7. **Question: Are departmental P&T factors required for the External Evaluators' packets?**

**Answer:** Departmental Factors are not required by the University for the External Evaluators' packets, although they can be included with the other information. If an evaluator specifically requests our factors, they can be sent. However, External Evaluators DO NOT determine whether applicants meet or exceed our factors; that determination is up to the University reviewers.

8. **Question: Should the Teaching Portfolio be included in External Evaluators' packets?**

**Answer:** Under no circumstances should the Teaching Portfolio be submitted to External Evaluators.

9. **Question: 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?**

**Answer:** 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."

10. **Question: What rank should External Evaluators hold at their home institutions?**

**Answer:** "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).

11. **Question: What is the minimum number of External Evaluators?**

**Answer:** Each tenure-track application must contain letters from at least four External Evaluators. Additional evaluator letters can be included, but the summary form must indicate who chose the added evaluator. Typically, 5-7 letters are forwarded, with no more than one evaluator chosen by the candidate.

### **WSU Professional Record**

12. **Question: For citations of published or presented work in the WSU Professional Record, is additional verbiage acceptable to clarify the status of the publisher, public forum, or apportionment of responsibility?**

**Answer:** Yes, in fact this can be the best way to clarify something in a given citation. Additional verbiage can include the number of citations, primary investigator or percentage of authorship, impact factors, journal rankings/selectivity, and similar indications of quality. Additional verbiage should be included both in the Professional Record and Numbered List of Publications. Numbering should always correspond with the Professional Record.

Descriptions of creative exhibitions or performances should indicate whether the forum was juried or refereed and whether it had local, regional or national visibility.

13. **Question: In the Professional Record template, there is no stated five-year restriction for Section III. PUBLICATION. How much, if any, Scholarly/Creative Activity can be included in the Professional Record from before the five-year limit?**

**Answer:** 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 can 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.

14. **Question: Are tenure-track clock stoppages considered in P&T applications?**

**Answer:** Official tenure-track clock stoppages are not counted or weighed in any way when evaluating applications for promotion and tenure. Such stoppages must be accounted for, however, in the application coversheet. See also Personal Statement and Miscellaneous Information.

15. **Question: How should publications be listed?**

**Answer:** Number all publications consistently. Numbering should start with the Professional Record and should match the list of publications forwarded in the Numbered List of Publications. Consistent numbering provides committees with quick, trouble-free references to individual publications.

Descriptions of creative exhibitions or performances should indicate whether the forum was juried or refereed and whether it had local, regional or national visibility.

16. **Question: How should items “in press” be listed?**

**Answer:** A Letter of Acceptance must be included at the end of the Professional Record. Acceptable forms of documentation include letters of acceptance and email correspondence from an editor or editorial board.

17. **Question: How should co-authored papers be listed?**

**Answer:** It is important for the committee to have 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). This information should be included in department factors, when appropriate. 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.

18. **Question: How should Research in Progress, Not Funded be listed?**

**Answer:** Research in Progress, Not Funded can be included in the WSU Professional Record, but only published or in-press research will count towards promotion and tenure.

**19. Question: How should grants be listed?**

**Answer:** List the 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).

**20. Question: Should tenure-track clock stoppages be included in WSU Professional Record application?**

**Answer:** Yes, tenure-clock stoppages must be included under WSU Employment History. See also Personal Statement and Miscellaneous Information.

**Personal Statement****21. Question: What are the guidelines for the Personal Statement?**

**Answer:** The Personal Statement is the primary narrative for communicating with P&T review committees. As such, it should be written as a persuasive essay with specific themes. It should be very well written, clear, and direct. Acronyms and abbreviations should be written out in full. It should be written for a diverse audience of scholars and practitioners.

**22. Question: How long should the Personal Statement be?**

**Answer:** Maximum of 5 pages.

**23. Question: What information should be included in Personal Statement**

**Answer:** 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.”

**24. Question: My Research/Creative Activities profile is wide-ranging and overlaps traditional disciplinary boundaries. How should this be explained in the Personal Statement?**

**Answer:** “Applicants with diverse [wide-ranging] profiles are especially encouraged to discuss how the diverse areas of work can be viewed, in context, as representing a focused program of work.”

**25. Question: My Research/Creative Activity relates to my Teaching in significant ways. How should this be treated in the Personal Statement?**

**Answer:** “Although comments about how research, scholarly, or creative work inform [relate to] the applicant’s teaching can 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.”

**26. Question: What is the difference between the Personal Statement for University evaluation and the one sent to External Evaluators?**

**Answer:** No difference, except the statement intended for External Evaluators may be amended for university use as needed.

**27. Question: Should information about tenure-clock stoppages be included in the Personal Statement?**

**Answer:** Yes, tenure-clock stoppages, if any, must be explained in the Personal Statement. See also Professional Record and Miscellaneous Information.

### **Teaching Portfolio**

**28. Question: What should be included in the Teaching Portfolio and how should it be organized?**

**Answer:** 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. Appendices should not be used, nor should additional teaching information be included in Miscellaneous Information, to circumvent the 20-page limitation. You should include comments from student qualitative SET reports or letters, but please use them judiciously (e.g., no more than two letters, a few SET comments per major section of the portfolio).

### **Longitudinal SET Report**

**29. Question: What is included in Longitudinal SET report?**

**Answer:** 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) in LONGITUDINAL SET REPORT. This is handled by the department supervisor.

**30. Question: What if the SET scores in the SET004 Longitudinal Report are not accurate? For example, the number of seats for a class may be set at 100 but it may have only 20 students enrolled. Alternatively, the SET scores for a team-taught course may not be separated for each teacher.**

**Answer:** Discuss with your Chair.

**31. Question: What should I do if—contra AAUP/AFT Agreement—scores for team-taught courses are included (not individualized) in my SET scores?**

**Answer:** Discuss with your Chair.

### **Miscellaneous Information**

**32. Question: What sort of material should be included in Miscellaneous Information?**

**Answer:** This section may include other information the candidate believes will assist reviewers in evaluating the application that does not make sense included in your personal statement, teaching

portfolio, or scholarly/creative activity. E.g., a flyer describing an event you hosted, a review of your creative/scholarly work.

**33. Question: What sort of documentation for tenure-clock stoppage, if any, should be included in Miscellaneous Information?**

**Answer:** A copy of the approved Tenure Clock Stoppage Request must be included in Miscellaneous Information. See also WSU Professional Record and Personal Statement.

### **Externally Funded Research**

**34. Question: I have not received any external funding; do I need to complete this?**

**Answer:** Yes, all candidates must include this form. If you have not received external funding, enter “not applicable” in the first row of the form.

### **Numbered List of Publications**

**35. Question: What should be included here?**

**Answer:** This is a numbered list of publications that have been forwarded with the tenure and promotion application. Provide any information about journal impact factors, journal rankings and/or selectivity, and/or citation numbers. Descriptions of creative exhibitions or performances should indicate whether the forum was juried or refereed and whether it had local, regional or national visibility.

When possible, provide an electronic link for all publications and creative works through a OneDrive or Google Drive folder.

**36. Question: How should the items be organized in List of Publications?**

**Answer:** This numbered list should correspond with the numbering used in the WSU Professional Record.

**37. Question: What is the time limit for materials to be included?**

**Answer:** Materials in 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.

**38. Question: Can reviews be included?**

**Answer:** Reviews do not belong here, at least as individual items, because this list is directly extracted from the Professional Record. If necessary, reviews by themselves can be submitted as part of Miscellaneous Information, where they should be associated with a specific activity just as it is listed and numbered in the Professional Record.

### **Publications, Reprints, Etc.**

**39. Question: What should be included here and how should they be organized?**

**Answer:** Any publication that cannot be electronically linked on the Numbered List of Publications should be uploaded here. For any materials included here, place them in numerical order as listed on the Professional Record and Numbered List of Publications.

### **Late Additions to Application**

**41. Question: What is the latest date that an addition can be made to a binder?**

**Answer:** Faculty members should alert the Dean's Office if they will 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.