



## **Teaching Faculty Promotion Orientation Agenda**

1. Opening comments
2. Overview of the process
  - a. Department P&T Committee Review (early fall term)
  - b. Chair's Review (mid-fall term)
  - c. College Review (late fall term)
  - d. Dean's Review (early winter term)
  - e. University's Review (late winter term)
3. Documents:
  - a. College P&T Calendar and Deadlines
  - b. Notice of Intent to Apply.
  - c. Acknowledgment of Meeting with Chair and Associate Dean
  - d. Guidelines and Instructions for P&T Packets
  - e. P&T cover sheet
4. External Evaluators Packets
  - a. WSU Professional Record (not CVs)
  - b. Personal Statement
  - c. Teaching Portfolio
  - d. Carefully chosen examples of scholarly/creative activity (if applicable)
5. FAQs

## **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

**2024-2025 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.**

**8 January 2024:** Classes Begin

**15 February 2024 (2:00-3:00):** Tenured and tenure-track faculty Promotion & Tenure workshop.

**17 February 2024 (2:00-3:00):** Teaching faculty Promotion workshop.

**1 March 2024:** 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 2024:** 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 2024:** 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 2024:** Department Chairs consult Department P&T Committees on the selection of External Evaluators, plus internal evaluators for teaching faculty.

**22 April 2024:** Classes End

**April-May 2024:** 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.

**16 August 2024:** University Year Appointments Begin

**26 August 2024:** (Classes Begin) Candidates for Teaching Faculty promotion review submit finalized materials to Department Chairs. • Evaluator letters due to Department Chair.

**11 September 2024:** Candidates' materials made available to Department P&T Committees.

**16 October 2024:** Department P&T Committees' recommendations completed and forwarded to Department Chairs.

**30 October 2024:** Department Chairs' recommendations completed. • Chair notifies candidates of review status via memo. • Materials of candidates receiving positive recommendations due in Dean's Office.

**6 November 2024:** Candidates' files available for College P&T Committee review.

**10 November - 8 December 2024: College P&T Committee Meetings (exact dates TBA)**

**10 December 2024:** (Classes End) College P&T Committee recommendations completed and submitted to the Dean.

**6 January 2025:** Classes Begin

**7 January 2025:** Materials of candidates receiving positive recommendations due in Provost's Office. ● Associate Dean notifies candidates of application review status.

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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**



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**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 \_\_\_\_\_

- |   |                             |
|---|-----------------------------|
| <input type="checkbox"/> Untenured        | Years on Tenure Track _____ |
| <input type="checkbox"/> Tenured          | Years in Rank _____         |
| <input type="checkbox"/> 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 Meeting with Department Chair**



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### 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.

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Faculty Name (print)

Signature

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Chair Name (print)

Signature

Distribution: ☐ Department ☐ College



## **Promotion Packet Guidelines**

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

*Academic Year 2023-24 Deadline for Submission: Tuesday, January 9, 2024*

The Promotion packet should be prepared and uploaded using the [SmartPath Workflow System](#). All questions regarding promotion policies and procedures should be forwarded to the [Provost's Office](#). Please do not hesitate to reach out to us.

## Information about the Faculty Promotion Process

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

**Minimum Service Requirements for Promotion:** Any member of the teaching faculty who has completed more than three (3) years of service as a teaching faculty member 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 promotion and formally assessed. For promotion to professor (teaching), normally a period of five years of service as associate professor (teaching) is required. Highly qualified individuals may be recommended for promotion 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 service or teaching and 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. An Associate or Full Professor (Teaching) must hold the doctorate (or other appropriate terminal degree), or have equivalent experience or regional/national/international recognition in his/her field or related to teaching. Degree exceptions must be approved by the Dean and Provost prior to the start of the promotion process at the departmental level.

**Factors:** The University publishes factors that should assist candidates for 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 promotion some of the activities that may constitute evidence of scholarship, teaching, and service—the criteria for 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, and the criteria described in the factors are not mutually exclusive but rather overlapping and complementary.

## **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).
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, leave this section blank.
  - b. Workflow – Select the workflow for your School/College.
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. **It is important that the applicant indicate his/her contributions in the case of multi-author works.** The number of times each publication has been cited should also be included if possible. For each journal important to the application, set forth impact factors (if available) or journal rankings (see below, #16).
2. WSU Professional Record / CV Attestation – This screen confirms that your professional record is up-to-date.
3. Personal Statement (*5-page maximum; optional but strongly recommended*)
  - a. Applicants are strongly encouraged to submit a personal statement (case for promotion narrative) of 3–5 pages that addresses how their teaching, service, and/or scholarly, or creative work (if applicable) 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 teaching, service and/or, 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 Academic Portfolio. Personal statements will be submitted to 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 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. ***Beginning AY 2021-22*** – 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. Academic Portfolio (*30-page maximum*)
  - a. Academic portfolios are required as part of the evaluation for promotion and must include a teaching philosophy. The portfolio may include peer reviews, innovations and instructional techniques, syllabi, methods of learning assessment, student research, examples and narratives of student work, student letters (solicited from the whole class by the department), qualitative student feedback, online surveys designed by individual instructors, departments or units, statement to contextualize SET scores, comparative SET data requested through Testing, Evaluation, and Research Office, publications, professional development activities, and professional achievements under faculty direction. Supporting documentation to demonstrate excellence in aspects of teaching, scholarship/creative activities, and service (not only teaching) if applicable should be included in this portfolio. However, under no circumstances should the academic portfolio exceed a total of 30 pages. Appendices should not be used, nor should additional teaching information be included in the miscellaneous section, to circumvent the 30-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 teaching faculty 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 (Including grants related to research about teaching)
  - 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 re-uploaded by the faculty member, please use this screen to request the new documents.
2. Department Factors (if departmentalized) – Upload your department's promotion factors for teaching faculty here.
3. Evaluation Letter Form – This screen asks questions about the faculty member to generate a letter to evaluators.
4. Summary of Evaluators – This screen allows you to add internal or external evaluators' personal information
  - a. University Promotion factors for teaching faculty require that at least three letters be submitted from evaluators selected by administrators and committees (see Promotion Procedures & Factors for Teaching Faculty III & IV). These evaluators should be selected for their standing at the university and in the field and for their ability to provide an objective assessment of the candidate's application. At least one evaluation letter must come from a faculty member who is external to Wayne State. Any personal relationship to the candidate must be disclosed. It is not appropriate to include close collaborators or co- authors, graduate or postdoctoral advisors.
  - b. Click "Add List of References..." to add a new evaluator and complete all applicable fields.
5. Request Participation – This screen will allow you to ask evaluators to review the candidate's P&T packet, before they receive any materials.
  - a. Click "Add Evaluator..." to add a new evaluator to contact.
  - b. Click "Import Evaluator..." to add one of the evaluators from Item #4.
6. Manage Evaluations – This screen allows you to manage the evaluations and biographies received from evaluators.
  - a. Click "Add Evaluator..." to add a new evaluator to contact.
  - b. Click "Import Evaluator..." to add one of the 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.
- 7. View Promotion & Tenure Packet – View the P&T Packet with the materials submitted at this point.
- 8. 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. Department and College Reviews – Please note not all sections apply to all candidates.**

**Each section will be completed by the appropriate administrator**

- 1. 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.**
- 2. Department Committee’s Decision – Use this screen to indicate whether or not the committee recommends the candidate for promotion.
- 3. Submit Department Committee Recommendation – This will submit the packet to the Department Chair for their recommendation.
- 4. 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.
- 5. 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.
- 6. Chair’s Decision – Use this screen to indicate whether or not the chair recommends the candidate for promotion.
  - 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.
- 7. Submit Department Chair Recommendation – This will submit the packet to the



School/College Committee for their recommendation.

8. School/College Promotion & Tenure Committee's Written Recommendation – Upload the committee's recommendation letter here.
9. 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.**
10. School/College Committee's Decision – Use this screen to indicate whether or not the committee recommends the candidate for promotion.
11. Submit School/College Committee Recommendation – This will submit the packet to the Dean for their recommendation.
12. Dean's Written Recommendation – Upload the Dean's recommendation letter here.
  - a. Administrators are expected to write their own evaluations.
13. Dean's Decision – Use this screen to indicate whether or not the committee recommends the candidate for promotion.
  - 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.
14. Submit Dean Recommendation – *This will submit the P&T packet to the Provost's Office for University Consideration.*

## Appeal Procedures for Promotion

A teaching faculty 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 XXIII in the AAUP Collective Bargaining Agreement. Length of full-time service in rank as follows— instructor, 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 on 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.

Instructor: .....  
 Access ID: .....  
 College: .....

Testing, Evaluation and Research Services  
 Longitudinal Report

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

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.

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.

## **Promotion Packet Coversheet**

# Faculty Promotion & Tenure Coversheet

<b>Candidate Name</b> (last, first, m.i.)		<b>Banner ID</b>
<b>Tenure School/College/Division</b>		<b>Tenure Department</b>
<b>Primary School/College/Division</b>		<b>Primary Department/Program</b>
<b>Secondary School/College/Division</b>		<b>Secondary Department/Program</b>
<b>Tertiary School/College/Division</b>		<b>Tertiary Department/Program</b>
<b>Current Rank</b>	<b>Appointment History</b>	
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)	
<b>Requested Action</b>		
<input type="checkbox"/> <b>Promotion to</b> <input type="checkbox"/> <b>Tenure</b>		
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>		
<b>Documentation Checklist</b>		
Provide the following documentation in the order listed below. <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. This form</li> <li><input type="checkbox"/> 2. Dean's written recommendation</li> <li><input type="checkbox"/> 3. School/College promotion &amp; tenure committee's written recommendation</li> <li><input type="checkbox"/> 4. Chair's written recommendation</li> <li><input type="checkbox"/> 5. Departmental promotion &amp; tenure committee's written recommendation</li> <li><input type="checkbox"/> 6. WSU Professional Record</li> <li><input type="checkbox"/> 7. Personal statement (optional)</li> <li><input type="checkbox"/> 8. Teaching Portfolio</li> <li><input type="checkbox"/> 9. Longitudinal SET Report</li> <li><input type="checkbox"/> 10. Summary of external evaluators</li> <li><input type="checkbox"/> 11. External evaluators' letters</li> <li><input type="checkbox"/> 12. Sample letter sent to external evaluators</li> <li><input type="checkbox"/> 13. Miscellaneous Information (optional)</li> <li><input type="checkbox"/> 14. School/College factors and department factors (if departmentalized)</li> <li><input type="checkbox"/> 15. Externally funded research</li> <li><input type="checkbox"/> 16. Numbered list of publications forwarded</li> <li><input type="checkbox"/> Publications, reprints, etc. (separate folder--one copy)</li> </ul>		

## **Evaluators**

## COLLEGE/SCHOOL DEPARTMENT LETTERHEAD

Date

Name

Organization

Address

City, State, Zip

Dear EVALUATOR NAME:

CANDIDATE NAME is a candidate for promotion to REQUESTED RANK in the Department/College of DEPARTMENT, SCHOOL/COLLEGE at Wayne State University. We have enclosed a copy of (his/her/their) current WSU Professional Record form, Personal Statement, Academic Portfolio, and other materials in the packet. We would like to request that you consider this candidate and provide us with an evaluation of [his/her/their] teaching and [service or scholarship/creative activities].

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 continued contributions. [sentence may be omitted where inappropriate, such as in certain full professor cases]

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 committees responsible for promotion.

Faculty on the Teaching track at WSU are reviewed for excellence in two categories. CANDIDATE NAME has requested to be evaluated for excellence in the categories of teaching and [service or scholarship/creative activities]. 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 the candidate's performance in teaching and either service commitments or scholarly/creative production as well as professional development from the 2019-2021 academic years, as it may have been affected by the COVID-19 outbreak.

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

Signature block

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			

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

## **Promotion FAQs**



## PROMOTION AND TENURE FAQs

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

### Evaluator's Packets

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

**Answer:** Evaluators receive a copy of your up-to-date WSU Professional Record Form, a candidate's personal statement, and academic portfolio. If the candidate has opted to have their creativity or scholarly work reviewed, a selection of that work is also provided to evaluators.

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

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

3. **Question:** If I choose to have my creative/scholarly work reviewed, which publications (completed scholarly/creative work) can be included in evaluators' packets?

**Answer:** The faculty member and Chair are jointly responsible for presenting the best scholarly/creative work to the Evaluators. For that reason, 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.

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

**Answer:** See "Guidelines and Instructions for the Preparation of Promotion Packets for Teaching Faculty – Section V. Review and Evaluators." [https://provost.wayne.edu/pdf/2023-24\\_teaching\\_faculty\\_promotion\\_guidelines\\_and\\_instructions.pdf](https://provost.wayne.edu/pdf/2023-24_teaching_faculty_promotion_guidelines_and_instructions.pdf)

The Chair and department Promotion and Tenure committee create a list of names of possible internal and external reviewers for your file. A minimum of three reviewer letters are required. One of those letters must be from an external reviewer. You should not solicit letters; this is done by the Department Chair. You can strike 1 or 2 names from the final list of evaluators.

5. **Question:** What format should the Chair's letter use for 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. See the example letter template in this packet.

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

**Answer:** No. Neither in place of the WSU Professional Record nor as a supplement to it.

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

**Answer:** Departmental Factors are not required by the University for the Evaluators' packets. If an evaluator specifically requests our factors, they can be sent. However, Evaluators DO NOT determine whether applicants meet or exceed our factors; that determination is up to the University reviewers (e.g., department, college, and university P&T committee members, chairs, deans).

8. **Question:** For choosing Evaluators, the University Factors ([https://provost.wayne.edu/pdf/university\\_factors\\_teaching\\_faculty.pdf](https://provost.wayne.edu/pdf/university_factors_teaching_faculty.pdf)) say, "...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 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 Evaluator has met the applicant only in passing, briefly and casually, then "Relation to Applicant" should state "Professional Acquaintance."

9. **Question:** What rank should Evaluators hold?

**Answer:** The University Factors ([https://provost.wayne.edu/pdf/university\\_factors\\_teaching\\_faculty.pdf](https://provost.wayne.edu/pdf/university_factors_teaching_faculty.pdf)) say, Evaluators "should be well-established individuals at Wayne State University or in a related field who can speak with authority about standards of excellence in the candidate's application. Evaluators for faculty requesting promotion to associate professor should be associate professors (teaching) or equivalent, professors (teaching) or equivalent, tenured associate professors, or tenured professors at Wayne State or 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 professors (teaching) or equivalent and tenured professors at Wayne State or institutions with similar or superior degree and research profiles to Wayne State University.

Evaluators should be selected for their standing at the university or in their field and be able to provide an objective assessment of the candidate's application.

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

**Answer:** Each application must contain letters from at least three Evaluators. One evaluation letter must be from an external evaluator. Additional evaluator letters can be included, but the summary form must indicate who chose the added evaluator.

### **WSU Professional Record**

11. **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.

12. **Question:** How should publications/creative work be listed?

**Answer:** Number all publications consistently throughout both binders. Numbering should start with the Professional Record and should match the list of publications. Consistent numbering provides committees with quick, trouble-free references to individual publications and creative works.

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

**Answer:** A Letter of Acceptance must be included just as if it were the publication itself. LOAs should be identified and numbered in correspondence with the publication number from the Professional Record.

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

**Answer:** It’s 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). 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.

15. **Question:** How should Research/creative works in Progress, Not Funded be listed?

**Answer:** Research in Progress, Not Funded can be included in the WSU Professional Record, but only published research will count towards Promotion and Tenure.

16. **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).

## **Personal Statement**

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

**Answer:** The Personal Statement is the primary narrative for communicating with P&T review committees. It should discuss the two areas you have selected for promotion: Teaching and Service or Creative/Scholarly Work. 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.

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

**Answer:** Maximum of 5 pages.

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

**Answer:** The Personal Statement should explain how your career in teaching, service or research/creative work has developed over time and what activities are likely to be undertaken in the future.

20. **Question:** What distinguishes the Personal Statement from the Academic Portfolio?

**Answer:** The Personal Statement ties together your teaching, service or research/creative work into a coherent narrative about your present and future career. The Statement should not be your teaching philosophy.

The Academic Portfolio is your “evidence” of excellence in teaching. This should include things like your teaching philosophy, sample syllabi, examples of innovative lessons and student assessment, and any listing of presentations and publications about teaching pedagogy. You should also include metrics of excellence with documentation like Midterm Assessment Plan (MAP) results, qualitative SET comments from students, training certificates, student letters, and peer review of teaching.

21. **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.”

### **Academic Portfolio**

22. **Question:** What should be included in the Academic Portfolio?

**Answer:** A descriptive statement including one or two pages of the faculty member's teaching philosophy, objectives, and self-appraisal items. Also, peer reviews, examples of innovations and instructional techniques such as syllabi and methods of learning assessment, and student achievements under faculty direction. Evidence of teaching excellence such as like Midterm Assessment Plan (MAP) results, qualitative SET comments from students, training certificates, student letters, and peer review of teaching should also be included.

However, under no circumstances should the academic portfolio exceed 30 pages. Appendices should not be used, nor should additional teaching information be included in Miscellaneous Information, to circumvent the 30-page limitation.

### **Longitudinal SET Report**

23. **Question:** What is included as the 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).

24. **Question:** How do I find this report?

**Answer:** Your department will pull this report for you.

25. **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.

26. **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**

27. **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. For example, if you hosted a significant event, a flyer describing the event should be included.

### **Numbered List of Publications Forwarded**

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

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

29. **Question:** Can reviews of my work be included?

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

### **Late Additions to Your Packet**

30. **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.