

Review Materials for Tenure and Promotion General Guidelines

In preparing materials for tenure and/or promotion review, it is important to review what is in the Western/WMU-AAUP Agreement (Articles 17 and 18), as well as any additional information in the department/unit policy statement. In addition, it is useful to review one's work with a senior member in the department.

How to present the material? Organize the materials in a 3-ring binder. Identify each major section with tabs for professional competence, recognition and service (as appropriate). Include a Table of Contents. Include what you can out of the following list. You may also have additional artifacts that are not listed below.

1. Letter of appointment (if required)
2. Letter of notification of eligibility for promotion (if applicable and/or desired)
3. Letters from earlier reviews
4. Current curriculum vitae
5. Personal narrative that summarizes work in the three (or two) key areas. As possible, discuss one's research in terms of an agenda/vision. As possible, link one's research, teaching and service activities. Remember, this statement is the best representation of the candidate.
6. Professional Competence
 - A list of courses taught each semester since initial appointment, including the class name, identifier (PSY1200), credit hours, and number of students in each class.
 - Professional development
 - Student evaluations (copies of numerical reports as well as summaries of average scores)
 - Student comments (per guidelines in the contract)
 - Review of classroom visitations
 - Supervision of theses and dissertations
 - Other
7. Professional Recognition (required for academic faculty, optional for faculty specialists)
 - Publications
 - Peer reviewed
 - Journal publications (info such as acceptance rate, review process)
 - Conference proceedings
 - Non-peer reviewed
 - Journal publications (info such as acceptance rate, review process)
 - Conference proceedings
 - other
 - Conference Presentations
 - Other presentations of a professional nature
 - Funded research
 - Research proposals submitted
 - Professional organizations (membership and offices held)
 - Other
8. Professional Service
 - Committees (department, college and university)
 - Student organizations – advisor
 - Community work (related to one's discipline)
 - Other