

PROMOTION REVIEW PROCESS

TO: Academic Deans, Chairs, and Directors

FROM: Tim Greene, Provost and Vice President for Academic Affairs

DATE: September 1, 2011

The promotion review process is described in Article 18, Promotion Policy and Procedures, of the Western/WMU-AAUP Agreement (this can be found on the web at <http://www.wmich.edu/acb>). Other articles in the Agreement, such as evaluation of faculty (Article 16) and faculty records (Article 11), also contain material that pertains to promotion reviews. In addition, department policy statements may have material relevant to promotion reviews. It is important to review any such materials prior to conducting promotion reviews. The promotion timetable requires the department chair/director to notify faculty of promotion eligibility by last January 15, and to convene the first meeting of the department promotion committee by October 17, 2011. The promotion timetable also requires that faculty members submit their review materials to the respective department office no later than October 17, 2011. Please note that eligible faculty must always be informed of their eligibility, even if they have expressed a desire to not seek promotion. Also, please note that the schedule for promotion eligibility for faculty specialists is different than the schedule for traditionally-ranked faculty (see Article 18.§8.1.1).

In the case of joint appointments, please review Article 18.§4.2, as there is an additional deadline by which the secondary department committee and chair forward reviews to the primary department.

The attached Promotion Review Summary Sheet and Promotion Recommendation Checklist shall be used in preparing and submitting promotion recommendations. Please make copies of these forms available to the department and college committees for their use in the review process.

The following general principles apply to reviews conducted by department promotion committees, chairs/directors, college promotion committees, and deans:

1. Reviews will state the strengths and weaknesses of each candidate, referring specifically to the candidate's performance in the areas of professional competence, professional recognition (except faculty specialists), and professional service. The reviews shall include evaluations of the candidate's record in each of these areas, using (as appropriate) the terms specified in Article 18§3.6 of the Agreement (note the importance of both the terms and the weight of each performance area). For example, after review of each area, the review should include a statement that the candidate's work in that area is judged to be satisfactory, significant, substantial, or outstanding. Reviewers at all levels must clearly state whether the overall review is positive (grant promotion) or negative (deny promotion). Each review should be an independent and comprehensive review, based on the reviewer's assessment of the candidate's record.

2. Reviews for candidates who are not recommended for promotion must include reasons for the negative recommendation. These reviews should also advise the candidates, in general terms, of what they should accomplish for a positive recommendation at some future time. However, reviewers should not set specific standards or promise promotion if those standards are met.
3. Candidates may appeal promotion recommendations before the recommendations are forwarded to the next reviewer, as specified by the timeline in the Western/WMU-AAUP Agreement (Article 18§8). Please note that should an appeal result in a revised recommendation, the original recommendation and the candidate's request for an appeal will be removed from the promotion file. In cases where the appeal does not result in any change, the appeal materials remain a part of the promotion file.

C: President
WMU-AAUP
Academic Collective Bargaining

PROMOTION PROCESS CHECKLIST FOR CHAIRS, DIRECTORS AND DEANS

All materials submitted by faculty must be made available to the department promotion committee (DPC), and reviewed by the DTC and the chair/director. At the department level, after the review by the chair/director, material for each candidate must be organized as an abbreviated file. **The abbreviated file must be in a file folder labeled with the person's name, college, and department. The material in the folder must appear in the sequence listed in point 1 below.**

- ___ 1. File folder
 - ___ Cover sheet (next page, filled out, with all conditions clearly articulated)
 - ___ Checklist (this form)
 - ___ Letter from the Dean for current review
 - ___ Letter from the College Promotion Committee for current review
 - ___ Letter from the Chair/Director for current review
 - ___ Letter from the Department Tenure Committee for current review
 - ___ Copies of all DTC, Chair/Director, and Dean letters from previous promotion reviews
 - ___ Focused personal statement (if available)
 - ___ Up-to-date curriculum vitae
 - ___ Documentation:
 - ___ a. Summary of student ratings (should be comprehensive)
 - ___ b. Copy of student rating form (pre-ICES form and ICES form)
 - ___ c. Other material (e.g., student comments, materials addressing conditions from previous reviews, letters of recognition/awards, notification of grants/contracts)

Regarding letters written in the review process, please note the following:

- ___ 2. Letter from the department promotion committee must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - ___ a. Professional competence
 - ___ b. Professional recognition [may not be applicable to faculty specialists]
 - ___ c. Professional service
 - ___ d. Other appropriate concerns
- ___ 3. Letter from the chair/director must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - ___ a. Professional competence
 - ___ b. Professional recognition [may not be applicable to faculty specialists]
 - ___ c. Professional service
 - ___ d. Other appropriate concerns
- ___ 4. Letter from the college promotion committee must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - ___ a. Professional competence
 - ___ b. Professional recognition [may not be applicable to faculty specialists]
 - ___ c. Professional service
 - ___ d. Other appropriate concerns

Some deans may request the complete file. If so, send the abbreviated file, as organized in point 1, with the rest of the material. The abbreviated file is what will be send forward to the Office of the Provost, once the dean's letter has been included.

- ___ 5. Letter from the dean must include recommendation as well as identify and evaluate strengths and weaknesses in:
 - ___ a. Professional competence
 - ___ b. Professional recognition [may not be applicable to faculty specialists]
 - ___ c. Professional service
 - ___ d. Other appropriate concerns

As always, the department keeps all material until the recommendations have been acted upon by the Board of Trustees.

PROMOTION REVIEW SUMMARY SHEET

Candidate's Name _____

College/Area _____

Department _____

Highest Degree Held	
Present Rank	
Proposed Rank	
WMU Appointment Date	
Years of Approved Credit for Prior Service	
Last Promotion	
Years in Rank at WMU	
Exception to Qualifying Criteria Requested? Yes or No	

RECOMMENDATIONS (Please check appropriate column, sign and date):

	Grant Promotion	Deny Promotion	Signature	Date
Department Committee				
College Committee				
Chair/Director				
Dean				
Provost				

(Updated 07/11)