

### Tracking Faculty Regarding Tenure and Promotion

In the last couple of years, we have had instances where a person was not notified that they were eligible for promotion or expected to undergo a probationary review. None of us want to see that happen, which is why units are being asked to create a tracking tool such as the one included below. Units are welcome to use the example below; key is that all units have a clear understanding of who must be notified by January 17, 2011 (January 15 falls on a Saturday) about an either required or optional review. The data in the table are fictitious, but serve to demonstrate how any faculty member below the rank of full professor might look in the template.

Please remember that faculty eligible for promotion must be notified of their eligibility every year, even if they express no interest in seeking promotion. The notification of eligibility is required by the Western/WMU-AAUP Agreement.

Faculty Member	Rank	Tenured	Year Hired	2 <sup>nd</sup> Year Review	4 <sup>th</sup> Year Review	Final Review	Additional Comments	Other
Sue Adams	Full	Yes	1990	1991-92	1993-94	1995-96	Prom to Assc 1995	Promoted to Full in 2002
Jane Doe	Assist	No	2005	2006-07	2008-09	2010-11		
Albert Einstein	FSII	No	2004	2005-06	2007-08	2009-10	Prom to FSII 2007	Eligible for MFS – 10-11
Sam Evening	Assist	No	2006	2007-08	2009-10	2011-12		
Karel Frankel	Assist	Yes	2003	2004-05	2006-07	2008-09	Reqd 5 <sup>th</sup> yr – 07-08	Eligible for Full 15-16
Bruce Lee	Assoc	Yes	1996	1997-98	1999-00	2001-02		Eligible for Full – 08-09
Lorelei Song	FSI	No	2007	2008-09	2010-11	2012-13		Eligible for FSII – 09-10
Tiny Tim	Assoc	Yes	2001	2002-03	2004-05	2006-07		Eligible for Full – 13-14
Lawrence Vee	MFS	Yes	1999	2000-01	2002-03	2004-05	Prom to MFS 2008	Eligible for step increase 11-12*

\* Step increase eligibility is not guaranteed and, in fact, requires approval of the Provost (Article 32.§8). This date would be listed should a faculty member ask if they are eligible to apply for a step increase. Step increase requests must go through the standard promotion procedures.