



**Guidelines for Preparing Promotion/Tenure Documentation
Washington State University Extension
(Supplemental to Provost's Guidelines)
May 2010**

The following guidelines have been developed to assist faculty and administrators in WSU Extension prepare promotion/tenure documentation. It is an attempt to address the common questions and concerns of candidates, administrators, and the WSU Extension Promotion and Tenure Advisory Committee. Guidelines for preparing each major element (Section) of the promotion/tenure document are included. **All materials are to be provided electronically (MS Word or pdf files for those documents not available in original electronic format). All materials will be accessed for review by authorized members of the WSU Extension Promotion and Tenure Advisory Committee electronically.**

Please note the specific way each item is to be uploaded onto SharePoint is outlined next to each section in parentheses. These are specific instructions from the Provost's Office. We understand that the Provost's guidelines do not always match the section number. These are not typographical errors. Please follow these guidelines carefully. Please contact Kathy Stilwell, extension@wsu.edu, 509-335-2933 or Jane Allenby, jallenby@wsu.edu, 509-335-1521 with questions.

Those materials to be provided by the district director are Sections 1, 2, 5, 7, and 9; those to be submitted by the candidate are Sections 3, 4a and 4b, 6, and 8.

TITLE PAGE

PROMOTION/TENURE DOCUMENT FOR (full name)

(Unit name example)

WSU Extension Western District

Appointment (example)

Extension Educator E-2

TABLE OF CONTENTS

- Section 1. Administrative (Dean's and Chair's) Recommendation Form(s)
- Section 2. Current Vita (*Last Name1 Resume*)
- Section 3. Past annual, pre-tenure, and third-year reviews (in cases of promotion to full professor, only those reviews conducted since last promotion need to be included). (*Last Name2 Past Annual Pre Tenure Third Year Reviews*)
- Section 4a. Context Statement (required) (*Last Name3 Context Statement*)
A. Position Description
- Section 4b. Candidate's Contributions and Vision for the Future (*Last Name3b Contributions and Vision*)
- Section 5. Letters of Recommendation (*Last Name5 Letters of Recommendation*)
- Section 6. Teaching Portfolio (optional) (*Last Name4 Teaching Portfolio*)
- Section 7. Faculty Recommendations
- Section 8. Supporting Materials (*Last Name7 Supporting Documents Available Electronically*)
- Section 9. Copy of Departmental and College Criteria for Promotion and Tenure (Policies, Procedures and Criteria for Promotion and/or Tenure in WSU Extension) (*Last Name6 Copy of Departmental and College Criteria for Promotion and Tenure*)

ADDITIONAL INSTRUCTIONS

Section 4a. Context Statement

- Context statement must include position description.

Section 5. Letters of External Review (minimum of four (4) external letters per the Provost's instructions).

- Careful thought should be given to the qualifications, stature, and overall appropriateness of those from whom letters of recommendation are solicited. Letters should be solicited from respected members of the academy, not stakeholders or advocates of the candidates.
- **Names supplied by the candidate must be marked by an asterisk. The District Director should select and request all letters.**

- Senior faculty should be used as references, i.e., for promotion to E-4 (full professor), such rank or its equivalent should be used; for E-3 (associate rank/tenure), a similar rank or greater should be used.
- While not required, it is recommended external reviewers are solicited from Land Grant universities which grant faculty rank and tenure to county Extension Faculty (2005).

University of Alaska
 University of Arizona
 University of Connecticut
 University of Florida
 University of Idaho
 University of Hawaii
 Louisiana State University
 University of Maine
 University of Maryland
 Montana State University
 University of Nevada
 University of New Hampshire
 New Jersey, Rutgers University
 New Mexico State University
 Ohio State University
 Oregon State University
 Utah State University
 West Virginia University
 University of Wisconsin

- Major Professors and coauthors should not be used as references.
- It is typically deemed inappropriate to solicit letters of recommendation from assistant professors.
- Letters of recommendation should be made available to tenured faculty who will be voting on candidates.
- Letters should be kept in district main office.

SAMPLE LETTER REQUESTING A LETTER OF RECOMMENDATION

Dear Dr.____:

Dr. Jane/John J. Smith is being considered for tenure and promotion to the rank of Extension Educator E-3. This is the equivalent to Associate Professor.

Our procedures require outside letters of recommendation for all tenure and promotion

cases. Because of your position and knowledge of Dr. Smith's work, I am requesting a letter from you. I am enclosing documentation for your use in preparing your letter.

Your letter should be an objective evaluation and should specifically address the following:

- Quality and significance of assigned Extension program.
- Reputation in his/her area of expertise.
- Leadership in professional activities and how demonstrated.
- Specific impacts on clientele groups and/or organizations.
- Other documentable indicators of capability, productivity, and professional stature.
- Would the individual be a viable candidate for promotion and tenure at your institution?

Washington State University will treat your evaluation as a sensitive document, and it will not be made generally available. However, because Washington State University is a public institution, and because our state has a very broad public record's law, we are unable to guarantee complete confidentiality. It is likely that, if requested, evaluations will be made available to the candidate.

To be most useful to me, I should receive your letter by **TBA**. If you feel that you cannot meet this deadline, please contact me as soon as possible.

Please provide a short vita (less than 2 pages) or a paragraph of your credentials.

For your convenience, I have enclosed a self-addressed envelope for return of your letter and short vita. Please shred all the other materials.

Thank you for your help. Your effort is extremely important to us as we make decisions concerning the future of our faculty.

Sincerely,

J. C. Jones
District Director

Encs. Current vita, context statement, candidate's contributions and vision for the future, teaching portfolio, return envelope.

Section 6. Teaching Portfolio. (optional)

- Follow the Provost's Guidelines for the Teaching Portfolio. Refer to: http://provost.wsu.edu/teaching_portfolio/index.html

Section 7. Faculty Recommendations.

- Each recommendation should be followed by frank, objective comments in its defense.
- Completed recommendations are not to be seen by tenured faculty.

Section 8. Supporting Materials.

Please provide supplemental supporting materials in a notebook to the Associate Dean of Extension.

Client evaluations of program effectiveness should be included. These evaluations refer to the perceptions of clientele regarding the effectiveness of presentations and programs of extension faculty with which they have had first-hand experience. In many cases, these evaluations may be numerous, in which case they will need to be summarized similar to the summarization of teaching evaluations.

Please provide a summary of these data.