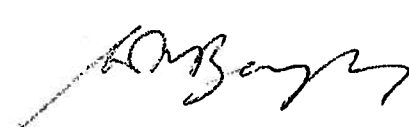


May 5, 2010

TO: Vice Presidents, Chancellors, Academic Deans, Legal Counsel

FROM: Warwick M. Bayly
Provost and Executive Vice President 

SUBJECT: Recommendations for Faculty Promotion and/or Tenure and Regents Professor Nomination

Enclosed are the instructions and forms for the 2010 promotion and/or tenure recommendations and the Regents Professor nominations. Please ask department chairs to provide copies of these instructions to all tenure and/or promotion candidates. Please note that recommendations and a summary sheet for faculty promotions and/or tenure actions **must be received by my office no later than November 1, 2010.** (Please note that this is about 3 weeks earlier than in recent years, and plan accordingly.) Please also note that we will continue to have the sharepoint site available and ask that you upload as many documents as possible to that site. A notebook for each candidate will still need to be submitted with the following items: faculty and administrative recommendation forms with original signatures; recommendation letters with original signatures; and supporting materials that are not available electronically. Contact Donna Clark at 335-5581 if you have questions or need assistance using the sharepoint site.

The instructions begin on page 4. They are organized as follows:

Page 4	Schedule and Order of Candidate Materials
Page 5	Instructions for Administrative Recommendations
Page 6	Instructions for Resume
Page 8	Instructions for Context Statement
Page 8	Instructions for Letters of Recommendation
Page 9	Instructions for the Teaching Portfolio
Page 9	General Format
Page 9	A. Goals
Page 10	B. Responsibilities
Page 11	C. Evaluations
Page 12	D. Results
Page 13	Instructions for Faculty Recommendations
Page 14	Instructions for Regents Professor Nomination
Page 15	Instructions for Supporting Materials
Pgs. 16-29	Administrative and Faculty Recommendation Forms

The forms are similar to those used last year. **Please fill all forms out completely.** Forms are available on our website at <http://provost.wsu.edu>. You are reminded that faculty

recommendations (formerly called "ballots" or "votes") are now required for all promotion cases, including promotion to senior instructor and to clinical associate professor and clinical professor. In addition, the dean and/or chancellor are now required to notify a candidate in writing about whether his/her case for promotion will be forwarded to the Provost's Office. Notification must occur within 10 working days of the decision. Justification must be provided if the file will not be forwarded. As always, tenure cases must be forwarded.

Granting of tenure is one of the most important personnel decisions made in the university. It is not a routine matter and should not be treated as such. You are to be guided by the current *Faculty Manual*. Generally, recommendations for tenure will be made concurrently with the promotion to associate professor.

Thoughtful and lucid recommendations are prerequisite to a proper decision. If there is serious doubt about the wisdom of granting tenure, tenure denial is the proper recommendation.

REMINDERS

Be certain to provide clear and complete documentation to support all recommendations. Outside letters are required for tenure and for tenure-track promotion considerations and, in view of the time constraints, I urge you to begin to solicit external letters as soon as possible. All letters to reviewers should include the following statement:

"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 records law, we are unable to guarantee confidentiality. If requested, evaluations will be made available to the candidate."

Please note that the minimum number of letters from outside WSU is four; however, all letters received must be included in the file. Unsolicited letters must be included in a separate section. These letters should be available to faculty and administrators involved in the review process.

The same general procedures and timeline should be followed in recommending promotion of indefinite- and fixed-term faculty. The documentation for these latter promotions need not include external letters, but must now include faculty recommendations. The list of those who should provide recommendations for particular indefinite- and fixed-term appointments is available in section 7. *Faculty Recommendations* below.

Evaluators at all levels must judge cases on their merit and in relation to department, college, and university expectations and not in comparison with others in the department with tenure already or being considered at the same time.

Please be sure that your recommendations, and the procedures that you follow, are consistent with your college and departmental guidelines.

Make sure that all of the chancellors, deans, department chairs, and regional campus academic directors who are involved in a case provide written feedback about the case. In addition, all faculty members who are eligible to assess a case should do so. All recommendation (e.g., faculty, department tenure and promotion committee, college tenure and promotion committee) should be reported in the summaries prepared by the chair and dean.

No one should assess or prepare a case for, a candidate with whom he or she has a personal relationship that goes beyond that inherent in the role of colleague. External letters should not be solicited from people who have a personal relationship with the candidate (e.g., mentor, collaborator).

All faculty members engage in teaching, research and service. Percentage appointments are not acceptable excuses for total neglect of one area. For example, someone with a 70% teaching assignment who does no research will not usually be granted tenure or promoted. Good performance in one area cannot usually substitute for a failure to perform in other areas.

To recognize the achievements of outstanding faculty members, please submit nominations for the rank of Regents Professor. **It is university policy that there will be no more than 30 active Regents Professors at any one time. There are currently 28 active faculty at this rank, so future promotions to this level will be limited.** The process for submitting these nominations is described below. Candidates who are not chosen in one year may remain in the pool for up to 3 years. To renominate a candidate, you **must** submit an updated promotion notebook with a current curriculum vitae. External letters may be reused one time or new letters may be solicited, as desired. Each college is allowed to nominate 2 candidates per year.

Cases for early promotion and/or tenure must be justified by extraordinary merit and permission to bring the case forward must be obtained from the Provost before the case is prepared.

The listing, which is attached, indicates faculty eligible for tenure consideration in 2010-11. Faculty members who are tenured and who, therefore, should give recommendations are also listed ("T"). Please call Human Resource Services 335-3121 if the list of those to be considered does not agree with your records.

TENURE AND PROMOTION GUIDELINES 2010

Schedule

May, 2010	Distribution of Instructions and Forms on Tenure and Promotion
May, 2010	Distribution of Lists of Names for Tenure

Nov. 1, 2010 Recommendations are DUE in the Provost's Office

January, 2011	Discussions with relevant deans/vice provosts begin
Feb.-Mar., 2011	Letters sent to faculty

Instructions

General

Supporting materials for promotion, tenure, and appointment with tenure should be assembled in a three-ring binder with dividers (but NO plastic covers). Please make sure that all staples have been removed.

The materials should be assembled in the order indicated below. The cover material should be prefaced by a table of contents. The table of contents should consist of at least nine sections, but it does not have to be numbered by page. For instance, the tabs for most candidates would be as follows:

1. Administrative (Dean's and Chair's) Recommendation Form(s)
2. Current Resume
3. Past annual, pre-tenure, and third-year reviews (in cases of promotion to full professor, only those reviews conducted since the last promotion need be included).
4. Context Statement (optional)
5. Letters of Recommendation
6. Teaching Portfolio
7. Faculty Recommendations
8. Supporting Materials
9. Copy of Departmental and College Criteria for Promotion and Tenure

The tabs may make more precise divisions if needed, but in no case should any of the above sections be combined.

Please assemble notebooks alphabetically, by college, in archive boxes with the candidate's name clearly marked on the notebook spine.

The notebook assembled for the promotion of an indefinite- or fixed-term faculty member contains the same information as the promotional file for a tenure-track or tenured faculty member except that external letters are optional, rather than required. All other elements of a tenure-track tenure and promotion file should be presented, including: Chair's summary, Dean's summary, Chancellor's summary when appropriate, faculty recommendations, the candidate's curriculum vitae, the candidate's past annual reviews, and supplemental material to support the case.

Materials:

1. Summary Recommendation Form

Submit the original copy of the Summary Tenure/Promotion Recommendation form to the Office of the Provost. **Make sure it is filled out in its entirety. Chairs and deans must verify all information that is included on the Summary Recommendation Form before submitting files to the Office of the Provost. It is the responsibility of the College to make sure that correct and complete information is submitted to the Provost's Office.** Be sure to include urban campus chancellor(s) where applicable and both the department chair, and the secondary department chair evaluation in the case of a joint appointment.

To be completed by the dean(s):

Dean's Tenure/Promotion Recommendation Form

Evaluation by the academic dean should not just repeat the chair's summary. Instead, the dean's summary should be a detailed and interpretive analysis of the case. The dean should outline the process used during the college-level review. In cases where time to tenure/promotion credit has been given for service at another institution, indicate how much credit was allowed. The recommendation of college-level advisory committees must be reported as part of the dean's analysis and recommendation. The formation of the Advisory Council is left to the discretion of the dean; however, the dean must take care to ensure that the composition of the group is fair to all candidates. Department chairs (who have their own opportunity to comment) should not be a part of college committees. Any member of a college-level committee must not assess candidates from his/her own unit. Both the academic dean and the chancellor or designee must sign the dean's recommendation. The recommendation from the dean need not agree with the advice received from the department or dean's advisory committee, but any disagreement with prior advice should be explained.

To be completed by the department chair(s):

Evaluation by the chair should be detailed and interpretive containing analysis of critiques by colleagues and peers. The chair should outline the process used during unit review and should explain, or at least provide a context for, faculty recommendations or external letters that contain negative information about the candidate or that disagree with the overall departmental decision. The chair recommendation will not ignore the views of the faculty but need not be in agreement with the majority of faculty recommendation forms. Chairs should not register both a faculty and chair recommendation. Faculty who have appointments that might provide more than one occasion to participate in evaluations (joint appointments, department chair, dean, etc.) must do so only once.

In commenting on the promotion of assistant to associate professor, the chair's analysis should show that the candidate has a potential for national and international prominence based on the candidate's performance to this point, as well as the potential for continued positive contribution to the University. The chair should address the question of whether the person would be tenured and/or promoted at the best of our peer institutions.

In commenting on the promotion of associate to full professor, the chair's analysis should stress persistence of quality in teaching, scholarly, and creative activities with particular focus on performance since promotion to associate professor, as well as increasing service to the institution, professional organizations, and society. **The quality and quantity of accomplishments of the full professor are expected to be at a significantly higher level than that of the associate professor.** The scope of these accomplishments should also be on a broader national and international level. Attainment of the rank of professor is an indication that, in the opinion of colleagues, the individual has made and continues to make outstanding contributions to the area of their major work assignment. The outstanding contributions that merit promotion to full professor should be clearly specified. Promotions to full professor cannot be justified on the basis of time in rank alone, generally adequate work, etc. National and international prominence is required and must be clearly established in the chair's analysis.

2. A current resume to be completed by the candidate. The resume should include at least the following:

A description of the candidate's research and scholarly or creative activities, including:

statement of the nature and significance of research, scholarship, or creative activities, involvement with undergraduate students, and impact of research on teaching, extension or service functions within the context of the faculty member's location and appointment;

a list of graduate courses taught, graduate students and postdoctoral fellows supervised, and graduate committees served on;

summary of grant and contract support, including identification of principal investigators, granting agencies, periods, and funding of all awards. Unfunded proposals may be listed if accompanied by reviewers' comments (in any case, the number of unfunded proposals may be indicated);

complete list of publications with complete citations, including abstracts, articles, book chapters, papers in conference proceedings, patents, and reviews; or creative activities including original scores, exhibits, performances, and works of art. Refereed and non-refereed publications must be listed separately;

documentation of acceptance for a publication listed as in press or accepted for publication. **Any publication which is not accompanied by documentation such as a letter of acceptance, signed contract, or other proof of eventual publication will not be considered as part of the file;**

list of consultancies, sabbatical leaves, and international collaborations, if applicable;

list of invited and contributed presentations at national or international conferences and symposia, including titles and/or identifications of groups addressed; and

other supporting information, such as the number of citations of key publications (include period covered by the citations) or copies of reviews of exhibits or performances.

A description of professional service activities, including:

a description of services to the department, college, and university, other institution or firm;

a description of services to professional groups or associations; and

a description of services to county or state governments, communities or other societal groups.

A description of honors and awards, including:

teaching, research or public service awards; and

other evidence of recognition, such as lectureships.

3. Copies of past annual, pre-tenure and third-year reviews.

The recommendation on tenure and promotion should follow logically from, and be consistent with, the feedback the candidate has been given in the past whenever possible.

4. Context Statement (optional)

The context statement should be limited to two pages. The statement may include a description of expectations placed on a faculty member by circumstances extant at research stations or urban campuses, the requirement of joint appointments or other special circumstances such as commitments to student groups.

5. Letters of Recommendation and a list of reviewers contacted with the names supplied by the candidate marked with an asterisk.

Letters may be obtained from evaluators chosen by the chair from a list composed partially from recommendations of the candidate. Letters should be solicited from noted senior faculty, scholars, researchers, artists, and performers at comparable or better institutions, research centers, or private-sector organizations. Careful thought should be given to the qualifications, stature and overall appropriateness of those from whom letters are solicited. Academic standing of external reviewers is particularly important. Letters should not be solicited from people who have a personal relationship with the candidate that goes beyond that of colleague (e.g., mentor, collaborators). Letters from WSU faculty are not considered "external" letters and should not be solicited. If they are received, they should be included in an appendix to the file.

A short (no more than one page) biographical sketch for each evaluator should be submitted with the letters forwarded (please do not send complete resumes).

Copy of the letter sent to reviewers requesting their comments. All letters to reviewers should include the following statement:

"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 records law, we are unable to guarantee confidentiality. If requested, evaluations will be made available to the candidate."

Copies of all letters of recommendation received. Only four from outside WSU are required, but all letters received must be forwarded.

Unsolicited letters from students, colleagues, and citizens, or other evidence of research, creative or performance activities, teaching, extension or service excellence, may be submitted but should be forwarded only when unique perspectives are offered on the faculty member's service to the institution and society.

6. The Teaching Portfolio.

A "teaching portfolio" is a compilation of information about a faculty member's teaching, made by that faculty member, often for use in consideration for tenure or promotion. It is not, in itself, an instrument for teaching evaluation, but a vehicle for presenting information which may include results of evaluations and which may itself contribute to evaluation.

The format and uses of the portfolio will naturally vary from one part of the university or discipline to another. The outline that follows is meant to be an adaptable template, which can be modified for individual units or even individual faculty members.

Nevertheless, there should be a degree of uniformity. The original impetus for proposing the portfolio at WSU was the fact that personnel documents from different units described teaching activities in such varied ways that often it was difficult, if not impossible, to use them fairly or to obtain useful aggregate results. Some guidance seemed in order.

General Format

The teaching portfolio narrative shall be **firmly limited to five pages**. It should present information under headings selected appropriately from those listed below (and perhaps others) and organized in much the same way. Some faculty members may attach complementary information in the form of appendices or exhibits, but these are not always essential and should be used in moderation. The outline that follows can therefore be regarded as a menu from which faculty members (or departments, or colleges) can select items to include in teaching portfolios to fit their particular circumstances.

Each teaching portfolio should be dated and signed by the faculty member.

A. Goals

A compact but thoughtful statement about the faculty member's intentions and aspirations in teaching, especially for the near future.

Examples: preferred principles for good teaching; plans for actions for improvement, curricular projects, publications, presentations, etc. Platitudes and vacuous generalities should be avoided.

Obstacles the faculty member has encountered, such as inadequate facilities, inadequate library resources, excessive class size, etc.

B. Responsibilities

(The topics listed below reflect a broad concept of teaching. Others might be added.)

1. Percentage of appointment devoted to teaching, if stipulated.
2. Courses recently and currently taught, with credit hours and enrollments

When instructional duties for a course are shared, those of the faculty member should be described or at least represented by a percentage. Attachment of typical syllabi as exhibits may be appropriate.

3. Work with individual students

Examples: Guidance of independent study or undergraduate or graduate research; direction of theses; supervision of postdocs.

4. Advising

Examples: Advising for the Center for Advising and Career Development (CACD), advising of majors, advising students competing for prestigious scholarships or for admission to graduate or professional programs. Advising students in one's own classes specifically about those classes does not belong here. Approximate numbers of students advised, etc.

5. Instructional innovations

Innovation is not essential to good teaching, but credit should be taken for major efforts to improve teaching. Examples: Novel use of instructional technology; development of collaborative arrangements outside the unit and/or university; adoption of such methods as collaborative learning, use of case studies, etc.

6. Extraordinary efforts with special groups of students

Examples: Exceptionally able students; members of underrepresented groups or groups facing special challenges (women in mathematics, men in nursing, returning students, physically impaired students).

7. Use of research in teaching

Examples: Modification of syllabi, laboratory experiments, reading lists, etc., in light of one's own research; involvement of students in one's own research; special activities for helping students to develop creative and critical thinking skills for use in their research.

8. Out-of-class evaluation activities

Examples: Participation in assessment of educational outcomes, such as end-of-program assessment; participation in conducting examinations for advanced degrees; screening students for scholarships and other distinctions.

9. Service on WSU or other committees concerned mainly with instruction

Examples: Service on the Faculty Senate Academic Affairs Committee, and college and department committees of the same general kind.

10. Learning more about teaching

Examples: Programs of systematic reading in the literature on teaching; attending short courses and professional conferences concerned with teaching; leading or participating in faculty seminars concerned with teaching issues.

11. Projects and potential projects requiring non-state funding

Teaching-centered grants received and grant proposals under consideration. When other faculty members are involved, the role of the faculty member who is reporting should be made clear.

C. Evaluations

The "Evaluation" section in a portfolio should consist chiefly of summaries of data from whatever methods for evaluating teaching are used--not only evaluation by students. The data themselves may be attached in exhibits or offered as available on request. Some faculty members may wish to include explanations or rejoinders for evaluations which they believe to be potentially misleading.

1. Student evaluations

Examples: Results of student questionnaires; interviews of students; the one-minute essay and other forms of "classroom research." Teaching evaluations should be provided whenever possible.

2. Measures of student learning

Direct evidence of the extent and quality of learning by the faculty member's students, e.g. performance on appropriate standardized tests.

3. Peer evaluation

Reports from respected colleagues who have visited classes, examined instructional materials, talked with the faculty member, etc. (these are particularly helpful). Letters from colleagues may also be useful.

4. Letters from students, alumni, and employers of alumni

Solicited letters, e.g. from former students, are not likely to carry the credibility of unsolicited statements.

5. Teaching awards

Something should be said about the character of the awards if the names are not self-explanatory.

6. Other evaluations

D. Results

1. Student successes

Examples: Noteworthy achievements of students (in awards, admissions to graduate school, employment, other accomplishments), for which the faculty member claims a significant part of the credit.

2. Instructional materials

Examples: Textbooks, workbooks, manuals, visual aids, software, etc.

3. Contributions to the scholarship of teaching

"The scholarship of teaching" treats teaching itself (especially in one's discipline) as a subject of scholarly discourse. Results may include oral presentations, papers in appropriate journals, etc.

In items 2 and 3, data about publications should be presented in some standard style.

4. Other results

Appendix, or exhibits

These may include: detailed information (syllabi, student evaluation forms, reports of peer evaluations, grade distributions, etc.) about specific courses and other teaching activities; copies of materials listed under D.2; preprints or offprints of items listed under D.3; etc.

Signed: X***** Y*****

7. Faculty Recommendations

It is the responsibility of the unit administrator (usually the chair) to ensure that all faculty eligible to offer an opinion about a candidate have available at the time of their evaluations, all relevant documents (department criteria, letter of appointment, complete file), including those from other related units (institutes, research stations, urban campuses, etc.) For faculty at locations distant from the chair, and who have a local administrator (e.g., academic director), that administrator should provide a performance evaluation that is available to the eligible faculty prior to their assessment. The administrator must also convey to faculty the responsibility to participate in the evaluation process and to provide a written recommendation. Each tenured department member is to complete one copy of the appropriate recommendation form for each member of the department eligible for tenure consideration. Tenured department members should indicate "yes" or "no" and provide an explanation of their recommendations. Faculty members should take particular care to ensure that the contents of their recommendation conforms to, and supports, their recommendation of yes or no. For urban campus faculty, the chair will consult with the appropriate academic director.

The granting of tenure is an important decision. Tenured members of the faculty tend to remain on the faculty for many years. Faculty members are in a good position to evaluate both the performance and promise of their potential long-term colleagues. Therefore, faculty members bear particular responsibility for upholding standards of excellence and should write their recommendations with those standards in mind and with particular care.

All tenured faculty should complete recommendations on the granting of tenure. There must be at least five faculty recommendations, not including the chair, for promotion and/or tenure.

All tenured associate and full professors or equivalent should submit recommendations on the appointment or promotion to associate professor.

All tenured full professors should complete recommendations on the appointment or promotion to full professor.

The following members of the faculty submit recommendations on promotion to senior instructor: senior instructors, clinical associate professors, clinical professors, associate professors, and professors.

The following faculty submit recommendations on promotion from clinical assistant professor to clinical associate professor: clinical associate professors, clinical professors, associate professors, and professors.

The following faculty submit recommendations on promotion to clinical professor: clinical professors, associate professors, and professors.

8. Regents Professor Nomination

The Regents Professor faculty rank has been created to recognize the exceptional levels of cumulative performance achieved by a small fraction of faculty. It reflects university-wide recognition for such faculty by designation as "Regents Professor."

Characteristics. To be considered for promotion to Regents Professor a faculty member must:

- be a tenured full professor or equivalent; and must have
- served Washington State University for at least the immediately preceding seven years;
- achieved the highest level of distinction in a discipline and raised the standards of the University through activities in teaching, scholarship, and public service; and
- sustained a level of accomplishment, which has received national and international recognition.

It is university policy that there will be no more than 30 active Regents Professors at any one time (approximately 2.5% of the eligible academic faculty). **There are currently 28 active faculty at this rank, so future promotions to this level will be limited.** Each college may nominate no more than 2 candidates for this rank. The number of promotions to Regents Professor is limited to **five (5)** annually for the institution.

Procedures. The promotion process and procedures correspond to those for promotion to professor but with appropriate modification to accommodate the university-wide nature and limitations on numbers. Faculty recommendations are not necessary for this nomination.

The form is similar to that used for tenure and promotion. It calls for specific information. **Please fill out the form completely.**

Be certain to provide clear and complete documentation to support all nominations. Outside letters are required. External letters should not be solicited from people who have a personal relationship with the candidate (e.g., mentor, collaborator).

If the candidate has within the last year received a Faculty Excellence Award or the Eminent Faculty Award, the four letters may be from that group of previously solicited letters. External letters may be reused one time or new letters may be solicited, as desired. In any case, after the letters have been reused one time, new letters must be included in the packet.

Candidates who are not chosen in one year may remain in the pool for up to 3 years. To renominate a candidate, you **must** submit an updated promotion notebook with a current curriculum vitae. The college may also choose to renominate previous candidates after their initial 3 years of eligibility expires.

All college-level recommendations for promotion to Regents Professor are submitted to the Provost's Office who provides them to a university-wide committee which makes final recommendations to the Provost. Final decisions and notifications are made at the same time as other tenure and promotion decisions.

Conditions. A salary increase at least as large as for other faculty promotions, and funded from a pool provided by the President's office, will accompany promotion to Regents Professor. Once granted, the rank is held for the remainder of the recipient's active service at Washington State University. The title "Regents Professor Emeritus" is conferred upon retirement upon submittal to HRS of an appropriately completed personnel action form.

9. Supporting materials

Supporting material includes books, papers (copies of no more than 10), slides, tapes and other evidence (e.g. photographs, videotapes) of the candidate's teaching, research, scholarly, creative, and service activities. The material should be assembled in an archive box (behind the three-ring notebook), and labeled with the candidate's name, department, and college.

Files are considered complete at the time of the deadline for submission of materials. Faculty may not add material to the file after the deadlines except for the following:

- a. A faculty member has listed a publication as "in press" and the article or book is published. If the faculty member wishes the material to be included, it may be substituted for the manuscript in the file. This is a "cosmetic" change and requires no further action.
- b. A faculty member who is being considered for tenure has listed a publication or grant proposal as "submitted" and, after the file leaves the department, the faculty member receives word that it has been accepted. The faculty member can request reconsideration at the department level if the Provost has not yet rendered a final decision. The faculty member must provide documentation to the department chair who will request reconsideration by the eligible faculty. Both the original and subsequent recommendations will become part of the file sent to the college for reconsideration and then to the Provost. Reconsideration is appropriate to ensure that the best possible case is made for faculty who are at a critical juncture in their career.
- c. Any materials that are submitted as part of your supporting documentation may become part of WSU's permanent record and may not be returned to the candidates. We urge you to submit copies rather than originals.

ANL.0029

**PLEASE MAKE A COPY OF
THE FOLLOWING 3 PAGES
ON YELLOW PAPER FOR
EACH TENURE/PROMOTION
CANDIDATE AND MAKE
SURE THEY ARE FILLED
OUT IN THEIR ENTIRETY**

**PLEASE BE SURE THAT
THE CANDIDATE'S NAME, CURRENT TITLE,
DEPARTMENT AND
MAILING ADDRESS ARE REFLECTED ON THE
FORM**

2010

TENURE/PROMOTION RECOMMENDATION
(Please type and fill in all appropriate fields)

NAME _____ WSU ID# _____

CURRENT TITLE _____

DEPARTMENT/UNIT NAME _____

ENTIRE MAILING ADDRESS (If off-campus, please give ENTIRE mailing address. If on-campus give 4+plus zip code.) _____

FINAL ACTION					
	AREA*	CHAIR	DEAN	CHANCELLOR	PROVOST
GRANT TENURE					
DENY TENURE					
PROMOTE					
DEFER PROMOTION					

*Indicate numbers for each.

PULLMAN _____ SPOKANE _____ TRI-CITIES _____ VANCOUVER _____ OTHER _____

TERMINAL DEGREE _____ DEGREE YR _____ BEGINNING TENURE-TRACK YR @ WSU _____

ACADEMIC _____ ANNUAL _____

TENURED YEAR _____ TENURE ELIGIBLE YEAR _____ YEAR OF THIRD-YEAR REVIEW _____

SUPPORT MATERIAL ATTACHED:

- ____ CURRENT RESUME
- ____ PAST ANNUAL, PRE-TENURE AND THIRD-YEAR REVIEW
- ____ CONTEXT STATEMENT
- ____ LETTERS FROM OUTSIDE REVIEWERS
- ____ EVALUATION OF REVIEWERS
- ____ TEACHING PORTFOLIO
- ____ FACULTY RECOMMENDATIONS
- ____ REPRINTS/CREATIVE ACCOMPLISHMENTS
- ____ COPY OF DEPARTMENT AND COLLEGE CRITERIA
- ____ OTHER _____

SUMMARY OF REVIEW CRITERIA:

CHAIR'S ANALYSIS AND RECOMMENDATION:

CHAIR'S
SIGNATURE _____ DATE _____

Please type name _____

DEAN'S ANALYSIS AND RECOMMENDATION:

ACADEMIC DEAN
SIGNATURE _____ DATE _____

Please type name _____

CHANCELLOR
SIGNATURE _____ DATE _____

Please type name _____

**PLEASE MAKE A COPY OF
THE FOLLOWING 3 PAGES
ON YELLOW PAPER FOR
EACH TENURE/PROMOTION
CANDIDATE AND MAKE
SURE THEY ARE FILLED
OUT IN THEIR ENTIRETY**

**PLEASE BE SURE THAT THE CANDIDATE'S
NAME, CURRENT TITLE, DEPARTMENT AND
MAILING ADDRESS ARE REFLECTED ON THE
FORM**

REGENTS PROFESSOR NOMINATION 2010

(Please type and fill in all appropriate fields)

NAME _____ WSU ID# _____

CURRENT TITLE _____

DEPARTMENT/UNIT NAME _____

ENTIRE MAILING ADDRESS (If off-campus, please give ENTIRE mailing address. If on-campus give 4+plus zip code.) _____

PULLMAN _____ SPOKANE _____ TRI-CITIES _____ VANCOUVER _____ OTHER _____

TERMINAL DEGREE _____ DEGREE YR _____ BEGINNING TENURE-TRACK YR @ WSU _____

ACADEMIC _____ ANNUAL _____ TENURED YEAR _____

SUPPORT MATERIAL ATTACHED:

- ____ CURRENT RESUME
- ____ PAST ANNUAL REVIEWS
- ____ CONTEXT STATEMENT
- ____ LETTERS FROM OUTSIDE REVIEWERS
- ____ EVALUATION OF REVIEWERS
- ____ TEACHING PORTFOLIO
- ____ REPRINTS/CREATIVE ACCOMPLISHMENTS
- ____ OTHER _____

SUMMARY OF REVIEW CRITERIA: _____

CHAIR'S RECOMMENDATION: _____

CHAIR'S
SIGNATURE _____

DATE _____

Please type name

DEAN'S ANALYSIS AND RECOMMENDATION:

ACADEMIC DEAN'S
SIGNATURE _____

DATE _____

Please type name

CHANCELLOR'S
SIGNATURE _____

DATE _____

Please type name

PLEASE MAKE COPIES

OF THE FOLLOWING

PAGE ON BEIGE PAPER

TENURE AND PROMOTION RECOMMENDATION

MAY, 2010

Faculty should be aware that upon request, the candidate has the right, by law, to be provided the entire tenure and promotion file, including faculty recommendations.

It is requested that all departments use this form only.

EVALUATOR'S NAME (TYPED): _____

RECOMMENDATION ON TENURE/PROMOTION FOR: _____

The granting of tenure and promotion is a most important matter and should, therefore, be considered very seriously by those making tenure and promotion recommendations, as tenured individuals tend to remain on the faculty for many years. Each recommendation should be followed by frank, objective comments in its defense. Pertinent criteria from the Faculty Manual and from approved department, college, and other unit tenure guidelines should be applied.

For the above-named person, my tenure and promotion recommendation is:

____ Recommend tenure and promotion

____ Recommend denial

Comments (Please type or use very dark ink):

Signature

Date

This form is to be completed by all tenured faculty members in the department or area except the chair or director. With other material, this form will be used by administrative officers of the university in evaluating the qualifications of the faculty member under review. The form will not become part of the personnel file of the faculty member being evaluated.

PLEASE MAKE COPIES

OF THE FOLLOWING

PAGE ON PINK PAPER

TENURE RECOMMENDATION
MAY, 2010

Faculty should be aware that upon request, the candidate has the right, by law, to be provided the entire tenure and promotion file, including faculty recommendations.

It is requested that all departments use this form only.

EVALUATOR'S NAME (TYPED): _____

RECOMMENDATION ON TENURE FOR: _____

The granting of tenure and promotion is a most important matter and should, therefore, be considered very seriously by those making tenure and promotion recommendations, as tenured individuals tend to remain on the faculty for many years. Each recommendation should be followed by frank, objective comments in its defense. Pertinent criteria from the Faculty Manual and from approved department, college, and other unit tenure guidelines should be applied.

For the above-named person, my tenure recommendation is:

_____ Recommend tenure

_____ Recommend denial

Comments (Please type or use very dark ink):

Signature

Date

This form is to be completed by all tenured faculty members in the department or area except the chair or director. With other material, this form will be used by administrative officers of the university in evaluating the qualifications of the faculty member under review. The form will not become part of the personnel file of the faculty member being evaluated.

PLEASE MAKE

COPIES OF THE

FOLLOWING PAGE ON

GREEN PAPER

PROMOTION RECOMMENDATION

MAY, 2010

Faculty should be aware that upon request, the candidate has the right, by law, to be provided the entire tenure and promotion file, including faculty recommendations.

It is requested that all departments use this form only.

EVALUATOR'S NAME (TYPED): _____

RECOMMENDATION ON PROMOTION FOR: _____

Promotion is a most important matter and should, therefore, be considered very seriously by those making promotion recommendations. Each recommendation should be followed by frank, objective comments in its defense. Pertinent criteria from the Faculty Manual and from approved department, college, and other unit promotion guidelines should be applied.

For the above-named person, my promotion recommendation is:

_____ Recommend promotion

_____ Defer promotion

Comments (Please type or use very dark ink):

Signature

Date

This form is to be completed by all tenured faculty members in the department or area except the chair or director. With other material, this form will be used by administrative officers of the university in evaluating the qualifications of the faculty member under review. The form will not become part of the personnel file of the faculty member being evaluated.