




MEMORANDUM

To: Vice Provosts, Deans, Chancellors, VCAs, and Legal Counsel

From: T. Chris Riley-Tillman, Provost and Executive Vice President 

Subject: Recommendations for Faculty Promotion and/or Tenure, Laureate Professor Nominations, and Regents Professor Nominations

Date: May 11, 2026

Enclosed are the instructions for the 2026-27 promotion and/or tenure recommendations, laureate professor nominations, and regents professor nominations. Please ask department chairs and school directors to provide copies of these instructions to all promotion and/or tenure candidates. Updated forms, which can be signed electronically, can be found on the Provost's Office website at <https://provost.wsu.edu/guidelines-and-forms/>.

For faculty not located on the same campus as their respective dean and department chair/school director, please adhere strictly to **UPPM 10.39, "Policies, Responsibilities, and Authorities for the Operation of Multi-Campus Academic Programs**, which can be accessed by clicking on [this link](#).

Please note that recommendations for faculty promotions and/or tenure actions **must be received by the Office of the Provost no later than Friday, October 30, 2026**. You are welcome to contact Kristina Peterson-Wilson (vice provost for academic administration & chief of staff) in the Provost's Office at (509) 335-8915 or kpeterson2@wsu.edu if you have questions or require assistance.

The granting of tenure is one of the most important personnel decisions for both the candidate and our university. Your recommendation and documentation should be guided by the current *Faculty Manual*. Recommendations for tenure are typically made concurrently with the promotion to associate professor.

Thoughtful and clear recommendations are requisite to an appropriate university decision. While it is unfortunate, if there is serious doubt about the wisdom of granting tenure, tenure denial is the proper recommendation.

I realize that promotion and tenure cases are time-consuming and require significant work. I greatly appreciate your care and attention to such important personnel matters in support of our faculty and scholarly excellence at Washington State University.

Promotion and Tenure Guidelines 2026-2027

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I. PROMOTION AND TENURE SCHEDULE 2026-2027

May 2026	Distribution of Instructions and Forms on Promotion and Tenure
October 30, 2026	Complete dossiers are due to the Provost's Office
November and December 2026	Discussion by the Provost's Promotion and Tenure Advisory Committee
January 2027	Discussions with relevant Deans and Vice Chancellors for Academic Affairs (VCAAs) begin
Mid-March 2027	Notification letters sent to faculty

II. INSTRUCTIONS FOR SUBMISSIONS OF MATERIALS 2026-2027

All materials are to be submitted electronically. **Please fill out all forms completely.** Forms are available on the Provost's Office website at <https://provost.wsu.edu/guidelines-and-forms/>. As a gentle reminder, faculty recommendations are required for all promotion cases, including promotion in the career-track.

Upload to Teams Site

The Provost's Office will provide access to a Teams site for each college. All documentation must be uploaded. The following materials should be numbered and organized on the Teams site in the order indicated below.

1. Administrative recommendation form(s) (signed by the chair, dean, and Executive Vice President [EVP] for Statewide Campuses, as applicable).
2. Current curriculum vitae.
3. Teaching portfolio (25-page limit for health sciences; 5-page limit for all others).
4. Statements (2-page limit for individual statements) (e.g., research, service, split appointments, COVID, access and opportunity work, other context) **or a single unified statement (6-page limit). This change was implemented within the last few years; please ensure faculty are aware that this is an option.**
5. Past annual reviews, including intensive third-year reviews. In cases of promotion to full professor, laureate professor, or regents professor, only those reviews conducted since the last promotion need to be included.
6. External/internal review letters.
7. **Added in 2025:** Candidate response(s) to faculty advisory recommendations, chair's administrative review form, and dean's administrative review form. Note that external/internal review letters are **not** included for candidate review. Candidate

responses are limited to two pages after departmental review, and two pages after dean's review. Candidates have five (5) business days to submit factual corrections and/or rebuttal to review comments at each stage in the process. This candidate response process does not apply to Laureate or Regents professor dossiers.

8. Supporting materials. Wherever possible, please submit supporting materials in electronic format to the Teams site rather than in another format.

DOIs can be supplied with the CV for published works that are available electronically.

If electronic versions or pictures are not available, supporting material may include books, 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 and labeled with the candidate's name, department, and college.

Any materials that are submitted as part of a candidate's supporting documentation may become part of WSU's permanent record and may not be returned to the candidates. We strongly urge candidates to submit copies rather than originals.

9. Copy of current departmental and college criteria for promotion and tenure.
10. Faculty advisory recommendation forms (to be uploaded to the Teams channel reserved for faculty recommendations only).

These folders may have additional subfolders if needed, but in no case should any of the above sections be combined.

III. WSU'S CORE MISSIONS AND GUIDING PRINCIPLES FOR FACULTY REVIEW (*Faculty Manual*, Section III.D.5)

Starting in August 2021, the *Faculty Manual* has a description of WSU's core missions and how they apply to faculty review (passed by the Faculty Senate on April 8, 2021). Below, we provide a summary of the additions to the *Faculty Manual*. These guidelines place the promotion and tenure process in the context of our land-grant mission and reflect best practices in faculty review.

Please consider this text carefully and make your faculty aware of their importance to the review process.

Summary from *Faculty Manual*, Section III.D.5:

Washington State University's core missions include teaching and learning (including mentoring and advising); scholarship of discovery, integration, application, and teaching; outreach and engagement (extension, clinical service, etc.); and service, including academic

service, governance, leadership (internally-directed service), and professional service (externally-directed service that supports professional organizations, advisory boards, peer review processes, etc.).

The university values and seeks excellence in all the traditional missions of our land-grant university and recognizes that true excellence is only achieved through the collective contributions of our faculty. As such:

- Faculty must be reviewed in true peer review fashion, including internal reviewers who understand and contribute to the same mission(s) in similar ways.
- Measures of scholarship and research productivity should be selected carefully to minimize bias and provide a complete assessment of productivity, quality, and impact.
- The institution values the capacity of faculty to integrate their work across the land-grant missions. Those faculty members who are engaged in two or more missions of the land-grant university can integrate their work across the different workload categories to which they contribute.
- Each faculty member's respective contributions to their assigned roles in our collective missions are valued and rewarded, regardless of track. Because of the resource commitment it represents, tenure is one of the most important decisions made by the university and thus merits special consideration. Nonetheless, the university should strive to minimize differences between tenure- and career-tracks that create hierarchy.
- For both career-track and tenure-track, attainment of the rank of professor is an indication that an individual has made, and continues to make, progressive contributions to a major area of the individual's work assignment. By way of example, innovation and leadership are expected from all full professors (regardless of track) and from any faculty member applying for or aspiring to promotion to full professor.
- All faculty are expected to contribute to a positive community and culture. Faculty should value the professional and personal well-being of their colleagues, including fellow faculty, staff, administrators, and students, and work toward an equitable distribution of formal and informal service and leadership.

Operational principles for faculty review include:

- All faculty should have descriptions of their position responsibilities.
- All faculty should be provided with clear expectations for promotion and tenure. Workload policies define the expectations for satisfactory performance for different workload allocations, while promotion and tenure expectations consider the totality of an individual's growth, coherence and impact. Consequently, all academic units must have clear criteria for promotion and tenure and provide these to candidates, colleagues, and all internal and external reviewers. Criteria should be comprehensive but not prescriptive.

- A faculty member may report an activity and outcome under more than one mission area. Because missions often overlap, faculty should identify a primary area of attribution for any reported activity, but that activity might be co-listed under another mission. For example, scholarship often involves significant mentoring and advising; outreach and engagement often involve teaching through formal WSU course offerings and/or other diverse settings; and teaching may generate publications and lead to extramural funding.
- Service to a faculty member's professional organization(s) is valued and recognized.
- Communication to external reviewers should reflect all of WSU's missions. Our communication with external reviewers should center on WSU's core values and missions as well as provide context, including the faculty member's defined responsibilities/official job description. When appropriate, WSU should make it clear to the external reviewers the value the university, colleges, and units place on university missions and/or activities that reviewers may not be accustomed to seeing within a promotion or tenure package (e.g., community-engaged scholarship, administrative service and leadership, etc.). **Annual reviews are personnel documents and must not be included in the documentation that is shared with external reviewers.**

IV. PROCEDURAL REMINDERS FOR CHAIRS AND DIRECTORS

1. All pre-tenured faculty should have an intensive review the spring before their year of tenure consideration. Feedback should be provided on all statements and the CV. There should be a departmental discussion on career progress for all pre-tenured candidates, and in the case of third-year intensive reviews, all faculty should provide their recommendations and comments on candidates' progress toward tenure. If the unit has faculty members on more than one campus, discussions should be held by Zoom.
2. All tenure cases must be forwarded to the Office of the Provost and Executive Vice President.
3. The dean, in consultation with the EVP for Statewide Campuses or VCAA, may decide not to forward cases for promotion to associate professor (career-track) or professor (both career- and tenure-track). The dean is required to notify candidates in writing about whether their case for promotion will be forwarded to the Office of the Provost. Notification must occur within 10 business days of the decision. If the dean decides not to forward the packet, the faculty member will be given a written justification in a notification letter, on which the provost is to be copied. In addition, the faculty member will be given a minimum of five (5) business days to exercise the right to have the packet forwarded to the provost regardless of the dean's decision. Be certain to provide clear and complete documentation to support all recommendations.
4. Chair and dean's statements should include the sections outlined in the documentation provided on the Provost's Office website. Please note that intensive third-year review

statements from the deans are optional except in the case of an “Unsatisfactory” rating on progress toward tenure. The sites can be accessed by clicking on the following links.

- a. [Chair’s Outline for Tenure, Promotion, and Intensive Third-Year Review Statements](#)
 - b. [Dean’s Outline for Tenure and Promotion, and Intensive Third-Year Review Statements](#)
 - c. [Checklist for Chairs and Directors](#)
5. Chairs and directors have inherent authority to complete their component of the review process and administrative recommendation regardless of their rank or track. If a college uses a different process, it needs to be clearly articulated in its guidelines and documented in the individual administrative recommendation forms for each dossier.
 6. Evaluators at all levels must judge cases on their merit and based on the faculty member’s job description. Faculty review should not include comparison with tenured faculty in the unit or with those being considered at the same time. Cases should also be evaluated in the context of WSU's core missions, using the guiding principles for faculty review, and in relation to department, college, and university expectations.
 7. Please be sure that your recommendations and the procedures that you follow are consistent with your college and departmental guidelines. Please ensure that all necessary guidelines are available to faculty, chairs and directors, college-level promotion and tenure committees, and internal and external reviewers.
 8. The same general procedures and timeline should be followed when recommending promotion of career-track faculty and tenure-track faculty.
 9. Make sure that all relevant administrators (e.g., EVP for Statewide Campuses, VCAAs, deans, academic directors, and department chairs) provide input about the case. In addition, all faculty members who are eligible to assess a case should do so. All recommendations (e.g., faculty, department promotion and tenure committee, college promotion and tenure committee) should be reported in the summaries prepared by the chair and dean. There must be at least five faculty recommendations, not including the chair, for promotion and/or tenure.
 10. Nobody with a conflict of interest should assess or prepare a case for a candidate. For example, no one with a personal relationship with the candidate that goes beyond that inherent in the role of a colleague should contribute to a case. External and internal letters should not be solicited from mentors, collaborators, former graduate students, post-doctoral associates, etc. If there are questions about what qualifies as a conflict of interest, please contact the Provost’s Office for guidance.
 11. **Added in 2025:** In recognition of the principle that reviews must include peers who understand and contribute to the same mission in similar ways, if a candidate’s duties include 0.5 FTE or higher as administration, review of their contributions will be

addressed by the supervisor(s) (usually the chair, dean, and VCAA, as appropriate) and should address the value of the candidate's leadership for academic programs, innovation with administrative duties (e.g., managing budgets and unit governance), mentoring and supporting faculty development, conducting faculty annual reviews, recruiting and retaining faculty, managing the unit's promotion and tenure process, fundraising, alumni relations, community engagement, and strategic planning as appropriate for the position. Faculty recommendations do not need to address the administrative component of the position. Colleges may elect to form an administrative review panel to provide a broader perspective to this component of the review.

12. Approval of cases for early promotion and/or tenure must be obtained from the provost and executive vice president before the case is prepared. Importantly, I interpret the phrase "extraordinary circumstances" (*Faculty Manual*, Section III.D.8 Advancement in Rank) to mean that such requests are rare and inarguably justified. **Please submit requests for early promotion and/or tenure by June 15, 2026.**
13. In schools and departments that have faculty on multiple campuses, faculty discussions of all candidates' cases for promotion and/or tenure are required to be held over Zoom or Teams. These meetings must be available to all faculty eligible to provide recommendations on the case. The meeting will allow all faculty members, regardless of location, to provide and hear information about any candidate's progress and will allow questions about this progress to be asked and answered. This meeting should not be recorded. I urge you to schedule these meetings early.
14. Promotion and/or tenure should be granted when the candidate has reached the standards specified in the departmental and college promotion and tenure guidelines. Those who have been granted extension(s) of the tenure clock should be held to the same standards as those given a normal clock. They should not be held to a higher standard because of the extension.
15. COVID-19 affected many candidates' ability to complete scholarly work and required extra work in teaching during the spring semester of 2019-2020 and academic years 2021-2022 and 2022-23. This may be reflected in the work products presented for review. All evaluators should consider to what extent this may be true for any given individual evaluated and modify assessments accordingly. In addition, because course evaluations may have suffered from the rapid switch to online teaching, faculty may choose not to report the spring 2020 semester's course evaluations in their teaching portfolio.

16. 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 in the following cases:
- 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. The CV may be updated. This is a “cosmetic” change and requires no further action.
 - b. A faculty member who is being considered for promotion and/or 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 that the documentation be added to their file for incorporation into subsequent stages of the evaluation process.

V. DETAILED INSTRUCTIONS FOR CHAIRS AND DEANS

1. Administrative Recommendation Forms

For faculty not located on the same campus as their respective dean and department chair, the chair will also consult with the appropriate academic director. Academic directors will provide input on annual progress toward tenure reviews, intensive third-year reviews, and promotion and/or tenure reviews to department chairs/school directors. The input will be acknowledged and incorporated explicitly into the promotion and/or tenure review narratives by the department chair/school director. Academic directors will provide input to the department chair/school director at least two weeks before the Administrative Recommendation Form is to be submitted to the dean. Colleges will publish a schedule of evaluation needs that facilitates this input and circulate it to academic directors and VCAAs.

To be completed by the department chair(s)/school director(s):

Promotion/Tenure Recommendation Form: Please see the “Chair’s Outline for Tenure, Promotion and Third-year Review Statements” on the Provost’s Office website by [clicking on this link](#). This outline includes a description of statement requirements and a detailed list of statement content. Evaluation by the chair/director should be detailed and interpretive, containing analysis of critiques by colleagues and peers as well as the campus academic director and, if applicable, the chair of the department in which the faculty member has a secondary appointment. Include forms from both department chairs/directors in the case of a joint appointment.

The recommendation on promotion and tenure should follow logically from, and be consistent with, the feedback the candidate has been given in past annual and intensive reviews, whenever possible. **Thoughtful and lucid recommendations are prerequisites to a proper decision. If there is serious doubt about the wisdom of granting tenure, tenure denial is the proper recommendation.** As soon as they are

completed, administrative recommendations and faculty advisory recommendations should be provided to the candidate, who will have five (5) business days to submit a response (two pages, maximum) to correct factual errors, clarify their record, or rebut the contents of the administrative recommendation. The candidate's response must be included with the packet and considered before the dean completes their administrative recommendation.

To be completed by the dean, in consultation with the VCAA:

Promotion/Tenure Recommendation Form: Please see the “Dean’s Outline for Tenure, Promotion and Third-year Review Statements” on the Provost’s Office website by [clicking on this link](#). This outline includes a description of statement requirements and a detailed list of statement content.

For faculty not located on the same campus as their respective dean, the dean is responsible for ensuring that all relevant campus input and recommendations are collected. Additionally, they should attempt to reconcile and seek an agreed-upon recommendation between the dean and VCAA on all campus promotion and/or tenure cases prior to submission to the provost. In the rare event that such an agreement cannot be reached, the VCAA has the prerogative to submit a dissenting recommendation that will be included in the dossier forwarded to the provost. Recommendations at this level should consider the candidate's response to the chair’s recommendation, if submitted by the candidate for inclusion with the promotion packet. As soon as these materials are completed, the administrative recommendation(s) should be provided to the candidate who will have five business days to submit a response (two pages, maximum) to correct factual errors, clarify their record, or rebut the contents of the administrative recommendation(s). The candidate's response must be included with the packet and considered before the provost's promotion and tenure committee completes its evaluation and recommendation.

2. Copies of past annual reviews and intensive third-year reviews.

All forms must include all required signatures. In cases of promotion to full professor, laureate professor, or regents professor, only those reviews conducted since the last promotion need to be included. The recommendation on promotion and/or tenure should follow logically from, and be consistent with, the feedback the candidate has been given in the past, whenever possible.

3. External and/or Internal Review Letters.

This section of the dossier must include:

- A short (one-page maximum) reviewer bio – please do not send full CVs.
- A list of reviewers contacted, with the names supplied by the candidate marked with an asterisk.

- A copy of the letter sent to reviewers requesting their comments. All letters to reviewers should include the following statements:
 - *"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."*
 - *"Beginning in March 2020, the COVID-19 pandemic significantly disrupted operations, including instructional delivery, at Washington State University and the rest of the U.S. As a result, our campus underwent a rapid transition to remote learning before the end of the spring semester. All classes continued online from spring 2020 through summer 2021 sessions. Research facilities, including labs and libraries, were closed for several months, and field research and conferences were also suspended. In conjunction with the disruptions experienced on-campus, many faculty were working out of their homes while simultaneously providing childcare due to the closures of childcare facilities and K-12 schools, and/or elder care. Many publication submissions went through unusually prolonged review processes. These research disruptions, significant shifts in teaching modalities, and challenges with dependent care have greatly affected productivity for many faculty and will have ripple effects for several years to come. We ask that you take these unprecedented events into consideration when evaluating work performed by the candidate."*

Do not share the candidate's annual reviews with individuals who are invited to provide external or internal reviews.

Communication to external reviewers should reflect all of WSU's missions.

External evaluations play an important role in the promotion and tenure process by providing disciplinary expertise and an external perspective. Our communication with external reviewers should center on WSU's core values and missions and provide context, including the faculty member's defined responsibilities and official job description. When appropriate, WSU should make it clear to the external reviewers the value the university, college, and unit place on university missions and/or activities that reviewers may not be accustomed to seeing within a promotion or tenure package (e.g., community-engaged scholarship, administrative service and leadership, innovation, and entrepreneurship, etc.).

External review letters should be solicited from noted senior faculty, scholars, researchers, clinicians, artists, and performers at comparable or better institutions, research centers, or government or private-sector organizations. Candidates who have pursued sustained work in communities, state, and national agencies may also suggest among their possible external reviewers one or more evaluators (academic or non-

academic) possessing significant experience in communities of practice relevant to the candidate's scholarship. Careful thought should be given to the qualifications, stature, and overall appropriateness of those from whom letters are solicited. Letters may be obtained from evaluators chosen by the chair from a list composed partially of the recommendations of the candidate. The academic standing of external reviewers is particularly important. Where appropriate, letter writers should hold a rank at least equal to the rank to which the candidate aspires.

Internal or External Review Letters (required for career-track faculty)

At least four review letters are required for career-track promotions and may be from either internal or external reviewers. Some colleges require letters from WSU faculty outside the candidate's home department; please check college guidelines for career-track promotion. In some cases, letters from professional associations or external agencies may be appropriate. The Provost's Office does not accept letters from students to meet this criterion.

As noted above, the minimum number of review letters is four for both career- and tenure-track dossiers; however, all letters received by the department by the time the case is forwarded to the dean's office must be included in the file. Two reviewers should come from a list supplied by the candidate.

Letters should not be solicited from people who have a conflict of interest, such as a personal relationship with the candidate that goes beyond that of a colleague (e.g., mentors, collaborators, partners, or faculty who have a conflict with the candidate). For tenure-track faculty, letters from WSU faculty are not considered "external" letters and should not be solicited. If they are received, they should be included in the supporting materials folder. Letters from WSU faculty can be used as internal reviewers for career-track faculty, but again, letters should not be solicited from people who have a conflict of interest.

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 included only when unique perspectives are offered on the faculty member's service to the institution and society. Such letters should be included in the supporting materials folder in Teams.

All review letters should be available to faculty and administrators involved in the review process.

4. Faculty Advisory Recommendations.

It is the responsibility of the chair or director to ensure that all faculty eligible to offer a recommendation for a candidate have all relevant documents, including those from other related units (institutes, research stations, campuses, etc.), needed to complete their recommendations. To facilitate the dissemination of appropriate information, the faculty

discussion of all candidates' cases for promotion and/or tenure will be held over Zoom or other web conferencing platforms in schools and departments that have faculty on multiple campuses. This meeting must be available to the appropriate faculty at all locations. Chair/director's administration recommendations should describe how the faculty were engaged in these deliberations.

The administrator must also convey to the faculty the responsibility to participate in the evaluation process and to provide a written recommendation. Each eligible department member should complete one copy of the appropriate recommendation form for each candidate. Department members should indicate "yes" or "no" and provide an explanation for their recommendations. Abstentions are discouraged unless there is a conflict of interest, and chairs should make a note of this in their administrative recommendation. Faculty members should take particular care to ensure that the contents of their recommendation conform to and support their recommendation of yes or no. Please avoid statements that could be construed as making excuses for candidate performance (e.g., "Through no fault of their own, candidate A was unable to..."). Participating faculty should be aware that promotion and tenure candidates will have access to faculty advisory recommendations when the chair or director has completed their recommendation form.

For faculty on joint appointments, the faculty in each department must submit recommendations, and each chair must also submit an administrative form.

The granting of tenure is an important decision. Tenured members of the faculty tend to remain part of 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.

Who submits recommendations

There must be at least five faculty recommendations, not including the chair, for promotion and/or tenure review. If there are fewer than five tenured faculty members in the unit, the tenured members shall recommend additional such persons via the department chair/school director and dean to the provost. The provost shall determine which of these faculty members will review the candidate's materials and complete a recommendation form.

- All tenured faculty should provide recommendations on the granting of tenure and/or promotion to tenure-track associate professor. Colleges may also decide to include career-track associate or full professors in completing recommendations.
- All tenured full-rank professors should provide recommendations on the appointment or promotion to tenure-track professor. Colleges may also decide to include career-track full professors in completing recommendations.

- All career- and tenure-track associate professors and professors should provide recommendations on the appointment or promotion to career-track associate professor.
- All career- and tenure-track full professors should provide recommendations on the appointment or promotion to career-track professor.

5. Laureate Professor Nominations

Faculty with the rank of laureate professor are career-track professors who perform at a very high level in all domains within their workload (which may include teaching, scholarship and creative activity, service, clinical work, and/or outreach). The title of "laureate" is used to designate the highest faculty rank in the career-track.

Promotion to laureate professor requires service to the university at the rank of career-track professor for at least seven (7) years. Each college may nominate up to two (2) eligible faculty as candidates each year. Career-track professors from any sub-track are eligible for promotion to laureate professor.

Procedures

The rank of laureate professor is held by no more than 25 active Washington State University faculty members (0.5 FTE or higher) at any one time, with no more than three (3) newly promoted in any given year. The nomination process for promotion to laureate professor is initiated by a chair or dean, and nominees are evaluated by a review committee following a process determined by the provost.

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

The Administrative Recommendation Form for laureate professors is similar to that used for promotion and tenure. However, external letters of support are not required for laureate professor nominations. **Please fill out the form completely.** Candidates for laureate professor do not participate in the candidate review after the administrative recommendation forms have been completed. Be certain to provide clear and complete documentation to support all nominations.

Candidates who are not chosen in one year may remain in the pool for up to three years (but may also be withdrawn); however, materials are required to be updated each year, and a new electronic dossier must be submitted. Each college may nominate a candidate for up to three consecutive years. If a candidate is not selected after three years, the college must wait one year before re-nominating them. After this one-year break, the candidate may be nominated again.

All college-level recommendations for promotion to laureate professor are submitted to the Provost's Office. They are then provided to a university-wide committee, which

makes recommendations to the provost. Final decisions and notifications are made at the same time as other promotion and tenure decisions.

Conditions

A ten percent salary increase will accompany promotion to laureate professor. Newly promoted laureate professors will also be honored at the Celebration of Excellence Banquet during Showcase.

Continuation of the laureate rank at the time of a five-year review depends on continued excellence in performance. If the rank is continued, there is no further salary increase associated with this decision. If the rank is changed to professor, the faculty member retains the 10% base salary increase that was awarded with the original appointment as laureate professor. Use of the working title past laureate professor is discretionary and can be used while employed and during retirement. The number of past laureate professors does not count towards the cap on the number of active laureate professors. When the laureate rank is not renewed, the individual is not eligible for promotion to laureate professor a second time. The rank laureate professor (or title past laureate professor) and salary increase associated with promotion to laureate professor may be revoked if a faculty member is subject to disciplinary action with major sanctions (*Faculty Manual*, Section II.F.11).

6. Regents Professor Nominations

Faculty with the rank of Regents Professor are tenured professors who have reached the highest levels of achievement in their discipline and who are thoughtful and committed in all areas in their workload, including teaching and service to Washington State University. The title of "Regents" is used in honor of the dedicated efforts made by the members of the WSU Board of Regents, but this title should not be construed to mean there is a privileged relationship between regents professors and the Board of Regents.

It is university policy that there will be no more than 35 active regents professors at any one time. Should one or more vacancies exist, each college may nominate no more than 2 candidates for this rank. The number of promotions to regents professor is limited to three (3) annually for the institution.

Characteristics

To be considered for promotion to regents professor, a faculty member must:

- Be a tenured full-rank professor or equivalent
- 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 and/or scholarship and/or public service

- Sustained a level of accomplishment, which has received national and international recognition

Procedures

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

The Administrative Recommendation Form for regents professors is similar to that used for promotion and tenure. It calls for specific information. **Please fill out the form completely.** Candidates for regents professor do not participate in candidate review after administrative recommendation forms have been completed.

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 conflict of interest, such as a personal relationship with the candidate (e.g., mentor, collaborator, past advisee).

If the candidate has, within the last year, received a Faculty Excellence Award or the Sahlin 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. After the letters have been reused one time, new letters must be included if a subsequent nomination is submitted.

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 three years (but may also be withdrawn); however, materials are required to be updated each year, and a new electronic dossier must be submitted. Each college may nominate a candidate for up to three consecutive years. If a candidate is not selected after three years, the college must wait one year before re-nominating them. After this one-year break, the candidate may be nominated again. To re-nominate a candidate, you must submit a promotion dossier with a current curriculum vitae. External letters may be reused once, or new letters may be solicited, as desired. Each college is allowed to nominate two candidates per year.

All college-level recommendations for promotion to regents professor are submitted to the Provost's Office. They are then provided to a university-wide committee, which makes recommendations to the provost. Final decisions and notifications are made at the same time as other promotion and tenure decisions.

Conditions

A ten percent salary increase will accompany promotion to regents professor. Newly promoted regents professors will also be honored at the Celebration of Excellence Banquet during Showcase.

Those awarded the regents rank are reviewed every five (5) years (based on the calendar year of initial appointment) following a process outlined by the provost for either continuation for an additional five (5) years, or the appointment will be shifted to professor rank with the working title of "Past Regents Professor." Faculty with the rank of regents professor effective before January 1, 2026, will begin their five-year review period with the 2026 calendar year.

Continuation of the regents rank at the time of a five-year review depends on continued excellence in performance. If the rank is continued, there is no further salary increase associated with this decision. If the rank is changed to professor, the faculty member retains the 10 percent base salary increase that was awarded with the original appointment as regents professor. Use of the working title past regents professor is discretionary and can be used while employed and during retirement. The number of past regents professors does not count towards the cap on the number of active regents professors. When the regents rank is not renewed, the individual is not eligible for promotion to Regents Professor a second time. The rank of regents professor (or title of past regents professor) and salary increase associated with promotion to regents professor may be revoked if a faculty member is subject to disciplinary action with major sanctions (*Faculty Manual*, Section II.F.11)

VI. CHECKLISTS

Checklist for Candidates: Promotion and Tenure Review Procedure and Statements

1. Curriculum Vitae

Education and professional positions

Brief summary of research/scholarship interests

List of graduate courses taught (with semesters), study abroad courses, graduate/postdoctoral fellow(s) supervised, graduate committees, and related activities

Summary of grant and contract support

- Identify funding agency, grant periods, total amount funded.
- Clearly identify your role and the amount of funding to your program, if relevant.
- Separate in-progress from completed or pending grants/contracts.

Awards and honors

Complete list of scholarship products, separated by category:

- Refereed
 - Journal articles (published, in press, under review; all separated)
 - Abstracts
 - Proceedings
 - Books and book chapters
 - Patents
 - Original scores
 - Exhibits
 - Performances
 - Works of art
- Non-Refereed
 - Technical Reports
- Invited presentations at national/international conferences (refereed)
- Posters and presentations (refereed)
- Invited presentations (non-refereed)
- Posters and presentations (non-refereed)
- Other scholarship products not listed here (workshops, extension publications, etc.)

Documentation of acceptance for in-press or accepted publications

Consultancies, professional leaves, international collaborations

Professional memberships

Service

- Administrative service
- External service (professional service, grant review panels, editorial boards, service to state or community as relevant to scholarship)
- University service
- Campus service
- College service
- Departmental service
- Clinical service

- Community service
- Professional development activities
- Other elements relevant to specific disciplines

2. Statements (research statements may be required by college; other statements are optional)

Research/scholarship statement

Service statement

Context statements, as relevant (joint appointment, leadership role, community-engaged scholarship, clinical work, innovation and entrepreneurship, other)

3. Teaching Portfolio

Goals

Responsibilities

- Percent appointment for teaching
- Courses, credit hours, enrollments
- Work with individual students
- Advising
- Instructional innovations
- Extraordinary efforts with special groups of students
- Use of research in teaching
- Out-of-class evaluation/assessment activities
- Instruction-related service
- Learning about teaching
- Project requiring non-state funding

Evaluations

- Student evaluations
- Measures of student learning
- Peer evaluation
- Comments from unsolicited student letters
- Teaching awards
- Other

Results/Impacts

- Student success
- Instructional materials produced
- Contributions to scholarship of teaching
- Other results, appendix, exhibits

**Checklist for Chairs and Directors:
Promotion and Tenure Review Procedure and Statements**

1. Procedural

Describe process used during unit review.

Describe candidate's position (including workload percentages or distribution of duties).

Describe candidate's tenure clock, if needed.

Make sure all faculty recommendation forms are signed, have checked a recommendation, and provided written rationale for recommendation.

2. For all categories that are relevant, evaluate candidate's contributions to:

Teaching

Refereed scholarship/juried exhibitions or creative products

Service and leadership roles

Community outreach/engagement

Extension programming

Clinical work

Innovation and entrepreneurship activities

Positive working environment

Administrative contributions

Other

3. Internal recommendations and external reviews

Summarize faculty recommendations.

Summarize internal and external review letters.

Describe/explain discrepancies between positive and negative recommendations/reviews.

4. Chair or director summary

Recommendation

Justification of recommendation

Included recommendation and comments of EVP for Statewide Campuses/VCAA, if needed.

5. Review your statement for common mistakes

Failure to reach a clear conclusion

Failure to address one or more aspects of the job description

Reaching a conclusion inconsistent with guidelines without explanation of the difference

Reaching a conclusion inconsistent with past progress towards tenure or annual reviews

without a recent change in the candidate's performance to justify the inconsistency

Recommendation and the text of your statement support opposite conclusions

Failure to address problems in the case. The problems will be noticed. Please address them and provide an explanation for why the problems are or are not critical to the case.

Excessive repetition or quotations from other documents that are in the file

Inaccurate counts of activities. Scholarship that is "in progress" does not count and scholarship that is "in press" is counted only if appropriate documentation is provided.

Failure to account for the job description, particularly by applying the same standards for scholarship and/or teaching to candidates who have very different percentage assignments to these activities.

Checklist for Dean's Assistants
Promotion and Tenure Review Procedure and Statements

1. Administrative Recommendation Forms

All forms are current forms from the Provost's Office website. **All other forms will be returned.**

All required fields are completed.

Files are available in a timely manner to EVP for Statewide Campuses/VCAA, when required.

In the case of a secondary appointment, chair/director of the second unit has been consulted.

In the case of a joint appointment, both chairs/directors have completed separate forms.

Include the number of faculty recommendation forms for each category of recommendation.

Signatures and dates are provided for chair/director, dean, and EVP for Statewide Campuses/VCAA. In cases where the dean and EVP for Statewide Campuses/VCAA disagree, include a separate administrative form from EVP for Statewide Campuses/VCAA.

For promotion Only: Dean has notified candidate in writing, within ten (10) business days of decision, about whether the case for promotion will be forwarded to the Provost's Office.

2. Candidate's Curriculum Vitae

CV included.

3. Teaching Portfolio

All teaching portfolios for **health science colleges** may use up to 25 pages.

All other teaching portfolios must be five (5) page maximum.

Teaching portfolio appendices are moved to the Supporting Materials folder.

4. Context Statements (e.g., research, service, joint appointments, COVID, other)

Individual statements are limited to two (2) pages; single, unified statements are limited to six (6) pages.

If separate context statements are utilized, they should be saved as separated documents.

5. Copies of Past Annual Review and Intensive Third-Year Reviews

For tenure and/or promotion to Associate Professor: All comprehensive/abridged/intensive review from beginning of appointment to current track (career or tenure track), including third-year review.

For promotion to Professor, Laureate Professor, or Regents Professor: All annual review since last promotion.

All reviews are fully signed.

If the faculty member submitted a dissenting statement for an annual review, the statement should be included in the annual review, along with the dean and provost's responses.

6. External/Internal Review Letters

At least four (4) letters are included.

List of reviewers, their titles, institutions, and a short biographical description.

Candidate's reviewer suggestions are denoted with an asterisk.

Copy of the letter and guidelines that was sent to the reviewers.

7. Candidate Response(s) to Administrative Reviews

Upload notifications to the candidate that the window for response has opened.

If the candidate did not submit a response, add a note that confirms that the faculty had the opportunity to respond.

If the candidate submitted a response in either or both of the review windows, upload the full response.

Responses are not to exceed two pages each.

8. Supporting Materials

9. College and Department/School Promotion and Tenure Guidelines

Unit guidelines are uploaded as a separate document from college guidelines.

Guidelines are the most current versions approved by the provost.

10. Faculty Recommendation Forms

All forms are signed and include a written rationale for the recommendation.

Forms are uploaded into the separate Teams channel for faculty recommendations.

11. Miscellaneous Notes

If any text exceeds the size of the text box, please upload the excess as a separate attachment.

PDF files must be uploaded in standard format. Please do not upload PDF Portfolio documents.

The dossier for faculty members who reside on the Everett, Tri-Cities, or Vancouver campus needs to be shared with the Executive Vice President for Statewide Campuses or, if delegated, the respective VCAA in a timely manner.

V. ADDITIONAL INFORMATION ON THE PROVOST'S OFFICE WEBSITE

The following resources are on the Provost's Office website at <https://provost.wsu.edu/guidelines-and-forms/>.

- Candidates
 - Guidelines for Documenting Impact
- Chairs/Directors
 - Chair/Director's Outline for Promotion, and Third-Year Review Statements
 - **New in 2026:** Optional—Faculty Response Form
- Dean's Office
 - Dean's Outline for Promotion, Tenure, and Third-Year Review Statements
 - **New in 2026:** Optional—Faculty Response Form