

**2017-18 Abridged, Comprehensive and Intensive Reviews  
Frequently Asked Questions  
Revised March, 2018**

***If I'm a chair with an associate professor that has been in rank for 3 years, what type of review would be appropriate?***

A comprehensive review can be used to monitor progress to full professor. An intensive review is recommended every 4-6 years to monitor progress toward any type of promotion and to get feedback from colleagues.

***Can you explain more fully how the review process works for faculty in non-tenure-track positions?***

The new review process is inclusive of all faculty. Faculty in non-tenure track positions looking to be promoted would go through either a comprehensive or intensive review process. Comprehensive if they want feedback to prepare for promotion or intensive if they are going for promotion.

***How do raises work with new annual review process?***

Raises are allocated according to the procedure outlined in Sec. III.C.6.a of the *Faculty Manual*. If merit-based increases are available, raises will be based on the two most recent annual reviews unless someone is new and does not have two reviews, in which case available reviews will be used, or if there is more than two years since a raise, in which case the two most recent reviews will be used.

***How does the new Activity Insight system work with the new annual review process?***

Regardless of review type, all faculty are required to enter their accomplishments and information into the Activity Insight system.

***Can chairs or faculty request to have a comprehensive or intensive review?***

Yes, if a faculty member is wanting to get feedback to prepare for a promotion they can request a comprehensive or intensive review. If a chair wants to learn more about faculty progress toward a promotion they can recommend a comprehensive or intensive review.

***How should assessment responsibilities and teaching innovations be included in the new annual review process?***

Involvement in assessment and teaching innovation are important components of student success. Faculty are instrumental to successful assessment processes and the improvement of the classroom experience. Faculty providing leadership related to assessment should be acknowledged as part of the annual review process.

***Who does an Intensive Review (other than 3rd year)?***

Fixed term faculty or tenured associate professors who want to get feedback to prepare for promotion can use the intensive review process. Intensive reviews are available by request by faculty and/or chairs as a way to give feedback about readiness and preparedness for promotion. In such cases, the comprehensive review would be the annual review and the career progress review report is prepared by the chair with input from relevant campus personnel and input from faculty eligible to submit recommendation forms for promotion. The career progress portion of the intensive review can remain in the department and/or college and be used for formative processes—they do not need to be forward to the provost.

***What types of reviews for faculty members with administrative appointments are appropriate?***

Faculty in administrative appointments (e.g., chair, associate dean) will undergo an annual comprehensive review. The review should clearly indicate the percent of appointment related to faculty and administrative roles. For faculty in administrative appointments that are in promotable faculty positions (e.g., associate professors), the review summary should include progress toward promotion in addition to contribution as a leader. The comprehensive review will be completed by the dean with input from faculty via the 360 review that is coordinated by the Office of the Provost. In the event the faculty member in the administrative position wants to engage in an intensive review to garner feedback for promotion, the dean will lead the process for the comprehensive review and the career progress review.

***What types of reviews are best for non-paid fixed term adjunct faculty?***

For clinical and/or adjunct faculty in less than .25FTE or non-paid faculty appointments, the annual evaluation process should reflect the level of commitment and be determined by the unit leader and hiring authority. Faculty with active/ongoing involvement WSU should have as a minimum an abridged annual review. If the abridged review is less than satisfactory, the following year the faculty member should go through a comprehensive review. If the faculty member wants feedback to prepare for promotion they can engage in an intensive review to prepare for the promotion process. The type of review is determined and carried out by the department/unit leader with input from the faculty member.

***Do adjunct faculty go through the annual review process?***

Adjunct faculty with recurring appointments will go through an abridged review process by the department chair or his or her designee (e.g., academic director). If the abridged review is less than satisfactory, the adjunct faculty member should go through a comprehensive review process.

***Do postdoctoral researchers go through the annual review process?***

Postdoctoral researchers at WSU are designated as faculty and as such should go through an annual review process. The appropriate annual review (abridged or comprehensive) should be determined and completed by department chair or his or her designee (e.g., postdoctoral advisor). If the abridged review is less than satisfactory, the postdoctoral researcher should go through a comprehensive review process in the following year if they are still on appointment.