

# TENURE AND PROMOTION CRITERIA AND PROCEDURES

## CRITERIA

### Tenure

Faculty in Biological Systems Engineering are assigned responsibilities in one or more of the general areas of teaching, research, and extension. To be granted tenure, a faculty member's performance must be strong in all areas of his/her assignment and excellent in a dominant area. Within the areas of responsibility, contributions are expected of the following types:

- creative scholarship
- leadership in and service to:
  - + department
  - + colleges
  - + university
  - + profession
  - + public
- professional advancement
- support of departmental objectives
- positive interaction with colleagues and students

Creative Scholarship - Creative scholarship is a vital part of every faculty member's program. The most appropriate forms of scholarly contribution depend upon the faculty member's assignment and the specific clientele or audience. Appendix A lists indicators of creative scholarship for the different areas of responsibility and identifies those types of contributions of greatest importance. For specific faculty and responsibilities, the types of scholarship and the importance of each may vary from those indicated. A faculty member's assignment and corresponding responsibilities shall be determined at hiring and re-affirmed annually by the chair with agreement by the faculty member and approval of the deans of the colleges as part of the annual review process.

Leadership and Service - Examples of leadership and service include (but are not limited to):

- service in a leadership role such as chair or an active participant in department, college, and university committees
- service in editing or reviewing of research or scholarly publications or proposals
- service in a leadership role as chair or an active participant in a national committee
- service to community related to professional expertise
- assignment to department, college, or university-level special task forces
- service on advisory committees for university, professional organizations, etc.
- service in Faculty Senate and/or on Senate committees
- organizing workshops, short courses, and conferences for the department, college(s), university, and professional organizations
- service as the library liaison for the department

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Professional Advancement - Examples of professional advancement include (but are not limited to):

- registration as a professional engineer
- attendance at workshops, short courses, and other professional improvement activities
- attendance at professional meetings
- consulting in areas of professional expertise
- election to an office in a professional society

Support of Departmental Objectives - Examples of how a faculty member may support departmental objectives include (but are not limited to):

- involvement in international activities
- recruitment of undergraduate and/or graduate students

### Specific Criteria

Teaching - For the teaching component of a faculty member's assignment, specific criteria include:

- effectiveness of teaching
- knowledge of subject
- relevance of material
- organization and presentation
- use of appropriate teaching techniques
- demonstrated improvement over a period of time
- revision of courses and course materials
- development of new courses
- attitude toward teaching and students
- professional image
- curricular development
- student/peer evaluations
- awards

Advising is a central part of undergraduate and graduate instruction. Some faculty are assigned to advise undergraduate and/or graduate students. Others counsel and advise students informally and/or participate in student activities such as field trips and student organizations. The following specific criteria apply to advising:

- knowledge of program requirements
- knowledge of GER requirements
- quality of advising
- effectiveness of counseling
- availability to advisees
- knowledge of university services and procedures
- participation in student activities

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- student/peer evaluations
- awards

Research - For the research component of a faculty member's assignment, specific criteria include:

- research conducted or directly supervised
- interdisciplinary research with major involvement
- research involvement without major responsibility (but a part of the team)
- assessment and definition of research needs
- quality and significance of research accomplishments
- continuity of research activity
- demand for thesis direction by graduate students
- contribution to solution of state, regional, national, and international problems and the science and practice within the disciplines of the department
- awards

Extension - For the extension component of a faculty member's assignment, specific criteria include:

- assessment and definition of extension education needs
- ability to communicate ideas effectively to others
- number and quality of workshops, short courses, and in-service education courses
- ability to evaluate, interpret, and disseminate research and technology to agents and clientele
- leadership exhibited and ability to develop leadership in others
- participation in interdisciplinary extension programs
- quality and significance of extension accomplishments
- clientele/peer evaluations
- awards

### **Promotion (Assistant Professor to Associate Professor)**

The criteria for promotion to the rank of associate professor or equivalent are the same as for granting of tenure given in the foregoing. It is the normal expectation that a faculty member would be promoted and granted tenure simultaneously. The faculty member shall have gained a reputation on campus, in the state, and in the region, and shall have shown promise of developing a national and world-wide reputation for excellence of accomplishments.

### **Promotion (Associate Professor to Professor)**

The criteria for promotion to the rank of professor or equivalent include all criteria given in the foregoing. Furthermore, this promotion requires the existence of a national or international reputation for excellence of accomplishments.

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### PROCEDURES

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1. Departmental tenure and promotion criteria and procedures shall be given to all faculty members and to all final candidates for appointment to the faculty.
2. A tenure and promotion advisory (hereinafter called advisory) committee consisting of three (3) tenured faculty members shall be appointed by the department chair for all new tenure-track faculty during their first month of work. This committee will be unique for each new faculty member and shall continue to function until tenure action is complete. The procedures used by the committee shall be consistent with those of the department, the colleges, and the university. The primary duties of the committee are to advise and counsel the candidate on documentation and improvement of performance and to advise the department chair.
3. The department shall maintain an information file on each tenure-track faculty member of its unit, whether on or off campus. This file must include material that would aid in evaluating the performance of the faculty member. It is the responsibility of the faculty member to keep his or her file complete and current and to determine, with the help of his/her advisory committee, what shall be included in the file. This file is open to inspection by tenured department faculty members at the time of tenure consideration and at other times by persons designated jointly by the chair and the individual faculty member. Copies of the information files of candidates for tenure also shall be made available to the appropriate off-campus faculty members during the period of tenure consideration. A faculty member's file is open for his or her inspection except during the tenure progress review and during final tenure consideration when it contains confidential letters, tenure ballots, and other confidential materials.

The chair and advisory committee shall help each faculty member being considered for tenure to prepare a curriculum vitae and other documentation. The chair and the candidate shall have the responsibility to ensure that this document accurately summarizes all accomplishments of the candidate. The curriculum vitae shall contain pertinent biographical and other information that will aid in reaching a tenure decision and shall be available to each tenured faculty member within the department during the formal tenure progress review and during final tenure consideration.

4. A departmental annual review of each non-tenured faculty member is used to evaluate progress toward tenure. The review involves all tenured faculty members and should include student evaluations where applicable. The faculty member's advisory committee will provide an annual written report to the department chair before this review. The department chair shall meet individually with non-tenured faculty to discuss the results and implications of the annual tenure progress review. A dated written summary of the discussion of results and implications shall be signed by the faculty member and the chair. A copy of the signed summary shall be provided to the faculty member. Satisfactory progress toward meeting tenure requirements must be demonstrated for continued appointment prior to tenure.

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5. A formal tenure progress review (as required by the WSU *Faculty Manual*) will normally be conducted three years prior to tenure consideration (usually in a faculty member's third year of employment for faculty initially appointed at the rank of assistant professor or equivalent).
6. Each tenured faculty member of the department shall review the complete file of each faculty member being considered for tenure. Following review of the file and open discussion of the record, each of the tenured faculty members of the department shall provide to the chair a signed recommendation using the confidential ballot provided by the dean. This will be done during the formal tenure progress review and during final tenure consideration. While information provided by the tenure ballots is advisory, the advice of the unit faculty should be weighted heavily by the chair and deans of the colleges in making tenure recommendations to the provost. The chair shall assure that every tenured faculty member, including those on leave, has an opportunity to review the record and to complete a confidential ballot.
7. A person employed full time at the rank of assistant professor, or comparable rank, normally becomes eligible and must be considered for tenure during the sixth year of service at Washington State University, with tenure, if granted to be effective at the beginning of the seventh year. Generally, recommendations for tenure will be made for assistant professors, or comparable ranks, concurrently with a recommendation for promotion to associate professor or comparable rank. A person employed full time at the rank of associate professor, or comparable rank, ordinarily will be considered for tenure during the third year of service at Washington State University with tenure, if granted, to be effective at the beginning of the fourth year. A person employed full time at the rank of professor, or comparable rank, may be granted tenure through usual procedures, effective the date of initial appointment. This is a negotiable condition of employment. If not employed with immediate tenure, such a person must be considered for tenure during the first year of service, with tenure, if granted, to be effective at the beginning of the second year. In especially meritorious cases, a faculty member may be tenured early. Especially meritorious cases are those in which the faculty member has met the criteria for tenure in less than the normal time period.
8. The chair shall obtain written letters of evaluation for the non-tenured faculty member from people outside the university during the formal tenure consideration. These letters shall be obtained consistent with procedures used by the colleges and university. After the evaluation letters have been made available to the tenured faculty, a meeting of tenured faculty in the department will be held to discuss the non-tenured faculty member's progress before the tenured faculty complete the confidential ballots. The letters shall constitute part of the tenure file of the person being evaluated, but shall not be included in the person's permanent personnel file.

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9. A faculty member whose appointment is budgeted on a continuing basis in more than one unit may be granted tenure in more than one unit, provided that the positions are permanent and provided that tenure is granted in all units simultaneously. Such tenure implies no obligation for one unit to increase the employment of the person beyond the budgeted portion in the event that duties should cease to exist in another unit. This policy applies to a faculty member holding a joint appointment in instructional units as well as to a faculty member with duties divided between teaching and non-teaching responsibilities.

In special circumstances involving a joint appointee, one unit may request permission to assume an additional portion or all of the tenure responsibility for the faculty member, and in this case the other unit or units accept no responsibility for continuation of the position.

10. Provisions of the *WSU Faculty Manual* concerning tenure shall be adhered to throughout the tenure evaluation procedure.
11. Notification of granting or denial of tenure shall be given in writing to the eligible faculty member as specified by the *WSU Faculty Manual*.
12. Cases of denial of tenure may be appealed by the faculty member in accordance with the *WSU Faculty Manual*.

### **Promotion (Assistant Professor to Associate Professor)**

The procedures for promotion to the rank of associate professor or equivalent are the same as for granting tenure given in the foregoing. In especially meritorious cases, a faculty member may be promoted early. Especially meritorious cases are those in which the faculty member has met the criteria for promotion in less than six years.

### **Promotion (Associate Professor to Professor)**

1. It is the responsibility of a faculty member to maintain an academic biographical record and file that provides material bearing on criteria for promotion. It is the joint responsibility of the faculty member and the department chair to ensure that the materials submitted present a concise, complete and accurate case.
2. A departmental promotion committee composed of faculty at the rank of professor or equivalent shall be appointed by the department chair. Composition of the committee may change from time to time, but there shall be one committee for the department to advise the chair on all departmental faculty's progress toward eligibility for promotion to the rank of professor or equivalent.
3. Each year, the progress of each associate professor toward promotion is reviewed by the department chair and departmental promotion committee. The results of this review are discussed by the department chair with the faculty member and summarized in the annual review statement. As a result of this evaluation, potential candidates for promotion to professor will be identified.

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4. Early in the spring, the department chair, after preliminary consultation with the deans and the departmental promotion committee, will recommend to the candidate whether or not to proceed with the preparation of complete documentation. Such a recommendation does not commit to the outcome of the final evaluation process. Faculty members who are discouraged from pursuing promotion in that year may exercise their rights and options in accordance with the *WSU Faculty Manual*. Any faculty member so requesting to be considered for promotion will be treated as any other candidate (as detailed in the following numbered procedures) after informing the department chair of his or her request for consideration.
5. The department chair, in consultation with the candidate and the departmental promotion committee, will solicit letters of recommendation from peers outside Washington State University who are qualified to evaluate the accomplishments and national or international stature of the faculty member in research and scholarly activities or other areas as appropriate. These letters shall be obtained consistent with procedures used by the colleges and university. In forwarding these letters with promotion materials, the qualifications of the external reviewers must be identified.
6. Each professor of the department shall review the complete file of each faculty member being considered for promotion. Following review of the file and open discussion of the record, each of the professors of the department shall provide to the chair a signed recommendations using the confidential ballots provided by the dean. The chair shall assure that every professor, including those on leave, has an opportunity to review the complete file and to prepare the confidential ballot. The confidential ballots do not become part of the individual's file but shall be destroyed before beginning the next year's considerations for promotion.
7. The chair shall forward these ballots together with the documentation and a personal recommendation to the deans.
8. Cases of denial of promotion may be appealed by the candidate in accordance with the *WSU Faculty Manual*.

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APPENDIX A  
INDICATORS OF CREATIVE SCHOLARSHIP  
AND THEIR IMPORTANCE TO SATISFYING  
TENURE AND PROMOTION CRITERIA

ACTIVITY	IMPORTANCE <sup>1</sup> RELATIVE TO:		
	T	R	E
Refereed publications	♦	♦	
Refereed computer programs	♦	♦	♦
Bulletins and circulars			♦
Short courses, newsletters, field day reports			♦
Grants received	♦	♦	♦
Books/monographs published	♦	♦	♦
Nonrefereed technical papers			
Refereed publications in press	♦	♦	
Other manuscripts in press			
Manuscripts in review			
Patents	♦	♦	
Grant proposals submitted			
Other publications (book reviews, abstracts, reports to funding sources, popular publications)			
Nonrefereed computer programs			
Other scholarly accomplishments (invited papers/presentations, etc.)			

<sup>1</sup> T means teaching, R means research, E means extension and ♦ means of greatest importance.