

## DEPARTMENTAL GUIDELINES FOR TENURE AND PROMOTION

Department of Crop and Soil Sciences

Washington State University

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The guidelines in this document contain information related to Tenure and Promotion specific to the Department of Crop and Soil Sciences. Departmental guidelines supplement the policies and procedures for tenure and promotion issued by the University and the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS). The following University and College documents should be consulted for general policies and procedures for tenure and promotion:

- *WSU Faculty Manual*<sup>1</sup>: University-wide document describing general policies and procedures for tenure and promotion. Contains general criteria for faculty review in terms of teaching, research, service, and extension. Outlines the general structure of the teaching portfolio and resume.
- *Provost Guidelines for Faculty Promotion and Tenure*<sup>2</sup>: University-wide specific guidelines containing deadlines for document preparation and submission, and containing instructions for preparation of tenure and promotion materials. Outlines detailed structure and contents of Tenure/Promotion materials, including resume, teaching portfolio, third-year reviews, and supporting materials. Also contains official ballots and forms.
- *CAHNRS Recommendations for Faculty Promotion and Tenure*<sup>3</sup>: The College of Agricultural, Human, and Natural Resource Sciences has more detailed instructions on the preparation of the Promotion and Tenure materials. This document also contains specific policies and criteria for promotion and tenure in CAHNRS, such as when and how to establish a Career Guidance Committee, performance criteria for teaching, research, and extension, and on how to report accomplishments.
- *Provost and CAHNRS Guidelines for Third-Year Tenure Progress Review*<sup>3</sup>: University-wide and college specific guidelines and instructions on how to prepare materials for the third-year review. These guidelines are similar to the Promotion and Tenure guidelines.

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<sup>1</sup>Available at [https://facsen.wsu.edu/faculty\\_manual](https://facsen.wsu.edu/faculty_manual); relevant sections include: *III.C Employment*.

<sup>2</sup>Available at <https://provost.wsu.edu/instructions-and-forms/>

<sup>3</sup>Available at <http://cahnrs.wsu.edu/fs/wp-content/uploads/sites/4/2015/06/CAHNRS-2015-Promotion-Tenure-Guidelines.pdf>

## DEPARTMENTAL PROCEDURES FOR TENURE AND PROMOTION

### 1. CAREER GUIDANCE COMMITTEE<sup>4</sup>

- I. Upon arrival at Washington State University, each new faculty member will be given a copy of these Departmental Guidelines for Tenure and Promotion.
- II. Within six months after appointment, a Career Guidance Committee (CGC) will be appointed by the Department Chair, in consultation with the tenure candidate faculty and with the respective center director or program leader, where appropriate.
- III. The CGC shall be composed of three tenured faculty members from the department. Depending on the candidate's field of expertise, one of the departmental faculty members can be substituted by a tenured faculty member outside of the department. One of the departmental members will be designated as Chair of the CGC.
- IV. The CGC will advise the tenure candidate in his/her progress towards tenure and in preparation of the tenure and promotion materials. The CGC will become familiar with the program, achievements, and limitations of the candidate. The CGC will use appropriate sources of information to evaluate the candidate's progress and performance including, but not limited to:
  - a) the candidate's resume;
  - b) student evaluations, where applicable;
  - c) peer evaluations of teaching, where applicable;
  - d) samples of materials created by the candidate, such as published articles, teaching materials, other scholarly materials, and/or extension materials;
  - e) discussions with the candidate.
- V. At least once a year the CGC will meet with the candidate to discuss progress toward meeting tenure requirements. This meeting should occur in November-December. *It is the responsibility of the candidate to call this meeting.* This meeting shall occur prior to the Annual Departmental Tenure and Promotion Meeting (typically January-February). The Chair of the CGC, with input from all members of the CGC, will prepare a written report summarizing the discussions on progress toward tenure and recommendations for future efforts. The report will be distributed to the Department Chair, the CGC, and the candidate.

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<sup>4</sup>For non-tenured Assistant or Associate Professors, as mandated by the *CAHNRS Recommendations for Faculty Promotion and Tenure*

- VI. Prior to the third-year or final tenure review, the candidate provides the CGC with a draft of the third-year or final tenure review documentation as outlined in the Provost's and College Guidelines.
- VII. The CGC has an advisory and mentoring role and represents the candidate in faculty discussions regarding promotion and tenure. *The CGC does not advocate for the faculty member in meetings with the tenured faculty.*

## **2. YEARLY REVIEW BY TENURED FACULTY**

- I. There will be an annual meeting of all departmental faculty members (Annual Departmental Tenure and Promotion Meeting), called by the Department Chair, to discuss each candidate's *annual progress toward tenure* and to make recommendations to the candidate and the Dean. All tenured faculty members are expected to attend unless there are significant conflicts that prevent attendance. This meeting typically occurs in January-February.
- II. Each candidate scheduled for *third-year or final tenure review* shall provide a draft of the documentation package as outlined in the Provost's and College Guidelines to the Department Chair, who will make the documentation available to the tenured faculty.
- III. Each candidate scheduled for *third-year or final tenure review* will make a presentation at the Annual Departmental Tenure and Promotion Meeting (about 30 minutes) summarizing his/her achievements to the entire faculty. This presentation is not a research presentation but rather a summary of all aspects of the candidate's achievements as related to the job description. Tenured faculty will ask relevant questions to enhance their understanding of each candidate's achievements related to progress toward tenure.
- IV. The tenured faculty will discuss the progress of each candidate towards tenure. Pre-tenure faculty are excused from this discussion. The chair of each CGC will summarize the report from committee meetings with the candidate and will serve as liaison between the tenured faculty members and the candidate during these discussions. *The CGC does not advocate for the faculty member in meetings with the tenured faculty.* Tenured faculty unable to attend the meeting may express their opinions in writing, and the CGC chair may present these opinions during the meeting.
- V. The Department Chair will distribute official recommendation forms to the tenured faculty (for *third-year review or final tenure review*), which are to be completed and returned to the Chair within one week.
- VI. For annual review of progress towards tenure, the Department Chair will prepare a written summary of the confidential discussion of a candidate's progress towards tenure. It will include the consensus of the tenured faculty regarding the candidate's progress toward tenure and recommendations for future efforts towards attaining tenure. Views of individual faculty that differ significantly from other faculty must be presented in this summary, but the

individual source of any comments will not be identified. The summary will be circulated to tenured faculty for input before being discussed with the candidate.

- VII. The Department Chair will discuss the written summary with the candidate, and both the Department Chair and the candidate will sign the summary.

### **3. INTERACTIONS WITH RESEARCH & EXTENSION CENTERS**

Prior to the third-year review (or tenure review if, due to special considerations, there is no third-year review), each candidate should have demonstrated interactions with faculty at the Research & Extension Centers. This interaction can be in form of visits, presentations given at the R&E Centers, participation at the State-wide Tour, or research, extension, or teaching collaborations.

### **4. PROMOTION TO PROFESSOR<sup>5</sup>**

- I. Associate professors are encouraged to seek guidance from the Department Chair regarding possible paths to promotion to professor. The Department Chair, in consultation with the candidate, will appoint a mentoring committee to assist the candidate toward promotion to professor.
- II. Each year (approximately January-February), the Department Chair will ask each associate professor who is eligible for promotion to professor if he or she wishes to be considered for promotion that year.
- III. Any departmental faculty member may make recommendations to the Chair on who should be considered for promotion.
- IV. The candidate will provide a complete resume following the Provost's and College Guidelines.<sup>6</sup> The Department Chair shall distribute the resume to all professor rank faculty and consult with them, individually or in a meeting, regarding the merits of the candidate to be considered for promotion.
- V. The Department Chair will provide an oral or written summary of the input from the professor rank faculty to the candidate reviewed. The candidate will decide whether to proceed or not.
- VI. If the candidate proceeds for consideration of promotion, he/she will present accomplishments and vision to the faculty at the Annual Departmental Tenure and Promotion

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<sup>5</sup>See general procedures in the Faculty Manual ([http://facsen.wsu.edu/faculty\\_manual](http://facsen.wsu.edu/faculty_manual), Section III.C – Employment.)

<sup>6</sup>Available at <https://provost.wsu.edu/instructions-and-forms/>

Meeting (approximately 30 minutes). This meeting typically occurs in August. Professor rank faculty will ask questions, and then deliberate the case in a closed session.

- VIII. The Department Chair will distribute official recommendation forms to the professor rank faculty, which are to be completed and returned to the Chair within one week.
- IX. The Department Chair will prepare a written summary of the confidential discussion and the recommendation forms for each candidate. It will include the consensus of the professor rank faculty regarding the candidate's promotion. Views of individual faculty that differ significantly from other faculty must be presented in this summary.

## **6. FINAL TENURE AND/OR PROMOTION REVIEW**

- I. Assistant rank faculty are governed by a tenure and promotion date stated in their offer letter at the time of hire. This is the final date by which they must stand for tenure and promotion consideration.
- II. Associate rank faculty can advance for promotion to professor as early as six (6) years after receiving tenure. If a majority of the professor rank faculty agree that an associate rank candidate should be considered for promotion, the Department Chair shall encourage the candidate to submit a full promotion package to the department.
- III. It is the responsibility of the candidate to carefully review and follow guidelines provided by the Provost and College for preparation of promotion and tenure documentation. These guidelines are referenced earlier in this document and are updated frequently. The candidate's CGC can assist in preparation and review of the documents, but it is the candidate's responsibility to ensure guidelines are followed.
- IV. The candidate will provide the Department Chair with a list of four potential peers to serve as outside evaluators of the candidate's documents. People with whom the candidate has worked closely, such as PhD or postdoctoral advisors and active research collaborators, must be avoided.
- V. The Department Chair will obtain a minimum of four letters from outside of WSU by soliciting input from at least two people on the list and at least two people not on the list.
- VI. The Department Chair may seek information regarding the candidate's qualifications from collaborators, non-tenured faculty, technicians, students, and people outside of WSU, such as industry representatives or professional contacts, but these do not count for the peer letter mentioned above, but can be used in the overall evaluation of the candidate.

## DEPARTMENTAL CRITERIA FOR TENURE AND PROMOTION

The *Faculty Manual*, the *Provost Guidelines for Faculty Promotion and Tenure*, and the *CAHNRS Recommendations for Faculty Promotion and Tenure* list criteria for tenure and promotion. The following list provides additional, departmental criteria.

### 1. GENERAL EXPECTATIONS

Each faculty member and each appointment is unique, thus specific expectations for performance are also unique. The Department Chair and the CGC help new faculty understand how to interpret these criteria for his or her position.

- I. Faculty members will be evaluated primarily, but not exclusively, in the area(s) of their appointments with consideration of the availability of opportunities and funding within a particular discipline. Faculty members are expected to excel in their area of major responsibility and meet or exceed expectations in other areas of responsibility.
- II. All faculty members are expected to have peer-reviewed scholarly or creative achievements, regardless of appointment. The nature and extent of this activity will vary greatly among faculty, depending on their appointment and their area(s) of responsibility. Success in these activities is manifested by
  - a) advancement of knowledge, application, or creative expression; and
  - b) demonstration that the work is acknowledged and respected by one's professional and academic peers, both from within and outside of the University.
- III. All faculty members are expected to contribute to the collegial functioning of the department and to service, as discussed in the *Faculty Manual*<sup>7</sup>.
- IV. All faculty members are expected to participate in the education and training of graduate students.
- V. Work performed before joining WSU will be considered in conjunction with work at WSU in the tenure and/or promotion review. Tenured faculty members are making a decision regarding a person's lifetime contributions, and consideration will be given to accomplishments over the entire career. However, pre-WSU accomplishments will not substitute for lack of sustained productivity and accomplishments at WSU. Without documentation of significant work at WSU, a candidate is unlikely to receive tenure regardless of previous accomplishments.

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<sup>7</sup> Faculty Manual ([http://facsen.wsu.edu/faculty\\_manual](http://facsen.wsu.edu/faculty_manual), Section III.C – Employment)

## **2. CRITERIA FOR TEACHING**

### **A. Promotion to Rank of Associate Professor and Tenure**

- I. Has demonstrated a sustained, high-quality undergraduate and/or graduate instructional program.
- II. Maintains an active graduate student mentoring program and engages in graduate student education. Shows evidence of excellence in graduate student advising.
- III. Serves as undergraduate or graduate student advisor.

### **B. Promotion to Rank of Professor**

- IV. Must meet all requirements for promotion to the rank of Associate Professor.
- V. Demonstrates leadership in instruction and curriculum development and/or in educational service to the academic and/or clientele communities at department, college, university, state, regional, and/or national levels.
- VI. Shows evidence of continued excellence in teaching.
- VII. Demonstrates efforts to obtain competitive intramural or extramural funding in support of teaching and advising.

## **3. CRITERIA FOR RESEARCH**

### **A. Promotion to Rank of Associate Professor and Tenure**

- I. Has demonstrated sustained effectiveness in planning, conducting, and funding a successful research program. Actively pursues and is successful in obtaining extramural research funding.
- II. Evidence of scholarly productivity through publication of quality work in refereed journals or other appropriate publications. The quality and quantity of published work can be assessed by using the H-Index. The H-Index should show a clear trend that the published work is being cited by peers. No specific minimum H-Index is expected, but the H-Index should be interpreted by the candidate to reflect the impact of the peer-reviewed work. Other indices may be used as appropriate.
- III. Evidence of a strong graduate training program at the MS or PhD level.
- IV. Established national reputation of excellence in theory, experimentation, and/or application of the specific research field.
- V. Invitations from peers to give research presentations at other research institutions, keynote talks at national and international meetings, or appointments to serve on national or

international panels, boards, or committees.

### **B. Promotion to Rank of Professor**

- VI. Must meet all requirements for promotion to the rank of Associate Professor.
- VII. Established international reputation of excellence in theory, experimentation, and/or application of the specific research field.
- VIII. Service to professional societies demonstrating scientific leadership, such as associate editorship of a technical journal, scientific or service awards.
- IX. Evidence of scholarly productivity through publication of quality work in refereed journals or other appropriate publications. The H-Index should show a clear trend that the published work is being cited by peers, and should show a clear increasing trend since promotion to associate professor.
- X. Evidence of a strong graduate training program with emphasis on advising at the PhD level.

## **4. CRITERIA FOR EXTENSION**

### **A. Promotion to Rank of Associate Professor and Tenure**

- I. Has demonstrated a sustained, high-quality program in continuing education in the form of field days, workshops, short courses, demonstrations, telecommunications, etc. Shows evidence of a strong effort in program planning, development, management, and coordination. Examples of evidence are:
  - a. Application/adaptation of scholarly activity
  - b. Delivery methods and use of novel media in information transfer to clientele
  - c. Intra- and extramural applied research and/or extension funding
  - d. Documented improvements in practices of growers, consumers and/or government clientele
- II. Engages in and demonstrates leadership in applied or adapted scholarly activity directed toward solving current problems and issues created by new ideas.
- III. Evidence of a strong ability to interact with colleagues and transfer information from research programs to clientele groups.
- IV. Makes major contributions to public service for growers, industry, commodity organizations, consumers, and county extension programs.
- V. Documents outputs, impacts, and outcomes through surveys or other data collection tools that specifically include behavioral changes leading to a change in condition for the target population or environment.



**B. Promotion to Rank of Professor**

- IV. Must meet all requirements for promotion to the rank of Associate Professor.
- V. Has demonstrated leadership in service to the academic and professional communities at the department, college, university, state, regional, and national levels, and to the clientele community.
- VI. Established a national reputation of excellence and expertise in his/her extension program.
- VII. Has engaged in graduate student education and advising.