

Guidelines for the Promotion of Tenured and Tenure Track Faculty

This document applies to: Tenured and Tenure Track Faculty, including those on full or part-time appointments.

1.0 Introduction

There are two appointment categories for tenured and tenure track faculty: tenured appointment and pre-tenure appointment. Upon having earned tenured status, the tenured appointment faculty member shall continuously hold appointment with Washington State University (WSU) until retirement, resignation, or termination pursuant to the terms of the Faculty Manual. In a pre-tenure appointment, the faculty member is on probation during the time prior to consideration for tenure. Pre-tenure faculty members will have annual performance reviews in their academic units that are comprehensive or intensive (see 3.0 Annual Review below). In their third year, they will be evaluated to determine progress toward tenure. At the conclusion of the fifth year, or at a time specified in the offer letter, the University will decide whether to grant tenure.

The tenure track provides for advancement in rank from Assistant Professor to Associate Professor to Professor. There is also a Regents Professor rank. All tenured and tenure track (pre-tenure) appointments should align with current Washington Administrative Code Regulations (WAC250-61-100).

Faculty with tenured or tenure track appointments are expected to make significant contributions to the research/scholarship, teaching, and service/outreach missions of the Department of Nutrition and Exercise Physiology (NEP) within the Elson S. Floyd College of Medicine (ESFCOM). Each candidate for promotion is evaluated in terms of the workload of research/scholarship, teaching, and service outlined in the offer letter or re-negotiated agreement with the Chair.

2.0 Guidelines for Appointment and Promotion in the Tenure Track

Requests for appointments or promotion of tenured or pre-tenured faculty are made to the Dean, the Faculty Rank, Promotion, and Tenure Committee (FRPT) of the ESFCOM, and the Provost's Office through the Department Chair. Candidates for promotion shall be evaluated in accordance with the guidelines outlined in the Faculty Manual of Washington State University.

One goal of the department and college is to promote a culture of collaboration, collegiality, and diversity. Therefore, promotion materials should describe how the candidate has contributed toward this goal as appropriate to their assigned scope of work (e.g., partnering with other WSU departments and/or colleges and/or community partners, team teaching, and guest lecturing). Evidence of involvement in college activities, such as attending college sponsored education activities, grand rounds, and other department or college-wide activities may also demonstrate collegiality.

The candidate is responsible for preparing and maintaining a personnel file that provides the following materials:

- a) Updated curriculum vitae
- b) Activity Insight report
- c) Statements (context, scholarship, service)
- d) Teaching Portfolio (college specific format)
- e) Supporting materials
- f) Names of suggested external reviewers (external letters)

Each candidate should work with their Department Chair, as well as consult the Provost's yearly annual memo that describes requirements for the tenure and promotion packets, which is typically released in the late spring or early summer.

The Department Chair is responsible for providing comprehensive past annual reviews and third year intensive reviews (if appropriate), external letters, department faculty recommendations/ballots, and a copy of the department's criteria for promotion and tenure. The Department Chair is also responsible for providing the evaluation of the candidate's performance and a recommendation (i.e. tenure and/or promotion recommendation form).

External Letters: Four external letters are required for promotion and tenure. External letters should be sought from distinguished faculty at peer or better institutions who hold a rank at or above the rank being sought by the applicant. External professional reviewers should not have a relationship with the candidate that goes beyond that of a typical colleague (e.g., not be a former mentor, collaborator or co-author). A list of potential reviewers may be suggested by the faculty member; however, the Department Chair will obtain letters from only two of these individuals. The Department Chair will obtain an additional two letters from reviewers not nominated by the candidate. The Department Chair will provide a brief one paragraph description of each external reviewer's credentials to be included in the promotion packet. The Department Chair will provide the reviewers with copies of the candidate's promotion materials noted above documenting the candidate's accomplishments. The external reviewers will be asked to provide an evaluation of the quality and significance of the candidate's work and the candidate's suitability for promotion and/or tenure.

Voting: All eligible departmental faculty must evaluate and provide recommendations or ballots (all tenured Associate Professors / Professors for Assistant Professor review and all tenured Professors for Associate Professor review). Only those with personal conflicts of interest (e.g., spouses, family members), can abstain. Individuals, such as the Department Chair or members of the College FRPT committee, can only provide one written recommendation (i.e., they cannot vote twice). These individuals can, however, participate in discussions of the candidate if, for instance, they serve on the ESFCOM FRPT Committee. All eligible department faculty must be provided with the full tenure/promotion packet, as well as time to review and comment on the candidate's suitability for promotion and/or tenure. If a department has fewer than five eligible faculty who can vote, then the Department Chair will work with the Dean and Provost's office to identify additional eligible faculty throughout the college or university who will submit recommendations/ballots.

Criteria for promotion of tenured and pre-tenured faculty are described under Procedures (5.0) below. Time in rank is not a criterion for promotion; however, only under extraordinary circumstances will faculty be considered for promotion prior to the beginning of the sixth year of

service in their current rank.

3.0 Annual Review

Tenured and pre-tenured faculty are reviewed annually by the Chair for all faculty who have served at WSU, even if they have served less than one full academic year. Full-time (0.50 or greater) tenured and pre-tenured faculty are required to update the designated WSU-wide faculty electronic system (i.e., Activity Insight). The period of each annual review is from January 1 to December 31. Full-time pre-tenured faculty receive an annual Comprehensive Review, except in the 3rd year, which entails an Intensive Review. Once tenured, annual reviews alternate every other year between an Abridged and Comprehensive Review, as long as the faculty member is making satisfactory progress. If the annual review rating is “less than satisfactory,” the written report must include an explanation for the decision, clearly identify areas in which performance is deemed deficient and specific recommendations to correct the deficit to help the faculty member achieve a “satisfactory” or above annual review rating at the next review. All subsequent annual reviews will be comprehensive or intensive until a rating of “satisfactory” or better is achieved. Part-time tenured faculty receive an annual Abridged Review.

Results are submitted to the Provost’s Office by May 1 of the following year (e.g., May 1, 2020 for the 2019 annual review). The annual review provides feedback relative to the department expectations and guides critical personnel decisions. Faculty are to be evaluated in terms of their performance during the specified annual review period, in relevant areas as specified for the faculty member’s track, as described in this policy.

Upon annual review completion, the faculty review is forwarded to the Dean and Vice President (VP) for Health Sciences. After receiving the annual review report, the chair shall provide the faculty member a minimum of ten (10) business days to sign the report, indicating that he or she has had the opportunity to read the report and to discuss it with the chair and/or appropriate faculty supervisors. A faculty member's dissent regarding contents of the report may be appended to the signed report. When a dissent is appended, the faculty member must receive written acknowledgement within fifteen (15) business days that the statement has been reviewed by the chair’s immediate supervisor (normally the Dean) and VP for Health Sciences or designee (e.g., Vice Chancellor for Academic Affairs). At the same time that a response is sent to the faculty member, the chair’s supervisor will forward to the Provost the annual review, the faculty member’s response to that review, and the supervisor’s response to the faculty member. After receiving these materials, the Provost has an additional fifteen (15) business days to provide a written acknowledgement to the faculty member and chair’s supervisor that he or she has reviewed all of the statements.

4.0 Responsibilities

FRPT Committee: The FRPT does not participate in annual reviews (i.e., abridged reviews, comprehensive reviews, and intensive reviews). The FRPT reviews and advises the Dean regarding promotion files for all tenure and career sub-tracks.

Dean’s Office: The Dean reviews all cases for promotion, forwards to the VP for Health Sciences, and then to the Provost for determination.

5.0 Procedures

Candidates for promotion shall be evaluated in accordance with the guidelines outlined in the Faculty Manual of WSU. Specific criteria and procedures for promotion of tenured and pre-

tenured faculty are elaborated below. Some faculty may place greater emphasis on certain activities and may be less involved in others. Each candidate should work with their Chair to determine which materials are needed for the promotion dossier.

Promotion to Associate Professor/Tenure Review: Promotion and granting of tenure represents a significant commitment by the University to the faculty. Therefore, only candidates who demonstrate potential for long-term excellence and contributions to the University will be promoted to Associate Professor and receive tenure.

Each spring, the Provost will notify the Dean which faculty in the ESFCOM are eligible for tenure. Faculty are notified that they will be reviewed for tenure in the spring of the fifth year of their initial appointment (Assistant Professors) or the spring of their second year of their appointment (Associate Professors- without tenure). Faculty may request a one-year extension due to extenuating circumstances, such as childbirth, adoption, or serious medical illness. Faculty who are seeking an extension should notify their Department Chair as soon as possible. In rare cases, Assistant Professors can petition for early tenure review (e.g., when review outcome is “Well Prepared”). Faculty who wish to go up for early promotion should closely consult with their Department Chair, as well as the ESFCOM FRPT committee. Faculty who will be considered for tenure and promotion will be notified in the late spring by their Chair or the Dean that they should begin preparing their tenure materials. The candidate and their Chair will have approximately 7-8 weeks to prepare this information so that the materials can be provided to the external professional reviewers in a timely fashion. The candidate should work with the Chair to assure that all necessary materials are included in the tenure and promotion packet. The tenure and promotion packet (including the external professional letters) is then reviewed by all tenured faculty members in the department, with “satisfactory” or higher ranking on their own annual reviews, who must complete a ballot/recommendation to grant or not grant tenure and promotion. The results of these evaluations are summarized by the Chair in his or her evaluation. Faculty ballots and the Chair’s evaluation are forwarded via the Chair to the Dean along with the entire packet reviewed by the tenured faculty and the Chair. College FRPT committee members will then review the tenure and promotion packet and make a recommendation to the Dean. The Dean will then provide a written summary of her or his evaluation of the candidate to the VP for Health Sciences. The entire tenure and promotion packet will then be provided to the Office of the Provost (typically during the last week of October) for review and a final decision on the granting of tenure and promotion. Candidates are typically notified of this decision in the subsequent spring. All promotions and tenure are effective July 1 (for faculty on annual appointments) and August 16 (for faculty on academic appointments) of the year after the promotion packet was submitted. Candidates who are not granted tenure will be given a one-year terminal appointment.

Promotion to Professor: Generally, promotion to Professor is based upon active and longstanding excellence in research and scholarship, teaching, and service, with the expectation of continued excellence. The candidate’s research and scholarship should be nationally and internationally recognized. Service should include college and university service, as well as service to state and national professional organizations.

Candidates for Professor should also demonstrate continued excellence in teaching. Consideration for promotion is based on the quality of the candidate’s cumulative record. Time in rank is not sufficient basis for promotion to Professor; however, it is expected that a candidate for promotion will serve as an Associate Professor for at least five years before seeking

promotion to Professor in their sixth year. Faculty seeking promotion to Professor should confer with their Chair one year prior to seeking promotion. Requests for consideration of early promotion must be based on extraordinary merit. The Dean must obtain approval for early promotion consideration from the Provost prior to the preparation of promotion materials. Candidates should follow the procedures outlined above for tenure review when submitting their application for promotion. The Chair is responsible for providing all reviews conducted since the candidate's last promotion. Only those tenured faculty holding the rank of Professor will vote and make recommendations regarding promotion to Professor. Failure to attain promotion to Professor will not result in a terminal appointment. Instead, the applicant will be given feedback on areas of improvement needed to attain promotion in a future review cycle.

Promotion to Regents Professor: The Regents Professor rank was developed to recognize the exceptional and cumulative contributions of a small number of extraordinary faculty. Eligible individuals are tenured full Professors or equivalent who have been employed by the University for at least 7 years, achieved the highest level of distinction in the discipline and raised the standards of the university through activities in teaching, and/or research/scholarship, and/or public service. These achievements must be nationally and internationally recognized. There can only be 30 active Regents Professors at any one time. Each College can only nominate two candidates each year. A maximum of five individuals will be promoted to Regents Professor each year. 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 number (e.g., tenured faculty recommendations/ballots are not required). Nominees who are not selected may remain in consideration for up to three years. Candidates who meet eligibility criteria and are interested in promotion to Regents Professor should contact their Chair, who will confer with the Dean regarding the college's nominations for Regents Professor.

Areas of Evaluation

Teaching: In NEP and ESFCOM, teaching may take a variety of forms including, but not limited to, classroom instruction and mentorship, advising, and serving on master or doctoral thesis committees if designated as a member of their department's Graduate Faculty. Teaching scholarship may be included as both teaching and scholarship (as described below). It is incumbent on the applicant for promotion to document excellence in teaching. This is done primarily through the College Teaching Portfolio. This document is prepared by the candidate and must be signed and dated by the candidate. It does not need to include all information (e.g., all student evaluations), but instead evidence that supports teaching excellence. The length and content of the teaching portfolio may vary, consistent with the candidate's involvement in teaching. However, the portfolio should not exceed five pages. The following information should be included.

- A. Goals/Philosophy: A concise but thoughtful statement about the candidate's teaching aspirations, strategies used for improvement, obstacles overcome, and goals for teaching in the future.
- B. Responsibilities: This includes the percent effort dedicated to teaching; the specific courses, components, sessions taught; students supervised; settings in which supervision occurred; students advised or other advising activities; and graduate committee service. Descriptions should be as specific as possible and include information that allows for evaluation of the quantity and intensity of teaching. Other examples of teaching

responsibilities include:

- i. Instructional innovations
 - ii. Extraordinary efforts with special groups of students
 - iii. Using research in teaching including using hands on research in the classroom or integrating scientific findings or methods into clinical supervision
 - iv. Out of class evaluation activities including involvement in development or evaluation of new curriculum
 - v. Service on committees focused on instruction
 - vi. Learning about teaching/efforts to improve teaching
 - vii. Obtaining external funding to improve teaching or improve clinical programs
 - viii. Teaching continuing education courses.
- C. Evaluations: This section should consist of summaries of data from whatever methods for evaluating teaching are used and include evaluations by other groups besides students. The candidate can include explanations of evaluations which they believe may be potentially misleading. Teaching evaluations can include:
- i. Student evaluations
 - ii. Measures of student learning (e.g., performance of students on standardized tests)
 - iii. Peer evaluations including ratings by peers regarding observation of teaching, review of instructional materials. Letters from faculty can be included.
 - iv. Letters from former students
 - v. Teaching awards
 - vi. Other evaluations.
- D. Results: The results of teaching should be documented and include:
- i. Student successes such as awards, admission to graduate or post-graduate programs for which the candidate can claim some credit
 - ii. Instructional materials developed, e.g., textbooks written, teaching manuals, software, etc.
 - iii. Teaching scholarship including research about instruction, publication and presentation of these findings to university and nation-wide audiences
 - iv. Developing and providing continuing educational presentations or activities
 - v. Other results
 - vi. Collaboration: Evidence of collaborative teaching activities
 - vii. Co-teaching
 - viii. Guest lecturing
 - ix. Collaborating with other faculty to develop curriculum

- x. Collaborating with others in the supervision of students' clinical work
- xi. Collaborating with others in the supervision of students' research.

Research and Scholarship: In NEP and the ESFCOM, scholarship and research can take many forms. Success in scholarship and research will be evaluated by the metrics below, considering the type of research conducted by each faculty member. Each candidate should prepare a Research/Scholarship Statement that succinctly summarizes the candidate's research accomplishments within the context of a systematic program of research. This document is limited to two pages.

Dissemination of teaching (e.g., conducting a study about a new teaching method, receiving a teaching grant) or clinical (e.g., publication of case reports, program evaluation reports) scholarship is appropriately included here. A non-prioritized, illustrative list of examples of scholarship follows:

- A. Serving as a Co-Principal or sole Principal Investigator on externally or internally funded research grants
- B. Serving as a Co-Investigator on externally or internally funded research grants
- C. Authoring peer reviewed research publications
- D. Authoring peer-reviewed abstracts or presentations at national conferences
- E. Serving as an editor for a journal or book
- F. Authoring or presenting scholarship, including teaching and clinical scholarship, at national conferences
- G. Authoring book chapters, textbooks, monographs, or other written scholarship
- H. Design, implement, and disseminate results of teaching scholarship
- I. Obtaining a grant to fund new educational programs
- J. Design, implement and disseminate projects that seek to improve policies that impact on population health risk factors, social determinates of health, health behaviors and outcomes, as well as improve quality of health care (i.e., quality improvement projects)
- K. Authorship of policy or professional reports or guidelines at a city, county, state, national or international level
- L. Invited lectures at WSU and other institutions
- M. Development of products or intellectual property that are likely to lead to commercialization or improvement in teaching, training, as well as patient or population health outcomes
- N. Integration of scholarship (research findings) into teaching and clinical work
- O. Use and evaluation of novel technology in teaching
- P. Letters from other faculty commenting on the scholarship by the candidate
- Q. When appropriate, examples of partnership with colleagues on research scholarship

R. Demonstration of the impact of the candidate’s scholarship.

Service: Service is essential to the success of the department, college, and the university. Therefore, all tenured and pre-tenured faculty are required to provide some service to the Department of NEP and/or ESFCOM and/or WSU. It is important that the applicant document their service in a level of detail that allows for accurate evaluation. Service might include the following:

- A. Departmental, college or university committee service
- B. Service in university administration
- C. Involvement in relevant professional organizations, including serving in a leadership or committee position
- D. Involvement in local, state, national or international communities in a manner that improves the health and wellbeing of these communities
- E. Serving on local, state, national or international advisory committees
- F. Serving as a journal or grant reviewer
- G. Mentoring of junior faculty and clinicians, particularly relevant to promotion from Associate Professor to Professor
- H. Representing the department, college, or university to external bodies.

6.0 Related Policies

[BPPM 60.55](#)

[Faculty Manual Section III.C](#)

7.0 Revision History

Original Approval	Hyperlink Check	Date Revision Approved
02/10/2021	01/19/2021	00/00/0000