

## PROVOST'S ADVISORY COMMITTEE ON PROMOTION AND TENURE

August 1, 2024

**PURPOSE:** A committee of WSU regents professors, professors, and career-track professors appointed by the provost to provide advice on all applications for promotion and/or the granting of tenure by the institution, except for promotion to regents professor which is reviewed by another committee. This committee will function in a manner similar to that of the deans' advisory committees. The committee is advisory only and has been established at the sole discretion of the provost. The committee and/or these guidelines may be amended or abolished at any time at the discretion of the provost.

**COMPOSITION:** 24 regents professors or professors from all campuses and colleges will be appointed by the provost. Six (6) career-track professors from all campuses and colleges are also appointed by the provost. Following the creation of the committee, the initial terms of appointment will be for 1, 2, or 3 years (8 appointments/term) with appointments in subsequent years being for three (3) years. Members will be eligible for reappointment to one (1) three (3) year term.

### DUTIES & PROCEDURES:

1. A committee chair will be appointed by the provost.
2. The committee will be divided into six (6) subcommittees of five (5) members each.
3. Each subcommittee will review a subset of all the applications for promotion and/or tenure in a given academic year. Distribution of applications to subcommittees will be done in such a way as to match the academic background of each candidate with the make-up of the subcommittee as appropriately as possible.
4. One member of each subcommittee will serve as a primary reviewer and one member will serve as a secondary reviewer for each dossier assigned to that subcommittee with the intent of evaluating the strengths and weaknesses of a candidate's application. Career-track professors will serve as primary reviewers only on career-track promotion cases. Tenure-track professors will serve as primary reviewers on career-track and/or tenure-track cases. All members of each subcommittee will read each application assigned to the group. The primary and secondary reviewers will verbally present their opinions about the strengths and weaknesses of each candidate's dossier to the other members of

the subcommittee. In the event that the primary and secondary reviewers disagree in their evaluations of the dossier, the other three subcommittee members will review the dossier in detail. If the initial two (2) reviewers reach consensus in their evaluations, the case will be discussed but no further in-depth review will be expected unless requested by another member of the subcommittee. The subcommittee will prepare a brief written evaluation of the strengths and weaknesses of each application for presentation to the entire advisory committee and indicate whether it represents a consensus opinion of the subcommittee. If consensus cannot be reached, an additional alternative evaluation will also be prepared for the entire committee's scrutiny.

5. The subcommittees and full committee will evaluate applications following their submission to the Provost's Office and prior to the scrutinizing of dossiers by the provost. The committee's final written evaluations must be submitted prior to the end of the Fall semester unless the provost grants an extension of time.
6. The whole committee will convene to collectively hear, discuss, and possibly modify subcommittee evaluations, and to finalize the committee's written evaluations on all candidates. These will be submitted to the senior vice provost and provost. Written evaluations of the strengths and weaknesses of each application will be no longer than two pages for any dossier. Unless otherwise agreed upon, the subcommittee's evaluations will form the basis of the committee's review of a candidate's application. All evaluations by the committee will be non-binding and are advisory only.
7. The senior vice provost (or delegate assigned by the provost) will attend and participate in committee discussions.
8. The committee will base its assessment on the materials in the candidates' dossiers. It will not solicit additional information, either oral or written.
9. The committee will ensure that it applies the tenure criteria in the *Faculty Manual* and any applicable criteria established by the candidate's college, department/school, or campus that have been included in the candidate's dossier.
10. In evaluating an application, the committee will take into account the file including recommendations of the department chair or unit director, the vice chancellor for academic affairs (where applicable), and the dean, as well as the documentation submitted by each candidate, the evaluations received from outside reviewers and the academic standing of the external reviewers.

However, the advisory committee is not bound by any of these assessments in determining the strengths and weaknesses of a candidate's file. The committee will not review the advisory recommendation forms of individual faculty members.

11. The committee and subcommittees must evaluate cases on their merit and in relation to the department/school, college, and university expectations and not in comparison with others who have tenure already or who are being considered for tenure at the same time.
12. Any advisory committee member who has already participated in the promotion and/or tenure decision for a candidate or has a personal relationship with a candidate that goes beyond that inherent in the role of a colleague or falls under the nepotism policy will recuse themselves from the case.