



Departmental Guidelines for Promotion and Tenure *For Career and Tenure Track Faculty*

Department of Entomology
Washington State University
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The guidelines in this document contain information related to Promotion and Promotion and Tenure specific to the Department of Entomology. 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).

Washington State University, Department of Entomology faculty members bear a major responsibility to the three major areas of the land-grant mission – teaching, research, and extension. Every faculty member has a written position description setting forth the responsibilities of their precise appointment. Service is also expected and recognized as important for program development and success.

From the WSU Faculty Manual: The university values and seeks excellence in all the traditional missions of our land grant university and recognizes that true excellence is only achieved through the collective contributions of our faculty. WSU is committed to diversity, equity, and inclusion through every aspect of its statewide system. Faculty must be reviewed in accordance with their defined responsibilities and/or official job description. Faculty must be reviewed in true peer review fashion. Measures of scholarship and research productivity should be selected carefully to minimize bias and provide a complete assessment of productivity, quality and impact. Reporting and assessment methods should expand beyond traditional scholarship. The institution values the capacity of faculty to integrate their work across the land grant missions. Each faculty member's respective contributions to their assigned roles in our collective missions are valued and rewarded – regardless of track. All faculty are expected to contribute to a positive community and culture.

The following University and College documents should be consulted for general policies and procedures for tenure and promotion:

- *WSU Faculty Manual*¹: 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.
- *Provost Guidelines for Faculty Promotion and Tenure*²: University-wide specific guidelines containing deadlines and instructions for preparation and submission 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*³: 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*³: 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.

¹Available at https://s3.wp.wsu.edu/uploads/sites/3253/2023/09/Faculty_Manual_2023-2024-All-Changes-Accepted-II.pdf ; relevant sections include: *III.C Employment*.

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

³Available at <https://provost.wsu.edu/documents/2023/03/cahnrs-promotion-and-tenure-guidelines.pdf/>



DEPARTMENTAL PROCEDURES FOR PROMOTION AND TENURE

1. Career Guidance Committee
 - 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 candidate faculty and with the respective center director or program leader, where appropriate.
 - III. The CGC shall be composed of three faculty members from the department. Depending on the candidate's field of expertise, one of the departmental faculty members can be substituted by a faculty member outside of the department. One of the departmental members will be designated as Chair of the CGC. Faculty CGC members should be of a higher rank than the candidate.
 - IV. The CGC will advise the candidate in their progress towards promotion, and promotion and tenure where appropriate and in preparation of the promotion and promotion and tenure materials. The CGC will become familiar with the program, accomplishments, and areas of improvement 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 curriculum vita.
 - b. student evaluations, where applicable.
 - c. peer evaluations of teaching, where applicable.
 - d. samples of scholarly and research materials created by the candidate, such as published articles, other scholarly materials, and impact
 - e. samples of extension materials and impact
 - f. 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 no later than August. *It is the responsibility of the candidate to call this meeting.* This meeting shall occur around the same time or after the Annual All Entomology Retreat where all faculty participate in progress towards promotion and promotion and tenure (typically the first week of August). 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 typically in September.
 - 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.

2. Yearly Review by Tenured Faculty

- I. There will be an annual meeting of all departmental faculty members (Annual All Entomology Faculty Retreat), called by the Department Chair, to discuss each candidate's *annual progress toward promotion or promotion and tenure* and to make recommendations to the candidate and the Dean. All faculty members are expected to attend unless there are significant conflicts that prevent attendance. This meeting typically occurs in August.
- II. Each candidate scheduled for *third-year, tenure review or promotion review from Assistant to Associate rank or Associate to Full rank* 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 faculty.
- III. Each candidate in a promotion track will make a 15-minute presentation summarizing their achievements to the entire faculty every year. Candidates preparing for *third-year, tenure review or promotion review from Assistant to Associate rank or Associate to Full rank* will make a 45-minute presentation at the Annual Departmental Faculty Retreat summarizing their 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. Faculty will ask relevant questions to enhance their understanding of each candidate's achievements related to progress toward promotion and promotion and tenure.
- IV. The faculty will discuss the progress of each candidate towards promotion, and promotion and tenure. 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 voting faculty regarding making a decision for promotion but rather only to communicate the candidate's progress.* 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 faculty (appropriate to the promotion and/or promotion and tenure rank), which are to be completed and returned to the Chair within one week.
- VI. For the 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. In cases where a subject matter or Research and Extension Center Director or other administrative lead (campus location dependent), the summary will also be discussed with them and their input included as appropriate (See #3).
3. Interactions with Research and Extension Centers and Faculty Located at Statewide Campuses
- Candidates located at Research and Extension Centers (REC) or statewide campuses, or other locations, will be jointly reviewed each year during the annual review period (typically January-February) by the Department Chair and the REC Director and or other administrative lead. Any written summaries will include input from the location administrator.
4. Promotion
- I. Assistant to Associate Promotion or Assistant to Associate Promotion and Tenure
- i. Assistant rank faculty in the tenure track 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. Assistant rank faculty in the career track can be considered for promotion dependent on career progress and accomplishments.
 - iii. 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.
 - iv. 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.
 - v. The candidate will provide the Department Chair with a list of up to 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.
 - vi. The Department Chair will obtain a minimum of four letters by soliciting input from at least two people on the list and at least two people not on the list.



Tenure track faculty must have letters from outside of WSU. Career track faculty can have letters internal to WSU but are encouraged to seek external to WSU evaluators.

vii. 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.

II. Associate to Full Promotion

- 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 (typically in August), 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. 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, they will present accomplishments and vision to the faculty at the Annual All Entomology Department Retreat (approximately 45 minutes). This meeting typically occurs in August. Professor rank faculty will ask questions, and then deliberate the case in a closed session.
- vii. 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.
- viii. 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.



DEPARTMENTAL CRITERIA FOR PROMOTION AND TENURE

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*⁷.
- 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.

2. Criteria for Teaching/Instruction



A. Promotion to Rank of Associate Professor and Tenure

- I. Has demonstrated a sustained, high-quality undergraduate and/or graduate instructional program.
 - High quality instructional program evaluated by the following metrics:
 - Evidence of students meeting learning objectives
 - Formal peer-evaluation of class/teaching
- II. Maintains an active student mentoring program and engages in student education. Shows evidence of excellence in student advising.
- III. Demonstrated responsiveness to student or peer feedback, pedagogical training, changing needs of the course demographic, or recent literature

B. Promotion to Rank of Professor

- IV. Must maintain 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 through professional development specific to teaching.
- VII. Demonstrates efforts to obtain competitive intramural or extramural funding in support of teaching and advising relative to teaching load.
 - Examples could include: grad student stipend support, grants for curriculum development, grants/funding supporting education/outreach

3. Criteria for Research

A. Promotion to Rank of Associate Professor and Tenure

- I. Evidence of scholarly productivity through publication of quality and impactful work in refereed journals or other appropriate publications. The quality, quantity, and impact of published work can be assessed by critical review of other department members and external peer reviewers; quantitative metrics such as total citations, H-Index, i10 index, or any other appropriate metrics.
- II. Has demonstrated sustained effectiveness in planning, obtaining resources for, and implementing a successful research program.
- III. Record of excellence in mentoring graduate students at the MS or PhD level, undergraduates, and/or postdoctoral researchers.
- IV. Established national reputation of excellence in theory, experimentation, and/or application of the specific research field. A national reputation can be demonstrated through 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.

4. Criteria for Extension

A. Promotion to Rank of Associate Professor and Tenure

- I. Has demonstrated a sustained, high-quality program in Extension in the form of outputs such as 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. Document current situations and identify priorities
 - b. Application/adaptation of scholarly activity
 - c. Use appropriate media in information transfer
 - d. Intra- and extramural applied research and/or extension funding
 - e. Document improvements in practices of growers, consumers and/or government clientele
- II. Demonstrates leadership at local and regional levels and communication at national.
- III. Evidence of a strong ability to interact with colleagues.
- IV. Makes major contributions to public service for growers, industry, commodity organizations, consumers, and county extension programs. Documents situations (needs assessment), outcomes, and impacts with data to show changes in behavior, knowledge, or condition to a target community.
- V. Share extension programming through refereed publications, for example in fact sheets, Journal of Extension, etc.

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, national, and international clientele community.
- VI. Established a national reputation of excellence and expertise in their extension program.
- VII. Has engaged in education and advising of trainees in extension.