

Reviews of Liberal Arts Faculty

8/22/2006

I. Annual Review

Annual review is required for all faculty who will be returning on appointment the following year, including tenure-track and non tenure-track, tenured, temporary (on grants and/or state dollars), and retirees who have elected to return on 40% re-employment program. The review period covered by the annual review is currently the calendar year.

II. Yearly Review of Progress Toward Tenure

Progress toward tenure review for tenure-track faculty takes place during the spring of the first, second, fourth, and fifth years of the tenure-track appointment. The review is cumulative and involves the tenured faculty in the unit, the Chair, and the Dean.

III. Formal Tenure Progress Review (known as Third-Year Review)

The formal progress toward tenure review occurs, typically, in the spring of a tenure-track faculty member's third year at WSU. The formal progress toward tenure review covers the cumulative record. Balloting by the tenured faculty in the unit is required. The Chair makes his/her recommendation and the Dean, in consultation with the Dean's Advisory Committee, makes his/her recommendation. Final review is done by the Provost.

IV. Final Tenure Review (accompanied by Promotion Review)

No later than the fall of the sixth year of a tenure-track assistant professor's appointment, the full tenure review will take place. If tenure is approved and the candidate does not already hold Associate Professor rank, the faculty member will also be promoted to Associate Professor. The process is the same as the third-year review with the addition of letters provided by external reviewers.

V. Promotion to Full Professor

The promotion review process is similar to the tenure review process. A faculty member may request a promotion review at any time but time in rank alone is not sufficient for promotion. It is rare for a faculty member to attain the level of distinction expected for promotion to Professor before the sixth year as Associate Professor. Demonstrated merit, not years of service, is the guiding factor.

VI. Promotion to Regents Professor

College of Liberal Arts policies and procedures for nomination to and consideration for promotion to Regents Professor are under development. Currently, department Chairs and school Directors nominate candidates for Regents Professor to the Dean. The Dean may nominate Chairs or Directors for Regents Professor rank.

VII. Clinical Faculty

Clinical Assistant Professors have a cumulative third-year review in the spring of the third year of an initial three-year appointment or in the spring of the third year of continuous service. Clinical Assistant Professors and Associate Professors may be considered for promotion (to Clinical Associate Professor or Clinical Professor respectively) in the sixth year of service at their current rank. Balloting by both tenure-track and clinical faculty at the higher rank(s) in the unit is required for clinical faculty promotion reviews. These reviews will be conducted in the same manner as reviews of tenure-track faculty, except that letters from external reviewers will not be required.

VIII. Promotion to Senior Instructor

Instructors who have successfully completed six years in the Instructor rank may apply for Senior Instructor rank. Balloting by both **???? tenured?** tenure-track and **???** clinical faculty at the higher rank(s) in the unit is required for promotion to Senior Instructor. These reviews will be conducted in the same manner as reviews of tenure-track faculty, except that letters from external reviewers will not be required. **There is a newer policy on this – see instructions for these reviews; I think the balloting is now required, maybe wasn't before.**

Chart of Reviews

The chart below identifies with an “X” those reviews that are required. “A” designates those reviews that are available but not required. Adjustments of schedules for required reviews may occur when faculty contracts specify variations from the years below or when applications for early consideration or extension are approved.

Type of Faculty	Annual Review	Yearly Progress Toward Tenure Review	Formal Tenure Progress (Third Year) Review	Tenure & Promotion to Associate Professor	Promotion to Professor, Clinical Associate Professor, Clinical Professor, Regents Professor, or Senior Instructor
Tenured Faculty	X				A; based on merit, not time in rank
1 st , 2 nd , 4 th and 5 th Year Tenure-Track Faculty	X	X			
Third-Year Tenure-Track Faculty	X		X		
6 th Year Tenure-Track Faculty	X			X	
Clinical Track	X		X		A; based on merit, not time in rank
Instructor Track	X				A; based on merit, not time in rank
Other	X				

IX. Mid-term Chair Review

In the fall of the third year of a faculty member's appointment as Department Chair or School or Program Director, the Dean will complete the mid-term chair review. A review form will be distributed to all faculty and staff within the unit. These forms will be returned to the Dean who will summarize the comments and ratings and discuss them with the Chair/Director.

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