

May 15, 2008

MEMORANDUM

TO: \_\_\_\_\_, Chair  
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FROM: Erich Lear, Dean

SUBJECT: Tenure and Promotion

The Provost's instructions for preparing tenure and promotion materials for the academic year 2008-09 are enclosed. Please follow these instructions to the letter. **Note the underlined comments on pages 5, 8, and 9 of the instructions.**

In addition to the Provost's requirements, please provide the following for the Dean's Office: a manila folder that includes the original and one copy of the ballots, as well as a copy of the chair's recommendation, teaching portfolio (but NOT student evaluation forms), research statement, CV, progress toward tenure, and letters from outside reviewers. Label the folder as follows and place in the front of the (first) binder.

FACULTY MEMBER'S NAME – Department Tenure/Promotion - 2008
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The original chair's recommendation, CV, progress toward tenure reports, teaching portfolio, research statement and letters from outside reviewers should be inserted in the candidate's binder in the order noted in the Provost's instructions. We will place the original ballots back in the binder after the review of the file by the Dean's Advisory Committee.

You also will find attached the CLA timeline for the 2008-2009 tenure and promotion process and a copy of the CLA tenure and promotion criteria; the latter are to be included in the candidate's binder.

Our records show that **(faculty name)** is the only faculty member in your department or program who is up for tenure and promotion this year. Please advise Ellen Arnold if you have **anyone going up in this cycle for full professor or promotion in the non-tenure track areas for clinical faculty or instructors**. In addition, please confirm with her that her list of faculty is correct or needs changes.

Please forward your tenure and promotion material to the Dean's Office no later than **September 26**. This is to allow sufficient time prior to the Provost's due date for the Dean's Advisory Committee and then the Dean to review the cases. If you have any questions, please contact Ellen Arnold at [arnolde@wsu.edu](mailto:arnolde@wsu.edu) or 5-4582 Thank you.