



The Tenure & Promotion Portfolio: A Plan of Action

Start Early

- Begin to archive materials during your first year, this is a cumulative process. Anything on letterhead? Save it!
- Document and date everything you do. (I made it a habit of updating my PAR throughout the year and used it as a reminder of activities.)
- Keep everything both digitally and physically. Make high resolution color copies and/or scans of important letters, awards, emails of support, etc... Don't risk losing important unique documents
- Find a mentor. Some departments incorporate this practice into their culture. If not, identify someone who recently got tenure and take advantage of their knowledge and experience
- Talk to your T&P committee. What is the culture of your department? Do they recommend a good sample portfolio?
- Find out who has had successful portfolios, ask to see them. Find out why others weren't as successful



Understanding the Process & Requirements of Tenure & Promotion

Important Documents to Consult

- **WMU Agreement**
 - Article 16:** Evaluation of Professional Competence
 - Article 17:** Tenure Policy and Procedures
 - Article 18:** Promotion Policy and Procedures

- **Department Policy Statements** Note: There are many departments with no DPS.
 - **List of Department Policies on the WMU AAUP Website**
http://www.wmuaaup.net/aaup_012.htm

 - **List of Department Policies on the WMU Academic Labor Relations Website**
<http://www.wmich.edu/academic-labor-relations/policies>

- **Office of the Provost and Vice President for Academic Affairs**
 - Performance and Evaluations Documents
<http://www.wmich.edu/academic-labor-relations/tenure>

Key Dates: Articles 17.10 & 18.10

- Oct. 15, 2015: submit to Department T&P Committee for review
- Dec. 2, 2015: Department submits to Chair for review
- Jan. 22, 2016: Chair submits to Dean for review
- March 4, 2016: Dean submits to Provost for review
- Other critical dates: appeal dates, notification for early review, request for external reviews (see calendar provided in the workshop folder)

Compiling the Comprehensive File (please see checklist for specifics in the workshop folder)

- **Allow enough time to compile materials for the folder**
 - Find, copy, put together essential documents
 - Letters of support, if this is a practice for your department (ask in August, September is crazy for everyone...)
 - Proof read, fact check, include doi's & links to articles
- **Allow enough time to write your narratives - tell your story!**
 - start drafting in August, September
 - find a mentor to revise, edit, proofread, fact check
 - when writing your narratives, be as specific as possible. Spell out exactly what you do, how is your work unique, following through on your letter of appointment, how it works into the mission of the department, others outside of your department - the Dean or Provost may or may not know the particularities of your discipline or department. This is not the time to be shy, vague, or minimalistic.
 - look at your **DPS**. Are your narratives and materials in alignment with the DPS?
- **Ease of access is important.**
 - use tabs, plastic sleeves, table of contents
- **Student comments:** all or nothing Article 16.4.3.2

Compiling the Abbreviated Tenure File

- Order is critical. Refer to the checklist included in workshop folder.
- This folder goes to the Provost's office (full file stays at the college)
- Most departments will do this for you - **highly recommend doing this yourself**. Don't leave it to chance - things get lost, misplaced, left out, etc...



T&P Portfolio Checklist for the Abbreviated File

As stated on the Academic Labor Relations site:

“(T)he abbreviated file has very specific requirements and must meet those requirements to be accepted from the faculty member. The abbreviated file must be in a file folder labeled with the person’s name, college, department, and type of review (2nd, 4th, 6th , type of promotion or other mandated review). The material in the folder must contain the following items and in the sequence listed below (reverse chronological order).”

[http://www.wmich.edu/sites/default/files/attachments/u108/2015/wmu-tenure-promotion-checklist.](http://www.wmich.edu/sites/default/files/attachments/u108/2015/wmu-tenure-promotion-checklist.pdf)

pdf

- Cover sheet
- Checklist (a form that contains this section as well as sections for reviewers)
- Letter from the Dean for current review
- Letter from the Chair/Director for current review
- Letter from the Department Tenure or Promotion Committee for current review
- Copies of all DTC, DPC, Chair/Director, CPC and Dean letters from previous related reviews
- Focused personal statement (if available)
- Up-to-date curriculum vitae
- Documentation
 - Summary of student ratings (should be comprehensive)
 - Copy of student rating form
 - Other material (e.g., student comments; materials addressing conditions from previous reviews; letters of recognition/awards; notification of grant/contracts)



Building Your Portfolio: Resources and Ideas

Competence

- Get involved with Office of Faculty Development, hold workshops and roundtables, host mini-conferences, offer funding for teaching related conferences!!!, offer grants for technology for teaching
- Student feedback, read it, respond, take action
- Read up on scholarship of teaching and learning, attend conferences (see your librarian or office of Faculty Development)
- Ask to get a classroom observation

Recognition

- Develop a rolling research agenda/calendar/timeline
- Commit to research and writing every week
- Start small, write review articles, do a literature review
- Identify key journals - contact your liaison librarian to find journal impact factors, etc...
- Find a variety of publication opportunities: chapters, articles, conference proceedings, grant proposals, reviews, etc...
- Submit a proposal by start of second year
- Resubmit, resubmit, resubmit! Keep something in the publishing pipeline at all times
- Can you spin secondary publications from one research agenda?
- Some projects fizzle... don't wait it out, move on.

Service

- Balance - focus on building up to committee work
- Start small, build up to more, and more responsibility. In my first year, I focused on library and university committees. In the second and third year, I identified state committees. By the fourth and fifth year, I was serving on high profile national committees.
- Be selective, do these committees help in your teaching and research? to your department or unit?
- Don't take on too much, some committees may be a time suck. It is ok to say "no"

Appealing Recommendations & Decisions

A faculty member has the right to appeal recommendations by the DPC, the chair, the dean, and the provost, per Article 17. §6.9 and Article 18. §6.10.

- You can appeal a decision at any stage.
- Appeals follow a specific, quick turn-around timeline
- Can only appeal the recommendation.
- Use info to support a change in the recommendation
- Must allow for time to review, rewrite and have finalized for new recommendation to advance to chair level. A two- or three-day turnaround is the norm
- Do not need to appeal a “positive with conditions” unless it is your final review.
- At the **provost level appeal**, you will meet with the provost, the officer of academic labor relations, the dean, and the chair. The provost-level appeal is taken very seriously. Bring a union representative with you. If you do not indicate that you will, chances are the Provost’s office will reach out and request representation.

Please refer to the **tenure timetable**, Article 17. §10 and the **promotion timetable**, Article 18. §11 for appeal deadlines.



Adding Additional Materials

During the review process, a faculty member may add additional relevant materials to their portfolio, per article 11:

11. §3 ADJUNCTIVE RECORDS. Files regarding the faculty member's Promotion File and the adjunctive Faculty Tenure File, respectively. These files shall initially consist of the application materials prepared by the bargaining unit faculty member. After the review process has begun, identified as the first meeting of the department review committee, material added by the bargaining unit faculty member shall be limited to written responses to questions, concerns, or statements made by reviewers and verification of pending accomplishments which occur during the review process, such as notification of acceptance for publication or notice of grant award. If such material is added by the bargaining unit faculty member, then the agents in charge of the prior review steps shall be copied on such material.

11. §3.1 Additional relevant material may be added to the Faculty Department Tenure Committee (DTC), the department chair, the College Promotion Committee (CPC), the dean, and the provost. These files shall copy of the material added to the file shall be before the file is forwarded to the next level.

