

Tenure and Promotion Process at Western Michigan University

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Workshop on Tenure and Promotion

- Documents used in the review process
- Applicable sections of the Western/WMU-AAUP Agreement
- Role of the department policy statement (DPS)
- Putting together your portfolio
- Miscellaneous things to know
- Appeals
- Q & A



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- Documents used in the review process
 - Documents sent to all departments from the Office of the Provost
 - Checklist for the tenure or promotion process
 - Review cover sheet for recommendations
 - Documents used at the department level
 - Check with department chair and committee chairperson on any departmental documents that provide guidance or need completion



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- *Applicable sections of the Western/WMU-AAUP Agreement*
 - Article 16 – Evaluation of Faculty
 - Article 17 – Tenure Policy and Procedures
 - Article 18 – Promotion Policy and Procedures
- Article 23 – relevant regarding any mandatory department policies on tenure and/or promotion
- Appendix E – External Review Process



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- Role of the department policy statement
 - Creates roadmap for probationary faculty
 - Specific criteria to guide both the faculty on probation and the faculty making recommendations
 - Consulted by the dean and provost (and college promotion committee) when questions arise, and thus the relevant section moves forward with your portfolio



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Putting Together Your Portfolio

- Begin early
 - Create folders for teaching, service, and possibly research – place documents and notes in them throughout each year
 - Traditionally-ranked faculty
 - Professional Recognition
 - Professional Competence
 - Professional Service
 - Faculty Specialists
 - Professional Competence
 - Professional Service



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Your Portfolio (continued)

- Review your work with a senior member of your department; ask for help regarding what materials go in what sections
- Small department? Consider asking someone in a related discipline to review things with you.
- Familiarize yourself with criteria/expectations in the Western/WMU-AAUP Agreement and your department's policy statements on tenure and promotion



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Your Portfolio (continued)

- See the handout with an example of how to organize materials for the portfolio
 - Use a 3-ring binder and section dividers
 - Include a Table of Contents
 - Work on your personal narrative
 - Summarize your work in the three (or two) areas
 - Frame a research and/or teaching agenda/vision
 - As possible, link research, teaching, and service
 - **This document is critically important!**



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Your Portfolio (continued)

- Check with dean's office on expectations for both portfolio and abbreviated file
- Allow time to put it all together
- Include printed copies of articles; if published, include reprints that confirm publication; if accepted, include evidence from publisher/editor
- Turn in portfolio by the deadline listed in the Western/WMU-AAUP Agreement



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The Abbreviated File

- As the checklist handout points out, not all materials go forward to all deans and not all materials go forward to the provost.
- Certain materials are extracted and create what we can call the abbreviated file. Higher levels of review may opt to review the entire portfolio.
- These materials are not returned to the faculty member until the awarding of tenure or promotion.



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The Abbreviated File (continued)

- Created at the department level
- The comprehensive file is kept at the department level (or college level) until the end of the review process (or final award)
- Faculty are welcome to create both the comprehensive file and the abbreviated file, though the Tenure or Promotion Committee and Chair may need to add/sign portions.
- Note that the abbreviated file is an actual file folder with information in the specified order



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Miscellaneous But Important

- External review – can be called by the candidate, the department chair, or the department tenure/promotion committee (Article 17.§5 and Article 18.§5). Also, see you DPS!
 - Deadline to call for this review is listed in the contract – around February 15.
- Early tenure or promotion review – the faculty member must notify department chair in writing no later than February 1 of preceding year



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Miscellaneous But Important (continued)

- Know the deadlines in the Agreement; know when to expect letters at all levels and when you can appeal a recommendation
- Note that appeals must be in writing, and the turnaround times are tight. To facilitate the appeal, be clear about what it is you are appealing about the recommendation
- Joint appointments – the Agreement has language on the role of both departments in Articles 17.§6.4 and 18.§6.4



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Considering an Appeal?

- The goal is for appeals to stay within the level of review. For example, the Dean should not know that you went through an appeal with your chairperson, but should only receive the final letter resulting from that level of review.
- Exception: If you're not satisfied with the outcome of an appeal, you can request that your written appeal move forward.



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Questions About an Appeal?

Contact Dr. Robert Trenary
WMU AAUP Grievance Officer
rtrenary@wmuaaup.net
269-345-0151



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Your Questions?



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