

1 **ARTICLE 8B: TENURE REVIEWS**

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3 Article 8B establishes procedures for tenure. Within their original hire letter, faculty members will be  
4 notified of a schedule for tenure review.

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6 Tenure is held by faculty with the rank of Associate or Full Professor. When an Assistant Professor applies  
7 for tenure as described in this Article, they are considered for tenure and promotion to Associate Professor;  
8 promotion to Associate Professor is integral to the award of tenure. Tenure-eligible faculty hired at the rank  
9 of Associate or Full Professor are considered for tenure only.

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11 **Section 1. Purpose of Tenure Reviews**

12 Tenure stabilizes the university’s academic programs and enhances academic freedom. The granting of  
13 tenure is the most critical decision the University makes in support of continued academic integrity. Tenure  
14 reviews occur when faculty seek indefinite faculty appointment.

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16 **Section 2. Standard for Tenure**

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18 Achievement of the standards associated with tenure review is an academic judgment made by Personnel  
19 Review Committees (Divisional and, if appropriate, University), Deans, Provost, and the President. Length  
20 of service is not, in itself, sufficient justification for the granting of tenure.

21  
22 Standard for tenure: The University awards tenure when, through the PRC review process, the  
23 faculty member demonstrates that they have met the expected standards defined for the three areas  
24 of teaching/librarianship, scholarship, and service.

25  
26 A faculty member “meets expectations” when they are an active, engaged academic as evidenced by  
27 achievement in all three areas. In any given year a faculty member may elect to concentrate their  
28 energies on one area more than another. However, when a faculty member applies for tenure, they  
29 must demonstrate and provide evidence of a level of performance that at least “meets expectations”  
30 in all three areas of teaching/librarianship, scholarship and service.

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32 Tenured faculty can expect to remain a member of the faculty indefinitely.

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34 **Section 3. Resources for Faculty Seeking Tenure**

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36 The University supports faculty in understanding expectations and procedures, and in planning for and  
37 documenting their accomplishments in pursuit of tenure.

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- 40 • Early in their first year, faculty will consult with the Division Chair regarding their  
41 teaching/librarianship, scholarship and service plans for their first year at WOU;
  - 42 • The Division Chair, or designee, will assist faculty in finding answers to questions they have  
43 about expectations and procedures related to review;
  - 44 • Each year, tenure-track faculty submit an Annual Faculty Report to their Division Chair by  
45 June 30. Annual Faculty Reports include, at a minimum, an updated CV, a summary of  
46 accomplishments during the past year, a summary of progress towards meeting previously  
stated goals, and new goals for the coming year.

- The Division Chair will review the Annual Faculty Report and use it to support faculty in meeting teaching/librarianship, scholarship and service requirements.

#### **Section 4. The Faculty Review File and Evidence Presented for Faculty Review**

Faculty who seek tenure are responsible for teaching/librarianship, scholarship and service, and are expected to provide, in their Faculty Review File, evidence of accomplishment in each area.

##### **A. Contents of Faculty Review File**

All Review Files must, at a minimum, include:

- A current Curriculum Vitae (CV);
- Annual Faculty Reports since the previous review period;
- A report from at least one peer observation of classroom or online teaching for the most recent review period;
- Data from the mutually agreed upon student course evaluation instrument (SCEI\*), provided by the University.
- For Library Faculty review files, peer and supervisor evaluations in core areas of librarianship should be submitted instead of the peer observation report and SCEI data.

##### **B. Evidence Presented for Faculty Review**

###### **1. Evidence of effective teaching includes:**

- List of classes taught by term during review period;
- Teaching Philosophy;
- Presentation of and reflection on sample syllabi from a range of courses over time (including content, organization and methods of evaluation) to demonstrate evolution of approach;
- Exams, major assignments and other assessment methods from a range of courses;
- Original instructional materials;
- Contributions to course design, development, or improvement;
- Examples of curriculum redesigns and refinements over time;
- Reflections on evidence of teaching effectiveness (i.e., impact of teaching on student learning and achievement);
- Peer and supervisor evaluation and observation reports;
- Comparative data from the mutually agreed upon student course evaluation instrument (SCEI\*), provided by the University;
- Professional development and updating skills and knowledge related to instruction;
- Reflections on mentoring and oversight of student scholarship or service learning;
- Additional evidence of instructional success.

\*Any survey not mutually agreed upon, along with any results/data derived from such questions and surveys, is not to be used for purposes of official review unless a member chooses to include it.

###### **2. Evidence of effective librarianship includes:**

- Peer and supervisor evaluations in core areas of librarianship;
- Programmatic documents and contributions to library products and services;

- Sample instructional materials;
- Data from student or faculty ratings of performance in core areas of librarianship;
- Reflections on evidence of impact of librarianship on student learning and academic success;
- Reflections on evidence of impact of librarianship on faculty scholarship;
- Evidence of professional development and updating of skills and knowledge;
- Personal philosophy of librarianship;
- Examples of innovations and improvements in provision of library services and products over time.

### 3. Evidence of scholarship

In the spirit of Boyer's *Scholarship Reconsidered* (1990), one's "scholarship" may be manifested in one or more of the following venues:

- Scholarship of discovery — investigative research and creative work of faculty in liberal, visual and performing arts;
- Scholarship of integration — scholarship connecting within and between disciplines;
- Scholarship of application — study of real world or societal problems;
- Scholarship of teaching — instructional and classroom research;

Regardless of the type of scholarship, all members' work is carefully assessed, with intellectual rigor and excellence, the yardstick by which all four types of scholarship are measured.

While scholarship can look quite different across members, it cannot be absent as it is the core of academic life. All members must be knowledgeable of developments in their fields, remaining professionally active. All members will be held to the highest standards of integrity in every aspect of their work.

- a. The *Scholarship of Discovery* refers to the search for new knowledge and answers the questions: "What is to be known? What is yet to be found?"

Evidence for this type of scholarship may include scholarly and creative activities that involve clear goals, preparation, appropriate methods, results, and presentation on the part of the faculty as indicated by: a published book, scholarly monograph, article, book review, or essay, performed work or practice in the fine arts; a paper presented at a scholarly meeting at regional, national or international levels; creation of a process, machine, composition that leads to a patent; creation of a scholarly, artistic or scientific procedure or method; state, regional, national, or international recognition as a scholar in an identified area; and positive peer evaluations of the body of work.

- b. The *Scholarship of Integration* refers to serious disciplined work that seeks to interpret, draw together and bring new insight to bear on original research including interdisciplinary connections.

Evidence for such scholarship may include interpretation of original research; the authoring or coauthoring of peer-reviewed publications of research, policy analysis, case studies, and integrative reviews of the literature; interdisciplinary grant awards or

140 presentations; policy papers designed to influence organizations and governments; first  
141 research at the boundaries where field converge; and the illumination of knowledge into a  
142 larger context including the education of non-specialists.

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144 c. The *Scholarship of Application* moves the scholar towards engagement answering the  
145 question - How can knowledge be responsibly applied to consequential problems?  
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147 Evidence for such scholarship may include the application of one's academic  
148 expertise to problems affecting individuals, institutions, or society; peer-reviewed  
149 publications of research, case studies, or technical applications, grant awards in support of  
150 practice; state, regional, national, or international recognition as a master practitioner; and  
151 professional certifications, degrees, and other specialty credentials.  
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- 153 d. The *Scholarship of Teaching and Learning* involves planning, assessing, and modifying one's  
154 teaching and applying to it the same exacting standards of evaluation that are used in  
155 research.  
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157 Evidence for such scholarship may include peer-reviewed publications of research  
158 related to teaching methodology or learning outcomes; case studies related to teaching-  
159 learning; learning theory development; and development or testing of educational models or  
160 theories; accreditation or other comprehensive program reports; successful applications of  
161 technology to teaching and learning; state, regional, national, or international recognition as a  
162 scholar in an identified area; published textbooks or other learning aids; grant awards in  
163 support of teaching and learning; outcome studies or evaluation/assessment programs; and  
164 presentations related to teaching and learning.  
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#### 166 4. Evidence of service

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168 Service refers to both institutional service (collegiality, service, and leadership within the  
169 department, college, and/or institution) and professional service (engagement and leadership  
170 within the community, government, or private organizations as well as professional  
171 organizations). All faculty are expected to be involved in institutional service and to demonstrate  
172 such accomplishments.  
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### 174 **Section 5. Preparation and Submission of Faculty Review File**

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176 Tenure reviews are initiated by the faculty member's timely submission of their Faculty Review File as  
177 described by this Article. Faculty are responsible for preparing and submitting their Review Files according  
178 to University and Division procedures. Review Files must address the standard appropriate to tenure  
179 (Section 2, above), and provide evidence of performance and accomplishment (Section 4, above).  
180

181 Members with assignments in more than one academic Division are responsible for Review File submission  
182 in all areas of assignment. All records relevant to consideration for tenure, including recommendations, will  
183 be sent to the member's primary tenure home DPRC, which will act in accordance with the provisions of  
184 this Article. The recommendation of the member's primary division will prevail.  
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186 Members are responsible for submitting tenure review files to their Division Chair by the 4<sup>th</sup> Friday in  
187 October.

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Extensions of the above deadlines may be granted by the appropriate college dean upon written request. If an extension is granted, the due date of the Review File from the DPRC to the Dean will be delayed to no later than the second Friday in February. Provisions for tenure-clock stoppage are described in Section X, below.

**Section 6. Additional Procedures**

Members:

- Will receive written copies of reviews at every level in a timely fashion;
- Will meet with their divisional DPRC or its representatives to receive and discuss the review in a timely fashion;
- Have the right to provide a rebuttal to any review within 10 days of receipt of the review; the rebuttal becomes a permanent part of the file;
- Have the right to withdraw their application for tenure at any time during the review process.
- Have the right to grieve violations of procedures related to tenure.

**Section 7. Reviews that Indicate Faculty Member Does Not Meet Expectations**

Except as noted in Article 8B, Section 10E on early review for tenure, tenure reviews that conclude that the member does not meet expectations in one or more areas result in non-renewal of the annual, pre-tenure appointment.

**Section 8. Timely Notice of Non-Continuation**

Timely notice, consistent with the table below, will be given in writing in instances of non-renewal.

<u>During the first tenure-track year:</u> notice is mailed on or by March 15 for those whose contracts expire June 15 or at least three (3) months' notice given prior to expiration of the appointment
<u>During the second tenure track year:</u> notice is mailed on or by December 15 for those whose contracts expire June 15 or at least six (6) months' notice given prior to expiration of the appointment
<u>During the third and subsequent tenure track year:</u> at least twelve (12) months' notice which may be mailed at any time

**Section 9. University Responsibilities to the Tenure Process**

**A. Planning and Orientation**

All divisions are encouraged to provide their faculty with written guidance regarding: (1) the unique, area-specific expectations or standards for teaching/librarianship, scholarship and service within the division, and (2) any specific types of documentary evidence of performance reflecting the requirements of Section 4 above;

227 Division chairs will identify, confirm, and notify the DPRC and college dean, in writing, by June 30  
228 of all members of the division eligible for and pursuing tenure in the upcoming academic year.  
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230 Early in the fall term, the Provost reviews the purpose and intent of review at each stage, the roles  
231 and responsibilities of the Personnel Review Committees, the timelines and review criteria and  
232 address questions on any of the University's faculty review policies with academic deans, division  
233 chairs, chairs and members of the various Personnel Review Committees, and representatives from  
234 the Union.  
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## 237 **B. Convening Personnel Review Committees**

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### 239 1. Division Personnel Review Committee

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241 Each academic year, each division will establish a Personnel Review Committee comprised of the  
242 Division Chair and a representative group of at least two additional tenured members. The  
243 Division Chair will serve as a voting and participating member of the DPRC, but will recuse  
244 themselves from discussion or voting on their own applications. Members who are applying for  
245 promotion must abstain from service on the DPRC in the year their own application for  
246 promotion is being reviewed. If the Division cannot seat at least three members of the DPRC, the  
247 Dean will ask the Division faculty to recommend tenured faculty from other Divisions to serve as  
248 an outside member of the DPRC. The Dean will make the final appointment of outside members  
249 to the DPRC.  
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### 251 2. University Personnel Review Committee

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254 **Overview.** Each academic year, the University will establish a University Personnel Review  
255 Committee comprised of one member from each unit in the university that has a unit-level  
256 Personnel Review Committee. The UPRC reviews and provides recommendations on applications  
257 for promotion and tenure.  
258

259 **Eligibility to serve.** Membership on the UPRC is restricted to tenured faculty. To avoid  
260 conflicts of interest, no one who is being considered for promotion or tenure will serve on the  
261 UPRC. No Division Chair may serve on the UPRC. While the UPRC may include members of a  
262 DPRC, each division is encouraged to elect a representative to the UPRC who is not a member of  
263 that division's DPRC so as to minimize recusals.  
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265 **Recusal.** UPRC members who served on a particular faculty applicant's DPRC will abstain from  
266 voting on or discussing the specific case but may be called upon to clarify expectations appropriate  
267 to the particular discipline or division.  
268

269 **Selection of representatives.** Each division will elect a representative to the UPRC. The division  
270 chair will announce as early as possible in the fall term who is eligible to serve on the UPRC, after  
271 which the division's faculty will vote to select their UPRC representative.  
272

273 **UPRC Chair.** The UPRC will provide a recommendation to the Provost regarding the  
274 appointment of a UPRC member to the role of Chair of the UPRC. The appointment of the chair

275 will be made by the Provost, in consultation with the Deans and the President. The Chair is  
276 responsible for convening and facilitating meetings, and ensuring that notification of UPRC  
277 recommendations as described in this article are completed in a timely fashion. The UPRC chair  
278 may be eligible for a course release during the Winter term.  
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### 280 C. Review and Transmission of Faculty Review Files and Recommendations

281 The University conducts reviews at these levels:  
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- 284 • Level 1: Division Personnel Review Committee (DPRC)
- 285 • Level 2: College Dean
- 286 • Level 3: University Personnel Review Committee (UPRC)
- 287 • Level 4: Provost
- 288 • Level 5: President  
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290 Each review is independent and considers the recommendations at previous level(s). At each level  
291 of review, the member receives written notification of the level's recommendation concurrent with  
292 the review's transmittal to the next level, if applicable. Applicant faculty members are notified of the  
293 final result of the review by the end of the 4<sup>th</sup> week in May of each academic year.  
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#### 296 1. Level 1 Review: Division Personnel Review Committee

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298 **Review.** The DPRC will review the Faculty Review File, in the context of divisional guidance that  
299 may be provided per Article 8B, Section 10A and all prior recommendations at all levels of review.  
300 The review will apply the CBA's standards for faculty performance in teaching, service and  
301 scholarship and collegiality.  
302

303 **Recommendation.** The DPRC will write a letter that reflects upon evidence of the member's  
304 attainment of the standard for tenure. The letter may: describe the member's strengths in the areas  
305 of teaching/librarianship, scholarship, and service; provide explicit suggestions for areas needing  
306 improvement; and assess progress made since prior reviews. The letter will refer to appropriate  
307 supporting evidence provided in the applicant faculty member's Review File. The letter will  
308 conclude with a recommendation to the appropriate college dean, and be accompanied by the  
309 completed form in Appendix G.  
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311 **Conference.** Prior to transmitting the Review File to the Dean, the DPRC or its representatives  
312 will provide the member with a written copy of the review, signed by all DPRC members, and  
313 meet with the member to discuss it. The Division Chair will prepare a summary of the review  
314 conference and present it to the member within ten (10) days of the conference. This summary  
315 will be placed in the personnel file in the Provost's office and forwarded to the Dean and the  
316 Provost via the member's PRC binder. The member will sign the report to acknowledge receiving  
317 it.  
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319 **Transmission of the file.** The DPRC will transmit its recommendation and the Review File to  
320 the Dean by the 3<sup>rd</sup> Friday in November.  
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## 2. Level 2 Review: Dean

**Review.** In their independent review, the Dean considers all issues relating to procedures and academic judgment. The Dean will review the Faculty Review File, in the context of divisional guidance that may be provided per Article 8B, Section 10A and all prior recommendations at all levels of review. The review will apply the CBA’s standards for faculty performance in teaching, service and scholarship and collegiality.

**Recommendation.** The Dean will write a letter that reflects upon evidence of the member’s attainment of the standard for tenure. The letter may: describe the member’s strengths in the areas of teaching/librarianship, scholarship, and service; provide explicit suggestions for areas needing improvement; and assess progress made since prior reviews. The dean’s letter will refer to appropriate supporting evidence provided in the applicant faculty member’s Faculty Review File. The letter will conclude with a recommendation to University Personnel Review Committee and the Provost, and be accompanied by the completed form in Appendix G.

**Conference.** Concurrent with transmitting the file to the Provost, the Dean will provide the member with a written copy of the review, signed by the Dean and will meet with the member to discuss it prior to the required deadline.

**Transmission.** The Dean will transmit their recommendation and the Review File to the Provost for distribution to the UPRC by the 3<sup>rd</sup> Friday in December.

## 3. Level 3 Review: University Personnel Review Committee

**Review.** In its independent review, the UPRC considers all issues relating to procedures and academic judgment. The UPRC will review the Faculty Review File, in the context of divisional guidance that may be provided per Article 8B, Section 10A and all prior recommendations at all levels of review. The review will apply the CBA’s standards for faculty performance in teaching, service and scholarship and collegiality.

**Recommendation.** The UPRC will write a letter that reflects upon evidence of the member’s attainment of the standard for tenure. The letter may: describe the member’s strengths in the areas of teaching/librarianship, scholarship, and service; provide explicit suggestions for areas needing improvement; and assess progress made since prior reviews. The UPRC’s letter will refer to appropriate supporting evidence provided in the applicant faculty member’s Faculty Review File. The letter will conclude with a recommendation to the Provost, and be accompanied by the completed form in Appendix G.

The UPRC will transmit the file and its recommendation to the Provost by 1<sup>st</sup> Friday in February. Concurrent with transmitting the file to the Provost, the UPRC will provide the member with a written copy of the review signed by the UPRC Chair.

## 4. Level 4 Review: Provost

**Review.** In their independent review, the Provost considers all issues relating to procedures and academic judgment. The Dean will review the Faculty Review File, in the context of divisional



370 guidance that may be provided per Article 8B, Section 10A and all prior recommendations at all  
371 levels of review. The review will apply the CBA's standards for faculty performance in teaching,  
372 service and scholarship and collegiality.

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374 **Recommendation.** The Provost will write a letter that reflects upon evidence of the member's  
375 attainment of the standard for tenure. The letter may: describe the member's strengths in the  
376 areas of teaching/librarianship, scholarship, and service; provide explicit suggestions for areas  
377 needing improvement; and assess progress made since prior reviews. The Provost's letter will refer  
378 to appropriate supporting evidence provided in the applicant faculty member's Faculty Review  
379 File. The letter will conclude with a recommendation to the President, and be accompanied by the  
380 completed form in Appendix G.

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382 **Transmission.** The Provost will transmit the file and their recommendation to the Provost by 2<sup>nd</sup>  
383 Friday in March. Concurrent with transmitting the file to the President, the Provost will provide  
384 the member with a written copy of the review signed by Provost.

## 385 5. Level 5 Review: President

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388 Indefinite tenure appointments are made by the president in witness of the institution's formal  
389 decision that the faculty member has demonstrated such professional competence that the  
390 institution will not henceforth terminate employment except for cause, financial exigency, or  
391 program or department reductions or eliminations. Applicants for tenure, along with all prior  
392 review bodies, will be informed of the President's decision in writing by the end of the 4<sup>th</sup> week in  
393 May of the academic year.

## 394 395 396 Section 10. Eligibility Timelines for Promotion and Tenure

### 397 398 A. Tenure-Clock Stoppage

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400 A member at the rank of Assistant, Associate or Full Professor who becomes a parent through  
401 birth or adoption at any point during the probationary (pre-tenure) period will, upon written  
402 notification to the Division Chair within six (6) months of the birth or adoption, be automatically  
403 awarded a one-year extension of the probationary period before mandatory consideration for  
404 indefinite tenure is given. It is the sole decision of the probationary member whether to use or  
405 decline the extension. The member will indicate his/her intent to apply for tenure and promotion  
406 in the Annual Faculty Report. If the member applies for family medical leave in the Office of  
407 Human Resources due to the birth or adoption of a child during the probationary period, the  
408 Office of Human Resources will advise the member of the availability of the automatic extension  
409 and, with the member's consent, notify the Division Chair that the member will accept the  
410 automatic one- year extension.

### 411 412 B. Promotion from Assistant to Associate Professor

413  
414 For those hired as tenure-track Assistant Professors, promotion to Associate Professor and the  
415 granting of tenure will occur simultaneously.

416  
417 Assistant Professors hired at Step One can apply for promotion to Associate Professor and tenure

418 after four years of continuous service at WOU. The Review File is due and the review process  
419 takes place during the fifth year of service. If awarded, promotion and tenure will become effective  
420 at the beginning of the sixth year of full-time service.

421  
422 If stipulated in the initial hiring contract, a member may be reviewed for promotion to Associate  
423 Professor and tenure after a combined minimum of four years of successful continuous service on  
424 the tenure track at WOU and another comparable institution. Such members may apply for tenure  
425 after two complete years of successful, continuous service on the tenure track at WOU.  
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### 427 **C. Tenure for Associate Professors**

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429 A member who is initially hired as an Associate Professor will be reviewed for tenure during the  
430 third year of full time, probationary service. In this case, the tenure award will become effective at  
431 the beginning of the fourth year of full-time service. If tenure is not awarded after three years of  
432 full-time service, then a fourth-year non-tenure track non-renewable contract will be offered. The  
433 College Dean, at her/his discretion, may choose to recognize the fourth year as a final  
434 probationary period, after which the member will be re-evaluated through one more annual review  
435 process on teaching/librarianship, scholarship, and service. If tenure is not then awarded as a result  
436 of the review process, there is no obligation for the University to offer an additional contract for  
437 the fifth year.  
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### 439 **D. Tenure for Full Professors**

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441 If not stipulated in the hiring contract, a member who is initially hired as a Full Professor will apply  
442 for tenure review during the second year of continuous service on the tenure track with the tenure  
443 award becoming effective at the beginning of the third year of full-time service. If tenure is not  
444 awarded at that time, then a third year non-tenure track non-renewable contract will be offered.  
445 The College Dean, at her/his discretion, may choose to recognize the third year as a final  
446 probationary period, after which the member will be re- evaluated through one more annual review  
447 process. If tenure is not then awarded as a result of the review process, there is no obligation for  
448 the University to offer an additional contract for the fourth year.  
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### 450 **E. Early Application for Tenure and Promotion to Associate Professor**

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452 A member may elect to apply for tenure and promotion to Associate Professor one year before the  
453 year specified in the initial hiring contract. The notification of intent will be part of the Annual  
454 Faculty Report. This report is due to the respective DPRC, Dean and Chair no later than June 30.  
455 The member will be evaluated for promotion and tenure during the following year's review process  
456 by the DPRC. Failure to achieve early promotion and tenure does not preclude a member from  
457 being awarded promotion and tenure in the subsequent year following another review.  
458