

Review of Service

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- L. Roles and Responsibilities in the College Tenure and Promotion Process
  - M. Procedures of the College Tenure and Promotion Committee

**A. Overview**

The Wichita State University (WSU) Policies and Procedures Manual shall be the overall guide in matters of promotion and tenure, including appeals, and professor incentive review (Chapter 4 – Faculty Policies).

The following guidelines are considered as further elaboration of that document specifically to reflect the unique nature of the College of Health Professions (CHP). Departmental role statements must be consistent with College and U

**B. Alternative Models of Tenure Track and Non-Tenure Track Faculty Documentation for Tenure and Promotion**

After the endorsement of the UniSCOPE Scholarship model (Hyman et al., 2002) by the University Faculty Senate ([Unified Faculty Scholarship Model Resolution](#))

university, the community of scholars, and the local, state, and national communities to which the individual contributes by virtue of a position as a teacher, scholar, and practitioner. Service must relate to the faculty member's professional role. Service also encompasses the faculty member's administrative roles and responsibilities.

Please see Appendix D: Examples of Forms of Service and Documentation for a non-exhaustive listing of examples of forms of service.

**F. Tenure Track Faculty: Standards According to Rank**

Recommendations for advancement in rank and/or tenure will be made according to the standards stated below. A favorable recommendation for tenure automatically carries a favorable recommendation for

## CHP T&P Guidelines

Professor; and, Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor. Candidates may be hired to the following levels in the absence of a terminal degree: Assistant Educator, Associate Educator, and Senior Educator. Exceptions to this guideline will require careful documentation based upon an adequate rationale. When a faculty member below the level of Assistant Teaching Professor or Assistant Clinical Professor obtains a terminal degree, the candidate's Department can determine the steps for transitioning into the non-tenure track process, if appropriate.

Under normal circumstances, a faculty member should not expect to be considered for promotion with less than six years in advancement levels. For each level of promotion, successively higher levels of achievement are expected.

The standards for teaching and service, as defined in the role statement, for each level are indicated below. The relative significance of teaching and service, as defined in the role statement, may vary from case to case. Consideration, in context of the candidate's entire career, will be given to teaching and service, as defined in the role statement, conducted while the candidate has been employed at the University.

1. **Assistant Teaching Professor/Assistant Clinical Professor/Assistant Educator:** Evidence is normally expected of the following: dAssiss37.989 0 Td[(3l(15.0.8 (f)-3.9 (o)12.9 )2 ( l)-2.6 (e)11.2 (o)2 ) (c)915.5 (q



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## CHP T&P Guidelines

- Reports of meta-analyses related to practice problems.
- Reports of clinical demonstration projects.
- Presentations.
- Policy papers designed to influence organizations or governments.
- Citations of work or publications in disciplines outside one's own profession or discipline.

### Scholarship of Leadership

- Publications and/or presentations.
- Mentorship of junior colleagues or students in research, scholarship, and administration that results in publication or presentation.
- Accreditation or other comprehensive program reports.
- State, regional, national, or international recognition of leadership in one's profession or discipline.
- Recognition of leadership within the department, college, and/or university.
- Innovation in program or curriculum development.

**Documentation** of scholarship should reflect the content of the departmental role statements.

### Scholarship Quality

Quality published scholarship is essential for a positive recommendation for promotion and/or tenure. The CHP recognizes all quality intellectual contributions. The candidate shall have exhibited individual capacity in his/her scholarly writings. However, sole authorship is not required to demonstrate individual capacity. Rather, there must be clear evidence that the candidate has played a major role in the scholarship. Indications of quality published scholarship may include:

- 1. Journal Publications:** Refereed journal publications are essential to promotion/tenure. Inve  
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## **APPENDIX D**

### **Examples of Forms of Service and Documentation**

Examples of service include—but are not limited to—the following:

- Committee service University, College, Departmental, member, chair, coordinator.
- Administrative Roles (Chair, Coordinator, Director, etc.).
- Special task forces/committees.
- Service of Faculty Senate or Graduate Council.
- Participation in student recruitment.
- Serving as advisor to recognized student organizations (RSO).
- Professional speeches and/or panel presentations not otherwise listed.
- Professional consulting contributing to professional development.

## APPENDIX E

### Policies and Procedures for Pre-Tenure/Pre-Promotion Review

#### 1. The Overall Procedure for the Pre-Tenure/Pre-Promotion Review

The Department Committee and College Tenure and Promotion Committee will conduct the pre-tenure review for tenure track faculty and the pre-promotion review for non-tenure track faculty.

- a. The department chairperson shall notify probationary faculty of their mandatory pre-tenure/pre-promotion review no later than the second Friday in September (beginning of the candidates third probationary year).
- b. The pre-tenure/pre-promotion review document must be submitted by the first Monday after spring break of the third probationary year of the faculty member's appointment.
- c. The Department Committee shall consist of three tenured faculty members from the faculty member's department, with one member being non-tenure track faculty. In departments with two or fewer tenured faculty, the department chairperson will convene the Department Tenure and Promotion Core Committee utilizing tenured faculty from within the college, which may also include the tenured faculty in the candidate's own department. The deadline for departmental review is the second Friday in April.
- d. The College Committee will be comprised of the elected and appointed members consistent with procedures in the college bylaws. The deadline for college committee review is the fourth Friday in April.
- e. After both committee reviews are completed, the faculty member will meet jointly with the chairperson and College Dean to discuss the reviews and develop goals related to teaching, research/scholarship, and/or service to be achieved during the remainder of the probationary period.

#### 2. Preparation of the Pre-Tenure Dossier

The materials shall be compiled in the same manner as a tenure or promotion dossier. The faculty



## CHP T&P Guidelines

3. Calls the first meeting of the Department Tenure and Promotion Committee:
  - a. Prepares copies of primary dossier of each candidate for committee members.
  - b. Notifies committee of availability of secondary document.
4. Informs the College Dean of:
  - a. Decision of the Department Tenure and Promotion Committee and its evaluative statement.
  - b. Submits the department chairperson's recommendation and evaluative statement.
5. Confers with the College Dean and nominee as requested.

### **Responsibilities of the Candidate**

1. Confers with the department chairperson on criteria and procedures.
2. Follows the University Tenure and Promotion Calendar.
3. Prepares documentation in support of nomination:
  - a. Prepares the primary dossier in careful accordance with the university guidelines.
  - b. Provides secondary dossier materials in support of the primary document.
  - c. Consider having the primary and secondary dossiers reviewed for clarity, organization, and compliance with the university guidelines by a variety of colleagues (including those outside one's department/discipline) prior to submission of tenure documents.
4. Confers with the department chairperson and/or the College Dean, if desired, regarding the bases for review decisions and on rebuttal/appeal procedures.
5. Prepares and submits rebuttals/appeals when necessary.

### **Responsibilities of the Department Tenure and Promotion Committee**

1. Meets with department chairperson.
2. Elects a committee chair and recorder.
3. Reviews documents of each candidate.
4. Cast votes for each candidate based upon departmental criteria.
  - a. For tenure track candidates: Votes on tenure and promotion (combined in one ballot).
  - b. For non-tenure track candidates: Votes on promotion.
  - c. Non-binding, straw vote may be taken after discussion.
  - d. Final votes cast and recorded.
5. Prepares statement in support of the committee's decision. All committee members sign document of transmittal.
6. Informs the department chairperson of the decision and vote tallies and provides an evaluative statement.
7. The chair will meet with the candidate to discuss the committee's decision, if requested (4.24).



## APPENDIX G

### Procedures of the College Tenure and Promotion Committee

1. For details of committee purpose and scope, membership and electorate, criteria for eligibility, term of service see the [CHP Bylaws](#).
2. The procedures of the CHP T&P Committee follow those presented in the WSU “Review for Tenure or Promotion: Procedures” in the section “College/School/University Libraries Review of Nominees for Tenure or Promotion” (4.24):
  - a. Regular meetings of the committee shall be determined at the first meeting of each semester. Meetings shall be scheduled consistent with demands of the university tenure and promotion calendar.
  - b. The College D