

Promotion Readiness Faculty Review

Who: Faculty at any rank at WSU. This includes faculty who will be going up for tenure, promotion to associate professor, and promotion to full professor.

Timing: At any time.

Why: To provide broader mentoring to maximize likelihood of career success.

How: This will be a multistage process.

1. The Dept. Chair invites any faculty who are contemplating promotion/tenure or just future career success regardless of rank, to participate in a promotion readiness review. Faculty are strongly encouraged to request such a review.
2. An Ad Hoc committee is appointed by the chair of the P&T committee, in consultation with the faculty member being reviewed. This committee is individualized for each faculty member being reviewed.
3. The Ad Hoc committee will base their review and recommendations on the information in the materials submitted by the department and the faculty, as detailed below.
4. The Ad Hoc committee will initially meet without the candidate to discuss the documentation and draft a proposed action plan. The committee will attempt to reach consensus on the plan and all members of the committee will sign the plan to signify their agreement or dissent.
5. The faculty member being reviewed will be given the action plan and invited to meet with the Ad Hoc Committee.
6. The P&T committee will review the action plan, and provide comments and suggestions to the faculty member.
7. The faculty member may request to meet with the full P&T committee.

Ad Hoc Committee Composition:

Three to four faculty members should comprise the Ad Hoc committee with no more than two faculty from outside the department. The committee should include expertise in the faculty member's area of research (this may require the outside member). For tenure track faculty, only tenured faculty members would be eligible to serve. For review of non-tenure track faculty, rank above that of the faculty member is required.

The Chair of the Ad Hoc committee should be selected by the Chair of the P&T committee in consultation with the faculty member being reviewed.

Materials to be provided by Faculty:

- 1) Current CV
- 2) Summary (bullet points) of current activities in areas of grants, papers/manuscripts, teaching, and service; include any areas of concern self-identified to be addressed in the upcoming year. Copies of 3 "best" first authored publications selected by faculty member. If faculty member is going for promotion to full professor, co-authored publications can be included.
- 3) Course syllabus
- 4) Personal statement (1-2 pages)

Materials to be provided by the Department:

Prior 3 years annual review materials (i.e. letters, activity summaries, and teaching grids).