TO: All Tenure/Tenure-Track Faculty, All Faculty who attended the EPT Binders Workshop
FROM: Lisa Millhous, out-going EPT co-chair

RE: Promotion Policy Changes for Nov 1, 2010 Promotion Applications

Faculty should be aware that the WCU local Promotion Policy was agreed to by APSCUF and President Weisenstein on Friday, May 28, 2010 and was approved at State Meet and Discuss on Monday, June 14. The following information is relevant to faculty who are preparing a promotion application for consideration on November 1, 2010. Please note that some issues related to the tenure decision are not covered by this policy. The new promotion policy is available on the Provost's web page: http://www.wcupa.edu/_admin/provost/documents/PromotionPolicy5-28-10.pdf

Changes to the WCU Promotion Policy relevant to preparing your application dossier
Dates. There are no changes to any existing dates, from the previous policy. A few new dates have been added that allow the candidate to respond (if desired) to narrative/letters of recommendation (department committee, chair, dean, provost, TeP).

AWA evaluation. If you have a mixed load (some teaching, some AWA) the new policy gives the applicant greater freedom to assign some AWA activities to scholarship or service as appropriate. You must make the case in your narrative for how AWA activities should be assigned. (ref. II.C.3) In the Table of Contents, you should include the job description for all AWA assignments. This could be the official AWA form, it could be an official job description, or in the absence of either of these you should work with your chair/administrator to create a job description for your dossier.

Student Rating Data (SRIS/QUIC). There is no longer a requirement for the third semester of student rating data (ref. III.A.3) but you are required to supply a QUIC or SRIS report from a minimum of 5 classes (ref III.B.6). If you don't have 5 classes, look at Appendix 4.Q2 for what to do. Unofficial student evaluations of teaching (orange sheets) should not be included (ref III.B.7). Note: you should announce to your chair at the start of the Fall semester your intention to apply for promotion the next year in case your application is denied (ref. III.A.1) and in that case you will need to do the SRIS anyway. Note: the Spring 2010 SRIS reports will be distributed at the start of Fall 2010.

Student Advising. If you do student advising, there are a number of places where the phrase "and advising (if appropriate)" was added to the policy next to the word teaching. Recognizing that there is no official mechanism for evaluation of advising, if you have evidence about your advising achievements you could include them.

Assessment Coordinators. If you are someone who has done assessment for your program or department, you can include summaries of your assessment activities and the outcomes of your work (e.g. course x has been revised) in the main binder as part of your 10 pages of evidence of performance for teaching/professional responsibilities. (ref III.B.6)

<u>Table of Contents</u>. Make sure that you go over the new table of contents section, as there are a number of changes (ref. III.B.6). Good news is that if you miss something there is a provision that allows you to add it (if possible) rather than automatic disqualification…but better not to make that mistake to start with. (ref. III.B.1)

<u>Evaluation of Scholarship</u>. Read through the section describing how continuing scholarly growth is valued to help you speak to your strengths in the narrative. There are a number of changes, so it would be good to refer to it directly in your narrative, as appropriate. (ref. II.C.3)

<u>Criteria for Performance in Rank</u>. As you write your narrative double-check the wording of the relevant paragraphs for assistant/associate/full professor. Mostly the changes are word-smithing, but the full professor paragraph has the most changes. (ref. II.D.1-3)

<u>Achievements prior to WCU or prior to the last promotion</u>. The policy now allows candidates to include prior achievements for consideration. These achievements will not be as heavily weighted as those since coming to WCU (for the first promotion) or since the last promotion. (ref. III.B.3)

<u>Service Activities</u>. The policy requires that you provide a list of committee assignments, the period of service, and a clear description of your specific contribution to the committee. This could go in your vita. (ref. III.B.3)

<u>One Role per Evaluator</u>. The policy allows each evaluator to serve only once in a faculty member's evaluation. So, if your chair or a dept committee member is also a member of TeP they will need to recuse themselves from the TeP discussion of your application. (ref. III.C.4)

<u>TeP Interview</u>. The policy explicitly states that the evidence to be considered for promotion must be provided at the time of the application (i.e. November 1). If you have something that does not come through before November 1 but you want to have it considered as part of your promotion package, you MUST include it in the narrative and allow the department committee/chair/dean/etc. to comment on it. You may not introduce new information at the TeP interview that was not already in your application. For example, you have an article under review that is accepted between Nov 1 and March 30. You must have included the article (indicate it is under review) in your dossier so that in the March interview you can tell TeP that it was accepted. (ref. III.C.1).