To: All Faculty

From: Linda L. Lamwers, Provost
Lisa M. Millhous, President, Local APSCUF

Subject: WCU Tenure Policy signed 6/26/2011

A new Tenure Policy was negotiated and signed by Dr. Greg Weisenstein, President of West Chester University and Dr. Clifford Johnston, President of Local APSCUF on June 26, 2011. The new Tenure Policy can be found on the Provost's webpage under Promotion/Tenure. You may follow this link to the page: http://www.wcupa.edu/_admin/provost/forms.asp#tenure

This new policy will be in effect from Fall 2011 until Spring 2015 and replaces the old policy.

Summary of Changes to WCU Tenure Policy (presented in the order they appear in the policy)

Philosophy of Evaluation (unchanged)

I. University-Wide Committees

A. PTW Committee (the bulk of information on PTW is located in an appendix of the Promotion Policy)

- Name change: Promotion and Tenure Workshop Committee (PTW)
- Advisory nature of the committee made explicit
- Committee charge clarified to include a) training participants in process and b) making recommendations on evaluation process and Teacher Scholar Models.

B. TeP Committee

- TeP members may not also play other roles in the evaluation process for a tenure applicant. Department chairs or department committee members who are also TeP members may not participate in the TeP discussion or vote on that tenure applicant.
- [only the underlined sentence is new/changed the rest is context] TeP's scoring process for tenure is for each member to privately rate each evaluation area (teaching/professional responsibility, scholarly growth, service) as meets/does not meet professional standards (first vote). Then a second private vote to recommend/not recommend for tenure is done. The decision to recommend for tenure is based only on the second vote, a majority of votes is needed for TeP to recommend tenure to the President. <u>The results of the first vote are retained by the TeP chair for 1 year and may be shared with the candidate only if the candidate requests to see them (they are not automatically in the letter from TeP)</u>.

- There is no longer retroactive promotion for Spring-evaluation tenure applicants who also apply for promotion at the same time.

C. Department Recommendation Committee

- This entire subsection was added to make the tenure policy consistent with the promotion policy.
- The name of the Department Evaluation Committee was renamed to Department Recommendation Committee to allow for variation among departments who may have multiple recommending committees with different names.
- The applicant has the right to appear before the department recommendation committee, know the committee's recommendation, and be provided with the reasons for the recommendation before the committee submits its recommendation to TeP.

D. Department Chairperson

- This entire subsection was added to make the tenure policy consistent with the promotion policy.
- The applicant has the right to appear before the department chair, know the chair's recommendation, and be provided with the reasons for the recommendation before a chair submits the recommendation to TeP.

II. Criteria

A. Statutory Requirements

- A paragraph about the criteria for promotion was inserted to be consistent with the promotion policy that has no bearing on the tenure process, other than to reiterate that promotion may not be awarded before the achievement of tenure.

B. Statement of Expectations

- Language clarifies that the first statement of expectations must reflect the position announcement [used to advertise the position].
- A process for modifying SOE when there is disagreement is provided (it is also in the promotion policy). This includes mediation facilitated by HR and if mediation does not work. Further detail of the process is identified in an Appendix to the promotion policy.
- All statements of expectations are now required to contain a sentence under teaching/primary responsibility, "Nothing in the statement of expectations can interfere with the right of management to direct the faculty in accordance with law and, in particular, to assign courses and duties as allowed by the CBA consistent with the faculty member's area of expertise." Even if this sentence is not part of your signed copy, it will still apply.

C. Tenure Criteria (only the University-wide Role Model was changed, mostly to make it consistent to the promotion policy)

- Teaching is defined.
- Alternate work assignments may be considered as appropriate under scholarship or service if they are not primarily administrative/contribute to the operation of the university.
- An inserted paragraph asserts that all scholarly activity is valued at all ranks, acknowledges a hierarchy of scholarship, and deference to disciplinary norms. [new]
- An inserted paragraph describes a range of teacher-scholar activities.

D. Criteria for Tenure by Rank (most changes were to be consistent with promotion policy)

- Addition of criteria for awarding tenure at the rank of instructor. [new]
- Addition of advising as a component of primary responsibility for all ranks
- Minor rewording
- The possibility of promotion to full professor on the basis of professional merit in partial replacement of a substantial record of scholarship is added.

E. Department Teacher-Scholar Model (DTSM)

- Changed to reflect the promotion policy (i.e. the intent and use of Department Teacher/scholar models, review process for Department Teacher/scholar models) Further discussed in Appendix 2 of the promotion policy.

III. Procedures

A. Application procedure

- Inclusion of the applicant's letter to the President about his/her intent to seek tenure was formalized. The letter must be submitted to the President but inclusion of the letter in the binder is optional.
- A procedure for TeP to request clarification from a recommender is described. TeP may not request information from a manager/dean/Provost as part of the review of tenure (only in the case of promotion, where the manager has written a promotion recommendation).
- Tenure applicants may not respond to the department chair/department committee recommendations for tenure immediately. They may write a 2-page written clarification to these recommendations and submit to TeP during the optional interview, which is then added to the applicant's file.
- If TeP recommends against tenure when both department chair and committee have recommended tenure, TeP must provide written rationale and the applicant may submit a written clarification to the President before the President makes a final decision.
- Interviews with TeP are explicitly made optional.
- Procedure when a tenure applicant is their own department chairperson is explicitly described.

A-1 Joint Tenure & Promotion Application for faculty with a fall anniversary

- Dates for submission of the final probationary annual evaluation (5th year review) have been moved up so that most of this evaluation is available to individuals writing the recommendation for promotion and tenure. A procedure for inserting the dean's final evaluation into the binder was created.
- The applicant may submit an optional written statement to TeP addressing the department committee's promotion recommendation (but not the tenure recommendation; the old policy allowed for applicant response to any or all recommendations). Same goes for the department chair's promotion recommendation.

A-2 Tenure Only application for faculty with a fall anniversary

- If the binders are not delivered to TeP by the appropriate party, the policy allows for the applicant to deliver them. [since this isn't in the promotion policy, it may not be possible to do this for promotion binders]

A-3 Tenure application for faculty with a spring anniversary

- If the binders are not delivered to TeP by the appropriate party, the policy allows for the applicant to deliver them. [since this isn't in the promotion policy, it may not be possible to do this for promotion binders]

A-4 Notes for those spring anniversary tenure applicants who wish to apply for promotion

- Spring anniversary tenure applicants turn around and resubmit their binders for promotion in the Fall. They have an (optional) opportunity to change the narrative, vita, and add supplementary material if they choose. The promotion recommendations are written later than the tenure recommendations. The procedure is spelled out in detail.
- If the tenure binders are not delivered to TeP by the appropriate party, the policy allows for the applicant to deliver them. [since this isn't in the promotion policy, it may not be possible to do this in the second promotion step]

B. Tenure Application format

- In the event that the tenure and/or promotion application is not in the standard format, a procedure for identifying the problem and fix it before the applicant is disqualified is described. Decision to disqualify applications is assigned to President or designee and APSCUF President.
- Reorganization to Table of Contents
- Depending on the item, several procedures have been created to allow information to be inserted in the binders after they have been submitted. Apart from these allowable procedures, no additional information may be inserted.
- Procedure for applying for promotion in the year following the tenure decision is described.

C. Rules and Regulations

- Moved language on conflict of interest, sources of evaluation (primary/secondary).
- A procedure for handling challenges to evidence is inserted.
- A statement on degree equivalency is inserted.