

PROMOTION & TENURE WORKSHOP

FOR NEW FACULTY ORIENTATION

TODAY I'M COVERING

- Who's on PTW and what we do
- Preview of applying for tenure
 - Who's involved in the T&P process
 - T&P are separate processes, early tenure
 - Critical documents governing the process
 - The application process – narratives & the online system
- Tips for first year or two at WCU to prepare for tenure

PTW COMMITTEE

- Our Role
 - Supporting faculty through the T and P process by holding training workshops
 - Making suggestions to APSCUF and management about the T and P process
 - Reviewing DTSMs and making recommendations

WHO'S ON PTW – FALL 2021

Member	College	Dept
Danielle Skaggs - Chair	Non-classroom	Library
Jennifer Means	College of Heath Sciences	CSD
Jackie Hodes	College of Education & Social Work	Ed foundations
Jen Bacon	Academic Affairs Appointed	Dean of Arts & Humanities
Vicki Tischio	Former TeP Appointed	English
Liz Wang	College of Business and Public Management	Marketing
Joseph Moser	College of Arts and Humanities	Languages & Cultures
Erin Hill	College of Science Mathematics	Psychology

WORKSHOPS

- 2nd and 3rd year panel discussion (annually - fall)
- Portfolio Workshops (spring – week after finals)
 - Tenure and Promotion
 - Promotion only
- OnBase training
 - In Fall usually
 - User guides within OnBase cover uploading documents



WHO'S INVOLVED IN TENURE & PROMOTION DECISIONS + TIMELINE



DEPARTMENT EVALUATION COMMITTEE

- Responsible for your annual evaluations in years 1-4
- Ask how your department selects evaluation committees: it may be selected for you **or** you may be responsible for choosing the members
- Members must be tenured and not currently seeking promotion
- Can include faculty outside of your department
- This committee can change through your probationary period
- The chair of this committee writes your annual report
- Your job is to update your committee annually

DEPARTMENT RECOMMENDATION COMMITTEE

- Committee chair will write tenure and promotion recommendation letters and upload onto OnBase and sent to the faculty member
- Again, check how your department selects this committee
- These 3 tenured members do not need to be the same as your department evaluation committee
- Reviews all faculty candidate materials in OnBase

DEPARTMENT CHAIR

- Involved in both annual evaluations and tenure/promotion recommendations
- The chair cannot serve on your department evaluation or recommendation committee
- Faculty member should meet with chair prior to chair making recommendation

BEYOND YOUR DEPARTMENT

- College Dean: write annual review for renewal recommendation & writes tenure/promotion recommendations
- TeP Committee: writes tenure/promotion recommendations
- Provost: writes promotion recommendation only
- President: final decision on tenure/promotion

	Fall – P&T	Fall - Tenure	Spring
Application Due	11/1	1/20	9/10
Department Committee	12/1	2/15	10/1
Chair	12/1	2/15	10/1
Dean	12/22	3/8	10/21
TeP	4/15 (tenure & promotion)	4/15	11/21 (tenure) 4/15 (promotion)
Provost	2/1 (promotion)	N/A	2/1 (promotion only)
President	5/31 (tenure) 7/15 (promotion)	5/31	12/31 (tenure) 7/15 (promotion)



APPLYING FOR TENURE, TENURE &
PROMOTION, OR PERMISSION TO APPLY FOR
TENURE EARLY



TENURE AND PROMOTION ARE SEPARATE PROCESSES

- You can apply for both tenure and promotion -OR- apply for tenure only
- Applying for tenure happens during your fifth year – no separate annual evaluation this year
- If you apply for tenure & promotion, you will submit your materials on November 1
- For tenure only, submit materials on Jan 20

CHOOSING TO SEPARATE

Why might you choose to separate
tenure and promotion?

CHOOSING TO SEPARATE

Listen to your committee!!

APPLYING FOR PERMISSION TO GO UP FOR TENURE EARLY

- Permission to apply early can be granted in two ways: your department applies on your behalf or you apply
- You need a copy of the Provost's letter granting early tenure application
- Year(s) of credit are added to the beginning – the year you apply for tenure is considered your fifth year, so no separate annual evaluation that year
- If you know you want to go up for tenure early, consider asking for a formal evaluation this first year (and let your department know ASAP)



CRITICAL DOCUMENTS



INSTITUTIONAL CRITERIA FOR T&P

- CBA
 - Consistent for all PASSHE institutions
- Local Policy (Provost's website)
 - WCU Tenure and Promotion Policy (8/2020)
 - Find it on the Provost's Forms and Policies page:
https://wcupa.edu/_admin/provost/formsPolicies.aspx

YOUR POSITION'S CRITERIA FOR T&P

- Statement of Expectations
- Department Teacher-Scholar Model (DTSM)
 - Identifies the values of teacher scholar activities within the discipline(s) of the department
 - Used by TeP to understand the discipline and expectations of the department

T AND P INDEPENDENT RECOMMENDATION LETTERS

- Committee writes separate recommendation letters for tenure and promotion
- Chair writes separate recommendation letters for tenure and promotion
- Dean writes separate recommendation letters for tenure and promotion



YOUR NARRATIVES



THREE NARRATIVES THAT MATCH SOE AREAS

- Effective Teaching and Fulfillment of Professional Responsibilities, 50%
 - Teaching, Advising, AWA (see T&P Policy p. 12-13)
 - 6 pages, no smaller than 10 point font
- Continuing Scholarly Growth, 35%
 - Presentations, publications, grants (see T&P Policy p. 13-15)
 - 5 pages, no smaller than 10 point font
- Service, 15%
 - Department, college, university, discipline, community (T&P Policy p. 15)
 - 5 pages, no smaller than 10 point font

WRITING THE NARRATIVES

- Tell your story
- Who is the audience?
- Showcase strengths
- Address weaknesses
- Highlight your growth
- Make your case for tenure and promotion
- Focus on accomplishments during probationary period at WCU

STUDENT RATING OF INSTRUCTOR SURVEY (SRIS) IS...

- Used only if there are more than 6 students in the course
- DE version for online courses
- To be included in your portfolio for each semester
- Not the only measure of your teaching - peer observations, student comments, external reviews.



THE ONLINE APPLICATION SYSTEM - ONBASE



ONBASE ONLY PORTFOLIOS

- Do not create a table of contents or an index of your supplemental materials
- All tenure & promotion documents will be uploaded by the applicant using the OnBase website

PORTFOLIO FORMAT

- Two parts to application process
 - Step 1: *Upload all documents: **evaluations, observations, narratives, SoE, DTSM, CV, and supplemental materials***
 - **You can start uploading these files as soon as you are in the system (probably Spring 2022)**
 - Step 2: *The Complete Tenure/Promotion Application section*

ACCESSING ONBASE

- From the Provost's Forms and Policies page, look for the application link under the Tenure & Promotion heading:
https://wcupa.edu/_admin/provost/TenureAndPromotion.aspx
- Unable to log in? Submit a ticket:
<https://www.wcupa.edu/infoServices/onbase.aspx>

Available Layouts



GROUP LAYOUTS ▾

- ✓ TeP Candidate View

TeP Candidate View



New App & Doc Upload- Double click an item ...

FORMS

Upload a Document

Create a new Tenure and/or Promotion application

Items: 2

Document Access - click an item to open

Current Documents

Document Archive

Resources and Guides - click an item to open

How to create a new application

How to upload a document

How to access current documents

How to access archived documents & renew them

How to delete a document

Guide to letters of recommendation, after deadline

Report a technical issue

MY ADVICE AS YOU GET STARTED AT WCU

- Upload observations and evaluations to OnBase as you get them
- Start an evidence file now
- Make sure you understand the requirements of your SOE & update if your responsibilities change significantly
- Meet with your evaluation committee annually before your review
- Planning on applying for early tenure consideration? Ask for a formal 1st year evaluation – more evidence of performance at WCU
- Come to PTW workshops!



GOOD LUCK!

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