

## **Summary of Tenure and Promotion Policy Changes**

Faculty should be aware that the WCU local Tenure Policy and Promotion Policy have been combined in to a joint “WCU Local Tenure and Promotion Policy” effective at the start of the Fall 2020 semester and for all tenure and promotion applications. This unified document was approved at State Meet and Discuss on August 26, 2020. The new tenure and promotion policy reflects the procedures and policies in the 2019-2023 Collective Bargaining agreement, and is available on the Provost’s website.

## **Tenure Policy and Procedures Changes**

Beginning with tenure applications submitted during the Fall 2020 semester, Deans will submit letters of recommendation (Article 15). See below for specific guidelines and dates.

## **Promotion Policy and Procedures Changes**

Faculty are able to apply for promotion before tenure under this new policy. It is important for faculty to remember that promotion remains a 2 year policy, and that tenure is awarded by rank.

## **Evaluation Related Changes for Probationary Faculty**

For new hires, per the CBA, Year 1 evaluation is now formative. Department Committee peer observations, Department Chair observation, and SRIS for all courses must be completed. A written performance evaluation review is only completed if requested by either the department or the probationary faculty member.

Starting Fall 2020, there is no longer a Year 5 performance evaluation review. SRIS and peer observations will continue to be conducted until the President communicates a decision related to tenure.

*Summary of evaluation for Probationary Faculty starting Fall 2020 (Article 12.F):*

**Data collected during Academic Year 1:**

**For Evaluation Report, Year 1: Fall** SRIS and observations, formative evaluation by committee and chair is the default (can be formal if requested)

**For Evaluation Report, Year 2: Spring** SRIS and observations, formal performance evaluation by committee and chair completed in the following fall

**Data collected during Academic Year 2:**

**For Evaluation Report, Year 3, Fall and Spring**– SRIS and observations each semester, formal performance evaluation by committee and chair completed in the following fall

**Data collected during Academic Year 3:**

**For Evaluation Report, Year 4, Fall and Spring**– SRIS and observations each semester, formal performance evaluation by committee and chair completed in the following fall

**Data collected during Academic Year 4:**

**For Evaluation Report, Year 5, Fall and Spring**– SRIS and observations each semester, formal performance evaluation by committee and chair NOT completed. SRIS and observations are submitted online as a part of the tenure application in the following Academic Year

**Data collected during Academic Year 5:**

**Final Probationary Year: Fall and Spring**– SRIS and observations each semester, formal performance evaluation by committee and chair NOT completed.

**Probationary Faculty Annual Performance Reviews  
Guidelines for Department Evaluation Committees and Chairpersons**

The CBA requires that data be collected and that probationary faculty be evaluated for 5 years/10 semesters prior to tenure (with some exceptions). The specific requirement is that two peer observations be made in the classroom each semester and one classroom observation by the department chair each academic year. Every course taught in Fall and Spring should also have student evaluation collected.

The CBA also requires that annual evaluations be submitted on particular dates (depending on whether the faculty member was hired in fall or spring or is off-cycle because of leave).

Other than the requirements above, **the following guidelines are not hard and fast rules**, so they will need to be adjusted to handle specific situations. But generally speaking, this is a best-practices guideline agreed upon by APSCUF and Management.

	<b>Fall anniversary</b>		<b>Spring Anniversary</b>	
	<b>Due Date</b>	<b>Evaluates</b>	<b>Due Date</b>	<b>Evaluates</b>
First Annual Evaluation (formative as default)	1/30 Committee 2/7 Chair 2/28 Dean	Fall1 SRIS, Fall1 Peer and chair Observations, performance of scholarship and service from arrival to January 1	9/23 Committee 9/30 Chair 10/30 Dean	Spring1 SRIS, Spring1 Peer and chair observations, performance of scholarship and service from arrival to August 1
Second Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean	Spring1 SRIS, Spring1 Peer observations, Fall1 Chair observation, performance of scholarship and service from January 1-August 1	11/1 Committee 11/8 Chair 12/15 Dean	Fall1 and Spring2 SRIS, Fall1 and Spring2 Peer observations, Fall2 or Spring2 Chair observation, performance of scholarship and service from August 1-August 1
Third Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean	Fall2 and Spring2 SRIS, Fall2 and Spring2 Peer observations, Fall2 or Spring2 Chair observation, performance of scholarship and service from August 1-August 1	11/1 Committee 11/8 Chair 12/15 Dean	Fall2 and Spring3 SRIS, Fall2 and Spring3 Peer observations, Fall3 or Spring3 Chair observation, performance of scholarship and service from August 1-August 1
Fourth Annual Evaluation	11/1 Committee 11/8 Chair 12/15 Dean	Fall3 and Spring3 SRIS, Fall3 and Spring3 Peer observations, Fall3 or Spring3 Chair observation, performance of scholarship and service from August 1-August 1	11/1 Committee 11/8 Chair 12/15 Dean	Fall3 and Spring4 SRIS, Fall3 and Spring4 Peer observations, Fall4 or Spring4 Chair observation, performance of scholarship and service from August 1-August 1
Fifth Annual Evaluation	Material will be included in applicant dossier (Tenure/Promotion Applicants refer to Tenure and Promotion Policy dates)	Fall4 and Spring4 SRIS, Fall4 and Spring4 Peer observations, Fall4 or Spring4 Chair observation, performance of scholarship and service from August 1-August 1	Material will be included in applicant dossier (Tenure/Promotion Applicants refer to Tenure and Promotion Policy dates)	Fall4 SRIS, Fall4 Peer observations, Fall4 Chair observation, performance of scholarship and service from August 1 to April 1
NOTES:		Fall5 and Spring5 SRIS and peer observations still need to be done as per CBA. These are important if the faculty member must re-apply for promotion or (rarely) tenure.		Spring5 and Fall5 SRIS and peer observations still need to be done as per CBA. These are important if the faculty member must re-apply for promotion or (rarely) tenure.