June 6, 2022

MEMORANDUM

TO: CAHNRS Unit Leaders

FROM: Richard T. Koenig, Interim Dean

SUBJECT: 2022-2023 Recommendations for Faculty Promotion and/or Tenure

Please find attached instructions for the 2022-2023 promotion/tenure process. Note that recommendations and a summary sheet for faculty promotions and/or tenure materials must be received in the Dean’s office no later than Tuesday, September 6, 2022. This will allow time for the college review and recommendation process.

Unit leaders must review with the Interim Dean any candidates for early promotion or tenure. The Provost’s memo (page 8) states: “Approval for cases for early promotion and/or tenure must be obtained from the Provost before the case is prepared. Please submit requests by June 15, 2022.” Please contact me and Lisa Johnson by June 12, 2022 if you have any of these candidates so that we can discuss and meet the Provost’s deadline.

Review the Provost’s guidance 2022 guidance memo carefully since several important changes and/or clarifications were incorporated last year and this year, including:

- The WSU Faculty Manual is being updated to incorporate “guiding principles for faculty review”. See references to these principles in the 2022 memo. All faculty are expected to contribute to a positive community and culture.
- An additional statement regarding COVID impacts has been added to be included in external review letters.
- Career-track promotion cases require at least four internal or external letters. CAHNRS does not have a college policy on letters for career-track appointments. Departments may have a policy and should follow that and the Provost’s guidance. External letters often strengthen a promotion case and should be considered as appropriate.
- Note who submits recommendations on faculty tenure and/or promotion cases, particularly those eligible to make recommendations on career-track faculty cases.
- Detailed guidelines for the chair’s statement.

A minimum of four external letters is still required. Also, statements from the Provost’s Office must be included in letters to external reviewers. External letters of reference are to be made available to departmental faculty prior to balloting. When soliciting external letters,
please see the guidance regarding communication with external reviewers. Clearly state the responsibilities of the faculty member’s position. If the faculty member is on an academic appointment, do not refer to the appointment simply as a “teaching position,” and make certain that you communicate the research, extension and scholarship expectations associated with the position. Solicit external letters from individuals from aspirational or peer universities.

Preparation and evaluation of tenure and/or promotion materials must follow Unit and College/WSU Extension policies, procedures, and criteria for promotion and/or tenure. We ask that you provide a copy of these documents to all candidates eligible for promotion/tenure as appropriate based on appointment.

As noted in the Provost’s guidelines: **For faculty not located on the same campus as their respective dean and department chair, strict adherence to the revised Executive Policy 29, “Policies, Responsibilities, and Authorities for the Operation of Multi-Campus Academic Programs” is expected.**

Departmental lists, which indicate faculty eligible for tenure consideration in 2022-23, will need to be posted on your **Cloud drive by June 24, 2022** with notations of those that have asked for an extension due to COVID-19. If you have questions or need clarification, please call or email Lisa at lisa.m.johnson@wsu.edu or call 509-335-3590.

Forms are similar to those used last year, but paper forms or binders will no longer be required. All materials are to be submitted electronically. **Please fill all forms out completely.** They are available on the Provost’s website at https://provost.wsu.edu/guidelines-and-forms/. As a gentle reminder, faculty recommendations are required for all promotion cases, including promotion in the career tracks.

Enclosures:
(1) Provost memo dated May 31, 2022
(2) CAHNRS Tenure and Promotion Policies, Procedures, and Criteria May 2013 (for those appointed since June 2013)
(3) Policies, Procedures and Criteria for Promotion and Tenure in CAHNRS, May 2011
(4) Tenure and Promotion Criteria for Extension Program Unit Faculty (Adopted May 2012 and revised June 2014)
(5) CAHNRS Promotion Guidelines for Non-tenure Track Faculty