

**MEMORANDUM**

To: Richard Zack, Chair of Senate

From: Judith McDonald, Chair of the Faculty Affairs Committee

Re: Changes to the *Faculty Manual* affecting the annual review process

On January 14, 2016, the Faculty Affairs Committee unanimously approved bringing forward the attached wording to replace Sections III.E.3.c, d, and e of the *Faculty Manual*, which outline the policies and procedures for the annual review of tenure track faculty. A minor amendment was approved on January 19, 2016.

We have substantially rewritten the document that was remitted to the Faculty Affairs Committee by Senate on April 16, 2015, however our goals with the rewrite closely mirrored those of the Task Force:

1. To simplify the annual review process and decrease the time spent by faculty and administrators on annual reviews.
2. To move from a norm based rating system towards a criteria based rating system.
3. To provide more feedback to faculty, particularly associate professors, on career progress. It is intended that this feedback will also facilitate negotiations for faculty with regards to “promotable” workloads and fair promotion criteria.
4. To change the context of the annual reviews from an annual snapshot to that of viewing recent work in the context of the faculty member’s overall career. It is intended to encourage and support faculty pursuing high quality research and scholarship that may need a longer time frame to complete.

In addition, the Faculty Affairs Committee passed a motion to replace the sentence

“In fact, some successful faculty members will complete their careers without being promoted to the rank of Professor.”

at the top of Page 56 of the *Faculty Manual*, with the sentence

“Some successful faculty members may need more than six (6) years of service at the associate rank in order to achieve the credentials necessary for promotion to professor.”

The Faculty Affairs Committee will give careful consideration to revising V.II.E.2, pertaining to the annual review process for faculty who are not in tenure track positions, and forward our recommendations at a later date.

The history of the proposal to change the annual review process is as follows:

The Faculty Senate Executive Committee asked for a review of the policies and procedures for annual reviews in response to constituent and administrative complaints about the process.

In March 2014, Interim Provost Daniel Bernardo appointed a Task Force for Improvement of Faculty Annual Reviews. Half of the taskforce was appointed by the Provost and half was appointed by the Faculty Senate Executive Committee.

The committee met through the summer and made recommendations early in the Fall of 2014.

Minor changes were made based on input from the Deans.

In Spring 2015 the recommendations of the Provost and Task Force were sent through the Senate Executive and FAC to Senate, where they were discussed briefly and remitted to FAC. See [http://facsen.wsu.edu/archives/agenda\\_archives/Agenda\\_092514-041615/](http://facsen.wsu.edu/archives/agenda_archives/Agenda_092514-041615/) and scroll to the bottom of the page.

FAC spent the Fall of 2015 talking with faculty and administrators regarding the many issues surrounding annual reviews and committee members have spent many hours debating the issues and working on the document we are now submitting for Senate approval.