

# CLAS Promotion & Tenure

## Information for Candidates

### Schedule and Guidelines:

Candidates for promotion and/or tenure should work closely with the departmental chair to stay informed about the process, the department's timeline for submitting your documents, and the conversion of appropriate documents to PDF format.

The Provost's Reminders and guidelines for the promotion and tenure process are sent to chairs in due course from the Provost's office. The Provost's Faculty Promotion and Tenure Reminders and the Guidelines and Instructions for the Preparation of Faculty Promotion and Tenure Packets are posted at <http://provost.wayne.edu/resources/promotion-tenure.php>.

In addition to consulting with your department chair, familiarize yourself with the reminders, guidelines, and procedures as they apply to candidates.

You should also be familiar with the *WSU-AAUP/AFT Agreement* and your departmental, college, and university factors for promotion and tenure.

College factors are available at [http://clasweb.clas.wayne.edu/Multimedia/CLAS/files/FacultyResources/CLASFactorsForPandT\\_Aproved2010\\_12\\_14.pdf](http://clasweb.clas.wayne.edu/Multimedia/CLAS/files/FacultyResources/CLASFactorsForPandT_Aproved2010_12_14.pdf).

University factors are available at <http://provost.wayne.edu/p t/university factors facultyrev2014.pdf>.

### Materials Supplied by Candidates:

The principal materials supplied by the candidate are the WSU Professional Record, Personal Statement (optional), Teaching Portfolio, Miscellaneous Information (optional), Externally Funded Research form, List of Publications Forwarded, and copies of those publications themselves.

See the Provost's Guidelines and Instructions at <http://provost.wayne.edu/resources/promotion-tenure.php>.

Please pay special attention to the following guidelines for these items:

- **WSU Professional Record** (item 6 on the checklist)
  - Use the format of the WSU Professional Record ([http://provost.wayne.edu/templates/profrec-faculty\\_1.doc](http://provost.wayne.edu/templates/profrec-faculty_1.doc)).
  - Date and sign the first page of your WSU Professional Record.

- Include:
    - dates and inclusive page numbers of publications;
    - explanation of your role in co-authored publications;
    - dates and dollar amount of grants; and
    - your role in grants (e.g., PI, Co-PI, etc.).
  - Lists of publications should be limited to actual publications. An article accepted and forthcoming may be listed as a publication; an article in draft or submitted for (re)consideration should not be listed as one. Candidates should include documentation (a copy of a letter of acceptance or email correspondence with an editor) of the status of “in press” or “forthcoming” publications at the end of the Professional Record Form.
  - Information regarding journal impact factors, journal rankings/selectivity, other indicators of excellence and national/international recognition, and/or the number of times significant publications have been cited should be included in the Professional Record if possible.
  - See the further requirements noted in the Provost's Guidelines and Instructions.
- **Personal Statement** (optional; item 7 on the checklist)
    - Although optional, most candidates include a personal statement.
    - 3-5 pages; see the Provost’s Guidelines and Instructions on suggested coverage.
    - Seek the advice of colleagues and recently tenured/promoted colleagues in writing and revising your personal statement.
    - Write clearly.
    - You can also address here issues that might need clarification (e.g., status of manuscripts, grant proposals, ranking/quality of journals and publishers, nature of co-authorship).
  - **Teaching Portfolio** (item 8 on the checklist)
    - The portfolio may not exceed 20 pages.
    - See the Provost’s Guidelines and Instructions on suggested coverage.
  - **Miscellaneous Information** (optional; item 12 on the checklist)
    - Include in this optional section any material or documents that are not appropriately placed in other sections, and that you believe will assist reviewers in evaluating the application.
    - Clearly label or explain why each item is included so its meaning/importance is evident to those reading the file.
  - **Externally Funded Research Form** (item 14 on the checklist)
    - Use the required form found at <http://provost.wayne.edu/resources/promotion-tenure.php>
    - Include on this form only externally funded research. Do not include here internal/WSU grants or awards.

- Make sure that the information on this form matches exactly the information about externally funded research included on your Professional Record and anywhere else in materials you provide.
  - If you have no externally funded research, enter “not applicable” in the first row of the form.
- **List of Publications Forwarded** (item 15 on the checklist)
    - Number each publication that you submit as part of your Publications File (see below).
    - Submit as part of your application a correspondingly numbered list of all the publications included in your Publications File.
    - The Provost's Guidelines and Instructions suggests that the List of Publications Forwarded should include information regarding journal impact factors, journal rankings/selectivity, other indicators of excellence and national/international recognition, and/or the number of times significant publications have been cited.
    - See Provost's Guidelines and Instructions for more information.
- **Publications File:** Publications may be submitted as hard copies *or* in PDF format.
    - ***If submitting hard copies:*** Hard copies of the publications should be included in an appropriate container (e.g., folder, binder, file box). The container should be clearly labeled with the candidate's name and department. The publications should be preceded by the numbered List of Publications Forwarded (a duplicate of item 15 on the documents checklist). The publications themselves should actually be numbered.
    - ***If submitting PDF files:*** PDF files of publications should be included in an appropriately labeled electronic folder (e.g., Smith Publications). Number each PDF to match the number for that publication given on the List of Publications Forwarded (item 15 on the documents checklist). Follow the number in the file name with a short title (e.g., 10\_Shakespeare's Sonnets).
    - **Do not** include PDF files of publications as part of the PDF of the application.