

### Tracking Faculty Regarding Tenure and Promotion

In the last couple of years, we have had instances where a person was not notified that they were eligible for promotion or expected to undergo a probationary review. None of us want to see that happen, which is why units are being asked to create a tracking tool such as the one included below. Units are welcome to use the example below; key is that all units have a clear understanding of who must be notified by January 15, 2010 about an either required or optional review. The data in the table are fictitious, but serve to demonstrate how any faculty member below the rank of full professor might look in the template.

Note that while traditionally-ranked faculty and faculty specialists are on the same tenure review timetable, the timetable for promotion is not the same for both groups.

Please remember that faculty eligible for promotion must be notified of their eligibility every year, even if they express no interest in seeking promotion. The notification of eligibility is required by the Western/WMU-AAUP Agreement.

<b>Faculty Member</b>	<b>Rank</b>	<b>Tenured</b>	<b>Year Hired</b>	<b>2<sup>nd</sup> Year Review</b>	<b>4<sup>th</sup> Year Review</b>	<b>Final Review</b>	<b>Additional Comments</b>	<b>Other (Note that academic year listed is year of review)</b>
Sue Adams	Full	Yes	1990	1991-92	1993-94	1995-96	Promoted to Assoc 1995 <sup>a</sup>	Promoted to Full in 2002
Jane Doe	Assist	No	2005	2006-07	2008-09	2010-11		
Albert Einstein	FSII	No	2004	2005-06	2007-08	2009-10	Promoted to FSII 2007 <sup>b</sup>	Eligible for MFS review – 12-13
Sam Evening	Assist	No	2006	2007-08	2009-10	2011-12		
Karel Frankel	Assist	Yes	2003	2004-05	2006-07	2008-09	Required 5 <sup>th</sup> yr – 07-08	Eligible for Full 15-16 <sup>c</sup>
Bruce Lee	Assoc	Yes	1996	1997-98	1999-00	2001-02		Eligible for Full – 08-09
Lorelei Song	FSI	No	2007	2008-09	2010-11	2012-13		Eligible for FSII – 09-10
Tiny Tim	Assoc	Yes	2001	2002-03	2004-05	2006-07		Eligible for Full – 13-14
Lawrence Vee	MFS	Yes	1999	2000-01	2002-03	2004-05	Promoted to MFS 2008	Eligible for step increase 11-12 <sup>d</sup>

**Notes:**

<sup>a</sup> – The faculty member was promoted early to associate in 1995, which impacted eligibility to be promoted to full (this was before promotion to associate was linked with attainment of tenure).

<sup>b</sup> – Note that faculty specialists I are eligible for promotion to FSII after only three (3) years.

<sup>c</sup> – Faculty at the rank of associate professor must be notified of their eligibility to apply for promotion to full professor every year, whether they wish to apply or not.

<sup>d</sup> – To be eligible for a step increase, a MFS must have been in rank for six years and must go through the standard promotion process. The final decision concerning the step increase resides with the provost (Article 32.§8). This date should be updated so that a MFS can be notified each year they are eligible to apply for a step increase.