

## TENURE REVIEW PROCESS

TO: Academic Deans, Chairs, and Directors

FROM: Tim Greene, Provost and Vice President for Academic Affairs

DATE: September 3, 2009

The tenure review process is described in Article 17, Tenure Policy and Procedures, of the Western/WMU-AAUP Agreement (this can be found on the web at <http://www.wmich.edu/acb>). Other articles in the Agreement, such as evaluation of faculty (Article 16) and faculty records (Article 11), contain material that pertains to tenure reviews. In addition, department policy statements may have material relevant to tenure reviews. It is important to review any such materials prior to conducting tenure reviews. The tenure timetable requires the department chair/director to notify faculty of required tenure review no later than last January 15, and convene the first meeting of the department tenure committee by October 15, 2009. The tenure timetable also requires that faculty members submit their review materials to the respective department office no later than October 15, 2009. Please note that "required tenure review" includes 2<sup>nd</sup>, 4<sup>th</sup>, and final review, any mandated additional review, and is applicable to tenure-track faculty who hold traditional rank as well as the rank of a faculty specialist.

In the case of joint appointments, please review Article 17. §8.2, as there is an additional deadline by which the secondary department committee and chair forward reviews to the primary department.

The attached Tenure Review Cover Sheet and Tenure Recommendation Checklist are to be used in preparing and submitting recommendations. Please make copies of these forms available to the department committee for their use in the review process.

The following general principles apply to reviews conducted by department tenure committees (DTC), chairs/directors, and deans:

1. Reviews will state the strengths and weaknesses of each candidate, referring specifically to the candidate's performance in the areas of professional competence, professional recognition (except faculty specialists), and professional service. The reviews will include evaluations of the candidate's record in each of these areas. Reviewers at all levels must clearly state whether the review is positive, positive with conditions, negative with conditions, or negative. Each review should be an independent review, based on the reviewer's assessment of the candidate's record.
2. When the recommendation is to continue the appointment with conditions, specify clearly any identified deficiencies which, if not corrected, could lead to a negative recommendation or non-renewal in the future.
3. When the recommendation is to not renew the appointment or to deny tenure, state clearly and precisely the reasons for the recommendation.
4. Candidates may appeal recommendations before the recommendations are forwarded to the next reviewer, as specified by the timeline in the Western/WMU-AAUP Agreement (Article 17§10) and updated on the Academic Collective Bargaining web page.

c: President  
WMU-AAUP, Academic Collective Bargaining