

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 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 Western/WMU-AAUP Agreement requires the notification of eligibility.

Faculty Member	Rank	Tenured	Year Hired	2nd Review	4th Year Review	Final Review	Additional Comments	Other (Note that academic year listed is year of review)
Jane Doe	Assist	No	2008	2009-10	2011-12	2013-14		
Albert Einstein	FSII	No	2007	2008-09	2010-11	2012-13	Promoted to FSII 2010	Eligible for MFS – 13-14
Sam Evening	Assist	No	2009	2010-11	2012-13	2014-15		
Karel Frankel	Assist	Yes	2004	2005-06	2007-08	2009-10	Required 5 08-09	Eligible for Full 16-17
Bruce Lee	Assoc	Yes	1997	1998-99	2000-01	2002-03		Eligible for Full – every year until promoted to Full
Lorelei Song	FSI	No	2008	2009-10	2011-12	2013-14		Eligible for FSII – every year until promoted to FSII
Tiny Tim	Assoc	Yes	2002	2003-04	2005-06	2007-08		Eligible for Full – 14-15

Lawrence Vee	MFS	Yes	2000	2001-02	2003-04	2005-06	Promoted to MFS 2009	Eligible for step increase 14-15
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^a Note that faculty specialists I are eligible for promotion to FSII after only three (3) years and must be so notified each year of eligibility.

^b 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. As with associate professors, the faculty should be notified each year they are eligible to apply for a step increase.