



TENURE REVIEW PROCESS

TO: Academic Deans, Chairs, and Directors
FROM: Dr. Julian Vasquez Heilig, Provost and Vice President for Academic Affairs
DATE: September 2023

A handwritten signature in black ink, appearing to be 'J. Vasquez Heilig', written over the 'FROM:' line.

The tenure timetable requires that faculty members submit their review materials to the respective department office no later than October 16, 2023. The tenure timetable also requires the department chair/director to convene the first meeting of the department tenure committee by that same date of October 16, 2023. Please note that “required tenure review” includes 2nd, 4th, 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.

The tenure review process is described in Article 17, Tenure Policy and Procedures, of the Western/WMU-AAUP Agreement. (The Agreement can be found on the web at [2021-2026 WMU/WMU-AAUP Agreement \(wmich.edu\)](https://www.wmich.edu/2021-2026-WMU-WMU-AAUP-Agreement)). 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.

In the case of joint appointments, please review Article 17.§6.4 and Appendix F, as there are additional deadlines for (a) the secondary department committee and chair to forward reviews to the candidate, (b) the candidate to file appeals of reviews, and (c) the secondary department committee and chair to forward reviews to the primary department.

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

NOTE: If the candidate is applying for promotion to full professor or master faculty specialist at the same time, they must also complete and attach the Promotion Review Summary Sheet.

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 shall

include evaluations of the candidate's record in each of these areas, using (as appropriate) any terms specified in department policy statements. Reviewers at all levels must clearly state whether the overall review is positive, positive with conditions, negative with conditions, or negative for probationary reviews, and positive or negative for final tenure review. Each review should be an independent and comprehensive 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 that, 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 (Appendix F). Please note that should an appeal result in a revised recommendation, the original recommendation and the candidate's request for an appeal will be removed from the tenure file. In cases where the appeal does not result in any change, the appeal materials remain a part of the tenure file.

C: President
WMU-AAUP
Academic Collective Bargaining