­­­ **GUIDELINES FOR PREPARING THE PROMOTION OR TENURE PETITION**

 **COLLEGE OF ARTS AND SCIENCES**

Excerpted on the following page are the three statements constituting the Promotion and Tenure Policy of the College of Arts and Sciences. If qualifying conditions of educational attainment, experience, and time in rank have been met, each candidate for change in faculty status is judged on the basis of the established record in the areas of teaching effectiveness, research and scholarship, and service. The University and College procedures call for review of the applicant's petition and supporting documentation by the departmental committee, the department chairperson, the College Committee on Promotion and Tenure, the Dean, the Vice President for Academic Affairs, the University Committee on Promotion and Tenure Standards, and the President before a recommendation is made to the Board of Regents. Consequently, it is in the best interests of all if certain organizational details are observed in the presentation of materials contained in the petition.

The petition should be **contained on a flash drive or CD in word or PDF format. It should be organized into two parts**:

1. The main petition with summary evidence and
2. Supporting materials
3. **The Petition with Summary Evidence** must contain the following materials presented in the following order:
4. Table of Contents
5. Fact Sheet
6. Current vita
7. Departmental criteria for promotion and tenure
8. Summary of evidence in support of teaching effectiveness

This should include a narrative statement that presents your philosophy of teaching - -how and why you teach the way you do. It should also summarize and analyze student perception results and other evaluative tools. In addition, most petitions include a course-by-course description of teaching approaches and innovations.

1. Summary of evidence in support of research and scholarly activity

This should include a narrative statement that presents your philosophy of research and how your research, scholarship, or creative activity fit in with your larger role as an educator. It should also list and explain the significance of any publications you are submitting as evidence that you meet your department’s standards.

1. Summary of evidence in support of service activities

This should include a narrative statement that presents your philosophy of service and a categorized list of service activities. It should also elaborate on particularly significant service activities.

1. Additional supporting evidence, such as general letters of support.
2. **Supporting Materials** should contain appendices with supporting data, such as student evaluations, copies of publications, *etc*. These should be summarized in the main petition and indexed to the appendices. Sufficient data must accompany the main petition to support any assertion contained in it; *i.e.*, the reviewing bodies must be able to verify any reference to publications, assertions based on interpretation of student evaluations, or other accomplishments. Student perception data and the comments on the forms should be transcribed for clarity and conciseness. However, the transcription must be verified by a neutral party.

The petition and supporting documentation should be turned in to the department chairperson at the time requested in the tenure and promotion timetable adopted early in the fall semester. The department chairperson will be responsible for providing adequate security for the petition, for arranging for appropriate access to the materials by the departmental committee, and for transmitting the committee recommendation, along with his or her own, to the dean in a timely fashion. A petitioner may provide updates regarding SUBMITTED materials mentioned in the original petition (e.g., grants; submitted articles) at any time in the review process. So reviewers further in the process can evaluate accurately whether any updates would or would not change that decision, committees and individuals reviewing the petition are encouraged to specify clearly what contributed to a negative decision.

**College of Arts and Sciences**

**Handbook Statement on Tenure and Promotion**

1. General Policy

The College of Arts and Sciences of Washburn University wishes to maintain the highest possible standards of teaching, scholarship and service; to ensure every faculty member full academic freedom; to render every qualified faculty member secure in his or her profession; and to enable the College of Arts and Sciences to rely on the continuous employment of an able faculty. It is, therefore, the policy of the College of Arts and Sciences to provide stability and continuity of employment for the faculty in an atmosphere of academic integrity and mutual confidence.

The basic responsibilities of the College of Arts and Sciences are to preserve, augment, criticize, and transmit knowledge and to encourage creativity. Thus the College of Arts and Sciences should appoint, develop and retain distinguished faculty members with outstanding qualification. Tenure and promotion within the College of Arts and Sciences are consistent with general University policy in emphasizing the importance of teaching, scholarship, and service by its faculty.

Appointment or promotion to the rank of Associate Professor normally requires a record of success in teaching, scholarship, and service. Appointment or promotion to the rank of Professor normally requires outstanding teaching, scholarship, and service.

Promotion and tenure in the College of Arts and Sciences at Washburn University are never automatic. They must be earned.

1. Minimum Requirements for Consideration for Promotion and Tenure
2. Education

Granting of tenure and appointment to the rank of Assistant Professor or higher normally requires completion of professional education in most fields marked by the Ph.D. or other recognized terminal degree.

1. Experience

Beginning with appointment to the rank of full-time Instructor or a higher rank, the probationary period at Washburn University shall not exceed six years. At least three of these six years must be at Washburn as a full-time Instructor or higher rank. Up to three years credit may be granted for full-time teaching at Washburn or other institutions of higher education.

For promotion to Associate Professor, the candidate must have completed six years of full-time college level academic experience, the last three of which must have been at the Assistant Professor rank. If the candidate is eligible for promotion during the year of the tenure decision, then one petition and one departmental committee may be used for both. Where a department employs different standards for tenure and for promotion, the relevant set of standards must be met for each. A candidate for Associate Professor whose petition for tenure is denied may not be promoted.

For promotion to Professor, the candidate must have completed ten years of full-time college level academic experience, four of which must have been at the Associate Professor rank.

1. Teaching

Effective teachers are essential to the College of Arts and Sciences. The quality of instruction must be judged by its intrinsic purposes: to transmit and preserve knowledge, to encourage critical and creative thought, to foster a lively interest in learning, and to stimulate a continuing commitment to inquiry.

Among the criteria of teaching effectiveness are student perceptions and opinions, the performance of students, and the informed judgment of colleagues.

1. Research, Scholarship, and Creative Activities

Scholarly activity is the obligation of all tenure-track members of the faculty of the College of Arts and Sciences. A faculty member's scholarship must be judged by his or her contributions to knowledge through research and publication. It is reflected both in his or her reputation among other scholars and in the performance of his or her students.

Scholarly activities include publication of books, articles and reviews of a scholarly nature and the presentation of professional papers, the directing of productive work by advanced students, the conducting of professional workshops; the receipt of awards and fellowships, memberships on boards and commissions devoted to inquiry, and the judgment of professional colleagues. Scholarship may also be judged by significant achievement in an art related to a faculty member's work, such as musical performance or composition, creative writing, or juried or invitational art exhibits.

1. Service

Service to the department, to the College of Arts and Sciences, to the University, to the profession, and/or to the community is the responsibility of each faculty member. Among service activities are active participation in committees, administrative leadership, sponsorship of student organizations, and serving as a representative of the University where professionally appropriate. Community service draws upon professional expertise.