

Laying a Foundation for Tenure & Promotion During Your First Semester at WKU New Faculty Orientation, 8/18/20

1. Review [Faculty Handbook](#) Section III. Faculty Promotion; Section IV. Tenure and Continuance; and Section V. Process for Faculty Complaint, Continuance, Promotion, and/or Tenure. Use the edition for the year of your appointment.
2. Talk to your Department Head about expectations for Tenure and Promotion and ask for department and college guidelines. Make sure you're clear on your mandatory year for tenure review—it should be in your letter of appointment.
3. Ask your department head about the Continuance process and the portfolio you will produce by January 25. From *Faculty Handbook*, IV.B.3.a, Policies and Procedures for Continuance and Tenure Recommendations, 26th Ed.):

Each year, from the first year of appointment through the year preceding the mandatory year for tenure consideration, tenure-eligible faculty will submit continuance materials to the department head for consideration by the continuance committee. The requirement for submission of continuance materials also applies to tenure-eligible faculty members who anticipate applying for tenure prior to the mandatory year. Materials shall be submitted by January 25 of the first year of appointment and by August 20 for each subsequent year.

Continuance materials usually include, but are not limited to syllabi, examinations, SITE evaluations, activity reports, publications, creative works and evidence of service activities. The contents of any accompanying materials — for example a letter of appointment and workload assignments — used in the committee's deliberations and of all materials accompanying its recommendation shall remain strictly confidential, except as they are conveyed to members of the faculty and administration whose duties require knowledge of the information. Submitted materials shall comply with the department's continuance policy. The department's tenured faculty serves as the continuance committee, excluding any faculty member having a conflict of interest as defined in Section II.X, or any individual with a subsequent role in the continuance decision. The department head is a non-voting member of the committee. The department head shall convene the committee and the committee members shall select a chair. Any committee member may comment on the candidate's materials. The committee then votes for or against continuance by secret ballot.

4. Focus on teaching, developing a research/creative agenda, and a service agenda for the next five years during the first semester.
5. Attend the New Faculty Session for a deeper dive into the process in January.