

Promotion and Tenure Portfolio Information CEBS College Guidelines

1. Department Requirements

- a. Applicants for Rank Promotion and/or Tenure should review the Faculty Handbook <https://www.wku.edu/academicaffairs/documents/master-wku-faculty-handbook-22nd-edition.pdf> for general expectations regarding materials appropriate for inclusion in document portfolios submitted as evidence of achievement/accomplishment.
- b. Applicants should also retain a copy of their unit's most recent approved revision of "Policies for Tenure and Promotion." This document will provide more specific information required by the Review Committee and the Unit Head.

2. Dean's Office Requirements (for forwarding to the Provost's Office) – The Dean of CEBS requires **only** the following information/documentation be submitted for review at the College level. The Dean reserves the right to require additional items of documentation, if desired.

- a. One 2-inch (maximum), hardback, 3-ring binder to hold the portfolio documents to include the following:
 - i. A persuasive narrative for promotion and/or tenure
 - ii. A current curriculum vitae
 - iii. A report highlighting personal achievements according to criteria specified in departmental/school guidelines
 - iv. Documentation
 - **Summary of all** quantitative SITE documentation (graphs and charts are helpful) since last promotion (or since you were hired) – Summary should include the faculty member's data across SITE items compared with departmental, college, and university ratings for all classes taught (organized by year)
 - Faculty member must make a case based not solely on SITE data and should present evidence of responding to any performance feedback
 - No more than 1 full-length copy of a published article
 - For others, copies of the journal cover (if available) and the first page of each article will be sufficient
 - Faculty members submitting publications in open source or equivalent journals as part of their documentation in the area of research/scholarship must make a persuasive case in their narrative regarding the quality of the journal and the contributions of the publication to the knowledge base within their discipline.
 - **Representative samples** of all other evidence (e.g., assessments, syllabi, presentations, letters of commendation, committee appointment memos, "thank you" for service, etc.)
- b. A separate folder to include the following SITE information:
 - i. **Copies of all** quantitative SITE results for every class in every semester since last promotion (or since hiring – if currently an assistant professor)
 - ii. **Copies of all** narrative comments offered by students on the SITE sheets
 - **These narrative comments may not be required by the departmental/school committee or unit head**

3. Annual Evaluations

Annual Evaluations are an integral part of the promotion and/or tenure process. A copy of the annual evaluation documents that will be effective for all faculty annual evaluations beginning FY 14 follows.

08-30-05
Revised 01-20-15
Revised 06-30-16
Revised 11-01-16

COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES
ANNUAL FACULTY EVALUATION SUMMARY
 August 16, 201_ to August 15, 201_
 Department of _____

Faculty Name:		Rank:		Date of Evaluation:	
Date of Appointment:		Date of Last Promotion:			
Years of Service at WKU through current year:			Years of university experience prior to WKU:		
A. Teaching Unacceptable¹____ Good²____ Meritorious³____					
Check if remediation plan required* ____					
Summary:					
B. Research and Scholarship Unacceptable¹____ Good²____ Meritorious³____					
Check if remediation plan required* ____					
Summary:					
C. Service Unacceptable¹____ Good²____ Meritorious³____					
Check if remediation plan required* ____					
Summary:					
C. Organization Citizenship Unacceptable¹____ Good²____ Meritorious³____					
Check if remediation plan required* ____					
Summary:					
* Remediation plans for faculty members are initiated in the second of two consecutive years of an "unacceptable" rating in a particular category. If a tenured faculty member does not meet the conditions in their remediation plan, the Post-tenure Review Process is initiated. Untenured faculty who are not successful in meeting the conditions in their remediation plan will receive an unfavorable continuance letter.					
¹Unacceptable..... Performance is consistent with departmental/school standards for unacceptable performance. ² Good Performance meets departmental/school standards for good performance. ³ Meritorious Performance meets departmental/school standards for meritorious performance.					

E. Post-tenure Review:	
F. Progress on Goals:	
G. Goals for Upcoming Year:	
H. Remediation Plan (if necessary):	
I. Department Head/School Director Comments:	
This evaluation was discussed on _____ by: _____ Department Head/School Director _____ Dean _____ Faculty Member <i>(Signature indicates <u>only</u> that faculty member has reviewed and discussed the evaluation with the department head/school director. <u>It does not necessarily indicate agreement with the evaluation.</u>)</i>	
Dean's Comments:	