

Approved by Faculty Senate December 3, 2020

**APAFT & COVID-19
Tenure and Promotion Guidelines
Fall 2020, Spring 2021, & Summer 2021**

The APAFT committee recommends that the Ranking Tenure Evaluation Committees and administration take into consideration how COVID-19 may have impacted faculty in teaching, scholarship, and service.

With this in mind, the APAFT committee recommends that Ranking Tenure Evaluation Committees and administrators apply the guidelines for Fall 2020, Spring 2021 and Summer 2021 Semesters, as listed below.

APAFT will reconvene Fall Semester 2021 to review and consider extending these guidelines for future semesters if needed.

COVID-19 Guidelines

It is recommended that the Ranking Tenure Evaluation Committees and the administration consider the impact that COVID-19 may have had on teaching and course design. Faculty are required to include fall 2020, spring 2021, and summer 2021 student evaluations in their tenure or promotion file. Faculty are encouraged to include a narrative regarding the impact that COVID-19 may have had on teaching or pedagogy in their autobiographical form. Any teaching improvements to instruction design, pedagogy, or innovations, which were utilized for a course and faculty teaching improvements should be included in the narrative. . Please refer to your Colleges for further guidance.

WSU PPM

PPM 8-11, IV, D, 1

1. Student Evaluations (Contract, Non-Tenured Faculty, and Adjunct Faculty)

In an attempt to chart ongoing teaching performance, student evaluations shall be administered and compiled by an impartial third party. Each year, all contract, non-tenured, and adjunct faculty members will have student evaluations administered in every course taught, and each tenured faculty member shall have student evaluations administered in at least two of the courses. The two courses to be evaluated each year will be determined through consultation between each faculty member and their department chair. If the faculty member and the chair cannot agree on which the students should evaluate two courses, the choice of courses to be

evaluated will be subject to binding arbitration by the dean, after consultation with the faculty member and the chair. The results of those evaluations shall be seen by the chair, the faculty member, and those specified in the review process. The Department Chair, in consultation with the Dean, may also choose to share the evaluations with those who have oversight/input into course assignments, hiring, evaluating, and/or retaining of faculty, such as program directors/coordinators. The summaries shall be kept on file in the office of the chair. In the case of the faculty member who is on tenure track or who is seeking promotion, the chair shall send to the faculty member's professional file summaries of that faculty member's student evaluations.

PPM 8-11. II, C. Student Evaluations (Post-Tenure)

In an attempt to chart ongoing teaching performance, student evaluations shall be administered and compiled by an impartial third party. Each year, all post-tenured faculty members shall have student evaluations administered in at least two of the courses. The two courses to be evaluated each year will be determined through consultation between each faculty member and their department chair. If the faculty member and the chair cannot come to agreement on which two courses should be evaluated by the students, the choice of courses to be evaluated will be subject to binding arbitration by the dean, after consultation with the faculty member and the chair. The results of those evaluations shall be seen by the chair, the faculty member, and those specified in the review process. The summaries will be kept on file in the office of the chair

COVID-19 Guidelines

Probationary Period for Tenure

APAFT believes that the COVID-19 pandemic qualifies for an extension of their probationary period per PPM 8-23. It should be noted that faculty are not required to extend their probationary period, but should they choose to do so, they must follow the procedures below in PPM 8-23. It is recommended that faculty, the Ranking Tenure Evaluation Committees, and administration take every measure to complete required tenure and promotion deadlines. In exceptional cases, such as the COVID-19 pandemic, the tenure and promotion process may be temporarily suspended (leave and re-enter at the same point for tenure and post-tenure reviews), and the probationary period extended **by a period not to exceed two years**. Faculty should collaborate with their administration and strictly adhere to university policy for requesting an extension of the tenure review period. Please refer to your Colleges for further guidance. Colleges are encouraged to adapt and or use the COVID-19 pandemic tenure clock extension form provided through the provost's website.

WSU PPM

PPM 8-23

A. Process for extension of the tenure review period

The faculty member requests an extension in writing to their department chair with a copy to their dean for an extension of their probationary period. This request can only be made prior to the completion of the professional file by the candidate. The request should include the rationale for the extension. The decision to extend the probationary period is made by the college Ranking Tenure Evaluation Committee, upon recommendation by the department chair and the dean, in consultation with the provost. The dean ensures that this process is followed and completed in a timely manner.

If and when such a request is granted, the conditions of the extension shall be explained in writing by the provost, copies distributed to the candidate, the department chair and the candidate's professional file, and major reviews delayed accordingly.

During the probationary period, a faculty member has the academic freedom enjoyed by all other faculty members.

Time spent by faculty members on leave in pursuit of professionally related education or experience (beyond the minimum degree requirements as specified in **PPM 8-14**) may be counted as part of the probationary period only on the positive recommendation of the department chair, dean and approval of the provost. Up to one year for professionally related activities can be counted toward fulfilling this requirement. Non-professionally related leaves do not count toward the probationary period for tenure.

APAFT & COVID-19 Tenure and Promotion Guidelines Spring & Summer Semesters 2020

The APAFT committee recommends that the Ranking Tenure Evaluation Committees and administration take into consideration how COVID-19 may have impacted faculty in teaching, scholarship, and service.

We also acknowledge that faculty end-of-semester student evaluations may be deleteriously affected

With this in mind, the APAFT committee recommends that Ranking Tenure Evaluation Committees and administrators apply the guidelines for Spring and Summer Semesters, 2020 as listed below.

APAFT will reconvene Fall Semester 2020 to review and consider extending these guidelines for future semesters if needed.

GUIDELINES

1. Documentation of a faculty member's acceptance for international, national, or regional scholarly and/or creative works should be accepted for tenure and promotion reviews, even if the faculty member was unable to present at the event. Faculty should provide evidence of the product that they were planning to submit such as a poster, paper, PowerPoint, creative works as well as the acceptance letter. These instances will be considered on a case by case basis by the Ranking Tenure Evaluation Committees and the administration Please refer to your Colleges for further guidance.
2. If a faculty member had submitted a scholarly or creative works proposal to present at a conference/event and the conference/event was canceled before the faculty member's proposal was formally accepted, the faculty member's presentation should still be reviewed and considered as part of tenure and promotion. It is the responsibility of the faculty member to provide a rich narrative describing the proposal and venue to enable the Ranking Tenure Evaluation Committees and administration to make an informed decision regarding giving faculty credit for the scholarly or creative works proposal. These instances will be considered on a case by case basis by the Ranking Tenure Evaluation Committees and administration. Please refer to your Colleges for further guidance.
3. It is recommended that the Ranking Tenure Evaluation Committees and the administration take into consideration the impact that COVID-19 may have had on teaching and course design. Faculty will not be required to include Spring and Summer Semesters 2020 student evaluations in their tenure or promotion file. Faculty may still choose to include Spring and Summer Semesters 2020 student evaluations at their discretion. Please refer to your Colleges for further guidance.
4. Probationary Period for Tenure (PPM No 8-23)

APAFT believes that the COVID-19 pandemic qualifies for an extension of their probationary period per PPM 8-23. It should be noted that faculty are not required to extend their probationary period, but should they choose to do so, they must follow the procedures below in PPM 8-23. It is recommended that faculty, the Ranking Tenure Evaluation Committees, and administration take every measure to complete required tenure and promotion deadlines. However, in exceptional cases, the tenure process may be temporarily suspended (leave and re-enter at the same point), and the probationary

period extended by a period not to exceed two years. Faculty should collaborate with their administration and strictly adhere to university policy for requesting an extension of the tenure review period. Please refer to your Colleges for further guidance.

PPM 8-23

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During the probationary period, a faculty member has the academic freedom enjoyed by all other faculty members.

Time spent by faculty members on leave in pursuit of professionally related education or experience (beyond the minimum degree requirements as specified in PPM 8-14) may be counted as part of the probationary period only on the positive recommendation of the department chair, dean and approval of the provost. Up to one year for professionally related activities can be counted toward fulfilling this requirement. Non-professionally related leaves do not count toward the probationary period for tenure.