



School of Medicine

Faculty Affairs and Professional Development

## MEMORANDUM

To: All School of Medicine Payroll and FTA Faculty, Chairs/Directors and Administrators

From: Office of Faculty Affairs (OFA)

Subject: **2017-2018 PROMOTION AND/OR TENURE PROGRAM and P&T WORKSHOPS**

Date: January 4, 2017

This memo announces the 2017-18 FTE & FTA Faculty Promotion and/or Tenure (P&T) program at the SOM. Changes were implemented in 2015 to improve efficiency, to ensure dossiers (CV and personal statement) were revised before being submitted for external review and to obtain an adequate number of unit/department-requested external reviewers (minimum of four). Additional changes are being made in 2017 to avoid some of the problems experienced with the 2016-17 P & T process (external reviews requested from individuals who did not meet the University's requirements).

Complete P&T packets for FTE faculty are due from the department on **Wednesday, September 6, 2017**.  
Complete P&T packets for FTA faculty are due from the department on **Tuesday, October 31, 2017**.  
Departments set their own internal deadlines for Payroll faculty submissions.  
All successful promotions (FTE and FTA) for the 2017-18 process take effect in August 2018.

**Please note the following important dates for FACULTY.**

**To assist the faculty with preparation of the documents for P&T, OFA offers the following programs:**

**P & T 101:** Wednesday, January 11, 2017 from 2 – 3 pm in Margherio  
**Creating an Effective CV:** Thursday, January 19, 2017 from 11 am – 12 pm in Margherio  
**Personal Statement:** Tuesday, January 31, 2017 from 8 – 9 am in Margherio  
**Teaching Portfolio:** Tuesday April 4, 2017 from 11 am – 12 pm in Margherio

Recordings of prior programs can be found at: <http://facaffairs.med.wayne.edu/workshop.php>

By **March 14, 2017** both Payroll (FTE) and Full Time Affiliate (FTA) faculty requesting consideration for promotion and/or tenure must complete the online request for consideration form found at: <https://www.med.wayne.edu/faculty/pt-request/>.  
The online form consists of

- 1) “[Request for Consideration](#)” form
- 2) SOM formatted CV ([http://facaffairs.med.wayne.edu/faculty\\_forms.php](http://facaffairs.med.wayne.edu/faculty_forms.php))
- 3) 1st draft of personal statement (<http://facaffairs.med.wayne.edu/workshop.php>) (Optional but **Encouraged**)
- 4) Up to two names (with contact information) for external reviewers (**Optional**)

Should a faculty member reconsider their decision, the [Removal from Consideration](#) form must be completed by the faculty member and returned (before September 6) to OFA at [FAPT@med.wayne.edu](mailto:FAPT@med.wayne.edu) and (before September 6) to Charlene Brain ([cbrain@wayne.edu](mailto:cbrain@wayne.edu)).

The specific documents required by the School are detailed in this memo. HOWEVER, as the SOM traditionally initiates the P & T process prior to the University's rollout, **please be advised that you should check the University website <https://provost.wayne.edu/resources/academic-personnel/promotion-tenure> for any changes.**

While the OFA **strongly recommends** that a faculty member considering promotion and/or tenure seek the advice of his/her Chair/Unit Director, Division Chief (where applicable), mentors, and other SOM faculty members, it is ultimately the decision of the faculty member as to when he/she chooses to be considered for promotion. As required by the contract for FTE faculty, a faculty member has the right to request consideration for promotion (no time limit) and/or tenure (after more than 3 years of tenure-track service at WSU (if there is no prior tenure track service before the WSU appointment). No time limits exist for FTA faculty.

### **Information for Faculty and Departments/Units**

We understand that the process of determining which faculty candidates will ultimately request to be considered for P&T by the departments, as well as the selection of external reviewers is an iterative process, hence revised documents (including the Consideration Form from the candidate and the external reviewer forms/biographical sketches from the department) are anticipated.

The SOM Factors and Guidelines\*, the CV format, and other important P&T information may be found on the School of Medicine Faculty Affairs website at [http://facaffairs.med.wayne.edu/promotion\\_and\\_tenure.php](http://facaffairs.med.wayne.edu/promotion_and_tenure.php). Questions regarding the P&T program should be directed to Charlene Brain at (313) 577-0177 or [cbrain@wayne.edu](mailto:cbrain@wayne.edu) or Dr. Delaney-Black at [vdelaney@med.wayne.edu](mailto:vdelaney@med.wayne.edu). Recordings of 2017 sessions will be posted to the website as soon as available and past sessions are currently available on the website.

### **Departmental Denials**

**Any department that does not approve a candidate (FTE or FTA) must notify the candidate in writing, as the candidate has the right to request a re-consideration (see page 107 of the contract [Article XXIII D3]). Departments are also expected to concurrently notify the Affiliate for denials of any FTA candidates and the OFA for any denied candidate (FTA or FTE). The OFA will provide consultation with the denied candidate to ensure consistency in the fulfillment of the contract requirements.**

### **SOM Reconsiderations**

Reconsideration of FTE denials at the level of the SOM P & T will be presented to the SOM P & T Committee by the faculty member and/or his/her representative on **Thursday, December 14<sup>th</sup>, 2017**. The FTE candidate and a senior faculty of his/her choice are expected to be available for this meeting. FTA faculty reconsiderations will be scheduled in 2018.

**Information for Administrators and Chairs/Directors continue on the next page.**

\*The SOM Factors to be used in judging the candidates for promotion and/or tenure in the 2017-18 process were approved by the Executive Committee of the Faculty Senate in **March 2016**.\*

**Please note the following important dates and instructions for Chairs/ Directors and Administrators**

By **April 12, 2017** OFA will send to the appropriate departments/units and Affiliates

- 1) A list of all FTE and FTA faculty who have requested consideration for Promotion and/or Tenure
- 2) The track and rank-specific SOM Factors for Promotion to be used for each faculty decision\*
- 3) Names of up to two external reviewers identified by the candidate

As a **minimum of four external letters requested by the department/unit** are required by the University, the department/unit should anticipate providing the candidate with 10-12 names selected by the unit/department. The faculty member may (optional) **add up to 2 external reviewers**. Each candidate may elect to remove 1-2 names from the list of external reviewers identified by the unit/department.

**NEW in 2017**

By **June 30, 2017** (**BUT before any requests is made to an external reviewer**), the departments/units must submit to OFA ([fapt@med.wayne.edu](mailto:fapt@med.wayne.edu)) the completed and signed [P&T Preparation Form](#).

Chairs or Directors are expected to sign this form affirming the following:

- 1) The faculty candidate was given the opportunity to review the proposed list of 10-12 external reviewers and eliminate up to two names.
- 2) The proposed external letter writers meet the University requirements (for track and rank) and that **NO VOLUNTARY FACULTY** (Clinical/Adjunct Associate Professor or Clinical/Adjunct Professors) are being included among the required four unit-requested external letters.
- 3) There has been an electronic search conducted by the department to assure that there are no known conflicts of interest between the proposed external evaluator and the faculty candidate.
- 4) The composition of the proposed departmental or joint P & T committee (faculty name/dept. or unit) meets the University requirements based upon the candidate's appointment (single department or joint).

OFA will concur with the proposed list of external reviewers as each list is submitted to OFA. Once the list is approved by OFA, external letters may then be requested by the unit/department using the Template for Letter to External Evaluators found at [http://facaffairs.med.wayne.edu/promotion\\_and\\_tenure.php](http://facaffairs.med.wayne.edu/promotion_and_tenure.php).

Requests for external evaluators are to be sent by the external letter writer **DIRECTLY** to OFA at [fapt@med.wayne.edu](mailto:fapt@med.wayne.edu). As the letters are received, OFA will review them for previously unsuspected violations of arms-length criteria and then forward acceptable letters to the department/unit. Problematic reviews (not arm's length) will be discussed with the unit so that additional letters can be requested.

**NEW in 2017**

**Before uploading the final dossiers to the OFA SharePoint site**, all Chairs must affirm that the grant information contained in the candidate's CV and on the Externally Funded Research form in the dossier are consistent, have been reviewed by the department and accurately reflect SPA records as of the date of uploading of the dossier to OFA.

Permission to upload all of the P & T dossiers to the Faculty Affairs SharePoint website will be given to Chairs and delegated administrators. All P&T dossiers for FTE faculty are to be uploaded to SharePoint no later than **Wednesday, September 6, 2017 at 5 PM**. All P&T dossiers for FTA faculty are to be uploaded to SharePoint no later than **Tuesday, October 31, 2017 at 5 PM**. Please use the SOM coversheet (not the coversheet from the University which does not include all of the SOM tracks): [http://facaffairs.med.wayne.edu/pdfs-new/faculty\\_coversheet.pdf](http://facaffairs.med.wayne.edu/pdfs-new/faculty_coversheet.pdf)

**Incomplete files or files received after the deadline will be returned to the department/unit without review.** The department/unit must keep a copy of all documents submitted to the SOM.

**Points to remember in the P & T Process (Chairs, Administrators and P & T Committee members)**

**Candidates who are joint appointments (not secondary)** must be reviewed by both departments/units (chairs and P & T Committees). Please consult by July 1, 2017 with the Vice Dean of OFA regarding any joint appointments.

If there are fewer than 3 tenured members of the department, then the Chair consults with the senior tenured members of the department but only one letter is written from the department by the Chair.

All departmental/unit P & T committees are chaired by the Chair of the Department or Director of the Unit. Joint committees have two chairs. No departmental P & T committee can meet without the chair.

**The Chair's letter** should clearly reflect only the chair's decision.

**The departmental P & T Committee letter** is written and signed by one appointed member of the P & T committee acting for the committee as a whole. The committee member drafting the letter for the P & T committee must be one who agreed with the vote.

The departmental P & T letter should:

1. Provide the date that the committee met
2. Indicate that the letter reflects the decision of the committee (not the individual letter writer)
3. Exclude any indication of the vote (e.g., avoid specifying the vote or using phrases such as: "close", "unanimous" etc.)
4. Exclude any listing of the departmental P&T committee members

Please contact Charlene Brain (cbrain@wayne.edu/313-577-0177) of the Vice Dean for Faculty Affairs (Dr. Delaney-Black: vdelaney@med.wayne.edu/313-577-9877) for any additional assistance.

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