

Occupational Therapy Department  
Tenure Committee

**TENURE REVIEW FOR TRADITIONALLY RANKED FACULTY  
AND FACULTY SPECIALISTS**

Committee and Responsibilities: The Tenure Committee will complete all tenure reviews for traditionally ranked faculty and faculty specialists.

Composition: The Tenure Committee will consist of 3-5 members who have tenure at the university. The committee shall elect one of its members to serve as chair.

**PHILOSOPHY STATEMENT**

- While tenure is a rigorous peer review process, the Tenure Committee of the Occupational Therapy Department supports the use of this process as an opportunity for the growth and development of the faculty, and a way of assuring academic freedom.
- The committee members will orient tenure candidates to the intent, purpose, and process of the departmental tenure review.
- If the candidate initiates a request within a reasonable amount of time, a committee member will provide feedback on submission of their materials prior to the formal submission dates.
- Without significant publications, a candidate will not be granted tenure. The evaluation of academic potential is based on cumulative evidence of continuity of professional competence, expansion and maturation of professional recognition, and sustained participation in professional service.

**PROCESS**

1. The department tenure committee will adhere to the definitions, procedures and timelines provided in the WMU/AAUP contract.
2. Tenure decisions will be based on the current Tenure Policy and Procedures from the AAUP Contract. The appropriate areas will be evaluated for each position: Traditionally ranked faculty will be evaluated on Professional Competence, Professional Recognition, and Professional Service; Faculty Specialists will be evaluated on Professional Competence and Professional Service.
3. The tenure review documentation must address all relevant categories by listing and describing accomplishments and ongoing efforts related to each category.
4. The candidate will create a narrative document that articulates the consistency between the department, college and university mission and the candidate's accomplishments.
5. The committee will review the documents according to the **Departmental Criteria for Positive Reviews**, determine the value of the candidates' products in each performance area according to current professional standards, and make a recommendation based on the merit of the materials.
6. The committee will summarize the committee's evaluation of the materials following the university procedures for the tenure review.

Departmental Criteria for Positive Reviews for the 2 year, 4 year and 6 year Reviews

Second Year Review

	Traditionally Ranked Faculty	Faculty Specialists
Competence	<p>All required professional credentials and show promise in teaching ability. Supportive information and a narrative to include:</p> <ol style="list-style-type: none"> <li>1. Annual course evaluation data.</li> <li>2. yearly classroom visitation</li> <li>3. Other information to support teaching effectiveness</li> <li>4. Approved Faculty Development Plan that addresses Competence.</li> <li>5. The tenure committee will determine the value of the candidates' products according to current professional standards and make a recommendation.</li> </ol>	<p>All required professional credentials, show promise in assigned duties (i.e. teaching ability, clinical supervision or coordination) and <b>begin to establish an area of clinical expertise</b>. Supportive information and a narrative to include:</p> <ol style="list-style-type: none"> <li>1. Annual evaluation data.</li> <li>2. Narrative report of a yearly classroom/clinical visitation</li> <li>3. Other information to support teaching/clinical supervision/coordination effectiveness</li> <li>4. Approved Faculty Development Plan, which identifies an area to develop clinical expertise.</li> <li>5. The tenure committee will determine the value of the candidates' products according to current professional standards and make a recommendation.</li> </ol>
Service	<ol style="list-style-type: none"> <li>1. Participation on departmental committees</li> <li>2. The tenure committee will determine the value of the candidates' products according to current professional standards and make a recommendation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Participation on departmental committees and clinical service delivery or management of clinical services</li> <li>2. The tenure committee will determine the value of the candidates' products according to current professional standards and make a recommendation.</li> </ol>
Recognition	<ol style="list-style-type: none"> <li>1. At least two recognition outcomes "in progress" (publication, presentation, grant, etc.).</li> <li>2. Approved Faculty Development Plan that addresses Recognition</li> <li>3. The tenure committee will determine the value of the candidates' products according to current professional standards and make a recommendation.</li> </ol>	

Four Year Review

	Traditionally Ranked Faculty	Faculty Specialists
Competence	<ol style="list-style-type: none"> <li>1. All required professional credentials, and a narrative that includes the establishment of teaching effectiveness, and addressing recommendations/conditions from the 2 year review</li> <li>2. Narrative report with supplemental information that includes:                             <ul style="list-style-type: none"> <li>• Annual course evaluation data reflecting teaching effectiveness in assigned courses during years at WMU.</li> <li>• Yearly classroom visitations reports that demonstrate teaching effectiveness.</li> <li>• Instructional development and growth, taking into account issues raised in student evaluations/signed comments and classroom visitations.</li> <li>• Description of your efforts to adapt material to differing student populations and levels of ability.</li> <li>• Other information to support teaching effectiveness such as evidence of expertise and specialization related to subject matter of assigned course, examples of innovative instructional materials or contemporary approach to course material and methods used in course instruction.</li> </ul> </li> <li>3. The tenure committee will determine the value of the candidates' products according to current professional standards and make a recommendation.</li> </ol>	<ol style="list-style-type: none"> <li>1. All required professional credentials, effectiveness in assigned duties (i.e. teaching, clinical supervision or coordination) and addressing recommendations/ conditions from the 2 year review <b>as well as progress toward developing an area of clinical expertise</b></li> <li>2. Narrative report with supplemental information that includes:                             <ul style="list-style-type: none"> <li>• Annual evaluation data reflecting effectiveness in assigned duties.</li> <li>• report of a yearly classroom/clinical visitation demonstrating growth and development</li> <li>• Other information to support effectiveness and demonstrate growth since the two year review</li> <li>• Contribution to departmental curriculum development that is valued by departmental faculty</li> </ul> </li> <li>3. Documentation of progress toward the identified area of clinical expertise</li> <li>4. The tenure committee will determine the value of the candidates' products according to current professional standards and make a recommendation.</li> </ol>
Service	<ol style="list-style-type: none"> <li>1. Participation on departmental and college or university committees</li> <li>2. The tenure committee will determine the value of the candidates' products according to current professional standards and make a recommendation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Participation on departmental and college or university committees and</li> <li>2. clinical service delivery or management of clinical services</li> <li>3. The tenure committee will determine the value of the candidates' products according to current professional standards and make a recommendation.</li> </ol>

Recognition	<ol style="list-style-type: none"><li>1. At least three recognition outcomes must be completed/ accepted, and one ‘in progress.’ At minimum one recognition outcome completed, two accepted or “in press” (publication, presentation, grant, etc.) and one “in progress”. One of these outcomes must be a publication in a peer reviewed journal or a national or international publication.</li><li>2. Approved Faculty Development Plan that addresses Recognition.</li><li>3. The tenure committee will determine the value of the candidates’ products according to current professional standards and make a recommendation.</li></ol>	
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Six Year Review

	Traditionally Ranked Faculty	Faculty Specialists
Competence	<ol style="list-style-type: none"> <li>1. Cumulative evidence of the continuity of professional competence that includes all required professional credentials, establishment of teaching effectiveness, and addressing recommendations/conditions from the 4 year review</li> <li>2. Narrative report that includes:                             <ul style="list-style-type: none"> <li>• Annual course evaluation data reflecting teaching effectiveness in assigned courses during years at WMU.</li> <li>• Yearly classroom visitations reports that demonstrate teaching effectiveness.</li> <li>• Instructional development and growth, taking into account issues raised in student evaluations/signed comments and classroom visitations.</li> <li>• Description of your efforts to adapt material to differing student populations and levels of ability.</li> <li>• Other information to support teaching effectiveness such as evidence of expertise and specialization related to subject matter of assigned course, examples of innovative instructional materials or contemporary approach to course material and methods used in course instruction.</li> <li>• Contributions to curriculum development</li> </ul> </li> <li>3. Sustained ability to contribute important innovations to curriculum development as judged by department colleagues.</li> <li>4. Approved faculty development plan that demonstrates sustained progress toward achieving departmental goals.</li> <li>5. The tenure committee will determine the value of the candidates' products according to current professional standards and make a tenure recommendation.</li> </ol>	<ol style="list-style-type: none"> <li>1. All required professional credentials, effectiveness in assigned duties (i.e. teaching, clinical supervision or coordination) and addressing recommendations/conditions from the 4 year review <b>as well as evidence of an area of clinical expertise</b></li> <li>2. Narrative report that includes:                             <ul style="list-style-type: none"> <li>• Annual evaluation data reflecting effectiveness in assigned duties during years at WMU.</li> <li>• Yearly classroom visitations reports that demonstrate teaching effectiveness.</li> <li>• Instructional/clinical development and growth, taking into account issues raised in student evaluations/signed comments and classroom visitations if appropriate to assigned duties.</li> <li>• Description of your efforts to adapt material to differing student populations and levels of ability.</li> <li>• Other information to support teaching/clinical effectiveness such as evidence of expertise and specialization, examples of innovative and contemporary approaches, or outcomes/evidence for clinical work.</li> <li>• Contributions to curriculum development</li> </ul> </li> <li>3. Sustained ability to contribute important innovations to curriculum development as judged by colleagues.</li> <li>4. Approved faculty development plan that demonstrates sustained progress toward achieving departmental goals.</li> <li>5. The tenure committee will determine the value of the candidates' products according to current professional standards and make a tenure recommendation.</li> </ol>

<p><b>Service</b></p>	<ol style="list-style-type: none"> <li>1. Leadership roles and sustained commitment to departmental, college and/or university committees.</li> <li>2. Mentoring within the department, college, university or community</li> <li>3. Sustained commitment to a community service agency</li> <li>4. Evidence of other service to the department, college, university or community.</li> <li>5. The tenure committee will determine the value of the candidates' products according to current professional standards and make a tenure recommendation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Leadership roles and sustained commitment to departmental, college and/or university committees.</li> <li>2. Mentoring within the department, college, university or community</li> <li>3. Sustained commitment to a community service agency</li> <li>4. Evidence of other service to the department, college, university or community.</li> <li><b>5. Evidence of service related to area of clinical specialty or expertise.</b></li> <li>6. The tenure committee will determine the value of the candidates' products according to current professional standards and make a tenure recommendation.</li> </ol>
<p><b>Recognition</b></p>	<ol style="list-style-type: none"> <li>1. Without significant publications and a record of maturation in professional recognition, a candidate will not be granted tenure.</li> <li>2. Approved Faculty Development Plan that addresses Recognition.</li> <li>3. The tenure committee will determine the value of the candidates' products according to current professional standards and make a tenure recommendation.</li> </ol>	