

Changes to ECAS Promotion and Tenure Guidelines for style, consistency, clarity, or other non-substantive reasons:

Updated 10/30/25

1. Clarifications

- a. Lines 22-26: Change “Annual evaluations are conducted at the department level and, when action is recommended (promotion, tenure, Emeritus status, termination), at the College and University levels.” to “Annual evaluations are conducted at the department level. When an action such as promotion, tenure, emeritus status, or non-continuation is recommended, evaluations also occur at the College and University levels.”
 - i. This clarification is to distinguish annual reviews and reviews where an action is recommended, with the latter requiring an evaluation at the college level.
 - ii. This does not change the process, only clarifies language that was unclear.
- b. Lines 53-54: Remove “Designated research-intensive appointments may be 30 percent teaching, 50 percent research, and 20 percent service.”
 - i. Departures from the normal tenure-track assignment are defined in workload policies.
 - ii. This does not change the availability of appointments with heavier research weightings, only removes a non-standard definition.
- c. Line 78-81: Change “This is most likely when an individual is recruited for a senior administrative position or for a named professorship” to “This is most likely when an individual is recruited for an advanced faculty position and when that individual has already obtained tenure at a peer institution.”
 - i. Context: Statement that faculty may be appointed with tenure.
 - ii. This is not a limiting statement, only an example of when a faculty is likely to be appointed with tenure. Updated to provide the more likely example of when this would occur.
- d. Lines 157-158: Change “for 1, 2, or 3 years” to “for additional one-year terms or multiple year terms by rank as permitted by Board of Governors Rule 4.2”
 - i. Context: “Upon satisfactory completion of the initial term, reappointment may be for additional one-year terms or multiple year terms by rank as permitted by Board of Governors Rule 4.2. There is no limit on the number of terms.”

- ii. This does not change any policy or practice, only clarifies that multiple year terms are defined by rank and permitted by BOG Rule 4.2.
- e. Lines 312-313: Add “All Workload Plans must follow applicable workload policies that have been approved by the Provost’s office”
- f. Line 322: Add “in consultation with the Dean” and “temporary”
 - i. Context: “If a temporary reallocation of effort from service or teaching to research is warranted, the Department Chair has the discretion, in consultation with the Dean, to make a temporary change of 10 percentage points.”
 - ii. Added language to ensure units consult the dean’s office on use of the ability to shift 10% of workload, and to emphasize the temporary nature of that change.
- g. Lines 488-489: Add “as appropriate”
 - i. Context: “Faculty members must submit a faculty productivity report that summarizes the individual’s assignment and their contributions in teaching, research, and service, as appropriate.”
 - ii. This is to clarify that faculty must only document summarize those areas to which they are expected to contribute. This is not a substantive change from current practice.
- h. Lines 524-525: Change “the” to “January 1 in the year of their” and “appropriate” to “later”
 - i. Context: “In these cases, the report should be based on either work since the initial appointment at WVU or work since January 1 in the year of their last promotion at WVU, whichever is later.”
 - ii. This is to make the period of the report clearer. The reporting period is unchanged.
- i. Line 530: Change “Career Report” to “Promotion/Tenure Report” to more clearly describe the report.
- j. Line 545: Remove “new” from “new forms of publication such as online journals,” given that these forms are no longer new in 2025 (*response to feedback*)
- k. Line 663: Change “department” to “unit” to clarify the fact that we have programs, schools, and departments within the college.
- l. Lines 794-795: Add “For successful promotion, meritorious evaluations are necessary but not necessarily sufficient if absolute criteria, as established by units, are not satisfied and documented in the digital evaluation file.”

- i. This addition is intended to clarify that meritorious annual evaluations are not sufficient to guarantee promotion/tenure if promotion/tenure standards are not met.
- m. Line 847: Add “Administrative service is evaluated solely by the Dean or Dean’s designee.”
 - i. This addition is intended to clarify that while an FEC may evaluate a chair’s teaching, research, or non-administrative service, evaluation of a chair’s administrative service is solely the purview of the Dean.
- n. Line 1081: Change “considered” to “required”
 - i. Context: External evaluations of faculty achievement are required when a Tenure-Track faculty member seeks tenure or promotion, or a Research faculty member seeks promotion (external evaluations of research are required).
 - ii. Clarifying change to emphasize that external evaluations are required only when research is a significant area of contribution.
- o. Line 1172: Change “in the file” to “into a section of the digital evaluation file that is accessible to the candidate.”
 - i. Context: “Because the identity of the evaluators is confidential, the approved list of evaluators is not placed into a section of the digital evaluation file that is accessible to the candidate.”
 - ii. This is clarification that external evaluator information is added to the digital evaluation file, but it is added into a section that is not accessible to the candidate.

2. Stylistic number change numbers

- a. Throughout as indicated in the draft, change single digits to typed words.
- b. Numerical values are unchanged.

3. Other stylistic changes

- a. Lines 149-150: Remove parenthesis (text within the parenthesis is unchanged)
- b. Lines 1098-1099: Change “Here are the” to “the” and add “are outlined below.”
 - i. Context: “The basic steps as the process is implemented in the Eberly College are outlined below.”
 - ii. Stylistic change only

4. “Should” to “Must”

- a. Lines 516, 527, 1140: Change “should” to “must”
 - i. Context 516: “If the appointment letter allows credit towards tenure or promotion for work done before starting at WVU, the credited work also must be included in the cumulative pre-promotion report.”
 - ii. Context 527: “If the appointment letter allows credit towards promotion for work done before starting at WVU, and the work was done during the period covered by the report, then the credited work also must be included in the cumulative pre-promotion report.”
 - iii. Context 1140: “The Department Chair must consider any comments provided by the faculty candidate, but is not obligated to eliminate a potential evaluator simply because the candidate has objected.”
 - iv. These were already mandatory requirements, so should was incorrectly used.

5. Rename Units

- a. Lines 667-673, 687-688
- b. Rename “World Languages, Literatures, and Linguistics” to “World Languages Programs”
- c. Change number of Natural Sciences and Social Sciences Subcommittees to 6 from 7
- d. Rename “Mathematics” to “School of Mathematical and Data Sciences”
- e. Remove “and Statistics”
- f. Remove “Public Administration”

6. Other changes

- a. Lines 565, 782, 1064: Change “termination” to “non-continuation” to align with University terminology
- b. Line 865: Change “Beginning in the 2015-16 academic year, appointment” to “Appointment”
 - i. Context: “Appointment letters for faculty members with grant expectations require the faculty member to develop a pursuit of external research grants that is kept in the digital evaluation file.”
 - ii. Reference to 2015-16 is no longer required and should be removed; guideline is not changed substantively.