

ANTHONY GRAHAM, PH.D.



PROVOST AND VICE CHANCELLOR  
FOR ACADEMIC AFFAIRS

## MEMORANDUM

**TO:** WSSU Tenured, Tenure-Track, Clinical, and Non-Tenure Track Faculty

**FROM:** Anthony Graham, Ph.D.  
Provost and Vice Chancellor for Academic Affairs

**DATE:** Monday, August 5, 2024

**RE:** **Guidelines for Promotion and Tenure Applications and Reappointment and Non-Reappointment Recommendations**

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This memorandum is a notification for Tenure Application and Reappointment, and Non-reappointment schedule and expectations for the 2024-2025 cycle. Find attached the timeline for promotion and tenure applications as well as for reappointment applications. Please note that all applications for tenure and promotion will be submitted using Faculty Success and all reviews will occur in this electronic portal.

My office has received notification from faculty who intend to apply for tenure and/or promotion. We have contacted those faculty and reminded them that they will receive notification from Watermark to submit their application in Faculty Success. If you are a faculty member planning to apply for tenure and/or promotion and have not notified the Office of Faculty Affairs of your intention, please contact Faculty Affairs at [facultyaffairs@wssu.edu](mailto:facultyaffairs@wssu.edu) as soon as possible. Please make sure that you have your teaching, research and service activities entered into Activity Insight before submission of application.

Please note that all tenure and promotion decisions are effective July 1, 2025.

### **Promotion and Tenure Applications**

Please review the attached timeline for promotion and tenure applications and continue to adhere to the policies and regulations that govern the contracts signed at hire per the faculty handbook (Chapter 4, Section XIII). The Faculty Handbook is located on the [Office of Faculty Affairs](#) page of the WSSU website.

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Find below specific procedures from the Faculty Handbook, Chapter 4, Section IV.B:

- Each department and school/college will provide a copy of the criteria for promotion and Permanent Tenure to each Faculty Member, Promotion and Tenure Committee, and to the Office of the Provost at the beginning of each academic year (by September 15). The criteria will address teaching, research/scholarly or creative activity, and service (department, university, community, profession) and other factors used in making promotion/Permanent Tenure decisions. **The Office of Faculty Affairs will post these criteria on its website.**
- The application materials are sent electronically to the chair and the Senior Faculty for review. The Senior Faculty meets and discusses each application. The designated convener of the Senior Faculty records the vote (for, against, abstain, absent) taken by the Senior Faculty, records the justification for the vote in terms of strengths and weaknesses, and forwards the recommendation to the department chair.
- The department chair may provide separate recommendations and justifications for the vote in terms of strengths and weaknesses (in the areas of teaching, research/creative activity, and service) of each applicant and that of the Senior Faculty for promotion and/or Permanent Tenure and send to the dean for review and evaluation against the criteria.
- The dean shall forward all documentation and departmental recommendations for each applicant along with his or her recommendations and written justifications electronically to the Office of Faculty Affairs.
- The Office of Faculty Affairs will review all documents for completeness and reach out to the school or college as necessary prior to documents being submitted to the University Tenure and Promotion committee.
- The Office of Faculty Affairs shall electronically forward the applications and all supporting documents to the Tenure and Promotion Committee, which is composed of tenured Senior Faculty Members elected by the faculty for four-year, overlapping terms.
- The University Promotion and Tenure committee reviews matters of faculty concern and makes recommendations to the provost, who reviews them with the chancellor for final decision.
- Notification to the Faculty Member will be provided at every level by the Senior Faculty, department chair, dean, Tenure and Promotion Committee, Provost, and Chancellor at the time the decision is made. The notification available in Faculty Success shall contain the decision and the rationale for the decision in terms of strengths and weaknesses of the application in the areas of teaching, research, and/or service (See Section IV.A of the Faculty Handbook).

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To reduce the amount of material submitted as part of the application process, please adhere to the following guidance:

1. Respond to the email from Watermark and log into Faculty Success
2. Review the automatic generated application for review and submit evidence of teaching, research, and service activities per the attached timeline using the Faculty Success workflow electronic submission process. The submission portal will open in mid-July for applicants.

Please note that applications for promotion and/or tenure are accepted for review and action once per year in the fall term as outlined above.

Please make sure that you have your teaching, research and service activities entered into Activity Insight in Faculty Success before submission of application.

3. The electronic submissions using Faculty Success should contain exhibits of the effectiveness of teaching, research/scholarly activities, and service activities. Exhibits should include the following: philosophy of teaching; methods and strategies of teaching; special contributions to course and curriculum development; effectiveness in academic advising; summary of research/scholarly or creative activity, university service, and public service activities; abstracts of research activity; letters of support; and a current curriculum vitae. Two attached documents provide guidance for the dossier submission. "Personal Dossier Guidelines" and "The Dossier Presentation".

### **Reappointment and Non-Reappointment Recommendations**

The reappointment timeline is attached. All reappointments decisions will be considered in the spring 2024 reappointment cycle in Faculty Success.

Specific reappointment procedures (Chapter 4, Section IV.A):

- The Senior Faculty should meet to review the appointment, reappointment, promotion and/or Permanent Tenure of faculty in the department and shall forward their recommendation to the department chair.
- The Senior Faculty's recommendation for appointment or reappointment shall include the vote count (number for, against, abstain, absent) and written reasons for recommendation. The Chair of departments and the Senior Faculty's recommendation for reappointment shall be sent to the dean.
- The dean shall forward his/her recommendation to the Provost, who shall inform the Chancellor of his/her decision to recommend reappointment of the Faculty Member.

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- The decision of the provost is final but is subject to review by the Faculty Hearing Committee on Discharge and Non-reappointment, if the Faculty Member believes the decision was based on Impermissible Grounds or Material Procedural Irregularities.
- For tenure track appointments, written notification to the Faculty Member will be provided at every level by the Senior Faculty, department chair, dean, Tenure and Promotion Committee (formerly Faculty Personnel Committee), provost, and chancellor at the time the decision is made. The notification shall contain the decision and the rationale for the decision in terms of strengths and weaknesses of the application in the areas of teaching, research, and/or service.
- **See the *Faculty Handbook* (Chapter IV, Section III.B) regarding reappointment notice for all tenure track and non-tenure track appointments.**

Thank you for helping us maintain a Promotion and Tenure, Reappointment and Non-Reappointment process that is supportive of faculty excellence.

Cc: Dr. Manju Bhat, Dean, College of Arts, Sciences, Business and Education (CASBE)  
Dr. Leslee Battle, Dean, School of Health Sciences (SOHS)  
Dr. Kathy Stitts, Associate Provost and Dean, University College  
Dr. Montrale Boykin, Interim Dean, Graduate Studies  
Dr. Frank Ingram, Associate Provost, Academic Budget and Faculty Affairs  
Dr. Jack Monell, Provost Fellow, Faculty Affairs

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