

# GFO Campus Council on Promotion, Tenure and Faculty Affairs Reference Manual

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# University of Washington Bothell General Faculty Organization Bylaws

## ARTICLE VI CAMPUS COUNCIL ON PROMOTION, TENURE AND FACULTY AFFAIRS

### Section 1. Responsibilities

A. Promotion and tenure: The Campus Council on Promotion, Tenure and Faculty Affairs, as an elected council of the UW Bothell faculty, shall advise the Chief Academic Officer on cases involving promotion and tenure of the faculty in accordance with Sections [24-54C](#) and [25-41B](#) of the UW Handbook, and on appointments when consultation is needed. In formulating its advice on promotion and tenure, it is directed to study the whole record of candidates in accordance with the broad criteria established in the UW Handbook. It shall also be the responsibility of the Campus Council on Promotion, Tenure and Faculty Affairs to review and, if necessary, propose changes to policies and procedures related to campus-level implementation of University appointment, promotion, and tenure policy in accordance with Section [13-23A.5](#) and [13-31A.4](#) and A.5. of the UW Handbook. Proposed changes shall be referred to the GFO Executive Council, which shall determine whether to refer the proposed changes to the GFO for approval.

B. Faculty affairs: The Campus Council on Promotion, Tenure and Faculty Affairs shall serve as deliberative and advisory body to the GFO Executive Council on all matters of policy relating to the interests of the faculty of UW Bothell, including salaries, professional leave, mentoring, professional development, and standards of academic performance. Within this area of jurisdiction, the Campus Council on Promotion, Tenure and Faculty Affairs

1. shall provide advice and information as requested by the GFO Chair and GFO Executive Council.
2. may on its own initiative prepare proposals or resolutions for submission to the GFO Executive Council;
3. may appoint such *ad hoc* committees as may be required for the effective pursuit of its work;
4. may request such information and assistance as may be required in the effective pursuit of its work;
5. shall submit to the GFO Chair any report for transmission to the GFO Executive Council.

### Section 2. Membership

The membership of the Campus Council on Promotion, Tenure and Faculty Affairs shall consist of seven tenured voting faculty members. Each program not part of a school or college shall be entitled to at least one representative; should they be established by the Board of Regents, schools and colleges shall each be entitled to at least one representative. The Chancellor and academic Vice Chancellor are not eligible for membership. Deans of schools and colleges are not eligible for membership. Members will be elected for a term of two years and can be elected for a maximum of three consecutive terms, at which point a member cannot be re-elected for one full year. The chair will be elected by its members and will serve for one academic year (September 16 through June 15), unless re-elected. The term of all other members shall begin September 16 in the year of their election and end June 15 two years later.

Nominations and election of the Campus Council on Promotion, Tenure and Faculty Affairs shall be conducted annually in the Spring Quarter to replace members whose term expires with the current academic year. The first election shall be held Spring Quarter 2007 to replace the members of the current Faculty Council on Promotion and Tenure whose term expires June 15, 2007, and to elect an additional member to bring the total council membership to seven. Members whose term expires in 2008 shall have the option of continuing in the new Campus Council on Promotion, Tenure and Faculty Affairs. Elections of four and three members shall be conducted in alternating years to maintain the total membership at seven. Special elections may be held to fill seats vacated by faculty before the end of their terms.

No later than Fall Quarter 2009, the Campus Council on Promotion, Tenure and Faculty Affairs shall conduct a review of these procedures, practices, and policies and shall propose recommended changes to the GFO Executive Council.

For purposes of representation on the Campus Council on Promotion, Tenure and Faculty Affairs, there shall be two rounds of election:

1. First election: [campus-wide primary election]

- (a) The chair of the GFO shall distribute to all voting faculty members a secret ballot containing the names of all eligible UW Bothell professors.
- (b) Each voting faculty member votes for as many candidates as there are open positions.
- (c) Each voting faculty member shall only cast a maximum of one vote per candidate.
- (d) A designated staff representative of the GFO office will collect the ballots and count the first round tally, which shall not be released.

2. Second election: [campus-wide election using the slate of nominees from the first election]

- (a) The chair of the GFO shall distribute to all voting faculty members a second secret ballot containing the names of twice the number of eligible faculty as the number of open positions.
- (b) The names on the ballot will be drawn from those who received the highest number of votes in the first election and who have agreed to have their names placed on the second ballot.
- (c) Each voting faculty member may cast as many votes as the number of open positions.
- (d) Each voting faculty member shall only cast a maximum of one vote per candidate.
- (e) The election will be decided by plurality vote, consistent with the requirement that each program, school, and college have at least one representative. In case of a tie, there will be a run-off election.

Section 3. Members of the Campus Council on Promotion, Tenure and Faculty Affairs shall recuse themselves from promotion and tenure cases originating from within their own programs.

## CCPTFA Policy on Conflict of Interest

**Conflict of Interest**, with respect to promotion and tenure, is a situation in which a faculty member has a relationship that impairs or might appear to impair an objective review of a case.

Relationships, which can give rise to conflicts of interest or the appearance of conflicts of interest include, among others, professional relationships created by joint publishing, grants, and research activities.

Members of the CCPTFA who have a conflict of interest will recuse themselves and not participate in the consideration of that individual for promotion or tenure.

2/15/11

# Faculty Code and Governance

## Faculty Code

### Chapter 24

#### Section 24–31 General Appointment Policy

The principal functions of a university are to preserve, to increase, and to transmit knowledge. Its chief instrument for performing these functions is its faculty, and its success in doing so depends largely on the quality of its faculty. The policy of this University should be to enlist and retain distinguished faculty members with outstanding qualifications.

*Section 13–31, April 16, 1956 with Presidential approval.*

#### Section 24–32 Scholarly and Professional Qualifications of Faculty Members

The University faculty is committed to the full range of academic responsibilities: scholarship and research, teaching, and service. Individual faculty will, in the ordinary course of their development, determine the weight of these various commitments, and adjust them from time to time during their careers, in response to their individual, professional development and the changing needs of their profession, of their programs, departments, schools and colleges, and the University. Such versatility and flexibility are hallmarks of respected institutions of higher education because they are conducive to establishing and maintaining the excellence of a university and to fulfilling the educational and social role of the institution.

- A. Scholarship, the essence of effective teaching and research, is the obligation of all members of the faculty. The scholarship of faculty members may be judged by the character of their advanced degrees and by their contribution to knowledge in the form of publication and instruction; it is reflected not only in their reputation among other scholars and professionals but in the performance of their students.
- B. The creative function of a university requires faculty devoted to inquiry and research, whose attainment may be in the realm of scholarly investigation, in constructive contributions in professional fields, or in the creative arts, such as musical composition, creative writing, or original design in engineering or architecture. While numbers (publications, grant dollars, students) provide some measure of such accomplishment, more important is the quality of the faculty member's published or other creative work.

Important elements in evaluating the scholarly ability and attainments of faculty members include the range and variety of their intellectual interests; the receipt of

grants, awards, and fellowships; the professional and/or public impact of their work; and their success in directing productive work by advanced students and in training graduate and professional students in scholarly methods. Other important elements of scholarly achievement include involvement in and contributions to interdisciplinary research and teaching; participation and leadership in professional associations and in the editing of professional journals; the judgment of professional colleagues; and membership on boards and committees.

- C.** The scope of faculty teaching is broader than conventional classroom instruction; it comprises a variety of teaching formats and media, including undergraduate and graduate instruction for matriculated students, and special training or educational outreach. The educational function of a university requires faculty who can teach effectively. Instruction must be judged according to its essential purposes and the conditions which they impose. Some elements in assessing effective teaching include the ability to organize and conduct a course of study appropriate to the level of instruction and the nature of the subject matter; the consistency with which the teacher brings to the students the latest research findings and professional debates within the discipline; the ability to stimulate intellectual inquiry so that students develop the skills to examine and evaluate ideas and arguments; the extent to which the teacher encourages discussion and debate which enables the students to articulate the ideas they are exploring; the availability of the teacher to the student beyond the classroom environment; and the regularity with which the teacher examines or reexamines the organization and readings for a course of study and explores new approaches to effective educational methods. A major activity related to teaching is the instructor's participation in academic advising and counseling, whether this takes the form of assisting students to select courses or discussing the students' long-range goals. The assessment of teaching effectiveness shall include student and faculty evaluation. Where possible, measures of student achievements in terms of their academic and professional careers, life skills, and citizenship should be considered.
- D.** Contributions to a profession through published discussion of methods or through public demonstration of an achieved skill should be recognized as furthering the University's educational function.
- E.** The University encourages faculty participation in public service. Such professional and scholarly service to schools, business and industry, and local, state, national, and international organizations is an integral part of the University's mission. Of similar importance to the University is faculty participation in University committee work and other administrative tasks and clinical duties. Both types of service make an important contribution and should be included in the individual faculty profile.

- F. Competence in professional service to the University and the public should be considered in judging a faculty member's qualifications, but except in unusual circumstances skill in instruction and research should be deemed of greater importance.

*Section 13–31, April 16, 1956; S–A 58, May 16, 1978; S–A 64, May 29, 1981; S–A 71, February 5, 1985; S–A 75, April 6, 1987; S–A 86, December 8, 1992; S–A 99, July 9, 1999: all with Presidential approval.*

***POLICIES AND PROCEDURES***  
***UWB CAMPUS COUNCIL ON PROMOTION AND TENURE AND FACULTY***  
***AFFAIRS***  
***(May 2009)***

**Section 24-54. Procedure for Promotions**

Each member of the faculty below the rank of professor shall be considered annually for possible promotion. The procedure described below shall be followed.

- A. The voting members of the appropriate department (or undepartmentalized college or school) who are superior in academic rank to the person under consideration shall decide whether to recommend the promotion. Research faculty shall be considered by voting members of the appropriate department, or undepartmentalized college or school, who are superior in academic rank to the person under consideration. In this decision they shall take into account the qualifications prescribed in Sections [24-32](#), [24-33](#), [24-34](#), and [24-35](#) for the various academic ranks. Promotion shall be based upon the attainment of these qualifications and not upon length of service. In arriving at recommendations for promotion, faculty, chairs, and deans are directed to study the whole record of candidates' qualifications described in Section [24-32](#).
- B. The record of the candidate being considered for promotion shall be assembled following the guidelines of the candidate's college and unit. The candidate is responsible for assembling the promotion record, which shall include a self-assessment of the candidate's qualifications for promotion. External letters of review shall be kept confidential from the candidate.

For departments (or college/school if undepartmentalized) where an initial report and/or recommendation on the qualifications of the candidate for promotion is produced by a subcommittee of the faculty senior in rank, the report shall be written. The department chair (or chair's designee or the dean of an undepartmentalized school or college, or the dean's designee) shall provide the candidate with a written summary of the committee's report and recommendation. For purposes of confidentiality, all names shall be omitted and vote counts may be omitted from the candidate's summary. The candidate may respond in writing within seven calendar days. The chair or dean shall forward the candidate's response, if any, together with the committee's report to the voting faculty.

The voting faculty of the candidate's department (or college/school is undepartmentalized) superior in rank to the candidate shall then meet to discuss the candidate's record and to vote on the promotion question.

The department chair (or the chair's designee or the dean of an undepartmentalized school or college or the dean's designee) shall write a formal report of these proceedings for the candidate, summarizing the discussion and recommendation. For purposes of confidentiality, all names shall be omitted and vote counts may be omitted from this report. The candidate may then respond in writing to the department chair (or dean in an undepartmentalized school or college) within seven calendar days.

If this recommendation is a departmental one, and is favorable, or if the promotion decision is mandatory, or if the candidate has written a response to the departmental vote, the chair shall transmit all documents produced in this promotion process to the appropriate dean, with his or her independent analysis and recommendation.

- C. The dean shall be advised by a committee or council of the college or school. This advisory group, elected by the faculty of the college or school, shall consider each case presented to it and submit its recommendations with reasons therefore to the dean. In a departmentalized school or college, when a candidate for promotion is under consideration, any member of the committee or council who is also a member of the candidate's department may be excused.
- D. After receiving the recommendation of this committee or council the dean shall decide the matter, and if the decision is favorable shall transmit his or her recommendation to the President.

*Section 13-31, April 16, 1956; S-A 22, April 18, 1958; S-A 59, April 23, 1979; S-A 64, May 29, 1981; S-A 81, January 30, 1990; S-A 94, October 24, 1995, S-A 100 April 25, 2000: all with Presidential approval. [See Footnote #1 on Documentation following Section 24-57]*

### **Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations**

All procedures regarding promotion, merit-based salary, and tenure considerations outlined in the relevant sections of the *Faculty Code* must be followed. Open communication among faculty, and between faculty and administration, must be maintained in order to insure informed decision making, to protect the rights of the individual and to aid the faculty in the development of their professional and scholarly careers.

Each faculty member must be allowed to pursue those areas of inquiry which are of personal scholarly interest; at the same time, however, each faculty member must be informed of the expectations a department holds for him or her and of the manner in which his or her activities contribute to the current and future goals of the department, school, college, and University. In order to enable the faculty member to establish priorities in the overall effort of professional career development and to fulfill the University's obligations of fair appraisal and continual monitoring of faculty development, the following procedural safeguards shall be adopted in each department, school, or college.

#### **A. Assessment of Teaching Effectiveness**

To implement the provision stipulated in Section [24-32.C](#), the standardized student assessment of teaching procedure which the University makes available may be used for obtaining student evaluation of teaching effectiveness, unless the college, school, or department has adopted an alternate procedure for student evaluation, in which case the latter may be used. Each faculty member shall have at least one course evaluated by students in any academic year during which that member teaches one or more courses. The teaching effectiveness of each faculty member also shall be evaluated by colleagues using procedures adopted within the appropriate department, school, or college.

The collegial evaluation of teaching effectiveness shall be conducted prior to recommending any renewal of appointment of a faculty member. For faculty at the rank of instructor or assistant professor the collegial evaluation shall be conducted every year. For faculty at the rank of associate professor or professor the collegial evaluation shall be conducted at least every three years. A written report of this evaluation shall be maintained and shared with the faculty member.

#### **B. Yearly Activity Report**

Each department (or undepartmentalized college) shall adopt a suggested format by which each faculty member will have the opportunity to provide information on professional activities carried out during the prior year. These reports shall be prepared in writing by each faculty member and

submitted to the chair (or dean) in a timely fashion each year, and shall be used as reference and as a source of information for consideration of promotion, merit salary, or tenure. These forms shall be used as evidence for recommendations of promotion, merit salary, or tenure. Such information may be updated by a faculty member at any time during the academic year.

#### C. Regular Conference with Faculty

Each year the chair, or where appropriate the dean or his/her designee, shall confer individually with all lecturers and assistant professors. The chair (or dean or his/her designee) shall confer individually with the Associate Professors at least every two years, and with the Professors at least every three years. The purpose of the regular conference is to help individual faculty members plan and document their career goals. While the documentation of those goals will be part of the faculty member's record for subsequent determinations of merit, the regular conference should be distinct from the merit review pursuant to Section 24-55.

At each such conference, the chair, dean, or his/her designee, and the faculty members shall discuss 1) the department's present needs and goals with respect to the department's mission statement and the faculty member's present teaching, scholarly and service responsibilities and accomplishments; 2) shared goals for the faculty member's teaching, scholarship and service in the forthcoming year (or years, as appropriate) in keeping with the department's needs and goals for the same period; and 3) a shared strategy for achieving those goals.

The chair, dean, or his/her designee and the faculty member shall discuss and identify any specific duties and responsibilities expected of, and resources available to, the faculty member during the coming year(s), taking into account the academic functions described in Section 24-32. The chair, dean or his/her designee should make specific suggestions, as necessary, to improve or aid the faculty member's work.

#### D. Documentation

The chair, dean or his/her designee, shall, in a timely manner, document in writing, with a copy to the faculty member, that such conferences occurred, and shall list the subject matter discussed.

This conference document shall also articulate in sufficient detail the discussed commitments and responsibilities of the faculty member for the coming year(s) and how these commitments and responsibilities are consistent with institutional standards for promotion and tenure as defined in Chapter 24.

Should the faculty member not agree with the summary or statements in this conference document, he or she shall indicate so in writing. The failure of a faculty member to object in writing to the chair's (or dean's) conference document within ten days of receiving it (unless upon the faculty member's request and for good cause the period is extended by the chair or dean) shall constitute his or her official acceptance of its terms and conditions.

If the faculty member disagrees with the conference document, the chair (or dean) shall either withdraw it and issue a revised one to which both parties can agree, or reaffirm the accuracy of the original conference document.

In the event the faculty member disagrees with the resulting conference document, the chair of the faculty member's department (or dean of an un-departmentalized school or college) shall

appoint an *ad hoc* committee comprised of three department (or school/college) faculty superior (or in the case of full professors, equal) in rank to the faculty member, or faculty members from the Conciliation Board, and selected in the following manner. The faculty member and the chair, or dean, shall each select one member of the *ad hoc* committee and those two members shall select the third member. At its earliest convenience, the *ad hoc* committee shall review fully the records relating to the conference, meet with the faculty member, and meet with the chair, dean, or his/her designee.

The chair, dean, or his/her designee, and the faculty member shall then meet with the *ad hoc* committee to discuss the issues, with the purpose of achieving a resolution. In the event resolution is not achieved, the committee shall, in a timely manner, report in writing the results of its review to the faculty member, to his or her department chair or dean, and to the designee, if any. The committee's report and advice, if any; the faculty member's written response, if any; the response by the chair, dean, or his/her designee, if any; and any agreement between the faculty member and chair, dean, or his/her designee shall be incorporated into a written report that shall be placed in the faculty member's personnel file.

A faculty member's record upon the stated duties and responsibilities in the conference document will be assessed in accordance with Section [24-55](#). Nothing in Section 24-57 is intended to alter the institutional standards for promotion and tenure as defined in Chapter 24.

*S-A 64, May 29, 1981; S-A 79, May 31, 1989; S-A 99, July 9, 1999; S-A 107, June 20, 2002: all with Presidential approval.*

### **Footnote #1: Documentation for Recommendations for Promotions, Tenure, and Merit Increases**

In submitting to the President's Office a recommendation for promotion in rank or the granting of tenure or merit salary increase, the dean of the school or college is requested to present a detailed documentation of the recommendation. The primary data would originate from the department. Faculty and chairpersons are directed to give careful attention to all phases of the candidate's service to the school or college and the University. Characteristic types of contributions to the University are described in the following terms:

*Teaching.* An essential qualification for the granting of tenure or for promotion is the ability to teach effectively. Some elements in assessing effective teaching are: the ability to organize and conduct a course appropriate to the level of instruction and the nature of the subject matter; the consistency with which the teacher brings to the classroom the latest research findings and professional debates within the discipline; the ability to stimulate intellectual inquiry so that students develop the skills to examine and evaluate ideas and arguments; the extent to which the teacher encourages discussion and debate within the course to enable students to articulate the ideas they are exploring; the availability of the teacher to the students beyond the classroom environment; the regularity with which the teacher examines or re-examines the organization and readings for a course and explores new approaches to effective educational methods. A major activity related to teaching is the instructor's ability to participate in academic advising and counseling, whether this takes the form of assisting students select courses or discussing the students' long-range goals. The faculty member's concern for the progress and well being of the students is an inseparable adjunct to the classroom.

*Research.* All members of the faculties must demonstrate scholarly ability and attainments. Their qualifications are to be evaluated on the quality of their published and

other creative work, the range and variety of their intellectual interests, their success in training graduate and professional students in scholarly methods, and their participation and leadership in professional associations and in the editing of professional journals. Attainment may be in the realm of scholarly investigation in the realm of constructive contributions in professional fields, or in the realm of the creative arts.

*Service.* The scope of the University's activities makes it necessary for members of the staff to engage in many activities outside of the fields of teaching and research. These may include participation in University committee work and other administrative tasks, clinical duties, and special training programs. The University recognizes the value of its staff in rendering these internal services as well as extramural professional services to schools, to industry, and to local, state and national organizations.

*Other Considerations.* In arriving at recommendations for promotion or tenure, faculty and chairpersons are directed to study the whole record of candidates. To warrant recommendation for the granting of tenure or for promotion in the professorial ranks, a candidate must have shown outstanding ability in teaching or research, an ability of such an order as to command obvious respect from colleagues and from professionals at other universities; and substantial contribution in other phases. The qualifications of teaching and research must remain unequivocally the central functions of the faculty, but administrative and other internal and extramural professional services must also be recognized.

The factors with reference to the granting of tenure or for promotion thus far mentioned have to do with the qualifications of the candidate as an individual and may be regarded as the intrinsic factors. Consideration must also be given to the way in which the candidate will fit into the present and foreseeable future of the department. Does there appear to be a place for a candidate with these special interests? Will a given candidate help to bring the department into balance or throw it out of balance? It does happen that individuals whose performance would otherwise warrant the granting of tenure should not, and cannot, become tenured here because the special nature of staff requirements in the department makes it impractical.

*Executive Order No. 45 of the President, June 1, 1972 (formerly University Memorandum No. 70, June 15, 1964); revised March 21, 1978; April 20, 1979*

# MEMORANDUM

March 9, 2011

TO: UW Bothell Faculty Colleagues

FROM: Susan Jeffords  
Vice Chancellor for Academic Affairs

SUBJECT: Calendar for Promotion and Tenure Process – AY 2011-2012

I am writing to commence the promotion and tenure review process for 2011-2012. Per the *University Handbook*, each member of the faculty below the rank of professor shall be considered annually for possible promotion. UW Bothell faculty eligible for promotion include the Assistant and Associate Professor and Lecturer ranks. Reviews for Assistant Professors in their 6<sup>th</sup> year are mandatory, while "early" promotions to the Associate Professor level, recommendations to the Professor level, and recommendations to Lecturer ranks are considered non- mandatory. The timelines for mandatory and non-mandatory reviews differ.

Attached you'll find two timelines specific to UW Bothell, 1) timeline for mandatory reviews, and 2) timeline for non-mandatory reviews. These timelines serve as a general guide for UW Bothell's process and to detail the actions taken at various stages in accordance with [Chapter 24-54](#) of the *University Handbook*.

It is particularly important to note that the first step in either review process is to notify your program director of your desire to seek review. This notice must occur by March 31, 2011. UWB faculty members planning for either mandatory or non-mandatory review should carefully review the University policy and schedule of requirements as soon as possible and direct any questions to my office.

Attachments (2)

**UW BOTHELL  
PROMOTION & TENURE TIMELINE  
2011 - 2012**

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**MANDATORY REVIEW: Assistant Professor to Associate Professor with Tenure**

<b>DUE DATES</b>	<b>ACTION/PROCESS</b>
Winter Quarter	Notification from Vice Chancellor for Academic Affairs (VCAA) to all faculty regarding mandatory and non-mandatory promotion review process.
<b>Spring Quarter 2011</b>	
March 31	Faculty member notifies program director of desire to be considered for promotion and tenure.
April 15	Program director and candidate meet to discuss process and procedures including potential review committee membership. Candidate provides program director with a list of three to five qualified external reviewers (faculty from outside the University of Washington campus system) who may be selected to referee their materials and write letters to the review committee.
May 3	Program director selects review committee of senior faculty, informs candidate of committee member's names, and schedules the first meeting. Initial draft of portfolio is completed and sent to committee.
May 17	First meeting of the review committee is held. The candidate may join the committee for a portion of the meeting to receive feedback regarding the portfolio. The overall review process is discussed and timelines established. External reviewers are identified and a list of five individuals is sent to the program director.
May 31	Program director solicits participation of external reviewers.
June 15	Letters and review materials sent to external reviewers.
<b>Summer Quarter 2011</b>	
September 1	Candidate finalizes portfolio and submits to program director.
September 1	External reviews are completed and returned to the program director.
<b>Autumn Quarter 2011</b>	
September 16	All final materials including the external review letters are sent to the candidate's review committee.
October 7	The committee's review is completed and the committee chair writes a report of the review to the program director. A written summary of the report and the committee's recommendation is provided by the program director to the candidate without names of external reviewers and vote counts.

October 14	The candidate acknowledges in writing within seven calendar days receipt of the report and may choose at that time to provide a written response to the report.
October 21	A copy of the candidate's acknowledgement and/or response is included with the candidate's portfolio for review by program faculty senior in rank and eligible to vote before the program discussion and promotion vote occurs. The eligible faculty meet to consider the candidate's review committee's recommendation and to vote. Following the program discussion and vote, the program director or prepares a summary of the discussion and recommendation and provides this summary to the candidate without names and vote counts.
October 28	The candidate acknowledges in writing within seven calendar days receipt of the report and may choose at that time to provide a written response to the report.
November 4	The program director writes a letter and an independent recommendation to the VCAA. The portfolio containing originals of all required elements is forwarded to the VCAA. The program director provides the VCAA with access to the candidate's electronic file and in turn the VCAA provides access to the Campus Council.
November 23	The Campus Council reviews the materials and submits a written review and recommendation to the VCAA.
December 1	The VCAA reviews the materials and consults with the Chancellor to determine a recommendation to the Provost.
December 15— <b>DUE DATE</b>	The original plus one copy of the portfolio is forwarded with the VCAA's recommendation to the Provost's Office.
<b>Winter/Spring Quarter 2012</b>	
Winter Quarter	The Provost completes a review and forwards the final recommendation to the Board of Regents.
Spring Quarter	Letter from the President confirming tenure/promotion.
<b>Salary and Title Adjustments for 2012-2013</b>	
July 1	Salary and title adjustments made effective for 12-month faculty
September 16	Salary and title adjustments made effective for 9-month faculty.

# UW BOTHELL

## PROMOTION & TENURE TIMELINE

### 2011-2012

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**NON-MANDATORY REVIEW: Associate Professor to Professor, Lecturer Full-Time (competitive recruitment) to Senior Lecturer, Senior Lecturer to Principal Lecturer, Awards of Tenure.** *Complete recommendations due to AHR by February 1.*

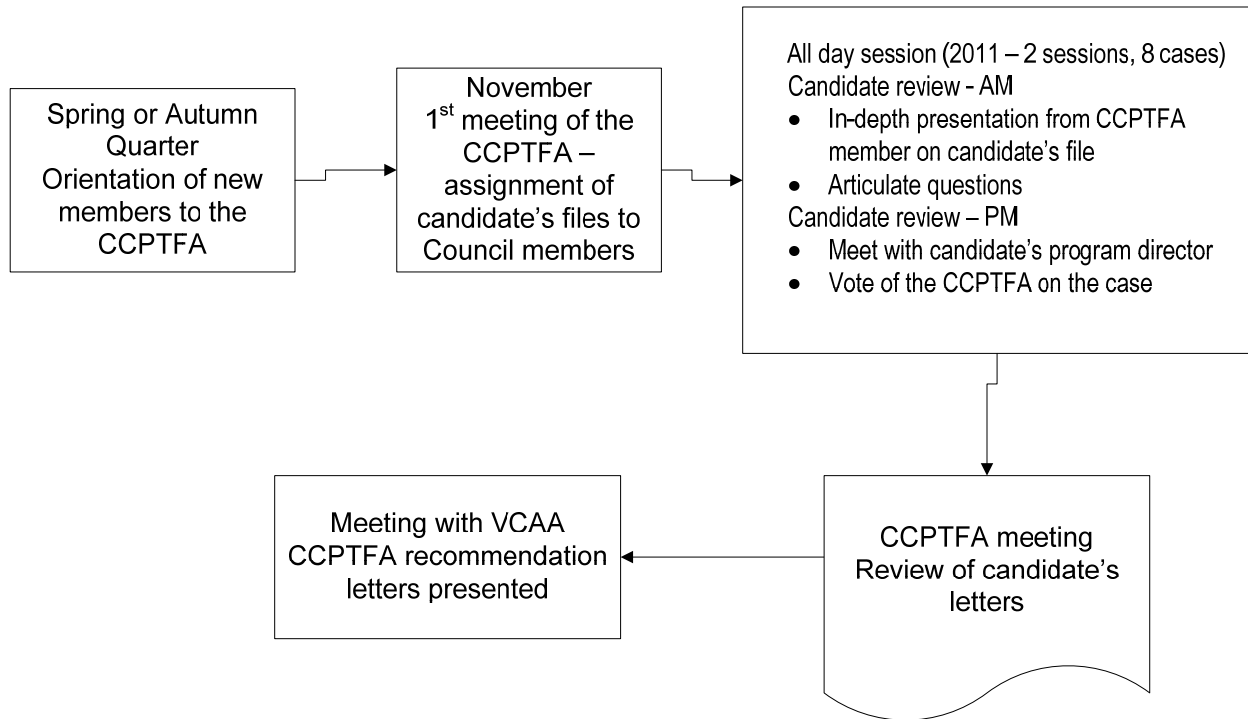
**EARLY REVIEW (prior to mandatory review year): Assistant Professor to Associate Professor with Tenure.** *Complete recommendations due to AHR by March 1.*

DATE	ACTION/PROCESS
Winter Quarter	Notification from Vice Chancellor for Academic Affairs (VCAA) to all faculty regarding mandatory and non-mandatory promotion review process.
<b>Spring Quarter 2011</b>	
March 31	Faculty member notifies the program director of desire to be considered for promotion.
April 15	Program director and candidate meet to discuss process and procedures including potential committee membership. Candidate provides program director with a list of three to five qualified external reviewers (faculty from outside the University of Washington campus system) who may be selected to referee their materials and write letters to the review committee.
May 3	Program director selects review committee of senior faculty, informs candidate of committee member's names and schedules the first meeting. Initial draft of promotion portfolio is completed and sent to committee.
May 17	First meeting of the review committee is held. The candidate may join the committee for a portion of the meeting to receive feedback regarding the portfolio. The overall review process is discussed and workload and timelines established. External reviewers are identified and a list of five individuals is sent to the program director.
May 31	Program director solicits participation of external reviewers.
June 15	Letters and review materials sent to external reviewers.
<b>Autumn Quarter 2011</b>	
September 16	External reviews are completed and returned to the program director.
October 7	Candidate's portfolio is finalized.
October 14	All final materials including the external review letters are sent to the candidate's review committee.
October 21	The committee's review is completed and the committee chair writes a report of the review to the program director. A written summary of the report and the committee's recommendation is provided by the program

	director or designee to the candidate without names of external reviewers and vote counts.
October 28	The candidate acknowledges in writing within seven calendar days receipt of the report and may choose at that time to provide a written response to the report.
November 4	<p>A copy of the candidate's acknowledgement and/or response is included with the candidate's portfolio for review by program faculty senior in rank and eligible to vote before the program discussion and promotion vote occurs. The eligible faculty meet to consider the candidate's review committee's recommendation and to vote. Following the program discussion and vote, the program director or designee prepares a summary of the discussion and recommendation and provides this summary to the candidate without names and vote counts.</p> <p><b>Special Note:*</b> Associate Professor to Full Professor Review <b>ONLY</b></p> <p><i>* For programs lacking a sufficient number of full professors (a minimum of three) to conduct a review of an application for promotion to Full Professor, the UW Bothell Committee of the Full Professors is used. This committee is advisory to the program director. (February 18, 2010. NOTE: this process has been under review by the EC and as of this date has not yet concluded. An update will be provided if and when the process is revised.)</i></p> <p>A copy of the candidate's acknowledgement and/or response to the review committee report is included with the candidate's portfolio for review by the Committee of Full Professors. The committee of Full Professors meets and votes on the promotion. Following the vote, the program director prepares a summary of the discussion and recommendation and provides this summary to the candidate without names and vote counts.</p>
November 14	The candidate acknowledges in writing within seven calendar days receipt of the reports and may choose at that time to provide a written response to the report.
December 1	The program director writes a letter and an independent recommendation to the VCAA. The portfolio containing originals of all required elements is forwarded to the VCAA. The program director provides the VCAA with access to the candidate's electronic file and in turn the VCAA provides access to the Campus Council.
<b>Winter Quarter 2012</b>	
January 6	The Campus Council reviews the materials and submits a written review and recommendation to the VCAA.
January 13	The VCAA reviews the materials and consults with the Chancellor to determine a recommendation to the Provost.
February 1 <b>DUE DATE</b>	The original plus one copy of the portfolio is forwarded to the Provost's Office.

<b>Provost Review/President's Letter</b>	
Winter Quarter	The Provost completes a review and forwards the final recommendation to the Board of Regents.
Spring Quarter	Letter from the President confirming promotion.
<b>Salary and Title Adjustments for 2011-2012</b>	
July 1	Salary and title adjustments made effective for 12-month faculty.
September 16	Salary and title adjustments made effective for 9-month faculty.

## CCPTFA Promotion and Tenure Review Process



## CCPTFA Dossier Review Process

### Steps in the Review Process

1. When a dossier is ready for review, the Vice Chancellor's Office will notify the chair of the CCPTFA of the location of the electronic file and the chair will notify the members of the CCPTFA. Notification will prompt the following actions:
  - a. The dossier will be scheduled for review.
  - b. Members of the CCPTFA who have a conflict of interest will notify the chair and will not attend meetings when the file is discussed.
  
2. At the first meeting when the file is discussed, members of the CCPTFA will be assigned specific files to in their entirety. The CCPTFA member responsible for the in-depth review will identify:
  - a. Questions and concerns,
  - b. Areas of laudatory performance,

*Please note that, even though specific members will complete completing an in-depth review of the candidate's dossier, voting members of the CCPTFA will also be responsible for reviewing the entire file.*

  - c. A full day meeting of the CCPTFA will be scheduled to conduct an in-depth review and discussion of the candidate's dossier, identify questions, and meet with the candidate's Program Director and if appropriate the P&T chair.
  - d. The meeting with the Program Director and if appropriate with the P&T Chair will provide an opportunity for the CCPTFA to clarify questions that it has and explore possible concerns.
  
3. At the end of the meeting with the Program Director and if appropriate with the P&T Chair, if no additional actions are necessary:
  - a. A member of the CCPTFA will be asked to draft the Council's letter to the Vice Chancellor.
  - b. The CCPTFA will discuss the case and vote
  
4. When the letter is drafted it will be circulated to members of the CCPTFA and if only minor corrections are necessary, the letter will be finalized. If there are concerns about the letter, the CCPTFA will meet to discuss and resolve the concerns.
  - a. Once the letter is finalized a meeting will be scheduled with the Vice Chancellor.
  - b. Members of the CCPTFA will sign the letter.
  - c. The CCPTFA will meet with the VCAA to discuss its recommendations and present its signed letter.

***POLICIES AND PROCEDURES***  
**UWB CAMPUS COUNCIL ON PROMOTION AND TENURE AND**  
**FACULTY AFFAIRS**  
(May 2009)

Procedure for Standing Committee for Promotion to Full Professor

When a program or other academic unit with responsibility for faculty promotion and tenure has fewer than three full professors eligible to vote on promotion cases, a Standing Committee shall be formed for that unit. This Standing Committee shall serve in the role of the senior faculty as described in Sec 24-54 A and B of the UW Handbook for promotion cases to the rank of full professor. The director of the academic unit, after consulting with its tenured faculty, shall make recommendations to the Vice Chancellor of Academic Affairs for appointments from outside their unit to the Standing Committee. This list of nominees submitted by the unit shall contain at least twice as many candidates as are required to form the Standing Committee. The Standing Committee as proposed by the VCAA would consist of the eligible full professors in the unit plus as many appointments from among the recommended nominees as would be required to achieve a membership of three voting faculty at full rank. Proposed appointments to a Standing Committee shall be reviewed for comment by the CCPTFA, after which the Standing Committee of full professors shall be appointed by the VCAA. Standing Committee members would serve for renewable three-year terms. At such a time that the number of full professors in a program increases sufficiently to make its standing committee unnecessary, the VCAA would act to disband it. If during the course of an academic year, resignations or leaves would reduce the standing committee membership below the necessary three voting members, the VCAA would act to reinforce it with new appointees by the above procedures.

Procedure for Review of Cases

The candidate's Program Director or a designee presents the case to the CCPTFA and is then available to answer any questions by members of the Council. It is useful to have the Director's perspective, since he or she is more likely to be able to put the candidate's contributions in the largest possible context. After the committee has met with the Program Director or his/her designee, discussed the case among themselves, and voted, the Council will invite the VCAA to hear the committee summarize its discussion and answer his/her questions.

Voting on cases

UWB CCPTFA members from the candidate's program will participate in deliberation except in cases of conflict of interest. Members of the CCPTFA will abstain from CCPTFA vote, having had the opportunity to vote at the program faculty level.

Documentation of Campus Council Advice

The Chair of the CCPTFA writes a letter to the VCAA for each case, summarizing the advice of the Council. To ensure that the members are in agreement with the language used in the letter, all CCPTFA members will be copied. When appropriate, a minority letter may be composed by CCPTFA members and forwarded to the Vice Chancellor along with the summary letter.

CCPTFA Policy and Procedure Review and Recommendation

Campus Council policies and procedures will be reviewed in their entirety every five years.

## APPENDIX A

(Procedure adopted 1991, not in effect)

### **BRANCH CAMPUS PROMOTION AND TENURE: GUIDELINES FOR IMPLEMENTING THE PROVISIONS OF THE HANDBOOK OF POLICIES FOR UW BRANCH CAMPUSES**

This document outlines guidelines for implementing the Handbook of Policies, University of Washington Branch Campuses, regarding promotion and tenure reviews and decisions. Included are procedures for external review of scholarship, as defined in the Handbook, Chapter 1, Sections II.A, II.B, and II.C.

This set of procedures is to be put in place for a period of three years. At the end of that time, the faculty will have an opportunity to evaluate how well the system is functioning and may propose a different set of procedures.

#### I. Requesting a Review Committee

- A. At any time, professors of junior rank may ask that the Program Director form a committee to help guide them in preparing for the review for tenure and/or promotion. At the latest, such a committee must be formed by the end of the fifth contract year.
- B. In requesting that a review committee be formed, candidates are encouraged to write a letter summarizing and describing their record in all areas of professional accomplishment (including service) and identifying the fields or traditions to which their scholarship relates most closely. The Program Director will rely on this information in selecting the members of the review committee, and the letter itself will become part of the candidate's file. As indicated in the Handbook, Chapter 1, Section XIII, candidates may write additional letters for inclusion in their files at any time in order to update information in the original letter.

#### II. Composition and Function of the Review Committee

- A. The Program Director, in consultation with the candidate, will appoint members for a review committee for each candidate. At least two of the members of the committee must be members of the candidate's own campus faculty (that is, Bothell or Tacoma). Each committee will have no fewer than three and no more than five members, all senior in rank to the candidate. The Program Director will select members from the branch campus faculties and/or from the Seattle faculty, drawing members from disciplines closely related to the discipline(s) of the candidate. Whenever possible, a majority of members on the committee will be from the branch campus faculties. At the time this committee is formed, the Program Director will inform the candidate in writing of the committee membership.
- B. The review committee will advise the candidate, guide the candidate in applying for promotion and tenure, and assist in the assembling of appropriate documentation. The items to be collected in the candidate's file include the candidate's letter to the Program Director, teaching evaluation materials from branch campus teaching, letters from referees evaluating the candidate's scholarship and/or reviews of the candidate's creative work (see below), copies of demonstrations of scholarship, such as copies of all publications, and other dossier items listed in the guidelines for promotion and tenure review in the College of Arts and Sciences of the University of Washington.

The review committee does not have the power to prevent a candidate from proceeding with the review process.

- C. After all materials have been assembled and the external evaluation letters have been added to the candidate's file, the committee chair will write a letter to the faculty at the candidate's home campus who are eligible to vote, summarizing the candidate's qualifications for promotion and/or tenure. The full contents of the candidate's dossier will be made available to all faculty eligible to vote at the candidate's home campus. Prior to the faculty's vote, candidates will have access to the dossier, excluding external evaluations, and will have the right to add comments or other material.

### III. External Evaluation

- A. Some form of evaluation by external experts in the candidate's field(s) must be included in the file. Acceptable forms are letters and/or reviews from outside evaluators who have reviewed the candidate's demonstrations of scholarship (as defined in the Branch Campus Faculty Handbook, Chapter 1, Sections II.A., II.B., and II.C.).
- B. The chair of the review committee will solicit from the candidate a list of names of scholars qualified to review the candidate's demonstrations of scholarship. The review committee will select up to five names from this list and may substitute up to two others not named by the candidate. No more than one referee may be from the candidate's Ph.D. committee, and no more than two may be from the candidate's degree-granting institution. The referees will be provided with relevant demonstrations of scholarship and a summary of the candidate's teaching and service record. All letters received from referees will become part of the candidate's file.
- C. The solicitation should be signed by and request reply to the Program Director. A copy of the text of the solicitation letter shall be provided to the candidate. It should not request support of a Program recommendation for promotion. Instead, it should indicate that the unit is considering the candidate for possible promotion and request the following information: (a) how and for how long the referee has known the candidate; (b) significance, independence, influence, and promise of candidate's scholarship or creative work; degree of national/international recognition; (c) comparison of the quality of the candidate's accomplishments with successful scholars or artists at a similar career stage in the same or related fields, or in similar programs. The evaluator should not be asked to assess whether the candidate should be promoted here or would be elsewhere. The outside evaluation is based on scholarship or artistic creativity; promotion depends on more than these factors.

### IV. Voting on Promotion and Tenure

- A. Procedures for voting on promotion and tenure shall be as prescribed in the Handbook of Policies, Chapter 1, Section X, and Chapter 2, Section V.B. The Program Director will write a letter to the Dean reporting the deliberations leading up to the vote, the number and names of faculty participating in the discussion and vote, the number of eligible faculty, and the number of positive and negative votes and abstentions.
- B. Upon receiving the recommendation from the Program Director, the Dean will seek the advice of the Faculty Council (or Joint Branch Campus Faculty Council, if no College Council exists) to make sure that correct procedures have been followed and to insure that the candidate's teaching and scholarship are similar in quality to that of current tenured faculty at the branch campuses.

V. Disagreements on Procedures

- A. Candidates who believe that procedures relative to their review have not been properly adhered to, have the right to utilize established grievance procedures as set forth in the University of Washington Handbook to appeal for redress.

*[These Guidelines were approved by the faculties of UW-Bothell and UW-Tacoma and accepted by the Special Committee on Branch Campuses in May, 1991. In IV.B., the phrase 'Special Committee' was replaced by 'Joint Branch Campus Faculty Council' to reflect changes approved by the President of the University on November 3, 1992]*

# APPENDIX B

## Guidelines for the Business Program

### **Promotion and Tenure for the Business Programs University of Washington, Bothell Guidelines for Implementing the Provisions of the Handbook of Policies for UW Branch Campuses**

*(Note: Because of the administrative structure of the Business Program,  
a separate promotion and tenure guidelines is necessary)*

This document outlines guidelines for implementing the Handbook of Policies, University of Washington Branch Campuses, regarding promotion and tenure reviews and decisions. Included are procedures for external review of scholarship, as defined in the Handbook, Chapter 1, Sections II.A., II.B. and II.C.

Section II of the Handbook outlines scholarly and professional qualifications of faculty members, specifically detailing the role of scholarship, teaching, and service to the institution. The business faculty recognize that all three roles are important and high-quality performance should be reflected in each candidate's portfolio. While the department seeks a balance of contributions, individual faculty may choose to emphasize certain roles more heavily than others do.

Faculty should make high-quality intellectual contributions on a continuing basis, appropriate to our mission. The outputs from intellectual contributions should be available for public scrutiny by academic peers or practitioners, and may include a mix of (a) basic scholarship--the creation of new knowledge, (b) applied scholarship--the application, transfer, and interpretation of knowledge to improve management practice, and (c) instructional development--the enhancement of the educational value of instructional efforts of the institution or discipline.

#### I. Procedure for Promotion

- A. Each member of the tenure-track faculty below the rank of professor shall be considered annually for possible promotion. A tenure review committee must be formed by the end of the fifth contract year in the case of assistant professors.
- B. Additionally, at any time professors of junior rank may request that the Program Director form a committee to help guide them in preparing for the review for tenure and/or promotion. In requesting that a review committee be formed, candidates are encouraged to write a letter summarizing and describing their record in all areas of professional accomplishment (including service) and identifying the fields or traditions to which their scholarship relates most closely. The Program Director will rely on this information in selecting the members of the review committee, and the letter itself will become part of the candidate's file. As indicated in the Handbook, Chapter 1, Section XIII, candidates may write additional letters for inclusion in their files at any time in order to update information in the original letter.

#### II. Composition and Function of the Review Committee

- A. The Program Director, in consultation with the candidate, will appoint members for a review committee for each candidate. At least one of the members of the committee must be a member of the University of Washington, Bothell campus faculty. Each committee will have no fewer than

three and no more than five members, all senior in rank to the candidate. The Program Director will select members from the branch campus faculties and/or from the Seattle faculty, drawing members from disciplines closely related to the disciplines of the candidate. At the time this committee is formed, the Program Director will inform the candidate in writing of the committee membership.

- B. The review committee will advise the candidate, guide the candidate in applying for promotion and tenure, and assist in the assembling of appropriate documentation. The items to be collected in the candidate's file include teaching evaluation materials, letters from referees evaluating the candidate's scholarship and/or reviews of the candidate's creative work, copies of all publications and other demonstrations of scholarship. The review committee does not have the power to prevent a candidate from proceeding with the review process
- C. After all materials have been assembled and the external evaluation letters have been added to the candidate's file, the committee will write a letter to the faculty at the candidate's home campus who are eligible to vote, summarizing the candidate's qualifications for promotion and/or tenure. The full contents of the candidate's dossier will be made available to all faculty eligible to vote at the candidate's home campus. Prior to the faculty's vote, candidates will have access to the dossier, excluding external evaluations, and will have the right to add comments or other material.

### III. External Evaluation

- A. Some form of evaluation by external experts in the candidate's field(s) must be included in the file. Acceptable forms are letters and/or reviews from outside evaluators who have reviewed the candidate's demonstrations of scholarship (as defined in the Branch Campus Faculty Handbook, Chapter 1, Sections II.A., II.B. and II.C.).
- B. The Chair of the review committee will solicit from the candidate a list of names of scholars qualified to review the candidate's demonstrations of scholarship. The review committee will select names from this list and may add up to two others that have not been named by the candidate. No more than one referee may be from the candidate's degree-granting institution. The referees will be provided with relevant demonstrations of scholarship and a summary of the candidate's teaching and service record. All letters received from referees will become part of the candidate's file.
- C. The solicitation should be signed by the Program Director. A copy of the text of the solicitation letter shall be provided to the candidate. It should indicate that the unit is considering the candidate for possible promotion and request the following information: (a) how and for how long the referee has known the candidate; (b) significance, influence, and promise of the candidate's scholarship; (c) comparison of the quality of the candidate's accomplishments with successful scholars at a similar career stage in the same or related fields, or in similar programs; (d) the degree of national/international scholarly recognition in the case of promotion to full professor. Paragraph 1.3 of this document should be included or attached in letters soliciting external reviews candidate's qualifications. The evaluator should not be asked to assess whether the candidate should be promoted here or would be elsewhere. The outside evaluation is based on scholarship; promotion depends on more than these factors.

IV. Voting on Promotion and Tenure

- A. Procedures for voting on promotion and tenure shall be prescribed in the Handbook of Policies, Chapter 1, Section X, and Chapter 2, Section V.B. The Program Director will write a letter to the dean reporting the deliberations leading up to the vote, the number of eligible faculty, and the number of positive and negative votes and abstentions.
- B. Upon receiving the recommendation from the Program Director, the Dean will seek the advice of the Faculty Council (or Special Committee, if no College Council exists) to make sure that correct procedures have been followed and to insure that the candidate's teaching and scholarship are similar in quality to that of current tenured faculty at the branch campuses.

V. Disagreements on Procedures

- A. Candidates who believe that procedures relative to their reviews have not been properly adhered to, have the right to utilize established grievance procedures as set forth in the University of Washington Handbook to appeal for redress.

Approved unanimously by Business Program faculty, January 31, 1997.

## APPENDIX C

### General Guidelines for the Computing and Software Systems Program

#### **BOTHELL CAMPUS PROMOTION AND TENURE: GUIDELINES FOR IMPLEMENTING THE PROVISIONS OF THE HANDBOOK OF POLICIES FOR UW BOTHELL CAMPUS**

This document outlines CSS guidelines for implementing Sections 24-32, 24-34, 24-54 and 24-57 of Volume 2, Chapter 24, of the *University of Washington Handbook* and the *UWB Calendar for Promotion Review* and *UWB Promotion/Tenure Documentation* documents attached to the UWB Chancellors Office yearly memorandum notifying faculty of their opportunity to stand for promotion. The focus of this document is detailing procedural information. It does not contain specific criteria for P&T. These are detailed in Sections 24-32 and 24-34 of the Handbook.

Chapter 24 of the Handbook outlines scholarly and professional qualifications of faculty members, specifically detailing the role of scholarship, teaching, and service to the institution. The CSS faculty recognize that all three roles are important and high-quality performance should be reflected in each candidate's portfolio. While the program seeks a balance of contributions, individual faculty may choose to emphasize certain roles more heavily than others.

An essential qualification for granting tenure or promotion is the ability to teach effectively. The candidate's Dossier must include documentation of teaching effectiveness, as described in Chapter 24.

All members of the faculty must demonstrate scholarly ability and attainments. Results of these should be available for public scrutiny and be reviewed by academic peers or practitioners, and may include a mix of (a) basic scholarship — creation of new knowledge, (b) applied scholarship — application, transfer, and interpretation of knowledge to improve practice, and (c) instructional scholarship — enhancement of the educational value of instructional efforts of the institution or discipline.

In making promotion and tenure decisions, the CSS Program recognizes internal and extramural service.

In tenure decisions, the relative weight given to scholarship, teaching and service is specifically addressed in Section 24-34, "Qualifications for Appointment at Specific Ranks and Titles." This section states that "appointment to the rank of associate professor requires a record of substantial success in both teaching and research, except that in unusual cases an outstanding record in one of these activities may be considered sufficient."

Candidates should keep in mind that the Footnote to Section 24-57 states that in the granting of tenure or promotion, consideration will be given to the way in which the candidate fits into the present and foreseeable future of the Program.

#### I. Requesting a Review Committee

- A. At any time, professors of junior rank may ask that the Program Director form a committee to help guide them in preparing for the review for tenure and/or promotion. At the latest, such a committee must be formed by the end of the fifth contract year.
- B. In requesting that a review committee be formed, candidates are encouraged to write a letter summarizing and describing their record in all areas of professional accomplishment (including service) and identifying the fields or traditions to which their scholarship relates most closely. The

Program Director will rely on this information in selecting the members of the review committee, and the letter itself will become part of the candidate's file. As indicated in the Handbook, Chapter 1, Section XIII, candidates may write additional letters for inclusion in their files at any time in order to update information in the original letter.

## II. Composition and Function of the Review Committee

- A. The Program Director, in consultation with the candidate, will appoint members for a review committee for each candidate. At least two of the members of the committee must be members of the candidate's own campus faculty (that is, Bothell or Tacoma). Each committee will have no fewer than three and no more than five members, all senior in rank to the candidate. The Program Director will select members from the Bothell campus faculties and/or from the Seattle faculty, drawing members from disciplines closely related to the discipline(s) of the candidate. A majority of members on the committee will be from the Bothell campus faculties. At the time this committee is formed, the Program Director will inform the candidate in writing of the committee membership. The Program Director does not have the power to prevent a candidate from proceeding with the review process.
- C. The review committee will advise the candidate, guide the candidate in applying for promotion and tenure, and assist in the assembling of appropriate documentation. The items to be collected in the candidate's file include curriculum vita, personal statement, documentation of teaching effectiveness, letters from referees evaluating the candidate's scholarship and/or reviews of the candidate's creative work, copies of publications and other demonstrations of scholarship. The review committee does not have the power to prevent a candidate from proceeding with the review process.
- C. After all materials have been assembled and the external evaluation letters have been added to the candidate's file, the committee will write a letter to the CSS Program Director for distribution to the CSS faculty, summarizing the candidate's qualifications for promotion and/or tenure. The full contents of the candidate's dossier will be made available to all faculty eligible to vote at the candidate's home campus. Prior to the faculty's vote, candidates will have access to the dossier, excluding external evaluations, and will have the right to add comments or other material.

## III. External Evaluation

- A. Some form of evaluation by external experts in the candidate's field(s) must be included in the file. Acceptable forms are letters and/or reviews from outside evaluators who have reviewed the candidate's demonstrations of scholarship (as defined in the Bothell Campus Faculty Handbook, Chapter 1, Sections II.A., II.B., and II.C.).
- B. The Chair of the review committee will solicit from the candidate a list of names of scholars qualified to review the candidate's demonstrations of scholarship. The review committee will solicit five letters. At least three of them will be from this list. No more than one referee may be from the candidate's PhD Committee or degree-granting institution. The referees will be provided with relevant demonstrations of scholarship and a summary of the candidate's teaching and service record. All letters received from referees will become part of the candidate's file.
- C. The solicitation should be signed by and request reply to the Program Director. A copy of the text of the solicitation letter shall be provided to the candidate. It should not request support of a Program recommendation for promotion. Instead, it should indicate that the unit is considering the candidate for possible promotion and request the following information: (a) how and for how long the referee has known the candidate; (b) significance, independence, influence, and promise of candidate's scholarship or creative work; degree of national/international recognition; (c)

comparison of the quality of the candidate's accomplishments with successful scholars or artists at a similar career stage in the same or related fields, or in similar programs. The evaluator should not be asked to assess whether the candidate should be promoted here or would be elsewhere. The outside evaluation is based on scholarship or artistic creativity; promotion depends on more than these factors.

IV. Voting on Promotion and Tenure

- A. The review committee will vote on the recommendation for promotion and tenure. The chair will write a letter to the Program Director reporting the deliberations leading up to the vote, the names of the committee members present to vote and the number of positive and negative votes and abstentions. Those tenured CSS faculty senior in rank to the candidate will then review the candidate's file and vote. Both the report of the review committee and the CSS faculty will be forwarded by the Program Director to the Dean of the Bothell Campus.
- B. The recommendation of the Program Director is forwarded to the Vice Chancellor. The Vice Chancellor will seek the advice of the Faculty Council to ensure that correct procedures have been followed and to confirm that the candidate's teaching and scholarship are similar in quality to that of current tenured faculty at the Bothell campus.
- C. The Chancellor will forward his/her recommendation to the Provost, who makes the decision on behalf of the President.

V. Disagreements on Procedures

- A. Candidates who believe that procedures relative to their review have not been properly adhered to, have the right to utilize established grievance procedures as set forth in the University of Washington Handbook to appeal for redress.

*Approved by the CSS faculty on February 10, 2004.*

*Received by the Executive Council of the General Faculty Organization on February XX, 20*

## APPENDIX D

### Guidelines for the Education Program

**Branch Campus Promotion and Tenure for the Education Program:  
Guidelines for Implementing the Provisions of  
the Handbook of Policies for UW Branch Campuses**

*(Note: Because of the administrative structure of Education Program,  
a separate promotion and tenure guidelines is necessary)*

This document outlines guidelines for implementing the Handbook of Policies, University of Washington Bothell Campus, regarding promotion and tenure reviews and decisions. Included are procedures for external review of scholarship, as defined in the Handbook, Chapter 1, Sections II.A, IIB., and II.C.

This set of procedures is for a period of five years. At the end of that time, education faculty may evaluate how well the system is functioning and revise procedures.

#### I. Requesting a Review Committee

- A. At any time, professors of junior rank may ask the Program Director to form a committee to help guide them in preparing for the review for tenure and/or promotion. At the latest, such a committee must be formed by the end of the fifth contract year.
- B. The Program Director will consult with the Dean of the University of Washington, Bothell about members for their review committee for promotion. The Dean of the Bothell Campus will appoint the committee for the Program Director. The review committee will send its recommendation to the Dean of the Bothell Campus.
- C. In requesting that a review committee be formed, candidates are encouraged to write a letter summarizing and describing their record in three areas of professional accomplishment: teaching, scholarship and service. The letter should also identify the fields or traditions to which their scholarship relates most closely. The Program Director will rely on this information and consult with the candidate in selecting the members of the review committee and appointing a Chair of the committee. The letter itself will become part of the candidate's file. As indicated in the Handbook, Chapter 1, XIII, B., candidates may write additional letters for inclusion in their files at any time in order to update information in the original letter.

#### II. Composition and Function of the Review Committee

- A. The Program Director, in consultation with the candidate, will appoint members for a review committee for each candidate. The Program Director will select members from the Bothell or Tacoma campus faculties and/or from the Seattle faculty, drawing members from discipline areas that are the same as or are closely related to the discipline(s) of the candidate.
- B. Each committee will have no fewer than three and no more than five members, all senior in rank to the candidate. Whenever possible, a majority of members on the committee will be from the Bothell and Tacoma education faculties. The majority of committee members must be education faculty.

- C. When the committee is formed, the Program Director will inform the candidate in writing of the committee membership.
- D. The Chair of the review committee will advise the candidate, guide the candidate in applying for promotion and tenure, and assist in the assembling of appropriate documentation. The items to be collected in the candidate's file include the candidate's letter to the Program Director, teaching evaluation materials from Bothell campus teaching, letters from outside reviewers evaluating the candidate's scholarship and/or reviews of the candidate's creative work, copies of demonstrations of scholarship, including all publications, and other dossier items listed in the guidelines for promotion and tenure review (see education program guidelines for a detailed description of scholarship). The review committee does not have the power to prevent a candidate from proceeding with the review process.
- E. After all materials have been assembled and the external evaluation letters have been added to the candidate's file, the committee chair will write a letter to the review committee, summarizing the candidate's qualifications for promotion and/or tenure. The full contents of the candidate's dossier will be made available to the review committee for review. Prior to the committee's vote, candidates will have access to the dossier, excluding external evaluations, and will have the right to add comments and/or other material.

### III. External Evaluation

- A. Some form of evaluation by external experts in the candidate's field(s) must be included in the file. Acceptable forms are letters and/or reviews from outside evaluators who have reviewed the candidate's demonstrations of scholarship (as defined in the Bothell and Tacoma Campus Faculty Handbook, Chapter 1, Sections II.A., II.B., and II.C. and in the Education Program Criteria document).
- B. The chair of the review committee will solicit from the candidate a list of names of scholars qualified to review the candidate's demonstrations of scholarship. The review committee will select up to five names from this list or they may substitute up to two others not named by the candidate. No more than one referee may be from the candidate's Ph.D. committee, and no more than two may be from the candidate's degree-granting institution. The referees will be provided with relevant demonstrations of scholarship and a summary of the candidate's teaching and service record. All letters received from referees will become part of the candidate's file.
- C. The solicitation to outside reviewers should be signed by and request reply to the Program Director and the Chair of the Tenure committee. A copy of the text of the solicitation letter shall be provided to the candidate. It should not request support of a Program recommendation for promotion. Instead, it should indicate that the unit is considering the candidate for possible promotion and request the following information: (a) how long and under what circumstances has the referee known the candidate; (b) significance, independence, influence, and promise of candidate's scholarship or creative work; degree of local/national/international recognition; (c) comparison of the quality of the candidate's accomplishments with successful scholars or artists at a similar career stage in the same or related fields, or in similar programs. The evaluator should not be asked to assess whether the candidate should be promoted here or would be elsewhere. The outside evaluation is based on scholarship or artistic creativity; promotion depends on more than these factors.

#### IV. Voting on Promotion and Tenure

- A. The review committee will vote on the recommendation for promotion and tenure. The chair will write a letter to the Program Director reporting the deliberations leading up to the vote, the names of the committee members present to vote and the number of positive and negative votes and abstentions. Those tenured education faculty senior in rank to the candidate and who are not participating on the review committee will also review the candidate's file and vote. Both the report of the review committee and the education faculty will be forwarded by the Program Director to the Dean of the Bothell Campus.
- B. The recommendation of the Program Director is forwarded to the Dean of the Bothell Campus. The Dean of the Bothell Campus will seek the advice of the Faculty Council to make sure that correct procedures have been followed and to evaluate [*sic*] that the candidate's teaching and scholarship are similar in quality to that of current tenured faculty at the Bothell and Tacoma campuses.
- C. The Dean of the UWB Campus will forward his/her recommendation to the Provost, who makes the decision on behalf of the President.

#### V. Disagreements on Procedures

Candidates who believe that procedures relative to their review have not been properly adhered to, have the right to utilize established grievance procedures as set forth in the University of Washington Handbook to appeal for redress.

*[These procedures were approved by the education faculty of the UW, Bothell, the Dean of the University of Washington, Bothell, the Provost of the University and the Bothell and Tacoma Campus Faculty Council on 4/5/99]*

## APPENDIX E

Guidelines for the IAS Program

(To be provided at a later date)

**APPENDIX F**  
**Guidelines for the Nursing Program**  
(To be provided at a later date)

**APPENDIX G**  
**Guidelines for the S&T Program**  
**(To be provided at a later date)**

## APPENDIX H

DATE

Dr. Susan Jeffords  
Vice Chancellor for Academic Affairs  
University of Washington, Bothell

Dear Vice Chancellor Jeffords:

### Introduction

The Campus Council on Promotion and Tenure and Faculty Affairs (CCPTFA) met on **(Insert Date)** to review the application of Assistant Professor **(Insert Name of Faculty Member and the Program Name)** for promotion to Associate Professor with tenure. All members of the CCPTFA were present.

Dr. **(Insert Name of P&T Committee Chair)** chairperson of **(Insert Faculty Member's Name)** tenure and promotion committee, introduced the case and was available to answer questions. Dr. **(Insert Name of Program Director)** summarized the case and The CCPTFA thoroughly examined both the tenure review process and the merits of the application for tenure.

### CCPTFA Recommendation

The CCPTFA voted **(Insert \_\_\_Yes, \_\_\_No, \_\_\_ Abstaining)** to recommend that **(Insert Faculty Member's Name)** be promoted to Associate Professor with tenure. **(If appropriate name faculty members who did not vote, because she/he had already participated in the vote of the Program's senior faculty. This language can be used: "Following her/his interpretation of Chapter 24 of the University Handbook, she/he chose to register only one vote on this matter.)** Chapter 24 of the University Handbook establishes "substantial success" in both teaching and research as a requirement for promotion to associate professor. In the view of the CCPTFA, Dr. **(insert Faculty Member's Name)** teaching and research are both **(Insert descriptive words)** very strong and **(meet/surpass)** this standard. In addition, the quality of his/her service to his/her program, the University and the larger academic community **(Insert descriptive words such as meet/ surpass/ expectations - is exemplary).**

### Describe the Tenure Review Process

The review process was thorough, fair and in full accordance with the procedures prescribed in Chapter 24 of the University Handbook. The process included the following five steps. First, in **(Insert Date)** the tenure and promotion committee created a list of potential outside reviewers, including nominees provided by Dr **(Insert Faculty Member's Name)**. Second, Dr. **(Insert Faculty Member's Name)** research was evaluated by **(Insert names of outside reviewers)** **outside reviewers**, all accomplished scholars from respected institutions, none of whom had any significant personal or professional connection to Dr. **(Insert Faculty Member's Name)**

Their letters noted that Dr. **(Insert Faculty Member's Name)** research was **(Insert appropriate descriptors)**. Third, the tenure and promotion committee reviewed the complete dossier, evaluating the candidate's contributions in the areas of research, teaching and service. The committee voted **(Insert vote – Yes, No, Abstaining)** to recommend promotion and tenure to the Interdisciplinary Arts and Science faculty. Fourth, the tenured faculty of the **(Insert Name of the Program)** Program reviewed the dossier and the tenure and promotion committee's recommendation. . The faculty voted to **(If appropriate insert adjective such as “strongly”)** recommend promotion and tenure **(Insert \_\_\_yes, \_\_\_no, \_\_\_ abstaining)**. Fifth, the Program Director, Dr **(Insert Program Director's Name)** independently reviewed the dossier and **(If appropriate insert adjective such as “strongly”)** recommended promotion and tenure.

### **The Merits of the Application**

Chapter 24 establishes “substantial success” in both teaching and research as a requirement for promotion to Associate Professor. The CCPTFA carefully evaluated Dr. \_\_\_\_\_'s record with respect to this standard.

**Research.**

**Teaching.**

**Service.**

### **The Challenges of the Application (Include this section as appropriate)**

### **Summary Statement**

In summary, we confirm that the review process was thorough and fair. We strongly recommend that Dr. **(Insert Faculty Member's Name)** be promoted to Associate Professor with tenure.

Submitted by Campus Council on Promotion and Tenure and Faculty Affairs

Cherry A. McGee Banks, Chair (Education Program)

Sundar P.V. Balakrishnan, (Business)

Kate Noble, (Science & Technology)

Nancy Place, (Education)

Suzanne Sikma, (Nursing)

Kelvin Sung, (Computer Software Systems)

Elizabeth Thomas, (Interdisciplinary Arts and Sciences)

cc: Peggy Frazier