Promotion and Tenure 2020-2021

September 22, 2020

Agenda

- 2019-20 Promotion and Tenure (P&T) Recap

- Timeline for 2020-21

- Assembling P&T Records

- Updating Workday

- Professorial Teaching Track

- Electronic Submission of P&T Records

2019-20 P&T Recap

Records by the Numbers

Mandatory Promotion Records	**105**
Non-Mandatory Promotion Records	**156**
Non-Mandatory Early Promotion Records	**69**
Clinical and Affiliate Promotion Records	**209**
Total	**539 Records**

2019-20 P&T Recap

Total P&T Awards by School/College/Campus

Arts & Sciences	79	Medicine	348	
Built Environments	5	Nursing	4	
Education	6	Pharmacy	3	
Engineering	29	Public Health	40	
Environment	10	Social Work	7	
Information School	9	Libraries	11	
Foster School	6	UW-Bothell	27	
Dentistry	4	UW-Tacoma	20	
Law	7			

Total Promotions/ Awards of Tenure

618

Timeline for 2020-21

August 24, 2020
➢ Mandatory lists sent to deans/chancellors offices
➢ Academic HR (AHR) solicited for non-mandatory promotions

September 18, 2020
➢ Non-mandatory promotion lists due to AHR

September 22, 2020
➢ Promotion and Tenure Prep training (TODAY)

Timeline for 2020-21

October 15, 2020
- ➤ Deadline for dean/chancellor's office admin to complete intake form

October 31, 2020
- ➤ Deadline for dean/chancellor's office admin to submit test record in SharePoint

December 15, 2020
- ➤ Mandatory promotion and tenure records due to AHR

February 5, 2021
- ➤ Non-mandatory and non-mandatory early promotion and tenure records due to AHR

REMINDER

Records turned in after due dates will not be accepted without prior exception from Margaret J. Stuart (mjstuart@uw.edu/ 206.685.7110)

Timeline for 2020-2021

March 5, 2021
➢ Clinical and affiliate promotion records due to AHR

March 19, 2021
➢ Mandatory promotion confirmation letters sent to candidates and deans/chancellors offices

May 1, 2021
➢ Librarian promotion records due to AHR

May 14, 2021
➢ Non-mandatory and non-mandatory early promotion confirmation letters sent to candidates and deans/chancellors offices

June 4, 2021
➢ Clinical and affiliate confirmations sent to deans/chancellors offices

Assembling Promotion Records

Use the updated [2020-2021 Promotion and Tenure Checklist](#)

- Attach **COMPLETED** checklist as cover sheet for all records
- Assemble records in order outlined on the checklist

Vote Reminders

- Ensure vote counts are consistent within record
- Specify whether faculty vote includes chair vote
- Include joint appointment vote counts on additional checklist

Assembling Promotion Records

Include supplementary materials at end of the record (e.g., course slides/syllabi; publications or other creative works)

Joint/adjunct appointments: Primary unit is responsible for gathering information and reviews from all units

Assembling Promotion Records

Materials from candidate

- Updated CV and self-assessment
- Teaching evaluations

   a) Peer evaluations

   - Assistant professors, artists in residence, among others – one for every year, provided to the faculty member each year
   - Associate professors - one every three years; **must have one in year prior to consideration for promotion**

   b)   Student evaluations – one for each year a course is taught

Assembling Promotion Packets

Other Materials and Required Elements

- External letters of review: Minimum 3 letters required.
  - Reviewers should provide arm's length assessment

- If promotion/tenure recommendation was postponed:
  - New external review letters must be obtained for following year
  - Chair/director/campus dean/dean/chancellor must address candidate's progress and whether candidate has met postponement plan expectations

Assembling Promotion Packets

- Funding plans should be addressed in chair/director/campus dean/dean/chancellor letters

- UW Faculty Code 24-54 process is reviewed by OAP.
  - Ensure record includes documentation that candidate: a) receives any applicable reports and is notified that they have 7 calendar days to respond; b) confirms receipt/provides response (if any), where applicable.

Updating Workday

Ensuring the following Workday fields are accurate and up-to-date will expedite the review process

- Education History
- Appointment/Position Dates
- Joint Appointments
- Dual Appointments (Adjunct, Endowment, Concurrent Non-Professorial)
- FTE, Roster Percent and Tenure Values
- **Waiver Years** (new field)

Updating Workday

New Adjunct Appointments

- Units should wait to give new adjunct appointments to promoting faculty until start of next academic year

- Rationale: High number of instances of double work for administrators

- Benefit: Waiting will save units some administrative burden

Professorial Teaching Track

- All faculty in eligible lecturer titles were converted into professorial teaching track effective Sept 16, 2020

- Any P&T cases for these individuals should use their new titles
  - E.g. Promoting from Assistant Teaching Professor to Associate Teaching Professor

- The professorial teaching track is not a clock-managed track – all promotions are non-mandatory

Professorial Teaching Track

Updates to P&T Voting Eligibility (see P&T Titles and Votes page)

- *Professorial teaching track faculty*: Cannot vote on tenure track, WOT, or research professorial P&T

- *Research professorial track faculty*: Cannot vote on professorial teaching track P&T

- Associate professors, who previously were eligible to vote and be on subcommittees for senior lecturer to principal lecturer promotions are not able to carry out those duties for associate teaching professor to teaching professor promotions
  - Any in-progress subcommittee work must abide by the new legislation, effective Sept 16, 2020

Electronic Submission of P&T Records

- **All 2020-2021 P&T records will be submitted electronically through SharePoint**

- OAP began exploring this issue in March

- OAP has been in contact with administrators in all dean/chancellor's offices

- Any changes internal to the school/college/campus P&T process will be determined by dean/chancellor's offices

- OAP has created detailed instructions on record submission to be emailed to dean/chancellor's office administrators this afternoon

Q&A Summary

How should the vote counts from the faculty discussion be reported in the P&T record?

The chair/director/campus dean/dean should report the faculty vote outcome in the unredacted report to the dean/chancellor summarizing the faculty discussion and recommendations. *The chair/director/campus dean/dean should specifically state whether their own vote is counted in the total for their unit*. Keep in mind that the number of votes for each type (positive, negative, abstention, absent) and totals should be consistent with those reported on the P&T checklist.

Should peer teaching evaluations be conducted on the calendar year or the academic year?

UW Faculty Code Section 24-57 A specifically refers to requirements related to teaching effectiveness in *academic years*. This requirement is consistent with other types of evaluations for faculty at UW.

All recommendations for promotions and awards of tenure must include confidential evaluations by external reviewers. These individuals should provide an "arm's length" assessment. Does this mean that a candidate's former PhD advisor would not be able to submit a letter of review?

External reviewers should be able to provide an impartial, objective evaluation of the candidate's scholarly/instructional achievements. While a former PhD advisor *could* submit an external review letter, *it would not count toward the [minimum number of external review letters required](#) for the P&T record because it would not be considered "arm's length"*.

Should a P&T record for an associate professor to full professor include assistant professor to associate professor materials?

Yes, a candidate's *entire* record should be submitted and reviewed when making recommendations for promotion (see UW [Faculty Code Section 24-54 A](#)).

Are documents uploaded into Workday (Maintain Worker Documents) by units, including clock waivers due to COVID-19, removed by Academic HR? If the documents are removed, how can we confirm that the transaction occurred?

Yes, any documents uploaded into Workday are added to OAP's enterprise document management (EDM) system by Academic HR after their approval. They are then removed from Maintain Worker Documents. This is consistent with OAP practices for all Workday documents. To confirm if a transaction was approved, review the faculty member's worker history in Workday.

What should we do if an external reviewer already submitted their letter and used a lecturer title instead of one of the new professorial teaching track titles/ranks?

There is no need to ask external reviewers to make any revisions to their letters if you have already received them, since the changes associated with the new professorial teaching track ranks (Class A Bulletin No. 147 Alignment of Faculty Ranks) were not effective until 09/16/20. However, please ensure that P&T documentation from chairs/directors/campus deans/deans and deans/chancellors include the new ranks.

Resources

- AHR promotion and tenure web pages

- 2020-2021 Promotion and Tenure Checklist

- Promotion and Tenure Voting Matrix

Got More Questions?

Contact your AHR Specialist
Email us at acadpers@uw.edu
-OR-
Call us at our central line
(206) 221-UWAP (8927)