Promotion and Tenure 2021-2022

September 21, 2021
Agenda

• 2020-21 Promotion and Tenure (P&T) Recap
• Updating Workday and Other Materials
• Assembling P&T Records
• Electronic Submission of P&T Records
• Timeline for 2021-22
• Questions
2020-21 P&T Recap
## Promotion Records - Total Packets

<table>
<thead>
<tr>
<th>Category</th>
<th>Records</th>
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<tbody>
<tr>
<td>Mandatory Promotion Records</td>
<td>90</td>
</tr>
<tr>
<td>Non-Mandatory Promotion Records</td>
<td>150</td>
</tr>
<tr>
<td>Non-Mandatory Early Promotion Records</td>
<td>70</td>
</tr>
<tr>
<td>Clinical and Affiliate Promotion Records</td>
<td>239</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>549 Records</strong></td>
</tr>
<tr>
<td>School/College/Campus</td>
<td>Promotions/Awards of Tenure</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
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<tr>
<td>Built Environments</td>
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<tr>
<td>Education</td>
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<td>Environment</td>
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<td>Information School</td>
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<td>Foster School</td>
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<tr>
<td>Dentistry</td>
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<td>Law</td>
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<td>Medicine</td>
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<td>Nursing</td>
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<tr>
<td>Pharmacy</td>
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<tr>
<td>Public Health</td>
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<td>Social Work</td>
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<td>Libraries</td>
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<td>UW-Bothell</td>
<td>15</td>
</tr>
<tr>
<td>UW-Tacoma</td>
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</tbody>
</table>

**Total Promotions/Awards of Tenure:** 646
Thanks to You!

Thank you to all our campus partners for making our first all-digital P&T season a success!

Things we learned that will help improve the 2021-22 P&T season

- Units like uploading P&T records digitally!!!
- PDFs can be persnickety
- Some confusion around submitting revisions/corrections
Transitioning into 2021-22

• OAP will be reaching out after this training to dean’s/chancellor’s office contacts with information about budget codes, test submissions to Sharepoint, and additional surveys

• 2020-21 Sharepoint folders are being deleted - make sure to retrieve all records by **September 30**
Updating Workday (and other stuff)
Pre Submission Workday Check

Units need to ensure the following are up-to-date prior to submission.

OAP has included a worksheet in the mandatory and non-mandatory spreadsheets to help with this.

- Education History - Run R0689
- Appointment/Position Start and End Dates
- Joint Appointments
- Dual Appointments (Adjunct, Endowment, Concurrent Non-Professorial)
- FTE, Roster & and Tenure Values - Run R0707
- Waiver Years - Run R0686
Outside Work

- If applicable, ensure the candidate is up-to-date with the Outside Professional Work Policy (Executive Order 57), including relevant documentation (Form 1460).
Adjunct Appointments in Review Year

- After P&T records have been reviewed and submitted to OAP, new adjunct appointments **should not be given** until start of the next academic year

- Rationale: Addition of new adjunct appointment during P&T review jeopardizes the review due to incomplete documentation - creates additional work for administrators

- Benefit: Waiting will expedite P&T process and save units some administrative burden
Assembling P&T Records
2021-22 P&T Checklist

Updates to 2021-22 P&T Checklist

- “Subcommittee Report” section now requires subcommittee names on candidate report
- Added “New Appointment End Date” field to clarify term length for multi-year appointments
- Added an open field for information about missing peer/student evaluations
  - e.g., “Candidate was on leave during the 20XX AY”
2021-22 P&T Checklist

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

- Primary unit is responsible for gathering information and reviews from all joint/adjunct units and creating one single P&T record for submission to OAP
- Include joint appointment vote counts on joint appointment checklist
- Ensure that the dean’s/chancellor’s office in secondary unit is also expecting to receive and review the candidate’s record
Voting

- Ensure vote counts are consistent within record
- Specify whether faculty vote includes chair/director/campus dean vote
- Include joint appointment vote counts on joint appointment checklist
Materials from Candidate

- Current CV and self-assessment
- Supplementary materials (e.g., course slides/syllabi; publications or other creative works)
  - These are NOT required by OAP, but if included, should be added at the end of the P&T record
Materials from Candidate

Teaching evaluations

a) Peer evaluations
   • Assistant professors, artists in residence, among others – one for every academic year engaged in teaching
   • Associate professors - one every three academic years; **must have one in academic year prior to consideration for promotion**
   • Date/name of evaluator; conducted in same year as the evaluation

b) Student evaluations - one for each academic year a course is taught
Other Materials & Required Elements

• External letters of review: Minimum 3 letters required
  • Reviewers should provide arm’s length assessment

• If promotion/tenure recommendation was postponed:
  • There were no postponements in 2020-21
Assembling P&T Records

- Funding plans should be addressed in chair/director/campus dean/dean/chancellor letters for applicable titles/ranks.
- **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.
Professorial Teaching Track

- Professorial teaching track faculty evaluated in full range of academic responsibilities: scholarship, teaching and service (Faculty Code 24-32)

- External review letters:
  - *Assistant Teaching Professor to Associate Teaching Professor*
    - May include reviewers external to academic appointing unit but internal to UW
  - *Associate Teaching Professor to Teaching Professor*
    - Must include reviewers external to UW
New Faculty Code Legislation in 2021

UW Faculty Code 24-54 differentiates between the following:

- Departmentalized/undepartmentalized units with **fewer than 3** eligible voting faculty members
- Departmentalized/undepartmentalized units with **3 or more** eligible voting faculty members
- See “Visualization of the Review Process” on the [OAP P&T webpage](#)
Other Reminders: P&T Process

- When a subcommittee is used, the written summary to the candidate **must identify the subcommittee members**
  - Summary shall omit specific attributions and may omit the vote count.
Electronic Submission of P&T Records to OAP
For Dean’s/Chancellor’s offices:

- All 2021-2022 P&T records will be submitted electronically through Sharepoint to OAP
- Sharepoint will be opened on Nov. 8 - no need to wait and send all P&T records at once
- Submit each P&T record as a single PDF - see the [new web page](#) created by OAP to help with assembling PDFs
  - We strongly encourage using bookmarks in the submitted PDF
- Use the [P&T Submission User Guide](#)
Correcting Submitted P&T Records to OAP

Pre-Printing Correction
● Correction needed *before* paper copy is printed for provost review

● Submit corrected version of *full PDF* through Sharepoint

Post-Printing Correction
● Correction needed *after* paper copy has been printed for provost review

● Submit *only corrected/additional pages* via email as requested by OAP
Timeline for 2021-22
Timeline for 2021-22

August 23, 2021
- Mandatory lists sent to dean’s/chancellor’s offices
- OAP asked units for names of non-mandatory promotions

September 18, 2021
- Non-mandatory promotion lists due to OAP

September 21, 2021
- Promotion and Tenure Prep training (TODAY)

October 1, 2021
- 2020-21 Sharepoint folders will be deleted
- Download copies of all confirmation letters before September 30!
Timeline for 2021-22

**November 8, 2021**  ▪  2021-22 Sharepoint folders will be live - ready for submissions!

**December 13, 2021**  ▪  Mandatory promotion and/or tenure records due to OAP

**February 1, 2022**  ▪  Non-mandatory and non-mandatory early promotion and/or tenure records due to OAP

**March 1, 2022**  ▪  Clinical and affiliate promotion records due to OAP
Timeline for 2021-2022

March 18, 2022
- Mandatory promotion confirmation letters sent to candidates and deans/chancellors offices

April 29, 2022
- Librarian promotion records due to OAP

May 13, 2022
- Non-mandatory and non-mandatory early promotion confirmation letters sent to candidates and deans/chancellors offices

June 3, 2022
- Clinical and affiliate confirmations sent to deans/chancellors offices

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

- OAP promotion and tenure web pages
- 2021-2022 Promotion and Tenure Checklist
- Promotion and Tenure Voting Matrix

Got More Questions?
Contact your Academic HR Specialist
Email us at acadpers@uw.edu
-OR-
Call us at our central line
(206) 221-UWAP (8927)
Thank you!