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>
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<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>
</tbody>
</table>
# Promotions/Awards of Tenure by School/College/Campus

<table>
<thead>
<tr>
<th>School/College/Campus</th>
<th>Promotions/Awards of Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Sciences</td>
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<tr>
<td>Built Environments</td>
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<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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<td>Dentistry</td>
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<td>Law</td>
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<td>Medicine</td>
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<tr>
<td>Nursing</td>
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<tr>
<td>Pharmacy</td>
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<td>Public Health</td>
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<td>Social Work</td>
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<tr>
<td>Libraries</td>
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<td>UW-Bothell</td>
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<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

*NEW in 2021* (updates to UW Faculty Code Section 24-54)

- If a subcommittee is used at the level of faculty review, please ensure that the written summary provided to the candidate identifies the subcommittee members
  - Summary shall omit specific attributions and may omit the vote count.
Electronic Submission of P&T Records to OAP
All Electronic Submissions for 2021-22

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

**REMEMBER**
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!
Questions from P&T Training

Q: Is the documentation (form 1460) for meeting the requirements of the Outside Professional Work Policy (Executive Order 57) at UW required to be included in the P&T record?

A: No, the 1460 document is not required to be included in the P&T record. The unit should ensure that the candidate is up-to-date with the Outside Professional Work Policy (among other policies) prior to submission of the P&T record to OAP.
Questions from P&T Training

Q: All recommendations for promotions and awards of tenure must include confidential evaluations by external reviewers. These individuals should provide an “arm’s length assessment” of the candidate’s record. What does “arm’s length assessment” mean?

A: External reviewers should be able to provide an impartial, objective (or “arm’s length”) evaluation of the candidate’s record. An external review from a former mentor would not meet this requirement, as there is a former working relationship between the candidate and the reviewer which could potentially bias the review. In contrast, a review from an expert in the P&T candidate’s field who has no direct experience working with the P&T candidate would provide an “arm’s length” review, which would strengthen the impartiality of the review. This is the reason we ask external reviewers to include a description of their relationship (if any) with the candidate.