September 21, 2022

PROMOTION AND TENURE 2022-2023
Agenda

- 2021-22 Promotion and Tenure (P&T) Recap
- Updating Workday and Other Materials
- Assembling P&T Records
- Electronic Submission of P&T Records
- Timeline for 2022-23
- Questions
2021-22
P&T Recap
Promotion Records - Totals

Total P&T Cases

571

Academic Appointment Promotions/Awards of Tenure

670

Most P&T records in MEPTRROAP*

*Modern Era of Promotion and Tenure Record Reviews in the Office of Academic Personnel
Thanks to You!

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

Stray thoughts about 2021-22 ...

- Uploading P&T records digitally continues to be quite literally the best thing in the history of the world!
- Bookmarked PDFs are also great!
- We’re glad it’s over!
Transitioning into 2022-23

• 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

• Reminder: 2021-22 Sharepoint folders have been deleted
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
2022-23 P&T Checklist

Updates to 2022-23 P&T Checklist

- Added a new section titled Council Recommendation, allowing for at-a-glance confirmation of P&T council recommendations.
- Added a reminder in the External Letters of Review checklist item to include an example of the letter of solicitation sent to external reviewers.
- Included additional reminders about Student Teaching Evaluations, asking units to include both quantitative and qualitative course ratings and qualitative comments from summary reports.
2022-23 P&T Checklist

- Attach **COMPLETED** checklist as cover sheet for all records

- Assemble records in order outlined on the checklist

(Peer and student evaluations in chronological order is a huge help for us!)
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
- Ensure that the dean’s/chancellor’s office in secondary unit is also expecting to receive and review the candidate’s record
- Include joint appointment vote counts on joint appointment checklist
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
- Student Evaluations
- Supplementary Materials (e.g., course slides/syllabi; publications or other creative works)
- Peer Evaluations
Teaching Evaluations

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

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 in 2021-22
  • Documentation from dean and chair explaining what the postponement plan was and their assessment of how/whether the candidate has addressed the plan.
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
Other Reminders: P&T Process

- 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 (UW Faculty Code Section 24-54)
- 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 2022-2023 P&T records will be submitted electronically through Sharepoint to OAP
- Sharepoint will be opened in early November - 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 (judiciously) 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 2022-23
Timeline for 2022-23

August 16, 2022
- Mandatory lists sent to dean’s/chancellor’s offices
- OAP asked units for names of non-mandatory promotions

September 1, 2022
- 2021-22 Sharepoint folders deleted

September 9, 2022
- Non-mandatory promotion lists due to OAP

September 21, 2022
- Promotion and Tenure Prep training (TODAY)
Timeline for 2022-23

November 7, 2022  ➢  2022-23 Sharepoint folders will be live - ready for submissions!

December 13, 2022  ➢  Mandatory promotion and/or tenure records due to OAP

February 1, 2023  ➢  Non-mandatory and non-mandatory early promotion and/or tenure records due to OAP

March 1, 2023  ➢  Clinical and affiliate promotion records due to OAP
Timeline for 2022-2023

March 17, 2023
- Mandatory promotion confirmation letters sent to candidates and deans/chancellors offices

April 28, 2023
- Librarian promotion records due to OAP

May 19, 2023
- Non-mandatory and non-mandatory early promotion confirmation letters sent to candidates and deans/chancellors offices

June 9, 2023
- 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
- 2022-2023 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!