

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

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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!

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**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

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- 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

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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

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## 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

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- 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

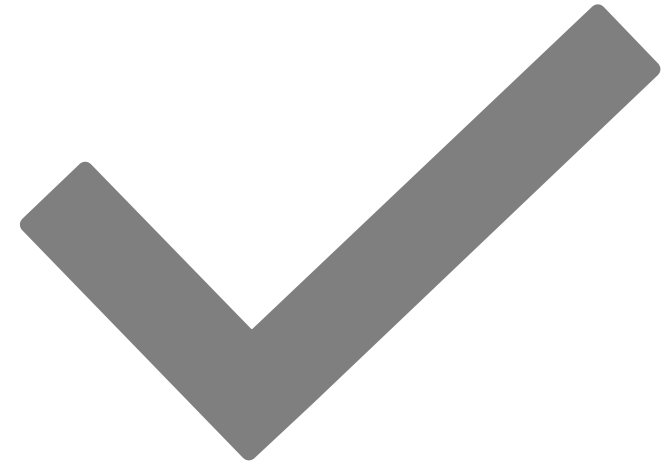
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- Primary unit is responsible for gathering information and reviews from all joint/adjunct units and creating one single P&T record for submission to OAP
- Ensure that the dean's/chancellor's office in secondary unit is also expecting to receive and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

# Voting

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- 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

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Current CV and self-assessment

Student Evaluations

Peer Evaluations

Supplementary Materials  
(e.g., course slides/syllabi;  
publications or other creative  
works)





# Teaching Evaluations

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## 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

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- 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

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- 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

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- 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

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- 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



# All Electronic Submissions for 2022-23

## 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

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## 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

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**August 16, 2022**

- Mandatory lists sent to dean's/chancellor's offices
- OAP asked units for names of non-mandatory promotions

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**September 1, 2022** ➤ 2021-22 Sharepoint folders deleted

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

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**September 21, 2022** ➤ Promotion and Tenure Prep training (TODAY)

# Timeline for 2022-23

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

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

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

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**March 1, 2023** ➤ Clinical and affiliate promotion records due to OAP

# Timeline for 2022-2023

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**March 17, 2023**

- Mandatory promotion confirmation letters sent to candidates and deans/chancellors offices
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**April 28, 2023**

- Librarian promotion records due to OAP
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**May 19, 2023**

- Non-mandatory and non-mandatory early promotion confirmation letters sent to candidates and deans/chancellors offices
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**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](mailto: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](mailto:acadpers@uw.edu)

-OR-

Call us at our central line

**(206) 221-UWAP (8927)**



Thank you!