

PROMOTION AND TENURE 2023-2024

September 20, 2023



UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

acadpers@uw.edu | <http://ap.washington.edu/>

Agenda

2022-23 Promotion and Tenure (P&T) Recap

Updating Workday and Other Materials

Assembling P&T Records

Electronic Submission of P&T Records

Timeline for 2023-24

Questions

2022-23 P&T Recap

Promotion Records - Totals

Total P&T Cases

601

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

A Few Reflections on 22-23 Cycle



Teaching Professorial Track

Few units still lack criteria
for promotion OR
Scholarship is denoted as
optional



External review letters and evaluations



[EO 57](#) Outside work for compensation
compliance



Subcommittee membership disclosure

Transitioning into 2023-24



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



Reminder: 2022-23 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**



If applicable, ensure the candidate is up-to-date with the Outside Professional Work Policy ([Executive Order 57](#)), including relevant documentation ([Form 1460](#)).



Ensure candidate has completed all required UW trainings ([Title IX](#), etc.)

Up-to-date with
all UW
Policies/Training

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.

2023-24 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

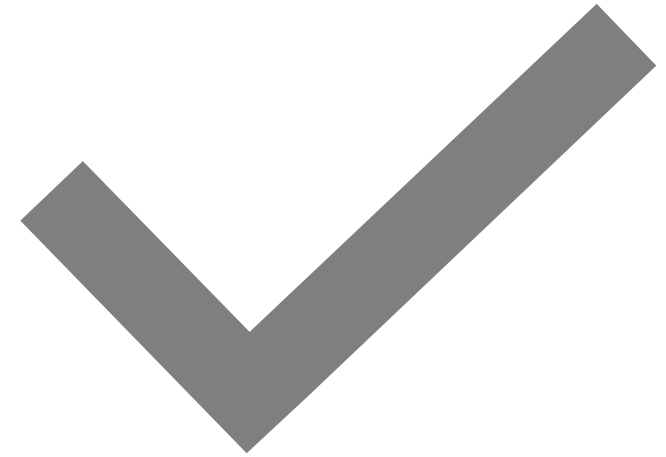
Ensure that the dean's/chancellor's office in secondary unit is also expecting to receive and review the candidate's record

Include joint appointment vote counts on joint appointment checklist

If adjunct appointment will not continue, please indicate

Voting

- A positive vote requires 51% or more of voting eligible faculty recommending promotion
- 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

Peer Evaluations

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



Teaching Evaluations

Peer evaluations

- Assistant professors, artists in residence, among others –at least 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

- Minimally one required for each academic year a course is taught
- Evaluations submitted should mirror that required by unit

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 2022-23

New external letters are required

Documentation from chancellor/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).

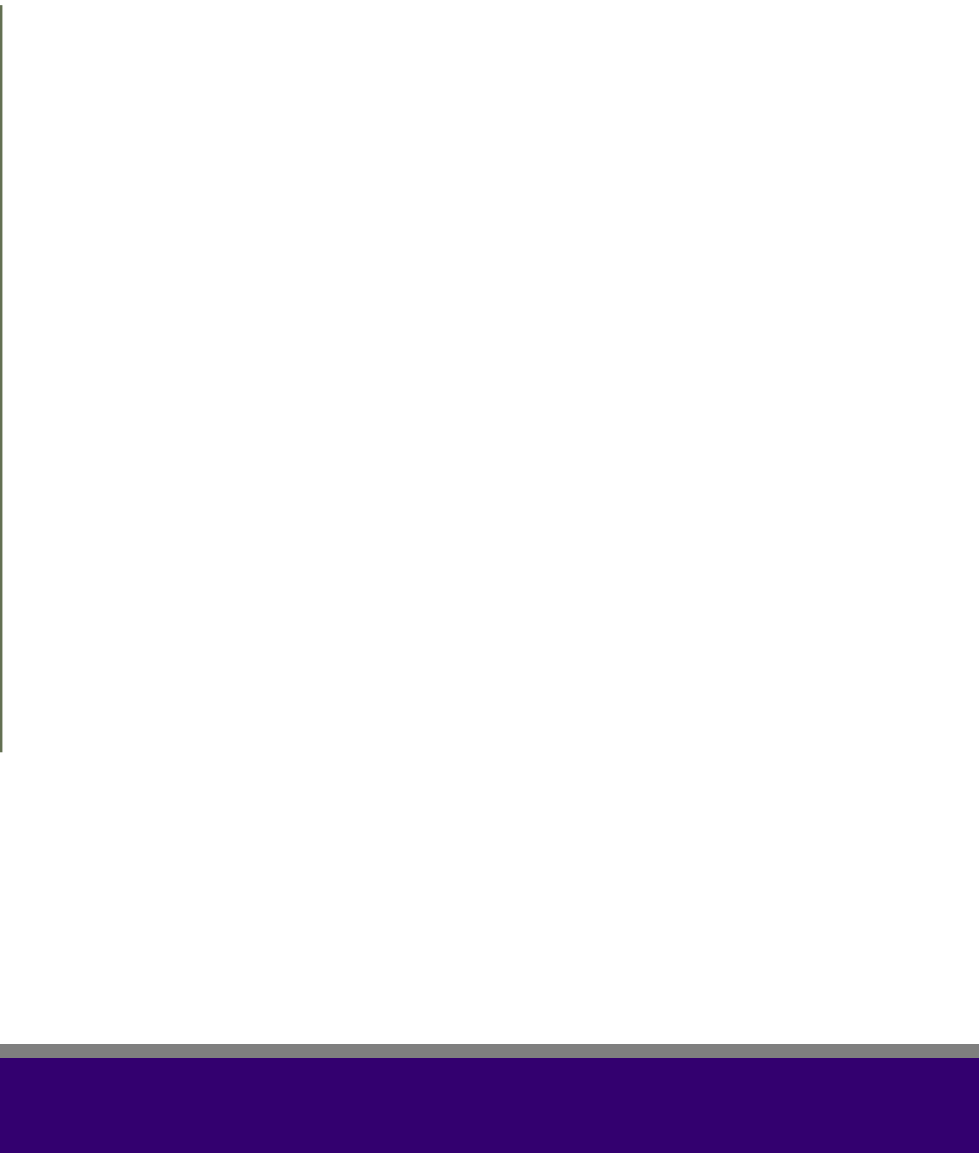
Professorial Teaching Track

- Professorial teaching track faculty evaluated in full range of academic responsibilities: scholarship, teaching, and service (Faculty Code 24-32)
- External arms-length review letters:
 - ***Assistant Teaching Professor to Associate Teaching Professor***
 - May include qualified reviewers external to academic appointing unit but internal to UW
 - ***Associate Teaching Professor to Teaching Professor***
 - Must be qualified reviewers external to UW

Other Reminders: P&T Process

- If a subcommittee is used at the level of faculty review (24-54.B), please ensure that the written summary provided to the candidate identifies the subcommittee members (UW Faculty Code Section 24-54 B)
- Summary shall omit specific attributions and may omit the vote count.

Electronic Submission of P&T Records to OAP



All Electronic Submissions for 2023-24

For Dean's/Chancellor's offices:

- All 2023-2024 P&T records will be submitted electronically through Sharepoint to OAP
- Sharepoint will be opened in early November – once opened, no need to wait and send all P&T records at once
- Submit each P&T record as a single PDF - see the [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-Provost Correction

- Correction needed *after* OAP AHR review but *before* provost review
- Submit corrected version of **full PDF** through Sharepoint

Post-AHR Addition/Correction

- Correction needed *during* provost review
- Submit **only corrected/additional pages** via email as requested by OAP

Timeline for 2023-24



Pre-Submission Timeline for 2023-24

September 11, 2023

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

September 18, 2023

- Non-mandatory promotion lists due to OAP
-

September 20, 2023

- Promotion and Tenure Prep training (TODAY)

Submission Timeline for 2023-24

November 6, 2023

- 2022-23 Sharepoint folders will be live - ready for submissions!
-

December 15, 2023

- Mandatory promotion and/or tenure records due to OAP
-

February 2, 2024

- Non-mandatory and non-mandatory early promotion and/or tenure records due to OAP
-

March 1, 2024

- Clinical and affiliate promotion records due to OAP
-

April 12, 2024

- Librarian (mandatory, non-mandatory early, and non-mandatory) promotion records due to OAP

Notification Timeline for 2023-2024

March 31, 2024

- Mandatory promotion confirmation letters sent to candidates and deans/chancellors offices
-

May 31, 2024

- Non-mandatory and non-mandatory early promotion confirmation letters sent to candidates and deans/chancellors offices
- Clinical and Affiliate Faculty Promotion Notifications
- Librarian Promotion Notifications

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](#)
- [2023-2024 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!