

PROMOTION AND TENURE 2024-2025

October 8, 2024



UNIVERSITY *of* WASHINGTON
OFFICE OF ACADEMIC PERSONNEL
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Agenda

2023-24 Promotion and Tenure (P&T) Recap

Major Changes for 2024-25

Updating Workday and Other Materials

Assembling P&T Records

Electronic Submission of P&T Records

Timeline for 2024-25

Questions

2023-24 P&T Recap

Promotion Records - Totals

Total P&T Cases
718

83 Mandatory

84 Early Non-Mandatory

234 Non-Mandatory Voting/Librarian

317 Clinical & Affiliate

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

Promotion Records - Totals

Total P&T Cases
718

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234 Non-Mandatory Voting/Librarian

~~317 Other~~ Not in 24-25!!

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

A Few Reflections on 23-24 Cycle



Teaching Professorial Track

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



Peer Reviews should be contemporaneous

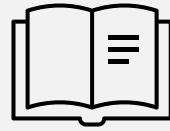


[EO 57](#) Outside work for compensation compliance



Assessments should focus on IMPACT in all categories

Big Changes are Afoot



Faculty Code Changes
Effective 2024-25



System-wide Interfolio RPT
Effective 2025-26

Watch for Training in 2025!!

Changes to Faculty Code 24-54 and Code Interpretation

Faculty Discussion & Vote Summary shared with candidate must be “substantial” and includes any expressed concerns and counterarguments thereto.

Unit Leader Independent Assessment is shared with candidate in all cases.

SCC Faculty Advisory Board has only those superior in rank consider the case.

SCC Faculty Advisory Recommendation and Reasoning is shared in all cases

Dean/Chancellor Independent Assessment is shared in all cases – however, only delay transmission to AHR for candidate response if initial recommendation is unfavorable.

Updates to Provost & OAP Guidance on Promotion & Tenure Process

Unit and SCC Leader are not eligible to vote or to serve on subcommittee.

Any report to faculty must be written by an official subcommittee and shared with the candidate 7 days prior to faculty meeting.

"Abstention" = faculty needed more information, asked for it, and did not receive it.
Otherwise, only "Yes", "No", "Recuse".

Postponement is only discussed after non-favorable vote on mandatory promotion. It is NOT mentioned in external evaluator communications.

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.

The **R0722** report includes all of the following information in one place for your use:

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

2024-25 P&T Checklist

- Attach **COMPLETED** [checklist](#) as cover sheet for all records
 - Updated with new faculty code requirements
- Assemble records in order outlined on the checklist
 - Peer and student evaluations in chronological order is a huge help for us! Especially helpful is a teaching matrix listing all courses taught while in rank, including quarter, number of students, whether the course had student and/or peer evaluations, and (if available) overall average score for student evals.

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

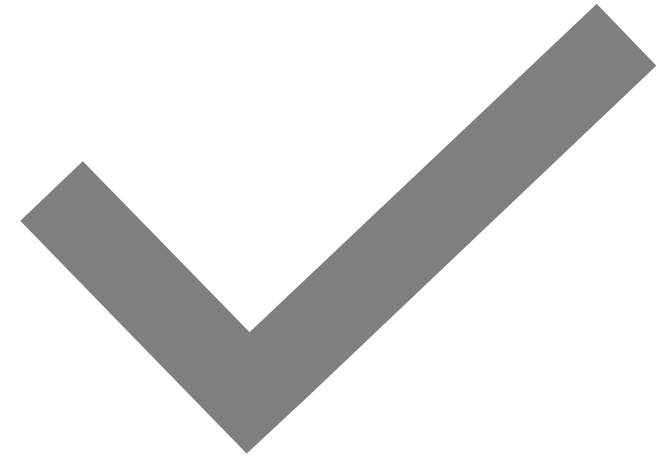
A positive vote requires 51% or more of voting eligible faculty recommending promotion

The chair/director/campus dean/dean responsible for a subsequent independent assessment does not count as an eligible voter

An optional vote on whether to recommend postponement occurs after a negative vote on a mandatory promotion

Ensure vote counts are consistent within record

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 course being offered

Student evaluations

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

Course Evaluation Matrix

Recommended as First Page

Example

- List all courses while in rank in chronological order
- Include info from other institutions if relevant

Qtr	Crs. No.	Type	Title	# Stud.	# Resp.	Median 1-4 Raw/Adj	Peer Yes/No
AUT 2020	Phys 321	UG Lecture Req'd	Electromagnetism	95	63	3.9/4.2	No
WIN 2021	Phys 294	UG Seminar Req'd	Frontiers in Physics	150	No eval	--	No
SPR 2021	Phys 114	UG Lecture Non-Major	Mechanics for Life Scientists	180	120	3.6/4.2	Yes
...							
...							

Alternative = [Arts & Sciences: Course Evaluation Matrix Template](#)

Other Materials & Required Elements



External letters of review: Minimum 3 letters required

Reviewers should provide arm's length assessment

Arm's length:

no recent direct collaboration in scholarship or teaching (in service is OK, as is coauthors on a huge list where they did not interact directly)

never served in an evaluative capacity (mentor, same department while faculty member, etc.)



If promotion/tenure recommendation was postponed in 2023-24

New external letters are required. At least 2 from someone who did not write last year.

Solicitation should not mention postponement

Documentation from chancellor/dean and unit leader 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.
- Unit leader independent assessment and faculty discussion summary are shared with candidate concurrently
- SCC leader independent assessment and SCC Advisory Board summary are shared with candidate and unit leader concurrently

Electronic
Submission
of P&T
Records to
OAP



All Electronic Submissions for 2024-25

For Dean's/Chancellor's offices:

- All 2024-2025 P&T records will be submitted electronically through Sharepoint to OAP
- Sharepoint will be opened on November 4th – once opened, no need to wait and send all P&T records at once. Submit them as you have them.
- 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 2024-25

Submission Timeline for 2024-25

November 4, 2024

- ❖ 2024-25 Sharepoint folders will be live - ready for submissions!
-

December 16, 2024

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

February 3, 2025

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

April 11, 2025

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

Notification Timeline for 2024-2025

March 31, 2025

- ❖ Mandatory promotion confirmation letters sent to candidates (deans/chancellors offices receive spreadsheet by March 21)
-

April 30, 2025

- ❖ Non-mandatory early promotion confirmation letters sent to candidates (deans/chancellors offices receive spreadsheet by April 23)
-

May 31, 2025

- ❖ Non-mandatory promotion confirmation letters sent to candidates (deans/chancellors offices receive spreadsheet by May 23)
-

June 6, 2025

- ❖ Librarian Promotion Notifications sent to Dean of Libraries

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](#)
- [2024-2025 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!