Promotion and Tenure 2019-2020

September 17, 2019
Agenda

- 2018-2019 Promotion and Tenure Recap
- Promotions Effective 9/16/2019
- Timeline for 2019-2020
- Assembling P&T Packets
- Updating Workday
### 2018-2019 P&T Recap

#### Packets by the numbers

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Promotion Packets</td>
<td>98</td>
</tr>
<tr>
<td>Non-Mandatory Promotion Packets</td>
<td>178</td>
</tr>
<tr>
<td>Non-Mandatory Early Promotion Packets</td>
<td>78</td>
</tr>
<tr>
<td>Clinical and Affiliate Promotion Packets</td>
<td>168</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>522 Packets</strong></td>
</tr>
</tbody>
</table>
## 2018-2019 P&T Recap

<table>
<thead>
<tr>
<th>Total P&amp;T Awards by School/College/Campus</th>
<th>Arts &amp; Sciences</th>
<th>97</th>
<th>Medicine</th>
<th>346</th>
</tr>
</thead>
<tbody>
<tr>
<td>Built Environments</td>
<td>1</td>
<td></td>
<td>Nursing</td>
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<tr>
<td>Education</td>
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<td></td>
<td>Pharmacy</td>
<td>4</td>
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<tr>
<td>Engineering</td>
<td>48</td>
<td></td>
<td>Public Health</td>
<td>49</td>
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<tr>
<td>Environment</td>
<td>13</td>
<td></td>
<td>Social Work</td>
<td>6</td>
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<tr>
<td>Information School</td>
<td>7</td>
<td></td>
<td>Libraries</td>
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<tr>
<td>Foster School</td>
<td>5</td>
<td></td>
<td>UW-Bothell</td>
<td>17</td>
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<tr>
<td>Dentistry</td>
<td>11</td>
<td></td>
<td>UW-Tacoma</td>
<td>18</td>
</tr>
<tr>
<td>Law</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Promotions/Awards of Tenure: **649**
Promotions Effective 9/16/2019

Timeline

All promotions effective 9/16/2019 being loaded into Workday on 9/19/2019

Units will need to verify information in Workday and send tickets for any corrections to ischelp@uw.edu before 9/24/2019

Any promotions that fall out of the EIB load will need to be entered manually by the unit before 9/24/2019

• Update Academic Appointment
• Change Job
• Update Compensation

9/16 EIB Load
• 151 position and compensation changes
• 211 appointment updates
Timeline for 2019-2020

August 16, 2019
- Mandatory lists sent to deans/chancellors offices
- Academic HR (AHR) solicited for non-mandatory promotions

September 6, 2019
- Non-mandatory promotion lists due to AHR

September 17, 2019
- Promotion and Tenure Prep training (TODAY)

December 16, 2019
- Mandatory promotion and tenure packets due to AHR

February 3, 2020
- Non-mandatory and non-mandatory early promotion and tenure packets due to AHR

REMINDER
Packets turned in after the due dates outlined here will not be accepted without a prior exception from Peg Stuart.
Timeline for 2019-2020

March 2, 2020  ➢ Clinical and affiliate promotion packets due to AHR

March 20, 2020  ➢ Mandatory promotion confirmation letters sent to candidates and deans/chancellors offices

May 1, 2020  ➢ Librarian promotion packets due to AHR

May 15, 2020  ➢ Non-mandatory and non-mandatory early promotion confirmation letters sent to candidates and deans/chancellors offices

May 29, 2020  ➢ Clinical and affiliate confirmations sent to deans/chancellors offices
Assembling Promotion Packets

Use the updated 2019-2020 Promotion and Tenure Checklist

- Attach COMPLETED checklist as the cover sheet for all promotion and tenure packets
- Assemble packets in order outlined on the checklist

For joint/adjunct appointments, primary unit is responsible for collating the information and reviews from all units

Ensure vote counts are consistent within packet; specify whether faculty vote includes chair vote

Include joint appointment vote counts on additional checklist
Assembling Promotion Packets

Remove all metal (staples, paperclips, etc.) from packet - should only be held together with a single binder clip (or multiple if packet is too big)

Do not use tabbed dividers to separate sections

Supplementary materials (if any) should be placed at the end of the packet (e.g., course slides/syllabi; publications or other creative works)
Assembling Promotion Packets

Materials from Candidate

- Updated CV and Self-Assessment
- Teaching Evaluations
  a) Peer evaluations
     - Assistant professors, associate professors tenure track, professors tenure track, lecturers, and artists in residence – one for every year, provided to the faculty member each year
     - Associate professors, professors, senior lecturers, senior artists in residence - one every three years; must have one in year prior to consideration for promotion (tenure)*
  b) Student evaluations – one for every year in which a course is taught

*This list only applies to promotion (tenure); peer evaluations are also required and apply to other faculty for renewal of appointment.
Assembling Promotion Packets

Other Materials and Required Elements

- External letters of review – Minimum of 3 letters required. Reviewers should provide an arm’s length assessment
- If promotion/tenure recommendation was postponed for a year, new external review letters must be obtained for following year
- If promotion/tenure recommendation postponed, the chair/director/campus dean/dean/chancellor must address the candidate’s progress and whether the candidate has met expectations outlined in postponement plan
- Funding plans should be addressed in chair/director/campus dean/dean/chancellor letters
- Faculty Code 24-54 process is reviewed by OAP. Ensure packet 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.
Updating Workday

Making sure the following Workday fields are accurate and up-to-date will help expedite the review process:

- Education History
- Appointment/Position Dates
- Joint Appointments
- Dual Appointments (Adjunct, Endowment, Concurrent Non-Professorial)
- FTE, Roster Percent and Tenure Values
Questions?
Q&A Summary

Question: All recommendations for promotions and awards of tenure forwarded to the provost must include confidential evaluations by external reviewers. These individuals should provide an “arm’s length” assessment. What is meant by “arm’s length”?

Answer: External reviewers should be able to provide an impartial, objective evaluation of the candidate’s scholarly/instructional achievements. In the solicitation letter to the external reviewer, it is appropriate to ask how and for how long the reviewer has known the candidate, as well as the nature of their relationship, if any, to determine their level of impartiality.
Question: Are peer teaching evaluations conducted on the calendar year or on the academic year?

Answer: UW Faculty Code 24-57 section A specifically refers to requirements related to teaching effectiveness in academic years. This requirement is consistent with other types of evaluations for faculty at UW.

Question: If a promotion is postponed, do we need to ask the same external reviewers from the initial promotion?

Answer: No, new external reviewers could be used in the year following a postponement. Regardless of whether the unit solicits the same or new reviewers, the postponed mandatory review requires a new review process with new external review letters evaluating the candidate’s updated record and materials.
Question: If academic units solicit five external review letters and all five are received by the unit, do they all need to be submitted in the promotion (tenure) packet?

Answer: Yes, all letters solicited and received by the unit must be included in the packet, and all must be considered in evaluating the record.

For more information about the promotion and tenure process, visit the OAP website promotion and tenure section or reach out to your academic HR specialist.
Resources

- AHR promotion and tenure web pages
- 2019-2020 Promotion and Tenure Checklist
- Promotion and Tenure Voting Matrix

Got More Questions?

Contact your AHR Specialist
Email us at acadpers@uw.edu
-OR-
Call us at our new central line
(206) 221-UWAP (8927)