UNIVERSITY *of* WASHINGTON
OFFICE OF ACADEMIC PERSONNEL
Academic Human Resources

2024-25 Promotion and/or Tenure Recommendation Checklist

*This completed checklist **MUST** be attached as the coversheet for every mandatory, non-mandatory, and non-mandatory early promotion and/or tenure (P&T) record prior to submitting to Academic HR for review.*

CANDIDATE'S NAME:

Primary Unit:

Joint Unit(s):

Adjunct Unit(s):

Current Rank:

Rank After Promotion:

Promotion Action: ☐Mandatory ☐Non-Mandatory ☐Non-Mandatory Early ☐Postponed Mandatory

Chair/Dir/Campus Dean Recommendation: ☐Promote ☐Postpone ☐Deny ☐Award of Tenure Only

Council Recommendation*:   ☐Promote ☐Postpone ☐Deny ☐Award of Tenure Only

Dean/Chancellor Recommendation: ☐Promote ☐Postpone ☐Deny ☐Award of Tenure Only

*The council identified here is the elected faculty council of the school/college/campus who is advisory to the dean/chancellor ([Faculty Code Section 24-54C](#)).

Tenure Percent (indicate tenure split if applicable)

If recommending promotion to professorial research or teaching track titles/ranks, include:

Number of years for initial term:

New appointment end date:

VOTING ACTION:

After reviewing and discussing the candidate's record, eligible voting faculty members shall vote whether to recommend promotion (Favorable / Unfavorable / Abstain) ([Faculty Code 24-54B](#)).

	PRIMARY DEPARTMENT/UNIT	ADVISORY COUNCIL	SUBCOMMITTEE (if used)
Total Eligible*:			
Favorable:			
Unfavorable:			
Abstain:			
Absent:			

*Vote counts must add up to the total number of eligible voters (total eligible = # absent + # abstain + # unfavorable + # favorable). Note that the chair/director/campus dean (or dean/chancellor, if in your unit) should not be included in the total eligible voters. he chair / director / campus dean's vote is included in the total. A favorable recommendation requires a majority (i.e., >50%) of favorable votes out of the total number of eligible votes. [See Voting Matrix](#) for promotion/tenure voting guidelines.

DOCUMENTATION: *Promotion and/or tenure records must be arranged in this order and include required items.*

Optional in 2024-2025: *P&T records (PDF files) may include clearly marked bookmarks for each of the sections in the checklist. Including bookmarks may help expedite the review process.*

See the OAP Promotion and Tenure pages and Faculty Code Section 24-54 for further details.

☐	Promotion and/or tenure recommendation checklist (this document)
☐	Pre-submission Workday Check
☐	Dean/chancellor letter
☐	Dean/chancellor communication(s) to candidate and response for all cases
☐	Advisory council committee report
☐	Confirmation advisory council report sent to candidate for all cases
☐	Chair/director/campus dean independent analysis and recommendation letter..
☐	Confirmation candidate was provided copy of faculty rpt. and analysis and recommendation with opportunity to respond
☐	Candidate's confirmation receipt and response (if submitted) to faculty rpt. and chair/director/campus dean report
☐	* Joint appointing unit chair/director/campus dean letter and review documents (if applicable) *Include chair/director/campus dean's letters (and dean's/chancellor's letters, where candidate's secondary unit lies outside their primary school/college/campus), with vote counts from both units.*
	Tenure Split documentation (if applicable)
	Adjunct appointing unit chair/director/campus dean concurrence (if applicable)
	Subcommittee report, including names of committee members (if applicable)
	Confirmation candidate was provided copy of subcommittee report with to include member names opportunity to respond
	Candidate's confirmation of receipt and response (if submitted) to subcommittee report *
	Candidate self-assessment
	CV
	External letters of review – *Minimum of 3 letters from arm's length (non-conflicted) reviewers* • *Include example letter of solicitation to external reviewers*
	Peer teaching evaluations • *Assistant professors: Required for each academic year engaged in teaching* • *Associate professors or professors: Required every 3 academic years*** *Evaluations: Include date and name of evaluator; must be conducted in the same academic year as the evaluation. Evaluations included in P&T record (PDF) should be in chronological order.*
	Student teaching evaluations • *Minimum of 1 course/academic year in any year of teaching.* • *Evaluations in the electronic P&T record (PDF) should be in chronological order.* • *Include both quantitative course ratings and qualitative comments from summary reports* • *Include cover page with teaching matrix, including a list of all courses taught while in rank.*

*Confirmation may be a simple email exchange acknowledging receipt of report and opportunity to respond within 7 calendar days.
***Required for **all faculty** in academic year leading up to P&T review.*

Unit administrators: Use this space to provide additional explanation about peer and/or student teaching evaluations or other relevant factors for consideration when reviewing this candidate's record: