Third Year Review Process for Assistant Professors

2011-12 Timeline
March 9, 2012  Candidate submits proposed list of names to serve on review committee to Dean Saudagaran
March 23, 2012  Review Committee formally established
March 30, 2012  Candidate submits evaluation materials to Review Committee Chair
April 20, 2012  Review Committee submits recommendation to Dean Saudagaran
May 4, 2012*  Senior faculty vote on recommendation
May 15, 2012  All personnel recommendations for Assistant Professor titles due to UW Tacoma Chancellors Office
June 15, 2012  Reappointment decision conveyed by Academic Affairs to candidate

*Deadline as required by UW Tacoma Vice Chancellor for Academic Affairs Office.

Review Procedure
The first term of appointment for an Assistant Professor is three years, and a reappointment recommendation is required in Spring Quarter of the second year. The department must recommend one of the following: (1) approval of a second term of appointment, (2) denial of reappointment, or (3) postponement of the reappointment decision for one year.

- **Department Establishes Review Committee**
  Each faculty member up for review is required to have a review committee. The committee will be composed of at least 3 individuals senior in rank to the faculty member being evaluated. To assist with the formation of the review committee, the candidate provides the Dean with a proposed list of names to serve on the review committee. It is recommended to have one person on the review committee be outside the department and/or disciplinary area.

- **OR**

- **Candidate Submits Letter Requesting Postponement**
  If the candidate is in the second year of his/her first three-year appointment, he/she has the option of requesting the review be postponed until the third year. In this case, the candidate provides a letter requesting the postponement and submits it to the Dean. *Skip to step:” MSB Faculty Vote on Committee Recommendation”*

- **Candidate Submits Documentation for Evaluation**
  Suggested criteria and documentation for evaluation:
  - Yearly Activity Reports
  - Current Curriculum Vitae
  - Publication list
  - Evidence of teaching effectiveness
  - Copies of published and manuscript material or other creative work, etc.

Revised February 11, 2012
Review Committee Submits Recommendation Decision to MSB Dean
Review Committee reviews candidate’s file and provides a written recommendation to the Dean. There are three possible recommendations that can be made:

1. **Recommend renewal of the appointment** for a period which extends through the academic year in which a decision on promotion (and tenure) is required.

2. **Recommend non-renewal of the appointment**, with termination at the end of the third year.

3. **Recommend postponement of the decision for one year** (the unit must specifically vote on a motion for postponement). Normally grounds for postponement would be that the department would not yet have enough experience with the candidate to make an informed recommendation concerning renewal or non-renewal of their current appointment. In such cases, mandatory promotion and tenure consideration in the sixth (or final) year still applies. After a postponement, the department must consider the appointment renewal again in the third year of the candidate's initial appointment. If, in the third year, a decision is made to terminate, the candidate's appointment is extended to a fourth and terminal year.

MSB Faculty Vote on Committee Recommendation
The voting faculty in the unit votes on the recommendation of the Review Committee. If the candidate submits a letter requesting postponement, senior faculty votes to recommend the request.

MSB Dean Conveys Faculty Voted Recommendation to UW Tacoma Vice Chancellor for Academic Affairs
The Dean sends a letter indicating renewal, postponement, or non-renewal.

UW Tacoma Vice Chancellor for Academic Affairs Conveys Decision to Candidate
Reappointment decisions must be communicated in writing to an Assistant Professor before the end of the year in which the decision is mandatory. The reappointment decision is conveyed in writing from the Dean to the UWT VCAA office and they send an official letter to the candidate.
Faculty Code: Section 24-41: Duration of Nontenure Appointments

A. The first appointment or the reappointment of an assistant professor is for a basic period of three years, subject to earlier dismissal for cause. Although neither appointment period shall extend beyond the academic year in which a decision on tenure is required, the year in which a negative tenure decision is made must be followed by a terminal year of appointment. If the assistant professor is reappointed, the period of reappointment must include a tenure decision. Assistant professors holding positions funded by other than state funds shall be treated in the same way except that the appointment may be to a position without tenure by reason of funding as provided in Subsection D. Procedures governing the reappointment of assistant professors are as follows:

1. During the second year of the initial appointment, the dean of the assistant professor’s college or school shall decide whether:
   a. The appointment is to be renewed under the above provision for reappointment;
   b. The appointment is not to be renewed beyond the initial three–year period, in which case the appointment will terminate at the end of the third year; or
   c. The decision concerning the appointment is to be postponed to the following year.

2. Should the above decision result in a postponement, during the third year of the initial appointment the dean shall decide whether:
   a. The appointment is to be renewed under the above provision for reappointment, or
   b. The appointment is not to be renewed; if it is not, the basic appointment is extended to include a fourth and terminal year.

3. The dean shall inform the professor in writing within 30 days of any decision made pursuant to this section.

Faculty Code: Section 24–53 Procedure for Renewal of Appointments

When it is time to decide upon renewal of a nontenure appointment to the faculty (Section 24–41), the procedure described below shall be followed.

A. The voting members of the appropriate department (or undepartmentalized college or school) who are superior in academic rank or title to the person under consideration shall decide whether to recommend renewal or termination of the appointment. Research faculty shall be considered by voting faculty who are superior in rank to the person under consideration, except that the voting faculty at rank of professor shall consider whether to recommend renewal or non–renewal of
the appointment of a research professor. Faculty with instructional titles outlined in Section 24–34, Subsection B shall be considered by voting faculty who hold a professorial rank or instructional title superior to the person under consideration.

B. If this recommendation is a departmental one, the chair shall transmit it to the dean. If the chair does not concur in the recommendation he or she may also submit a separate recommendation.

C. The dean shall decide the matter within the time prescribed in Section 24–41 and inform the faculty member concerned of the decision.

D. If a faculty member requests a written statement of the reasons for the non–renewal of his or her appointment, the dean shall supply such a written statement within 30 days.

Section 13–31, April 16, 1956; S–A 41, April 3, 1972; S–A 60, June 25, 1979; S–A 81, January 30, 1990; S–A 94, October 24, 1995; S–A 124, July 5, 2011: all with Presidential approval.