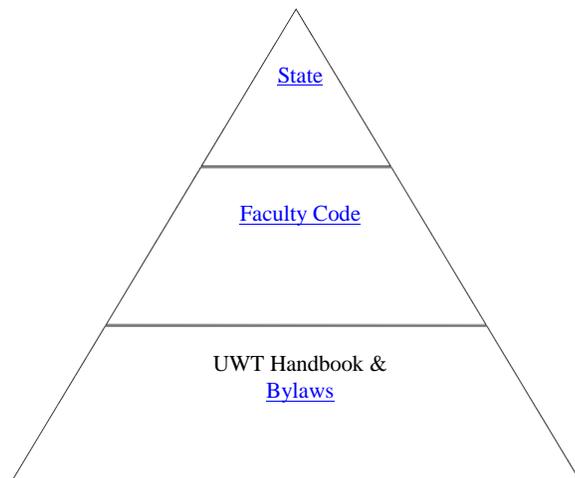


# HANDBOOK CONTENTS

## UNIVERSITY OF WASHINGTON TACOMA

### CAMPUS

The University of Washington Faculty rights and responsibilities are outlined hierarchically in three dimensions as illustrated in the pyramid figure below:



#### **The State Law**

The Faculty’s governance authority and responsibility according to the Washington State Law is as follows:

***Revised Code of Washington (RCW): 28B.20.200:***

*“Faculty — Composition — General Powers.*

*The faculty of the University of Washington shall consist of the president of the university and the professors and the said faculty shall have charge of the immediate government of the institution under such rules as may be prescribed by the board of regents.*

*[1969 ex.s. c 223 § 28B.20.200. Prior: 1909 c 97 p 241 § 6; RRS § 4558; prior: 1897 c 118 § 187. Formerly RCW 28.77.120.]”*

Strong shared governance has been Washington State Law since 1897. The parameters of authority/flexibility related to the ***RCW: 28B.20.200*** is listed in the Faculty Code (University of Washington Handbook Vol. II Part II Chapter 21-29).

#### **The University of Washington Tacoma’s relationship and identity to University of Washington Seattle**

According to the University of Washington Policy Directory, Faculty Code and Governance section [13-24](#), #2, UWT is designed and

operated similarly to a departmentalized collegiate unit at the University of Washington Seattle, with programs equivalent to departments.

In the same section, the Faculty Code and Governance also notes, if the Regents create colleges or schools within the campuses of the University of Washington Tacoma, headed by a dean, then UWT colleges, schools, and deans shall have the same meaning in the Faculty Code as they do for these entities at the University of Washington Seattle. This already has happened for UWT’s Milgard School of Business. This clause strongly anticipates the future of UWT.

Based on the University of Washington Policy Directory, Faculty Code and Governance section [13-24](#), #2, following are the synonymous lists of terms and the chain of command between UWS and UWT.

University of Washington Seattle	University of Washington Tacoma (Except Milgard School of Business)	University of Washington Tacoma Milgard School of Business <i>So we have a school within a school.</i>
Dean of School or College	Chancellor	Dean
Departments	Programs	Departments...
Department Chairs	Program Directors	Department Chairs

**The “must knows” of the University of Washington Faculty Code:**

- a) Faculty’s rights and responsibilities to determine academic matters are stated in the University of Washington Policy Directory, Faculty Code and Governance section [23-43](#) within the parameters of section [13-23](#).
- b) [23-41](#). The faculty of a campus, college, or school is its governing body, and under the provisions of this chapter may exercise direct control of its affairs or may delegate such control as it deems appropriate to an executive committee, council, or other committee or committees.
- c) [23-45 A](#): Faculty’s rights and responsibilities to determine its own organization and rules of procedure except as stipulated in Subsections B and C. The organization and rules of procedure of a department may be determined by the department faculty, *but shall be subject to review by the appropriate campus, school, or college faculty*.
- d) [23-45 B](#): Faculty’s rights and responsibilities to have an elected faculty council or councils that shall advise their respective chancellors on matters affecting the general welfare of

their respective campuses, matters of faculty promotion and tenure, and on matters involving academic policy, including priorities, resource

and salary allocation, and budgets. In accord with Subsection A, the faculty of each campus shall determine for itself the organization and structure of its council or councils and the procedure by which the members are elected.

e) [23-46](#) C-H

C. When a proposed action concerns a faculty employment recommendation, such as appointment, reappointment, tenure, or promotion, it will be effective only if passed by a majority of all eligible voting members of the unit, and in accordance with the appropriate procedures as specified in Sections [24-51](#) to [24-55](#) and [25-41](#).

D. Campuses, colleges, schools, and departments may vote by mail in matters of faculty employment, provided that they use specific procedures they have adopted and published and that these procedures provide for:

1. reasonable opportunity for each faculty member of the unit to study all information relevant to the employment action,
2. secrecy and security of the ballot, and
3. security and impartiality of the ballot count.

E. In a departmentalized school or college, the chairperson or director of a department shall transmit to the dean for approval a copy of any action by the department which may affect college or school policy. If the chairperson or director does not concur in the action, he/she may also submit his/her own recommendation.

F. Subject to the provisions of Subsections A, B, C, D and E, and of Sections [23-47](#) and [23-48](#), a proposed action or rule of a campus, college, school, or department becomes effective at the time indicated in the action or rule.

G. When requested by one or more voting members of a campus, college, school, or department faculty the vote upon any matter before it shall be by secret ballot.

H. Upon request, the chancellor of a campus, the dean of a college or school, or the chairperson of a department shall provide a member of his or her faculty with information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to his/her campus, college, school, or department.

APPROVED BY:

UNIVERSITY OF WASHINGTON TACOMA FACULTY ASSEMBLY  
18 May 2012

REVISIONS BY:  
UNIVERSITY OF WASHINGTON TACOMA FACULTY ASSEMBLY  
4 January 2008  
25 June 2010  
18 May 2012

# **UWT FACULTY BYLAWS**

## **UNIVERSITY OF WASHINGTON, TACOMA**

[http://www.tacoma.uw.edu/sites/default/files/global/documents/faculty-assembly/uwt faculty bylaws approved faculty vote 05182012.pdf](http://www.tacoma.uw.edu/sites/default/files/global/documents/faculty-assembly/uwt%20faculty%20bylaws%20approved%20faculty%20vote%2005182012.pdf)

## **APPENDIX A.**

### **Promotion and Tenure:**

#### **CAMPUS GUIDELINES FOR IMPLEMENTING THE PROVISIONS OF THE HANDBOOK OF POLICIES FOR UWT**

*Note:* In cases where there is a discrepancy between these guidelines and the UW Faculty Code, the UW Faculty Code takes precedence.

This document outlines general guidelines for implementing the Handbook of Policies, University of Washington Tacoma, regarding promotion and tenure reviews and decisions. Additional guidelines may be required by individual programs. Included are procedures for external review of scholarship, as defined in Section [24-32](#) of the University Handbook.

### **Requesting a Review Committee:**

At any time, professors of less than full rank may ask their program director or dean to form a committee to help guide the candidate in preparing for the review for tenure and/or promotion. For an Assistant Professor to be promoted and granted tenure, a committee must be formed by the end of the fifth contract year. Associate Professors without tenure and Professors without tenure may request a review to change to a tenure track position at any point in their career; the review must take place during the promotion/tenure cycle and, if granted, the change to the tenure-track position is effective only at the beginning of the next academic year.

In requesting that a review committee be formed, a candidate shall submit a brief letter to the candidate's program director or dean summarizing the candidate's record in all areas of professional accomplishments (scholarship, teaching, and service) and identifying the fields and/or traditions to which their scholarship relates most closely. This letter is to be used as a resource in identifying potential members of the review committee and will be placed in the candidate's file.

### **Appointment, Composition and Function of the Review Committee:**

The candidate and the program director or dean will work collaboratively in selecting the members of the review committee. Members of the review committee may be chosen from all campuses of the University of Washington. At least two of the members of the committee must be members of the University of Washington Tacoma faculty. Each committee will have no fewer than three and no more than five members, all senior in rank to the candidate. The candidate and the program director or dean must jointly endorse the composition of the review committee. The program director or dean will appoint the committee and will inform the candidate in writing of the committee membership.

The review committee will advise the candidate, guide the candidate in applying for promotion and tenure, and assist in the assembling of appropriate documentation. The review committee will make sure that the candidate's file includes all items listed in the

University of Washington Tacoma Promotion and Tenure Recommendation Checklist. After all materials have been assembled and the external evaluation letters have been added to the candidate's file, the review committee will evaluate the candidate's file and vote. The committee chair in collaboration with the rest of the members of the review committee, will write a letter summarizing and evaluating the candidate's qualifications for promotion and/or tenure. The letter will be submitted to eligible voting faculty from the candidate's program and placed in the candidate's file. The full contents of the candidate's file will be made available to eligible voting faculty (as defined in Section [24-54](#) A of the University Handbook) from the candidate's program. Throughout this process, candidates will have access to the file, excluding external evaluations, and will have the right to add comments to the material. The review committee does not have the authority to prevent a candidate from proceeding with the review process.

### **The Candidate's File:**

The candidate's file must include a curriculum vitae or cumulative record, a narrative letter, documentation of teaching effectiveness, documentation of scholarship for review, yearly activity reports, documentation of regular conferences with the director or dean, and external review letters. Faculty who are being considered for promotion from the rank of Assistant to Associate should also include documentation from their third-year review. Please see the UWT Promotion and Tenure Recommendation Checklist for complete details.

#### ***Curriculum Vitae or Cumulative Record***

The candidate's vitae should contain a cumulative record of scholarship, teaching, and service. Precise contents will differ according to discipline. The following items should be included:

1. Education: list institutions, degrees granted, dates
2. Dissertation title
3. Employment
4. Research projects/grants/contracts: list funding agencies, dates, amounts of funding, and individual's role (PI, CO-PI, other)
5. Honors and awards
6. Service: university, professional, community
7. Curriculum development
8. Areas of teaching expertise
9. Scholarly accomplishments (if applicable, include: bibliography - including page numbers and length, types of publications, whether publication was peer-reviewed before acceptance, and whether candidate was the principal author).

#### ***Narrative Letter***

The narrative letter is an integrated discussion of an individual's scholarship, service, and teaching. The purpose of the narrative is to illuminate the contents of the cumulative record and the documentation of teaching effectiveness and scholarship. Research contributions should demonstrate consistent scholarly progress after appointment as Assistant Professor

when the candidate is seeking promotion to Associate Professor, or after appointment to Associate Professor when the candidate is seeking promotion to Professor. The letter is addressed to the committee. It is the most important item included in an individual's file.

### ***Documentation of Teaching Effectiveness***

This documentation should include the following items:

- A list of all courses taught at the UW, with dates;
- A list of all graduate students supervised, each entry specifying student name, thesis/scholarly project topic, degree, dates, and the faculty member's committee role (chair or member)
- Peer evaluations of teaching effectiveness - Assistant Professors should be evaluated at least once a year; Associate Professors should be evaluated at least once every three years.
- Student course evaluations - all student teaching evaluations since date of last promotion should be included.

Evaluations should show a pattern of effective and competent teaching. Candidates who intend to apply for promotion and/or tenure must provide student and collegial evaluations of their teaching that have been conducted within 12 months of their application for promotion and/or tenure. Candidates should include all student and peer teaching evaluations since their initial employment (for Assistant Professors) or last promotion (for Associate Professors).

### ***Documentation of Scholarship For Review***

Precise contents will differ according to the candidate's program/school. The candidate should consult their program/school's tenure and promotion guidelines.

### ***Yearly Activity Report, Third Year Reviews, and Documentation of Regular Conferences with the Director or Dean***

The candidate must include yearly activity reports, documentation of his/her regular conference with the director or dean, and documentation of his/her third-year review.

### **Yearly Activity Reports**

Section [24-57](#) of the University Handbook states, "Yearly activity reports shall be used as a reference and as a course of information for consideration of promotion, merit salary, or tenure. These forms shall be used as evidence for recommendations of promotion, merit salary, or tenure. Such information may be updated by a faculty member at any time during the academic year." Should the candidate need to update their yearly activity report and/or add additional materials to his/her file, the candidate shall follow the procedures outlined in Appendix C, Ch. 2. Sec.1A below.

## Documentation of Regular Conference with the Director or Dean

Candidates who intend to apply for promotion and/or tenure must include documentation of the regular conference with his/her director or dean within 12 months of their application for promotion and/or tenure.

### *External Review Letters*

Evaluation by external reviewers who are experts in the candidate's field(s) must be included in the file. Acceptable forms are reviews and/or letters from external reviewers who have evaluated the candidate's demonstrations of scholarship (as defined in Section [24-32](#) of the University Handbook). The external review is based on scholarship or artistic creativity; tenure and promotion depend on more than these factors. The external reviewer should **not** be asked to assess whether the candidate should be promoted here or would be elsewhere.

The chair of the review committee will solicit from the candidate a list of names of scholars qualified to review the candidate's demonstration of scholarship. The review committee will select up to five names from this list and may substitute up to two others not named by the candidate. The external evaluators should be chosen by the program director or dean and faculty review committee.

The review committee must solicit reviews from a minimum of three external reviewers. No more than one external reviewer may be from the candidate's doctoral committee, and no more than two may be from the candidate's degree-granting institution during the candidate's tenure. The external reviewers will be provided with relevant demonstrations of scholarship and a summary of the candidate's teaching and service record. All letters received from external reviewers will become part of the candidate's file but will not be made available to the candidate.

The committee chair will compose the solicitation letter in consultation with the program director or dean. The solicitation letter should be signed by, and should request return to, the program director or dean.

The letter should state that the unit is considering the candidate for possible promotion and request the following information:

- How and for how long the referee has known the candidate
- The significance, independence, influence, and promise of the candidate's scholarship or creative work and the degree of national/international recognition
- A comparison of the candidate's accomplishments with leading scholars or artists at a similar career stage in the same or related fields

Each evaluator should be provided with the same representative set of the candidate's scholarly or artistic materials.

## **Voting on Promotion and Tenure:**

Procedures for voting on promotion and tenure shall be as prescribed in Sections [24-54](#) and [25-41](#) of the *Faculty Code*. The program director or dean will write a letter to the VCAA summarizing the content of the decision leading up to the vote, the number and names of faculty participating in the discussion and vote, the number of eligible voting faculty, and the number of positive and negative votes and abstentions. The program director or dean, who does not vote with the faculty, will write an independent letter of recommendation.

Upon receiving the recommendation from the program director or dean, the VCAA will seek the advice of the Faculty Council on Appointment, Promotion and Tenure to make sure that current procedures have been followed and to ensure that the candidate's teaching, scholarship, and service are similar in quality to that of current tenured faculty at the University of Washington Tacoma. The VCAA will forward his/her recommendation with concurrence from the Chancellor to the Provost who makes the decision on behalf of the President.

## Disagreements on Procedures

Candidates who believe that procedures relative to their review have not been properly adhered to have the right to utilize established grievance procedures as set forth in the *Faculty Code* to appeal for redress. A faculty member whose tenure is denied may engage in the administrative and conciliatory proceedings described in [Chapter 27](#), and may file a petition for review as provided in Section [25-64](#).

APPROVED BY:  
UNIVERSITY OF WASHINGTON TACOMA FACULTY ASSEMBLY  
18 May 2012

## **APPENDIX B**

### **ORIGINAL INSTITUTIONAL OBJECTIVES AND ROLES FOR UWT, 1990**

Role and Mission of the Tacoma and Bothell Campuses of the University The branch campuses of the University of Washington have been established for the purpose of providing needed educational services for the central Puget Sound region. Appropriately located in this major urban area, the branch campuses make bachelor's and master's degree programs accessible to people throughout a four-county region -- one campus serving primarily Snohomish and North King Counties, the other campus serving primarily Pierce, Kitsap and South King Counties. In accordance with the traditions of the University of Washington, the branch campuses are dedicated to the goals of providing educational programs that meet high academic standards and of fostering student success in these programs. This requires that the members of the branch campus community should be of the highest quality and should maintain the highest standards in all phases of the branch

campuses' work.

The academic programs of the branch campuses are designed to respond to the educational needs of a diverse population that includes employed commuting adults beyond the traditional college age. At the undergraduate level, the curriculum is comprised of upper division courses of study.

The branch campuses seek to build and maintain strong ties with regional industries, businesses, civic agencies and organizations, and educational institutions. They pay particular attention to cooperation with neighboring community colleges and baccalaureate colleges, in order to satisfy the higher education needs of the central Puget Sound region. In service to the people of central Puget Sound, the branch campuses are committed to serving the full range of ethnic, social, and economic groups that comprise the area's population.

APPROVED BY:  
FACULTY SENATE  
UNIVERSITY OF WASHINGTON  
25 January 1990

## APPENDIX C

### CAMPUS RULES and POLICIES

#### **CH. 1: ACADEMIC POLICY**

##### Sect. 1: W Course Designation

Not all courses that include writing assignments qualify as W courses. Only those meeting the following criteria should be so designated. The faculty of each program or school should ensure that sufficient W courses are offered each year to allow students to meet W course requirements. To be designated as a W course, the course must include:

- A) Out-of-class writing assignments in appropriate discipline-specific genres that account for 30% or more of the final grade, including either:
  - (1) At least two shorter writing projects (3-5 pages each), OR
  - (2) One longer writing project that includes developmental feedback during the term, such as instructor-supported pre-writing, drafting, peer review.
- B) Student revision of at least some portion of his/her writing. A revision process is important in order for students to reflect on writing feedback.
- C) Feedback on writing from the faculty member for out-of-class writing projects. Writing feedback should be limited to 2 or 3 areas for improvement (research shows this strategy to be most effective for improving student skills).
- D) Some class time dedicated to building writing skills needed for success in projects, for example, critical analysis skills appropriate to the subject matter, knowledge of genre conventions of the project, research skills as needed, standard conventions for paragraphing, etc.
- E) Occasional, brief, in-class, ungraded writing to promote critical thinking, fluency, and increased retention of subject matter. Examples of such writing may include responses to questions posed in class or summaries of key ideas from a discussion.

APPROVED BY:  
UNIVERSITY OF WASHINGTON TACOMA FACULTY ASSEMBLY  
22 June 2009

## **CH. 2: APPOINTMENT, TENURE, AND PROMOTION OF THE FACULTY**

### **Sec. 1: The Tenure and Promotion File**

- A) After the time a candidate's file for tenure and/or promotion is evaluated by the review committee, should the candidate wish to add material to the file, the candidate must:
- 1) Inform the review committee and program director/dean regarding the addition to the file, if the departmental vote has not yet taken place
  - 2) If the program vote has already taken place, the candidate must inform Academic Affairs about the addition to the file.

In both cases, the material must be clearly annotated including the letter(s) informing the review committee, program director/dean, and/or Academic Affairs regarding the addition to the file, and the date the material is added. All materials shall be placed in a separate folder and labeled as such, making it clear the material is an addendum.

There will be a log denoting the date and time the committee, director/dean, and/or Academic Affairs Office accepted the additional material.

APPROVED BY:  
UNIVERSITY OF WASHINGTON TACOMA FACULTY ASSEMBLY  
18 May 2012

## **CH. 3: FACULTY AFFAIRS**

## **CH. 4: CURRICULUM**