

**Faculty Council on Appointment, Promotion and Tenure**  
**2009-2010 Annual Report**  
**Submitted by Zoe Barsness, Chair**

The Faculty Council on Appointment, Promotion and Tenure (FCAPT) “shall advise the Chancellor on promotion and tenure cases under review, and on appointments in cases where consultation is needed” (Article III, UWT Faculty Bylaws). The council also coordinates discussion of appointment, promotion, and tenure procedures and expectations across academic units. With the administration, the council recommends policies related to appointment, tenure and promotion to the Executive Council and may bring such policy recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of the UWT Faculty bylaws.

During the 2009-2010 academic year, FCAPT held seven meetings (December, January, February, March, April, May, and June). Major issues addressed this year by the Council included:

- 1) The FCAPT reviewed one mandatory case for promotion and tenure and three non-mandatory cases for promotion. This constituted the body of the council’s work during the fall quarter and month of January.
- 2) At least 1-2 members of the FCAPT attended each campus wide information session on the promotion and tenure process sponsored by the VCAA.
- 3) During 2009-2010, the FCAPT struggled to sustain its membership as required by the UWT Faculty Bylaws. The UWT Faculty Bylaws require that the council consist of seven members. Traditionally, a representative from each of the Academic Programs/Schools has served on the council for a two year term. Due to sabbaticals (Urban Studies) and lack of sufficient faculty to serve without causing a conflict of interest (Social Work) and a departure from the faculty (Institute of Technology), and a medical leave (Education), the council struggled to maintain a quorum throughout the year. The Social Work program provided a temporary member during the Winter quarter when we were considering non-mandatory cases, which allowed the council to achieve a quorum when drafting its recommendations on these cases. In the spring, our member from Urban Studies returned from sabbatical, but the council was still understaffed (only 4 of 7 required positions were staffed). During Spring quarter, the remaining council members discussed at length the needs and requirements of the council in terms of its size, composition and duration of member terms in order to effectively conduct its work while remaining in compliance with the UWT Faculty Bylaws. In June, the council forwarded to the Executive Council its recommendations regarding these areas of concern and recommended that these staffing and policy changes be taken up for consideration in Fall 2010 at the Faculty Assembly Annual Retreat. The council’s recommendations were the following:
  - a) The FCAPT strongly recommends that the council be adequately staffed so that it remains in compliance with the requirements of the UWT Faculty Bylaws. This means that membership of the Council should be sustained at 7 members. Seven

members is the bare minimum number required to assure a quorum on a consistent basis. We also recommend that the Executive Council consider an increase of 3 in the size of the Council and that these 3 additional members be nominated from the UWT faculty at large. If such a permanent increase in council size is not possible, we alternatively encourage consideration of a temporary increase in the size of the council in years when the load of APT cases is significant. Such a temporary increase in council size would allow members to distribute the workload and assure that each case receives the fullest review by the greatest number of council members possible.

- b) Membership of the Council should continue to reflect representation across the academic schools and programs on campus.
  - c) The Executive Council should consider having the FCAPT drop its practice of having members from the applicant's program abstain from discussing and voting on the merits of that case. We recommend that all members of the FCAPT participate in review discussions and votes on each case. Such a change in council practice will enhance the ability of the council to maintain a quorum during these critical discussions and votes.
  - d) Schools and Programs should be encouraged, but not required (given the small size and composition of some programs), to staff the council with representatives at the Full rather than Associate rank so as to provide greater insight during the review of non-mandatory cases.
  - e) The FCAPT recommends that the Executive Council consider extending the duration of member terms from two to three years. The FCAPT recommends also that the terms of the council members be staggered (e.g., approximately one third of the membership would change each year). Both of these changes are strongly recommended because they would help to improve continuity of the council's work and enhance its institutional memory in much needed ways.
  - f) If these term changes are adopted by the Executive Council, the FCAPT recommends that the Chair of the FCAPT be nominated from among members of the FCAPT serving in the second year of their three year term. This would allow for the Past Chair to continue in his or her service to the council in the third year of his/her term. Such a change would also serve to improve continuity of the council's work, assist the council in socializing and training new members, and enhance the council's institutional memory.
- 3) In response to a request from the Nursing program, the council undertook review of the documentation and materials required for submission by candidates in support of their application for promotion and tenure. Members of the nursing program had identified a number of discrepancies between the list of required documentation and materials provided in Appendix A of the UWT Bylaws and the VCAA's website. Further review by the FCAPT discovered additional inconsistencies between these two lists of required

documentation and materials and those identified in Chapter 24 of the UW Faculty Code (i.e., the chapter that addresses the policies and procedures for the appointment and promotion of faculty members) and on the UW Human Resources website. The council submitted a number of requests for clarification of the required documentation and materials in support of an application for promotion and tenure from the Secretary of the Faculty. The FCAPT is awaiting response from the Secretary of the Faculty on these requests. Pending response from the Secretary of the Faculty, the FCAPT defers completion of its review of the required documentation and materials in support of an application for promotion and/or tenure to Fall of the 2010-2011 academic year.

- 4) Other issues discussed:
  - a) The council reviewed the IAS program's T&P Criteria changes for consistency with other T&P requirements across campus.
  - b) The council began discussions of the Foundations of Excellence Report Recommendations on Tenure and Promotion and the FCAPT's responsibilities in this regard (June meeting).
  - c) In the context of discussions regarding point 3 above, the council discussed what constituted a sufficient/compliant peer review of teaching in light of concerns raised about new peer teaching review procedures adopted in the Milgard School of Business. Determination as to whether the Milgard School's new peer teaching review procedures are compliant with requirements in the UW Faculty Code awaits a response from the Secretary of the Faculty.

### **Recommendations for 2010-2011**

- 1) Finalize review of consistencies and discrepancies between guidelines and lists of required documentation for submission in support of an application for tenure and promotion across the FCAPT, VCAA, and UW HR websites. Make recommendations to the Executive Council once clarifications that were requested from the Faculty of the Secretary are received.
- 2) Review approaches to peer review of teaching across UWT programs/schools and determine whether they are compliant with requirements in the UW Faculty Code (see Chapter 24) and Appendix A of the UWT Bylaws.
- 3) Discuss implications of the Foundations of Excellence recommendations regarding tenure and promotion for appointment, promotion and tenure guidelines and criteria across UWT programs/schools.
- 4) Assure that the UWT program/school criteria for appointment, promotion and tenure that are posted on the FCAPT website are up-to-date.

- 5) Current membership of the council recommends that the FCAPT and the VCAA strive to collaborate earlier, more extensively and more effectively in developing informational sessions and programs to inform faculty about the requirements and procedures for appointment, promotion and tenure.

Members of FCAPT:

Yonn Dierwechter, Urban Studies (Spring)

Denise Drevdahl, Nursing (Fall, Winter, Spring)

Steve Hanks, Institute of Technology (Fall, Winter)

Robert Howard, Education (Fall, Winter)

Emily Ignacio, IAS (Fall, Winter, Spring)

Marcie Lazarri, Social Work (Winter)

Faculty Assembly Staff:

Star Murray

Respectfully submitted,

Zoe Barsness, FCAPT Chair, 2009-2010

