

UNIVERSITY OF WASHINGTON  
Faculty Committee on Appointment, Promotion and Tenure (FCAPT)  
Minutes  
May 11, 2009  
Meeting called to order at 1:03 p.m.

Attendance: Chair, Charles Emlet, Denise Drevdahl, Julie Nicoletta, Zoe Barsness, Steve Hanks

- 1) The minutes from April 13, 2009 were approved
- 2) Committee member update. Yonn Dierwechter from Urban Studies is on sabbatical. There is no current Urban Studies representative.
- 3) Policy Issues

**a. Submission Deadline:**

There are two main purposes; the first is to avoid add-ins at the last minute, the second is to establish consistency for all reviewing bodies. Denise Drevdahl and Charles Emlet will speak to the Executive Council in order to provide context for establishing a submission deadline.

Suggestions:

- Only substantive additions will be accepted.
- This must be done prior to the faculty vote.
- Additions must have a date annotated.

**b. Grandfathering in**

Denise Drevdahl contacted Marcia Killien, Secretary of the Faculty Senate, but will have to follow up with her. Emlet suggested that it may be a good idea to look to units to codify guidelines.

Emlet will follow up with AVC Beth Rushing to inquire about the legality of grandfathering in.

**c. Narrative guidelines**

Julie Nicoletta passed out a “Self Advocacy Statement” checklist from the College of Engineering. Nicoletta received feedback from Alan Wood at UW Bothell who advised that they do not have campus wide guidelines established.

**Things to avoid: suggestions**

- Justify student course evaluations
- Avoid repetition
- Length (10 pages)

- Drevdahl suggested that Associate and Full professors on the reviewing committee should speak to the candidate about the narrative prior to writing.
- Zoe Barsness suggested that candidates could receive training before writing the narrative.
- Nicoletta suggested that AVC Rushing should talk with the Chairs of the committee.
- Beth Rushing currently meets with the chairs of P&T committees, a good thing which should continue.

**Action:** The committee will compile the suggestions into a matrix that will include a list of teaching, scholarship, and service for the next meeting.

**Next meeting is June 1, 2009**

**Things to consider for the next meet are who will take over?**

Adjournment: 2:04 p.m.