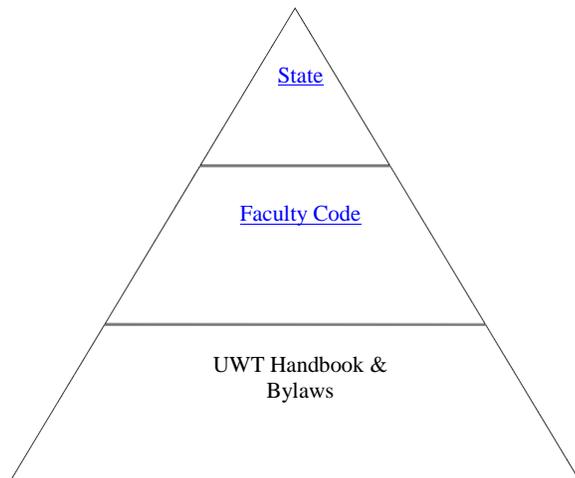


HANDBOOK CONTENTS

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

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 units.

Requesting a Review Committee:

Faculty may request to be reviewed for tenure or promotion in concordance with Sections 24-54 or 25-41 of the UW Faculty Code. 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/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/dean must jointly endorse the composition of the review committee. The program director/dean will appoint the committee and will inform the candidate in writing of the committee membership.

The review committee will confer with Academic Human Resources to make sure that the candidate's file includes all required items as detailed below. 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 placed in the candidate's file, and the full contents of the candidate's file will be made available to eligible voting faculty (as defined in Section 24-54 A or 25-41 of the University Handbook) from the candidate's program. 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 self-assessment narrative, documentation of teaching effectiveness, documentation of scholarship (if applicable), yearly activity reports, documentation of regular conferences with the director or dean, and external review letters. If appropriate, faculty should also include documentation from their reappointment review. Please see the UWT Promotion and Tenure Checklist for additional details [<https://www.tacoma.uw.edu/academic-affairs/promotion-tenure/>]. Should the candidate need to add additional materials to his/her file, the candidate shall follow the procedures outlined in Appendix C, Ch. 2. Sec.1A below.

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)
6. Honors and awards
7. Service: university, professional, community
8. Curriculum development
9. Areas of teaching expertise
10. Scholarly accomplishments (if applicable, include page numbers, types of publications, whether publication was peer-reviewed before acceptance, and describe the candidate's role in multi-authored publications).

Self-Assessment Narrative

The self-assessment narrative 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. Particular attention should be paid to accomplishments since the candidate's last promotion. 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 (see Section 24-57 A of the Faculty Code):

- 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 (frequency of these collegial evaluations shall follow Section 24-57 A of the Faculty Code)
- Student course evaluations - all student teaching evaluations since date of last promotion should be included.

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.

Documentation of Scholarship

Precise contents will differ according to the candidate's academic unit. The candidate should consult their unit's tenure and promotion guidelines.

Yearly Activity Report, Reappointment 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 reappointment review (if applicable).

Yearly Activity Reports

Section 24-57.B of the University Handbook states yearly activity reports "...shall be used as a reference and as a source 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."

Documentation of Regular Conference with the Director or Dean

The candidate for promotion and/or tenure must include documentation of his/her regular conferences with his/her director or dean (cf. Section 24-57 C/D of the Faculty Code), and the most recent conference must occur 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 scholarly field(s) or who have expertise in instruction 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 and/or teaching effectiveness (as defined in Section 24-32 of the Faculty Code). The external review is based on scholarship or artistic creativity and/or the candidate's instructional role; tenure and promotion depend on more than these factors.

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 and/or teaching effectiveness. 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 time there. The external reviewers will be provided with relevant demonstrations of scholarship and/or teaching effectiveness and the candidate's curriculum vitae. 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 (if applicable)
- The external reviewer should be asked NOT to assess whether the candidate should be promoted here or would be elsewhere
- A comparison of the candidate's accomplishments with leading scholars or artists at a similar career stage in the same or related fields (if applicable)
- The candidate's teaching effectiveness and impact on the educational mission of the campus and program or school (if applicable)

Each evaluator should be provided with the same representative set of the candidate's 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 Executive Vice Chancellor of Academic Affairs (EVCAA) summarizing the content of the decision leading up to the vote, the number 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, the EVCAA 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 (as detailed in 24-54 C of the Faculty Code). The EVCAA 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

A candidate who "...alleges violation of the Faculty Code in connection with his or her re-appointment, including denial of tenure..." has the right to utilize established grievance procedures as set forth in Section 25-64 of the Faculty Code, and may engage in the administrative and conciliatory proceedings described in Chapter 27, and may file a petition for review with the Chair of the Adjudication Panel to pursue redress under Chapter 28.

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 academic unit's faculty vote has not yet taken place
2. if the academic unit's vote has already taken place, the candidate must inform the Executive Vice Chancellor of Academic Affairs (EVCAA) 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 EVCAA 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: Faculty Assembly, University of Washington Tacoma, 22 June 2009; May 18 2012; 06 June 2017

