

Promotion and Tenure Documentation Guidelines

Faculty Candidate Provides:

Curriculum Vitae

- Education
- Ph.D dissertation or Master's thesis title
- UW committees/duties/service
- Employment history including current position and dates
- Research grants, projects, contracts – include funding agencies, dates, amount of funding, role in project (PI, co-PI, etc.)
- Professional offices and awards with dates
- Talks, papers, presentations, etc.

Bibliography (part of CV or separate)

- Listed in full bibliographic format – describe role in multi-authored publications/creative works
- Page numbers or length indicated
- Types of publications indicated
- Publication peer-reviewed before acceptance indicated
- Principal author on jointly written publications indicated

Self-assessment/Narrative

Evidence of Teaching Effectiveness*

- Collegial assessment of teaching (peer evaluations) **
- Teaching effectiveness summary spreadsheet of courses taught at UW with dates and student evaluation scores (template provided on UW Tacoma AHR website)*
- Teaching evaluation forms (IAS forms) submitted as one PDF file in date order
- Optional: List of students supervised/research collaborations

Regular Conference Materials

- Regular conference with faculty
- Annual activity reports

Additional Information

- Any additional supporting data that is required by the academic unit or that will be helpful in evaluating your record

*For Assistant Professors and Assistant Teaching Professors: include all student teaching evaluations since date of hire.

For Associate Professors and Associate Teaching Professors: include all student teaching evaluations since last promotion or date of hire if hired as an Associate Professor or Associate Teaching Professor.

** For Assistant Professors and Assistant Teaching Professors: peer/collegial evaluations are required each year; please include all. For Associate Professors and Associate Teaching Professors: peer/collegial evaluations are required at least every three years and an evaluation must be done the academic year previous to a promotion review. Include all peer/collegial evaluations since last promotion or date of hire if hired as an Associate Professor or Associate Teaching Professor.

Academic Unit Provides:

External Evaluations

- Outside letters of evaluation or review (3-5 required)
- Spreadsheet indicting the names, qualifications of the reviewers, and how they were chosen (template provided on UW Tacoma AHR website)
- Sample letter from the Dean requesting the evaluation

Committee Composition

- Anticipated promotion and tenure reviews in School (TP1)
- School review committee assignment (TP2)

Summaries and Candidate Response

- Review committee report and outcome of vote (TP3)
- Summary of the review committee report provided to the candidate
- Candidate's response/acknowledgement to the review committee summary report
- Eligible voting faculty recommendation (provide complete outcome of votes and basis for negative and positive votes (TP4)
- Summary of eligible voting faculty recommendation provided to the candidate
- Candidate's response/acknowledgement to the eligible voting faculty recommendation summary

Dean Recommendation

- Dean independent recommendation (TP5)
- Letter of concurrence from Dean of unit where adjunct appointment is housed, if applicable

Reappointment Documentation

- Review committee report
- Eligible voting faculty report
- Letter from the Dean

Copy of School Tenure and Promotion Criteria