Promotion Review Process
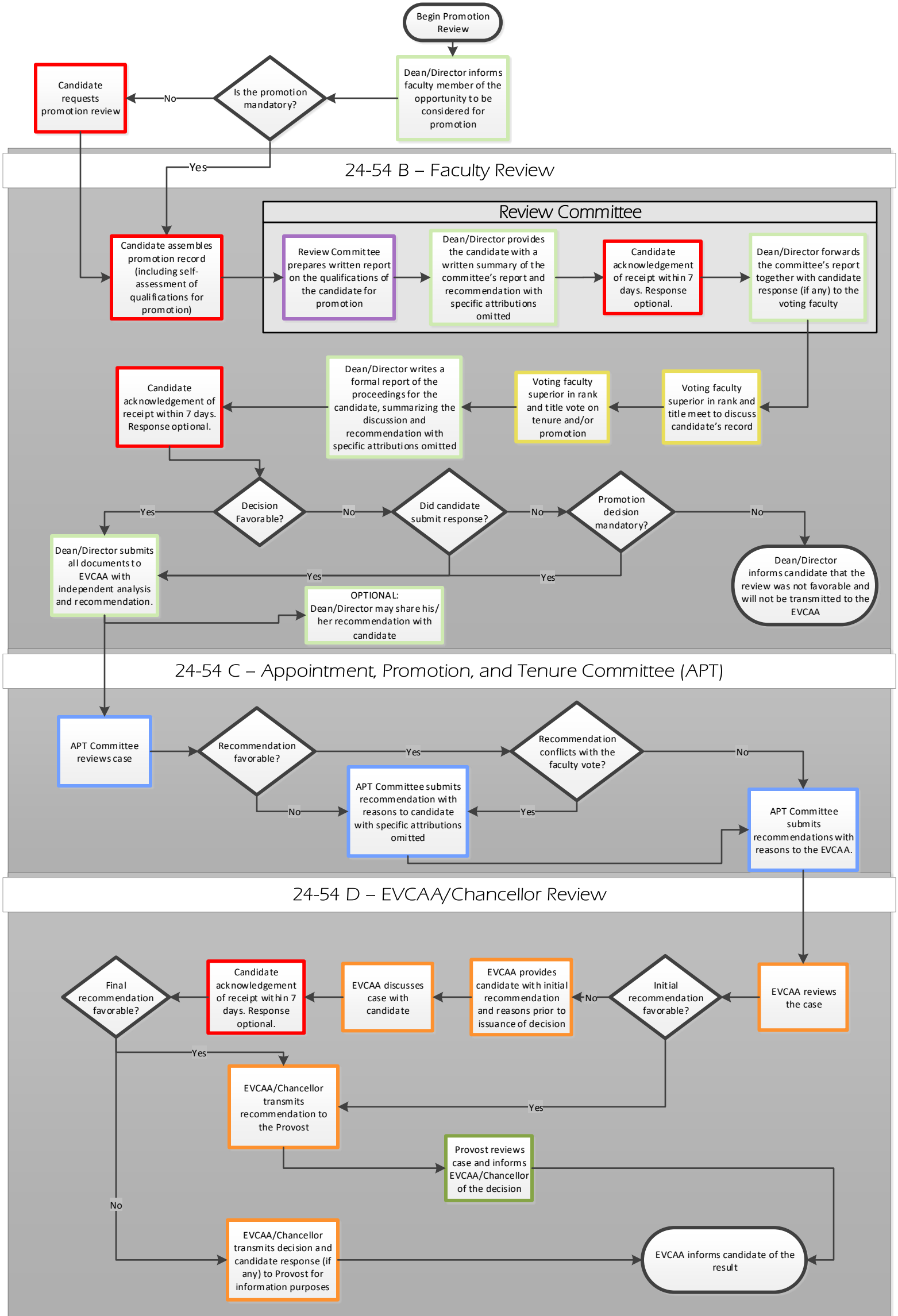## UW Tacoma

Begin Promotion Review

Dean/Director informs faculty member of the opportunity to be considered for promotion

Is the promotion mandatory? — No → Candidate requests promotion review

Yes

24-54 B – Faculty Review

Review Committee

Candidate assembles promotion record (including self-assessment of qualifications for promotion)

Review Committee prepares written report on the qualifications of the candidate for promotion

Dean/Director provides the candidate with a written summary of the committee's report and recommendation with specific attributions omitted

Candidate acknowledgement of receipt within 7 days. Response optional.

Dean/Director forwards the committee's report together with candidate response (if any) to the voting faculty

Candidate acknowledgement of receipt within 7 days. Response optional.

Dean/Director writes a formal report of the proceedings for the candidate, summarizing the discussion and recommendation with specific attributions omitted

Voting faculty superior in rank and title vote on tenure and/or promotion

Voting faculty superior in rank and title meet to discuss candidate's record

Decision Favorable? — Yes / No

Did candidate submit response? — No / Yes

Promotion decision mandatory? — No / Yes

Dean/Director informs candidate that the review was not favorable and will not be transmitted to the EVCAA

Dean/Director submits all documents to EVCAA with independent analysis and recommendation.

OPTIONAL: Dean/Director may share his/her recommendation with candidate

24-54 C – Appointment, Promotion, and Tenure Committee (APT)

APT Committee reviews case

Recommendation favorable? — Yes / No

Recommendation conflicts with the faculty vote? — Yes / No

APT Committee submits recommendation with reasons to candidate with specific attributions omitted

APT Committee submits recommendations with reasons to the EVCAA.

24-54 D – EVCAA/Chancellor Review

Final recommendation favorable? — Yes / No

Candidate acknowledgement of receipt within 7 days. Response optional.

EVCAA discusses case with candidate

EVCAA provides candidate with initial recommendation and reasons prior to issuance of decision

Initial recommendation favorable? — No / Yes

EVCAA reviews the case

EVCAA/Chancellor transmits recommendation to the Provost

Provost reviews case and informs EVCAA/Chancellor of the decision

EVCAA/Chancellor transmits decision and candidate response (if any) to Provost for information purposes

EVCAA informs candidate of the result

Legend:

| Dean/Director | Candidate | Review Committee | Voting faculty | APT Committee | EVCAA/Chancellor | Provost | Decision | Begin/End |