



**SCHOOL OF SOCIAL WORK AND CRIMINAL JUSTICE
PROCEDURES DOCUMENT FOR TENURE AND PROMOTION**

Introduction

This document serves as a supplement to our unit's Policy Guidelines for Tenure and Promotion S:\Social_Work_Program\General\FacultyStaff Information\P&T\SSWCJ P&T Guidelines_rev2020 and will be updated as procedures change.

Related Policies and Documents

In addition to the unit's Policy Guidelines, the candidate and review committee should consult campus and university policies related to promotion and tenure. The campus and university policies include:

- The UW Tacoma Promotion and Tenure Documentation Guidelines
- UW Tacoma Promotion and Tenure File Creation Guidelines
- External Review Spreadsheet Template
- Teaching Effectiveness Summary Spreadsheet Template
- Deadlines for the appropriate year for Mandatory or NON-mandatory Tenure and Promotion Process, whichever is relevant
- Presidential Orders, Executive Order No. 45 – Documentation of Qualifications and Recommendations for Promotion, Tenure, and Merit Increases
- UW Faculty Code Chapter 24 – Appointment and Promotion of Faculty Members
- UW Tacoma Handbook, Appendix A
- UW Tacoma Handbook, Appendix C, CH. 2: Appointment, Tenure, and Promotion of Faculty

Please note that the above list is not an exhaustive list of resources and policies. The UW Tacoma Academic Human Resources website, under the Promotion and Tenure tab, has additional information and links to several of the above-listed documents www.tacoma.uw.edu/academic-affairs/ahr/promotion-and-tenure.

In addition, in January 2016 the Criminal Justice faculty endorsed a statement related to the weight of publications across the disciplines of Criminology, Criminal Justice, and Sociology. S:\Social_Work_Program\General\CJ Degree Committee\Faculty\Publication Weight Document-CJ Degree Committee. Please consult this statement as you complete your dossier.

Initiating the Review

Letter due and meeting date set with Dean by 1st week of April

Review Committee established by 3rd week of April

To initiate the review the candidate informs the Dean in writing and prior to the specified deadline that they intend to go up for tenure and/or promotion. The letter should include a brief summary (2-3 pages) of the candidate's record in all areas of professional accomplishments and identify the fields their scholarly contributions relate most closely. The

summary is used as a resource to identify appropriate external reviewers and is included in the file. The candidate will meet with the Dean to discuss the composition of the Review Committee and who might serve as suitable members. The Dean will then invite potential committee members to serve and will let the candidate know in writing the final committee membership.

If a faculty member would like to be considered for tenure and promotion earlier than their mandatory year, they must inform the Dean in writing and provide an updated CV along with a brief summary of their professional accomplishments. The faculty member and the Dean will meet to discuss the overall scholarly record to determine if moving forward with an early tenure and promotion process is recommended.

Identifying External Reviewers

External Reviewers compiled by 2nd week of June and provided to Dean.

The candidate provides a list of potential external reviewers to the Review Committee Chair (preferably 6-8 potential external reviewers), with full contact information, ranks and affiliations. In addition, the candidate must briefly indicate why these external reviewers were suggested, how he/she knows them (if known), and in what capacities the candidate has collaborated with the reviewers, if relevant. Ideal external reviewers are individuals who are expert in/familiar with the candidate's area of scholarship but without any perception of conflict of interest (such as co-authorship). The perception of the conflict of interest should be avoided (such as co-teachers). In all cases, external reviewers must be higher in rank than the candidate. In addition, the candidate may submit up to three names of external reviewers they do not wish the Review Committee Chair to consider.

The Review Committee will also suggest external reviewers, following the same criteria. The Dean will then invite prospective external reviewers, striving for a balance between those suggested by the candidate and committee.

Submission of Materials

External review materials are typically due the 2nd week of June.

The full body of materials are typically due closer to September (see AHR deadlines).

Submit one electronic copy of all materials to the School Administrator by the specified due date. All materials must be clear and legible. The candidate is responsible for ensuring the completeness of all submissions. Please note there are two due dates. The first is for the selection of materials that will be sent to external reviewers. The second due date is for the full body of materials submitted for review. It is recommended that the candidate consult with the Chair of the Review Committee about the selection of materials for external reviewers as well as on any other questions about what should be included in the full body of materials. Specific due dates are located on the Mandatory and NON-mandatory timelines produced by Academic Human Resources each year.

All materials are to be saved to a thumb drive by the faculty member and must use the file creation guidelines provided. SSWCJ staff can provide or order a new high capacity thumb drive if needed. If you have a book you want considered, select either a chapter or two to showcase your contributions.

Electronic Review

See AHR Deadlines

External review materials are accessible via Drop Box. The School Administrator manages and maintains all account materials and access for reviewers. Materials will be available electronically for review by the Review Committee, the Voting Faculty higher in rank than the candidate, and other individuals involved in the review at campus and university levels.

Adding Materials to the File at a Later Date

Appendix C, Ch.2 of the UW Tacoma Handbook provides guidance for adding materials to the file after it has been reviewed by the Review Committee. This material must be submitted electronically, accompanied by a letter/s, following the procedure outlined in Ch.2.