

**Reappointment Review Process for Assistant Professors**

**Review Procedure:**

The first term of appointment for an Assistant Professor is three years, and a reappointment recommendation is required in Spring Quarter of the second year. The department must recommend one of the following: (1) approval of a second term of appointment, (2) denial of reappointment, or (3) postponement of the reappointment decision for one year. Deadline dates will be determined annually to coincide with Academic Human Resources deadlines.

1. **Dean will notify all Assistant Professors eligible for 2<sup>nd</sup> year review to prepare for reappointment process.**
2. **Candidate Submits Letter Requesting Postponement. (First Monday of March)**
3. If the candidate is in the second year of their first three-year appointment, they have the option of requesting the review to be postponed until the third year. In this case, the candidate provides a letter requesting the postponement and submits it to the Dean. *Skip to step: "Faculty Senior to the Candidate Vote on Committee Recommendation."*

OR

4. **Establish Review Committee (Third Monday of March)**  
Each faculty member up for review is required to have a review committee. The committee will be composed of at least 2 individuals senior in rank to the faculty member being evaluated. The review committee will consist of members agreed upon by the faculty member up for review and the Dean.
5. **Candidate Submits Documentation for Evaluation. (See Appendix A; First Friday of April)**
6. **Review Committee submits Recommendation Decision to Dean. (Third Friday of April)**  
Review Committee reviews candidate's file and provides a written recommendation to the Dean. There are three decisions that can be made:
  - **Recommend renewal of the appointment** for a period which extends through the academic year in which a decision on promotion (and tenure) is required.
  - **Recommend non-renewal of the appointment**, with termination at the end of the third year.
  - **Recommend postponement of the decision for one year** (the unit must specifically vote on a motion for postponement). Normally grounds for postponement would be that the department would not yet have enough experience with the candidate to make an informed recommendation concerning renewal or non-renewal of their current appointment. In such cases, mandatory promotion and tenure consideration in the sixth (or final) year still applies. After a postponement, the department must consider the appointment renewal again in the third year of the candidate's initial appointment. If, in the third year, a decision is made to terminate, the candidate's appointment is extended to a fourth and terminal year.
7. **Faculty Senior to the Candidate Vote on Committee Recommendation. (First Friday of May)**  
The voting faculty in the unit, senior to the candidate, vote on the recommendation of the Review Committee. If the candidate submits a letter requesting postponement, faculty senior to the candidate vote on the request.

8. **Dean Conveys Faculty Recommendation** (renewal, postponement, or non-renewal) in written letter to UW Tacoma Executive Vice Chancellor for Academic Affairs. **(Due May 15<sup>th</sup>)**  
Dean includes own independent recommendation.
  
9. **UW Tacoma Executive Vice Chancellor for Academic Affairs Conveys Decision to Candidate.**  
**(See AHR Calendar/Final day of spring quarter)**  
Reappointment decisions are communicated in writing from the UWT EVCAA office to an Assistant Professor before the end of the year in which the decision is mandatory.
  
10. **Dean Meets with Candidate.**  
Dean meets with candidate to discuss decision and give direction for future performance.

Approved by vote of the faculty on 3/6/14

Revised and approved by vote of the faculty on 3/3/17

Effective Autumn 2017

Updated Program to School on 2/6/20

Updated Director to Dean 2/9/22

Timeline Updated 7/18/22

## Appendix A

Reappointment documentation should normally include:

- A. Current curriculum vitae
  - Personal Data
  - Education
  - Professional Experience
  - Honors & Awards
  - Research Activities
  - Publications
    - Refereed Manuscripts
    - Non-refereed Manuscripts
    - Book Chapters
    - Refereed Proceedings/Conference Proceedings
    - Reports
    - Other
  - Presentations
    - Invited Presentations
    - Refereed Presentations
    - Non-refereed Presentations
  - Teaching
    - Baccalaureate
    - Masters
    - Independent Studies
    - Guest Lectures
    - Advising and Mentoring
    - Thesis and Scholarly Project Committees
  - Consultation Experience
  - Committees
    - UW System
    - UWT
    - Social Work & Criminal Justice Program
  - Professional Organizations
  - Professional Activities
- B. Narrative or Personal Statement
- C. Yearly activity reports
- D. Director reviews
- E. Evidence of teaching effectiveness:
  - Syllabi
    - Developed
    - Revised
  - Student independent studies and/or mentoring
  - student evaluation of teaching (Educational Assessment forms)
  - peer evaluation of teaching
- F. Copies of published and manuscript material or other creative work, etc.