



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

**Introduction**

This document serves as a procedures/process document to supplement the School of Social Work and Criminal Justice's current Promotion and Tenure Guidelines and will be updated as procedures and/or processes change.

**Related Policies and Documents**

In addition to the SSWCJ's Promotion and Tenure 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 Guidelines
- External Review Spreadsheet Template
- Teaching Evaluation 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](http://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 1<sup>st</sup> week of April**

**Review Subcommittee established by 3<sup>rd</sup> 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 subcommittee 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 review subcommittee 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.

**Mandatory and Non-Mandatory Promotion and Tenure Candidates  
Final candidate list and review subcommittee memberships submitted to AHR for case template creations by 2<sup>nd</sup> week of June.**

**Identifying External Reviewers**

**External Reviewers compiled by 2<sup>nd</sup> week of June and provided to Dean.**

The candidate provides a list of potential external reviewers to the review subcommittee 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 subcommittee chair to consider.

The review subcommittee 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 review subcommittee.

All external reviewer names and criteria must be added to the required External Reviewer Grid found on the UW Seattle Academic Personnel and Faculty website: <https://ap.washington.edu/ahr/actions/promotions-tenure/templates/>. Candidates should download and submit a completed spreadsheet to their Review Subcommittee Chair.

**Submission of Materials in Reappointment, Promotion and Tenure (RPT) Interfolio online**

**External review materials are typically due the 2<sup>nd</sup> week of June.**

Once the case template is available, candidates will receive an access invitation from Interfolio via email. All materials must be submitted directly by the candidate in Interfolio. Individual documents must include the name of the candidate being reviewed as well as their current

faculty rank. Materials must be clear and legible. The candidate is responsible for ensuring the completeness of all submissions. It is highly recommended that the candidate assemble a dossier and add relevant tenure and promotion materials early. Candidates can easily move materials from the dossier to their RPT case template once established (see AHR deadlines). If the candidate requires log in assistance contact the SSWCJ Director of Academic Services, Finance and Operations.

External review materials for professorial and teaching track typically include the candidate's CV and narrative statement. In addition, professorial tracks require 3-4 scholarly works. Teaching track candidates may include examples of teaching effectiveness instead of scholarly works. It is recommended that the candidate consult with the chair of the review subcommittee about the selection of materials for external reviewers.

**The full body of materials are typically due mid-September (see AHR deadlines).**

Candidates should consult the latest SSWCJ Tenure and Promotion Guidelines and University criteria to ensure all materials are uploaded in Interfolio. It is recommended that the candidate consult with the chair of the review subcommittee on any 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.

**Interfolio Review**

**See AHR Deadlines**

The Director of Academic Services, Finance and Operations sends designated candidate materials to external reviewers from Interfolio, with clear messaging, instructions and deadlines. The Interfolio review process is done online. Materials will be available for review within Interfolio for the review subcommittee, eligible voting faculty higher in rank than the candidate, and other individuals involved in the review at campus and university levels.

Here are the steps a case will follow in Interfolio:

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1	SCC Administrator Setup
2	Subcommittee Review
3	Eligible Voting Faculty Review
4	Faculty Report
5	SCC committee Review
6	SCC Administrator Mid-Review Check
7	SCC Leader Review
8	SCC Administrator Sign-off

**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 subcommittee. This material must be submitted electronically, accompanied by a letter/s, following the procedure outlined in Ch.2.