



PROMOTION REVIEW AT UW TACOMA

The Promotion, & Tenure Process + Requirements + Guidance
for Tenure- & Teaching- Track Faculty Candidates

May 12 & 13, 2026

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With expert guests:

*Andrew Harris, Executive Vice Chancellor for Academic Affairs
Yonn Dierwechter, APT Committee (2026-27)*

AGENDA

We will spend our time covering these topics:

1. Process Timeline

2. Process Requirements

Standards of Achievement - in teaching, scholarship/research, and service, are found in 2 places:

1. Faculty Code
2. School/Department/Unit Criteria

Evidence of Achievement – the “case” for promotion is made by demonstrating achievements in teaching, scholarship/research, and service, in two main components:

1. Candidate Packet/Dossier
2. External Reviews

3. Review levels – Many levels, each level has a slightly different role or perspective:

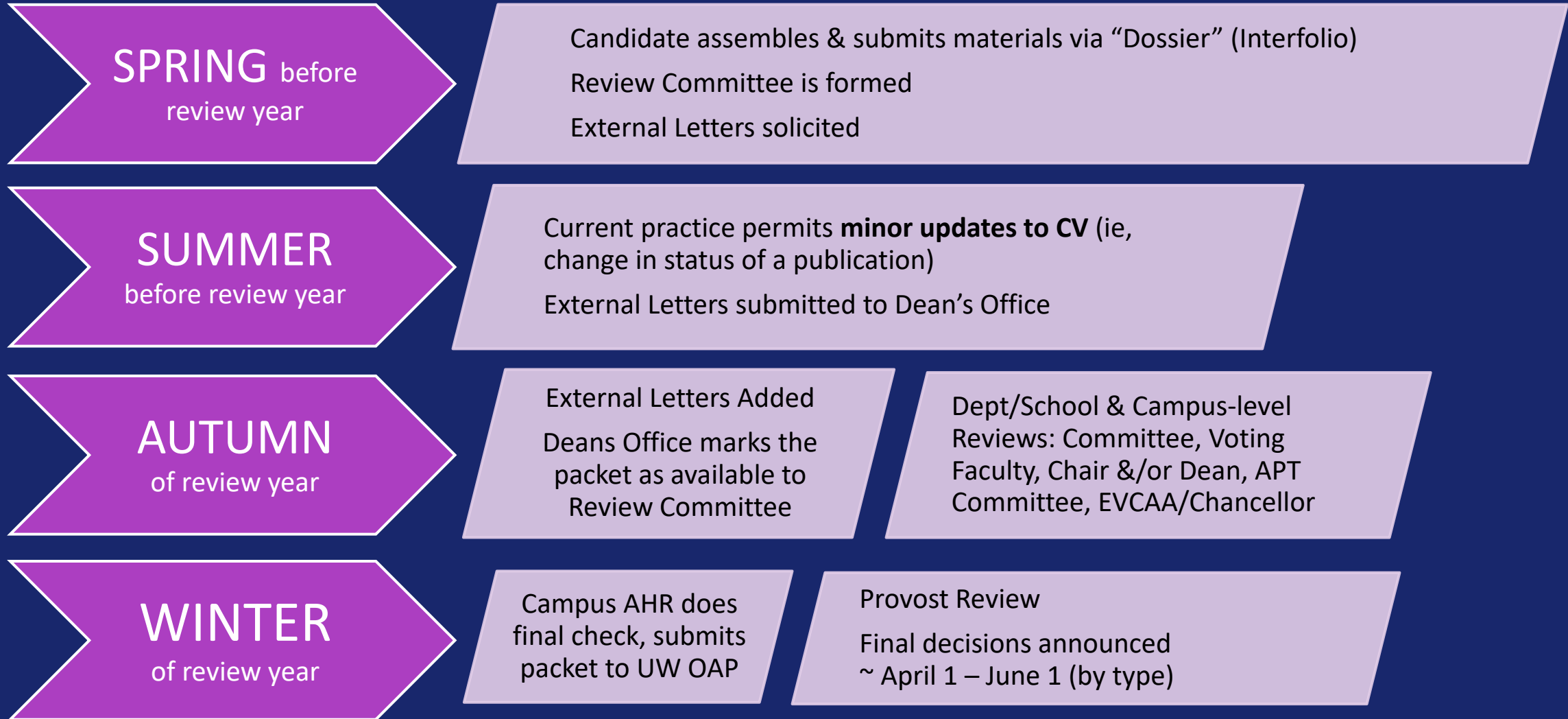
> Committee > Faculty Vote > Chair/Dean > APT Committee > Dean/Chancellor > Provost

4. Q&A – specific or new questions, not yet addressed ; **FAQ follows at end of slide deck.**

1. TIMELINE, TERMINOLOGY, OUTCOMES

- General Timeline, UW Academic Calendar
- Period of Review, Clock Extensions, what does “Mandatory” mean?
- Possible Outcomes of the Review Process

TIMELINE OF PROMOTIONS (@ UW)



SOME FOUNDATIONAL INFORMATION

PERIOD OF REVIEW & CLOCK EXTENSIONS

- All promotion reviews are cumulative, but **emphasis is placed on accomplishments since appointment at your current rank and/or at UW**
 - > For example, successes earlier in your career may be relevant to current projects or other progress, and can therefore be considered in that light; prior successes, however, cannot carry the case for promotion, as they have already “counted” in your last academic review
 - > Therefore, **prioritize presenting activities and accomplishments at-rank and at-UWT**
- For clock-managed ranks – extensions can happen for a variety of reasons
 - > Having an extension does not “raise the bar” or raise expectations; it is a recognition of a period of time where productivity was/is expected to be limited (such as during a medical or parental leave of absence, during COVID, or other provost-approved reason)
 - > There is no need to give personal information regarding a clock extension; noting that an additional year was granted if your pre-tenure appointment was longer-than-usual is sufficient

FOUNDATIONAL INFO, CONT'D

TYPES OF CASES: MANDATORY VS NON-MANDATORY (& “early tenure”)

- “Mandatory”
 - > Appointments which are “on the clock” (usually Assistant Professor, Tenure-Track) have a **mandatory review date**; promotion must be considered by this date, or the appointment is terminated. Sometimes referred to as an “up or out” promotion case.
- “Non-Mandatory”
 - > All other kinds of promotion cases, including
 - > Tenured Associate to Tenured Full Professor
 - > All Teaching-Track cases (Assistant TP to Associate TP; Associate TP to Full TP)
- “Early Tenure” – only recently distinguished from other “Non-Mandatory” cases:
 - > Review for promotion to Associate Prof w/ Tenure *prior to the candidate’s mandatory date*

POTENTIAL OUTCOMES

- **Mandatory, Early Tenure, and Non-Mandatory Cases**
 - > Favorable Promotion and/or Award of Tenure – *promotion effective Sept. 16 of year awarded!*
- **Non-Mandatory Cases (and Early Tenure)**
 - > Withdrawal – *not transmitted to Provost*
 - > Unfavorable – *not transmitted to Provost, unless candidate responds (then FYI only)*
 - > ***In either case, the appointment continues if tenured or continuing appointment at rank***
- **Mandatory Cases**
 - > Postponement of Review – *Provost may postpone the decision by one year; Candidate must apply again in following year, outcomes will then be limited to favorable or denial.*
 - > Unfavorable (Denial) – *granted terminal year of appointment, after which, individual will be ineligible for future employment at UW as a faculty member*
 - > Unfavorable (Withdrawal) – *may withdraw from further consideration prior to case referral to Provost. By resigning, no longer eligible to hold clock-managed ranks at UW, but may be eligible for other kinds of faculty employment (research, teaching, etc.)*

POTENTIAL OUTCOMES

	Favorable	Postpone	Withdrawal	Unfavorable (Denial)	Unfavorable (Resignation)
Mandatory	<p><i>Promotion effective Sept. 16</i></p> <p><i>Faculty receive 10% salary increase</i></p> <p><i>If promotion and merit increases occur in same year, they will stack.</i></p>	<p><i>Provost may postpone decision by one year; candidate must apply again and outcomes will be limited to favorable or unfavorable.</i></p>	n/a	<p><i>Candidate granted terminal year of appointment, after which they will be ineligible for future employment at UW as a faculty member</i></p>	<p><i>Candidate may withdraw (resign) prior to case referral to Provost. By resigning, they are no longer eligible to hold a clock-managed rank at UW, but may be eligible for other kinds of faculty employment (research, teaching, etc.)</i></p>
Early Tenure	""	n/a	<p><i>Promotion case withdrawn prior to submission to Provost. Appointment continues.</i></p>	<p><i>If promotion is not supported by Chancellor, the case may not be reviewed by the provost. Appointment continues. Future reviews will be independent from the outcome of this case.</i></p>	n/a
Non-Mandatory	""	n/a	""	""	n/a

REQUIREMENTS

Promotion cases should clearly answer two guiding questions:

- What is required for promotion? (Expectations)
- How have you met or exceeded those requirements? (Evidence)

Expectations

- Faculty Code Section 24-34
- Unit Criteria

Evidence

- Candidate Packet
- External Review Letters

EXPECTATIONS 1 – FACULTY CODE

- Faculty Code (§ 24-34 A.) provides the **minimum qualifications** for **all [Rank] Professorial appointments**

Assistant Professor	completion of professional training (usually, PhD) + demonstrated teaching and/or* research ability that evidences promise of a successful career
Associate Professor	a record of substantial success in teaching and/or* research
Full Professor	outstanding, mature scholarship as evidenced by accomplishments in teaching and/or* research ... in terms of national or international recognition

**For tenure-track/tenured appointments, achievements in both areas (teaching & research) are required*

- Faculty Code **further specifies** the min quals. for **Specific Titles – TEACHING TRACK @ §24-34 B.3.**

Asst. Teaching Prof.	demonstrated teaching ability that evidences promise of a successful teaching career
Assoc. Teaching Prof.	extensive training, competence, and experience in the discipline
Full Teaching Prof.	a record of excellence in instruction, which may be demonstrated by exemplary success in curricular design and implementation, student mentoring, and service and leadership to the department, school, university, and field

EXPECTATIONS 2 – UNIT CRITERIA

School Criteria –

- Much more detailed than the faculty code guidance. The criteria should:
 - > clearly state the expectations in each area: Teaching, Scholarship, and Service
 - > offer suggested types of evidence sufficient or preferred to demonstrate achievements in each area
 - > be consistent with the requirements of code
- Q: If my school's criteria have changed during the term of my appointment, what should I do?
 - > **A: You, as the candidate, must select which criteria to be reviewed under**—either those that were in force at the time of your hire, or the more recent/updated criteria. Do not assume that the review committee will ask.
- If you have questions about where to find your school's current criteria, about their applicability, or about their substance, consult first with your Dean; may also consult Elected Faculty Council members, or a trusted senior colleague or mentor
- **See: <https://www.tacoma.uw.edu/faculty-assembly/appointment-promotion-and-tenure-committee>**

EVIDENCE 1 – CANDIDATE PACKET

Evidence of Achievement is the substance of your promotion application packet:

- Self-Assessment:
 - > Narrative of achievements in Teaching, Scholarship, Service
 - > CV – index of achievements
- Teaching:
 - > Student Evaluations
 - > Peer Evaluations

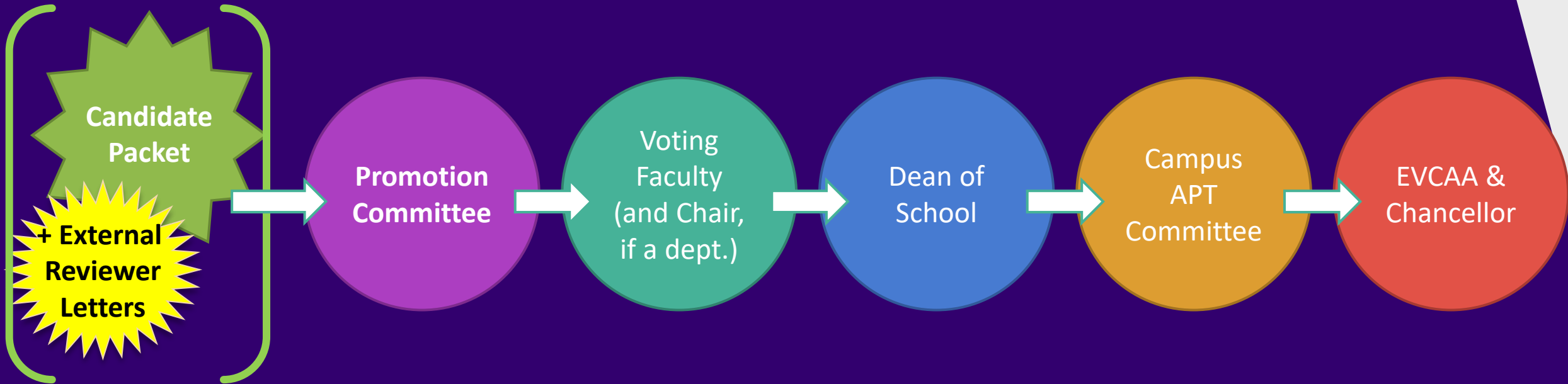
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- Scholarship:
 - > Copies/access to Publications/Scholarly Work
 - > Usually a representative sample
 - Other Materials (often unit-specific)
 - > Regular Conference Documents
 - > Annual/Regular Activity Reports
 - > Syllabi

**(we will cover the packet
in more detail later)**

PROCESS OF REVIEW

- Levels of Review + Products of Review
- Opportunities for Candidate Response
- Transparency of Reviews

TIMELINE/PROCESS OVERVIEW

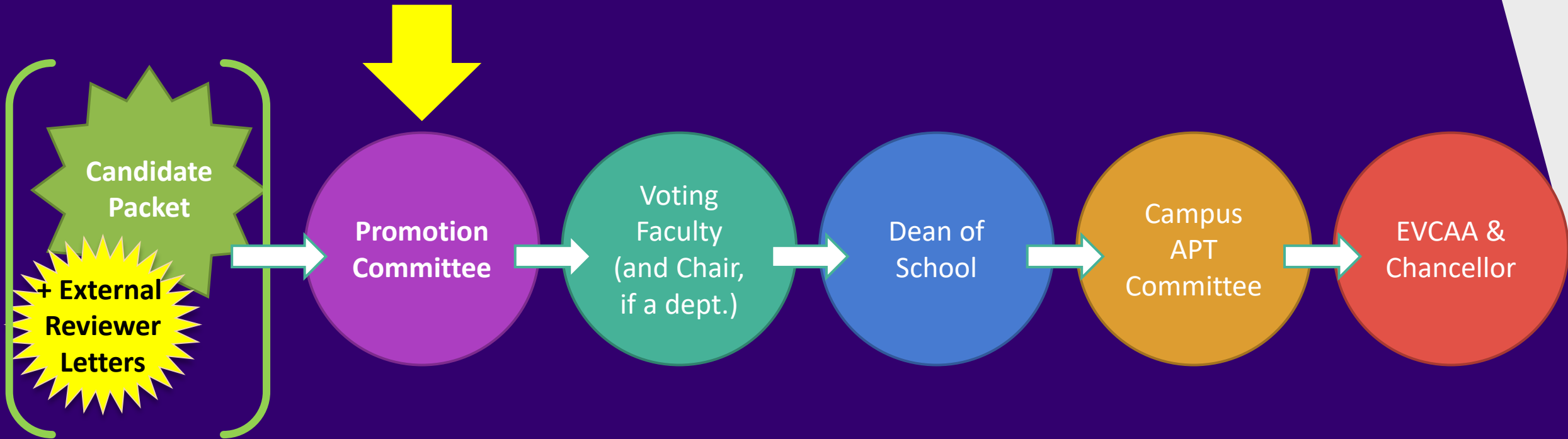


Once a file is complete (once the external letters have been added), campus review begins.

There are several layers of review on our campus, starting with the Promotion Committee (who are closest to the file) to the EVCAA and Chancellor, who read it at more of the 10,000 ft level.

As the file moves through the layers of review, there are written reports created and recommendations made.

TIMELINE/PROCESS OVERVIEW

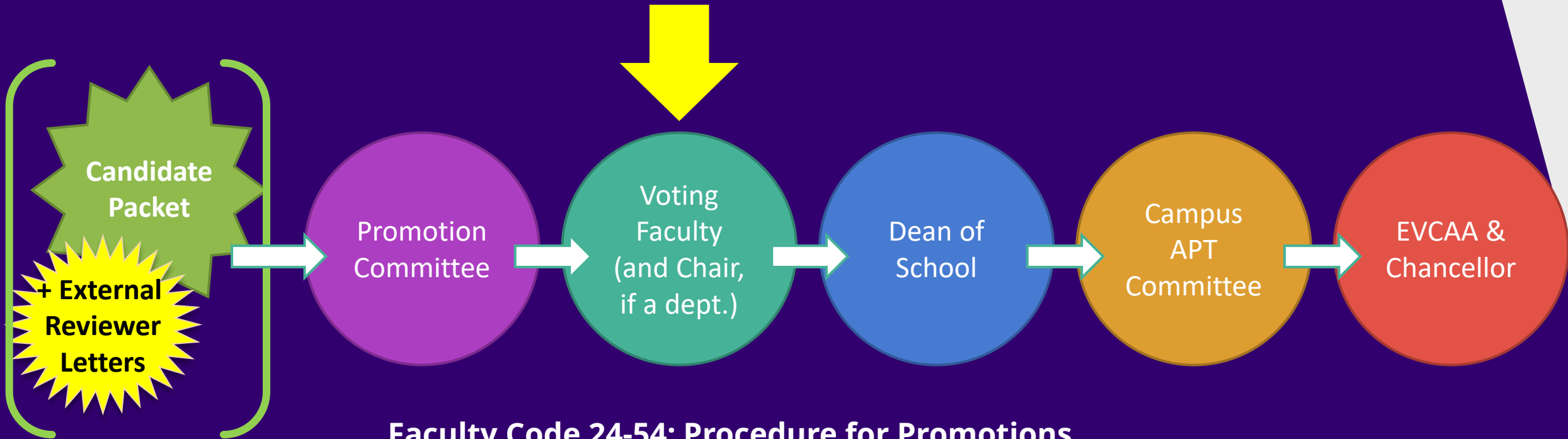


Faculty Code 24-54: Procedure for Promotions

"An initial report and/or recommendation ... may be produced **by a subcommittee**. [...] Members of the subcommittee shall be given the opportunity to review the candidate's record, including external records.

"... the report and/or recommendation shall be in writing."

TIMELINE/PROCESS OVERVIEW



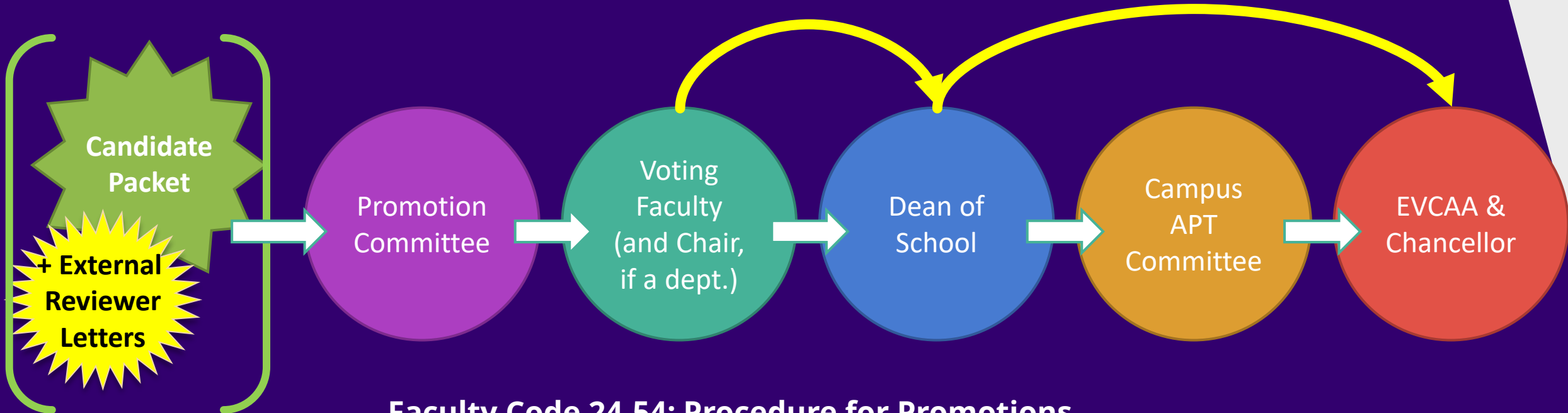
Faculty Code 24-54: Procedure for Promotions

“[E]ligible voting faculty members shall meet to discuss the candidate’s record, and following the discussion they shall vote whether to recommend promotion.”

“If an initial report was produced by a subcommittee, all members of the subcommittee may choose to participate in the discussion, but only eligible voting faculty in the candidate’s department may be present for the vote.”

The department chair (or designee of the Dean) “shall conduct the discussion but must not contribute substantively to the discussion and must be recused from the vote” and **“shall write a substantive formal report of these proceedings for the candidate, summarizing the discussion, concerns raised, counterarguments raised to those concerns, and recommendation.”**

TIMELINE/PROCESS OVERVIEW

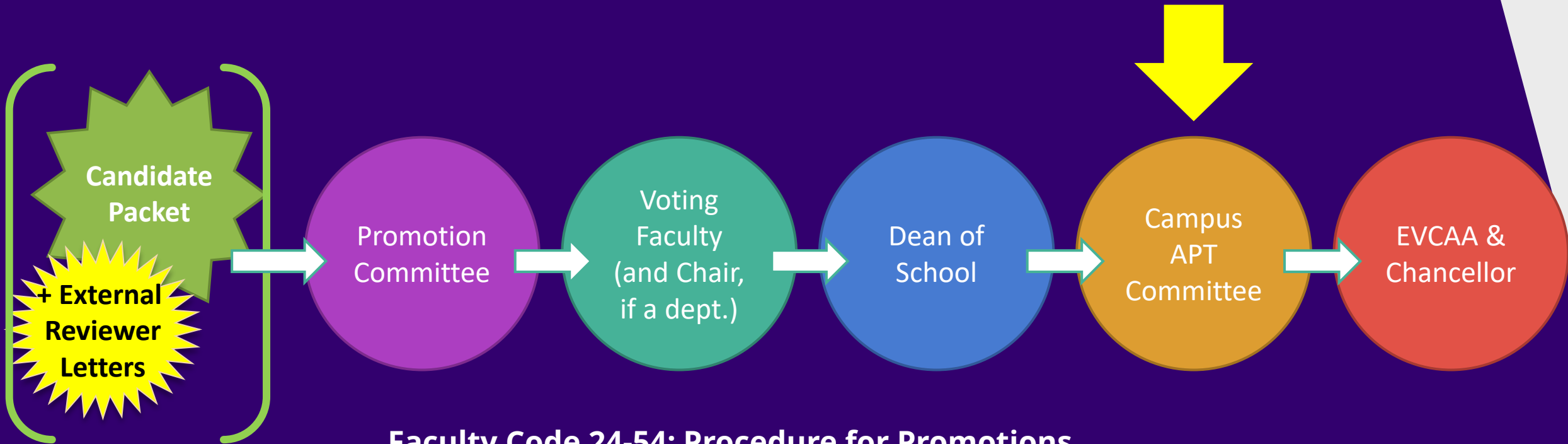


Faculty Code 24-54: Procedure for Promotions

“If the candidate is a member of a departmentalized college or school, the chair must transmit all documents produced in this promotion process **to the dean with the chair’s independent analysis and recommendation** if:

- The departmental recommendation is favorable; or
- The candidate has written a response to the departmental recommendation; or
- The promotion decision is mandatory.

TIMELINE/PROCESS OVERVIEW

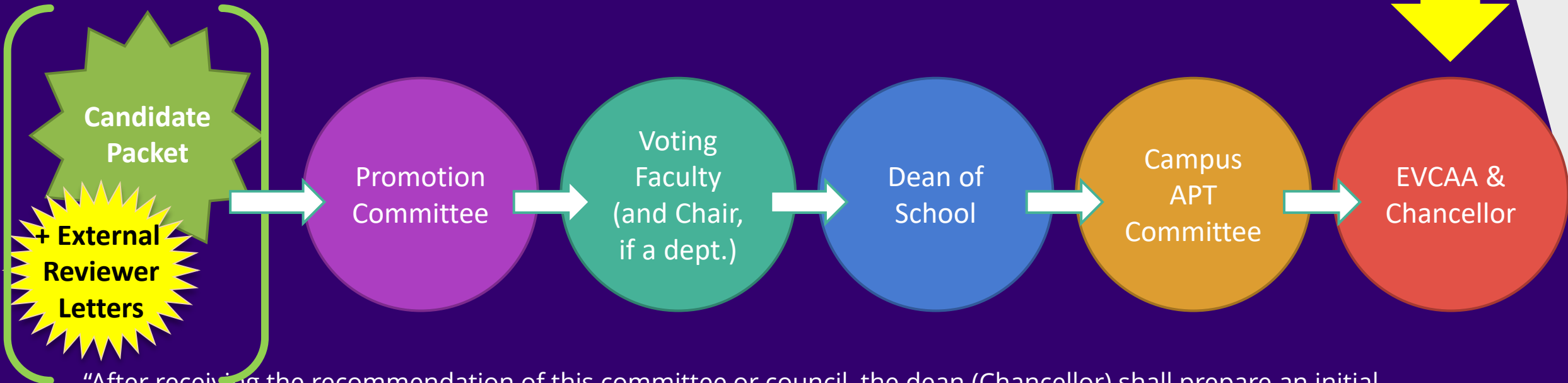


Faculty Code 24-54: Procedure for Promotions

“The dean (Chancellor) shall be advised on matters of promotion by an elected faculty council”

- **This elected faculty council shall consider each promotion case presented to it and submit its recommendations with reasons to the dean (Chancellor)**

TIMELINE/PROCESS OVERVIEW



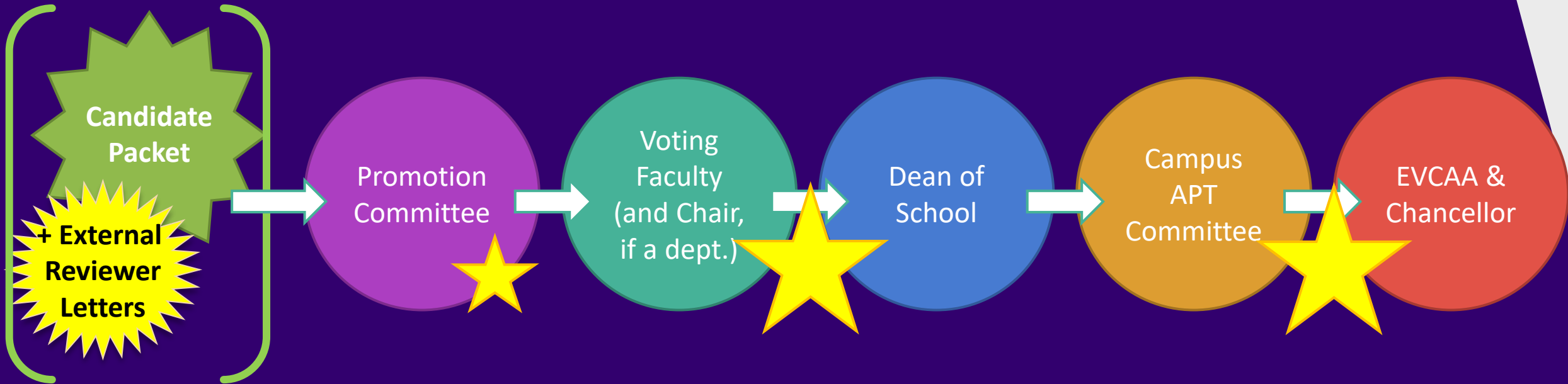
"After receiving the recommendation of this committee or council, the dean (Chancellor) shall prepare an initial recommendation or decision. In non-mandatory promotion cases, the dean (Chancellor) has the authority to render a negative final decision. In all other circumstances, the dean's (Chancellor's) recommendation is advisory to the Provost.

"In cases where the initial decision or recommendation is not favorable, the dean (EVCAA / Chancellor) shall discuss the case with the candidate before formulating a final recommendation or decision.

If the recommendation is favorable, or if the promotion decision is mandatory, the dean shall transmit a finalized recommendation and the candidate's response, if it exists, to the candidate and to the Provost.

If the final decision of the dean is not favorable and not mandatory, and the candidate has written a response to the dean, the dean shall transmit this decision and the candidate's response to the Provost for information purposes

TIMELINE/PROCESS OVERVIEW

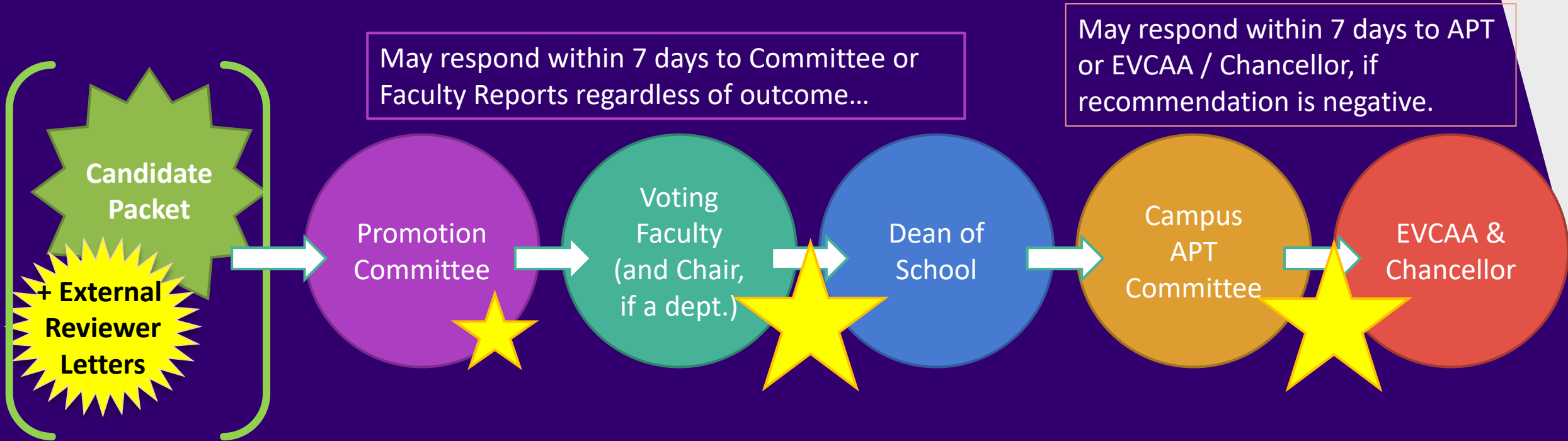


Faculty Code 24-54 F describes the interaction between candidate & case:

“Candidate’s shall be provided with the following documents in the course of the promotion process....”

1. Written summary of the subcommittee report
2. Formal Report of departmental deliberation proceedings, delivered concurrently with the independent analysis and recommendation of Chair and/or Dean
3. Council or committee recommendation with reasons therefor, delivered concurrently with the Dean’s (EVCAA / Chancellor’s) initial recommendation or decision with reasons therefor. In the event that the recommendation is not favorable, this document shall also be delivered to the department chair (or Dean), who may respond in writing, with a copy to the candidate, within five calendar days.

TIMELINE/PROCESS OVERVIEW



Faculty Code 24-54 F describes the interaction between candidate & case:

Candidates may, but are not obligated to, **respond in writing within seven calendar days of receiving these written summaries of the subcommittee report and departmental deliberations.**

Candidates may, but are not obligated to, respond in writing within seven calendar days of receiving any other documents **if the document does not recommend promotion.** (APT and Chancellor)

Candidates have the right to request corrections to factual errors from the author of any other document they receive, provided the request is submitted before they receive a written summary of the Provost's initial decision.

REQUIREMENTS FOR PROMOTION

The complete “case,” “dossier,” or “file” will look like this, by the end of UWT review:

1. Candidate-Assembled Packet:

- Self-Assessment: Narrative + CV
- Teaching Evaluations: Student + Peer
- *Outside Work Forms (1460), if applicable*
- Publications/Scholarly Work
- Other Materials such as Annual Reports

2. External Review Letters:

- Minimum of 3 “arms-length” letters, to be kept confidential to candidate
- Copy of correspondence with letter-writers (Dean’s Office)
- Selection process documentation (Committee + Dean’s Office)

3. Internal (School) Reviews:

- Promotion Committee Recommendation
- *Candidate Response, if applicable*
- Voting Faculty Recommendation
- (Chair and/or) Dean Recommendation
- *Candidate Response, if applicable*

4. Internal (Campus) Reviews:

- Appointment, Promotion, & Tenure (APT) Committee Recommendation
- EVCAA & Chancellor Final Recommendation
- *Candidate Response, if applicable*

MORE GUIDANCE

FOR SPECIFIC COMPONENTS, ISSUES, FREQUENTLY ASKED QUESTIONS

- What is a conflict of interest and how do I manage one?
- What needs to be in my narrative? And on my CV?
- How many and what kind of teaching evaluations do I need?

WHAT COUNTS AS A “CONFLICT OF INTEREST” (COI)

See: <https://www.washington.edu/diversity/faculty-advancement/handbook/toolkit/> for helpful guidance

Conflicts or Potential Conflicts

- **Clear, bright-line conflicts** exist between reviewers and reviewees (F.C. 24-50) in 3 cases:
 - > **Familial Relationship**
 - > **Romantic or Sexual Relationship**
 - > **Business or Financial Relationship**
- It is **best to avoid** potential conflicts or even things that could appear to be a conflict, in the process
- **In gray areas**, such as prior co-author, collaborator, or graduate student advisor there are two options to mitigate risks:
 - > **Choose another reviewer/reviewer opts-out**
 - > **Disclose** nature of potential conflict or professional relationship, and provide reasons reviewer believes he/she/they can be impartial

Consider Potential Conflicts When...

- Suggesting external reviewers
 - > **Disclose**, in writing, to committee and/or Dean, any COI's with individuals in your field and the nature of the conflict
- Promotion committee formation
 - > **Consider removing** any colleagues who you have ongoing professional collaboration with, as they could be seen as acting in their own interests when reviewing your shared work;
 - > If removal is not possible or not necessary, committee member should **disclose the potential conflict to committee and in report**
- School faculty vote
 - > Faculty with **documented personnel conflicts** or similar concerns can be protected from retaliation; **discuss concerns with your Dean, who will involve Academic HR, as needed.**

CANDIDATE PACKET: SELF-ASSESSMENT / NARRATIVE

See: <https://ap.washington.edu/ahr/working/faculty-promotion-tenure/crafting-your-cv-self-assessment/>

Self-Assessment – Provost Guidance:

- Reflect on the **significance, independence, influence, and promise of completed and in-progress** scholarship, research, and/or other creative work.
- Focus on achievements **in-rank at UW** (since last promotion), but place those in context with your larger body of scholarly work / career
- **Teaching-track candidates:** expected to have an emphasis on accomplishments and experiences in the area of teaching & related contributions
- **All candidates:** outline service contributions to the unit, UWT, UW, the profession, & the public

Self-Assessment – UWT Guidance:

- Directly reference your unit's criteria and **explain how your record shows that you have met the expectations** in each of the three areas: **Teaching, Scholarship, and Service**
- Longer does not always mean better – recommended to keep to **10 pages or less**
- **Place your activities & achievements in context**
 - > State the **impact** of your achievements;
 - > Describe the **nature of your involvement** with a project: *Did you provide leadership, was it successful, what lessons were learned?*
- If there are weaknesses or “problem areas” in your record **explain them** – do not just avoid or ignore

CANDIDATE PACKET: SELF-ASSESSMENT / CV

CV – Provost Guidance

Your CV must contain at a minimum, the following:

- **Date** when CV is prepared; current as of submission
- **Education** — provide institutions, degrees, dates
- **PhD** — dissertation title & primary advisor (if PhD held)
- **Employment History** —institutions (UW & others), appointment titles, dates of appointments
- **UW committees** and other campus service
- **Research projects, grants, contracts** — include funding source, dates, \$ awarded, role (PI, co-PI, other)
- **List of publications** with entries in full bibliographic format, including page numbers where publication appears, or total number of pages of the publication
- **Professional** offices held or awards granted, w/dates
- **Talks, papers, or presentations** — include date, type of presentation (invited, contributed, and/or refereed)

CV – UWT Guidance

Recommendations for ease of review:

- **Use bold-face or other typographic designation** to highlight those achievements which fall within the period under review
- Include page numbers in the footer of your CV, along with your name and the date the CV was prepared
- If terminal degree is other than PhD, also include relevant thesis/scholarly work information & advisor
- For co-authored publications on CV, indicate the nature of your contribution to the publication

CANDIDATE PACKET: EVIDENCE OF TEACHING QUALITY

Student course evaluations

- Include all formal end-of class evaluations from each AY in which the candidate taught
 - > All completed evaluations must be part of the promotion packet: cannot “pick and choose”
 - > Any outliers or downward trends should be reflected upon in the teaching portion of your narrative
- Both quantitative summaries and qualitative responses should be submitted for each course evaluated
- New: summary template available from the Office of the Provost – should be 1st page of Student Evals

Peer evaluations of teaching

- Completed according to schedule, by rank
 - > Assistant Professors (all tracks): one every year
 - > Associate Professors (all tracks): one every 3 years
- **Regardless of schedule, all candidates for promotion must provide a peer evaluation from the year immediately prior to promotion review as a part of their packet.**
- A written summary of the peer evaluation is required for submission (not just the fact that an evaluation occurred), and the record must
 - > Provide the **date of the evaluation** and the **name of the evaluator**;
 - > Be shared with the faculty member candidate and maintained in their records.



“OFFICE OF ACADEMIC PERSONNEL” (OAP) IS NOW “ACADEMIC PERSONNEL AND FACULTY” (APF)

See: <https://ap.washington.edu/ahr/working/faculty-promotion-tenure/> for more guidance!



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RESOURCES, RESOURCES, EVERYWHERE...

More helpful links -

Resources are available @ the following websites:

1. Provost: <https://ap.washington.edu/ahr/actions/promotions-tenure/>
2. UWT Academic HR: <https://www.tacoma.uw.edu/ahr/promotion-and-tenure>
3. UWT APT: <https://www.tacoma.uw.edu/faculty-assembly/appointment-promotion-and-tenure-committee>
4. UW Faculty Code, Chapter 24: <https://policy.uw.edu/directory/fcg/fcg-chapter-24-appointment-and-promotion-of-faculty-members/#14>
5. UW Executive Order 45: <https://policy.uw.edu/directory/po/executive-orders/eo-45-documentation-of-qualifications-and-recommendations-for-promotion-tenure-and-merit-increases/>
6. UW Faculty Advancement is now APF Inclusive Excellence: <https://ap.washington.edu/faculty-inclusive-excellence/>

FAQ

Common questions, with brief answers from AHR (page 1 of 2)

- **Any suggestions for keeping things organized?** – ensure you tackle each of the three main areas for review: teaching, research/scholarship, and service. Keep your CV updated as you publish, give talks, develop and offer courses, etc. Ask a colleague in your field about how they organized their materials, but be sure whatever you do, it makes sense to you.
- **What is the timeline for constructing my packet and is there a possibility of updating it in case of changes such as a paper acceptance?** – it is possible to update after first submission, but generally only if the change is significant. A supplemental explanation of the addition will likely be required.
- **What happens if a tenure-track assistant professor applies for a non-mandatory (early) promotion but is not successful?** – If unsuccessful in a non-mandatory (early) promotion review, the tenure-track assistant professor's clock continues, and they will remain eligible for future promotion, according to the tenure clock.
- **How are external reviewers selected?** – At UWT, external reviewers are selected by the Dean from both a list provided by the candidate and a list provided by the committee, and may be supplemented by the Dean's own additions.

FAQ

Common questions, with brief answers from AHR (page 2 of 2)

- **When is someone “too close” to suggest them as an external reviewer?** - If they would have a personal interest in or stand to gain from the reviewee’s promotion, they are likely too close. Examples may be regular collaborators, co-PI’s, or other close relationships.
- **What is the role of the campus APT committee in reviewing cases?** – Campus APT is looking for proper procedure and sufficient evidence provided by reviewers to support the reviewers’ ultimate conclusions. The campus committee is not evaluating subject-matter expertise, but is primarily reviewing procedures.
- **How do the expectations for promotion in other units (outside my own) impact the review of my case at the APT committee level?** – they do not! Only your unit’s standards are applied to your case.
- **Where can I find more information about the process at UW?** – see prior slides for additional links to resources!