

FORM OF ADVICE

Council of Deans Meeting

September 3, 2026

University of Washington-Tacoma

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BE BOUNDLESS



AHR and the Deans:

Our partnership is invaluable! This marks the first of many engagement activities that will strengthen our partnership.

Gerri

AGENDA

- Retention Procedures: Historical Context
- What the 2024 Legislation Means for UW Tacoma
- Establishing School and Dept Procedures
- Implementation Timeline
- Next Steps and Path Forward

HISTORICAL CONTEXT

In 1999 Faculty Code Revision (Section 24-71 B)

- required voting faculty in each unit must [agree biennially on the form of advice](#) how they will provide the department chair or dean on any proposed [retention increases](#).
- The agreed upon process must be established through biennial faculty vote. Faculty may choose to keep the process as written or change it.

2024 Faculty Senate Update

[Class A Legislation 172](#) was approved to increase transparency in retention decisions.

- Clarified that retention recommendations cannot be delegated solely to the chair/dean.
- Chairs and Deans must consult at [least two faculty members](#) within the department before making the decision.
- Transparency with level of information about the faculty requesting the retention
- The elected procedure is then [recorded at the Chancellor's office](#).
- Submission of an annual retention report to the Provost and Faculty Council



TYPES OF RETENTION:



Preemptive Retention - *Not a common practice at UW Tacoma*

- A Faculty member is at significant risk of being successfully recruited by another institution or organization.
- Evidence demonstrates the faculty member is being actively pursued, even without a formal offer.

Key Question 👉 *Is there a credible risk of losing the employee?*



Competitive Retention - *Most Common Retention Scenario at UW Tacoma*

- A faculty member has received a formal offer from another institution or organization.
- Evidence indicates an external offer is imminent and/or has been received.

Key Question 👉 *Is there a current or impending competing offer?*

WHAT DOES THIS MEAN FOR UW TACOMA?

Transitioning to Align with 2024 Faculty Code Guidance and Legislation 172

- UW Tacoma has historically used faculty voting processes to provide input on retention increases.
- Under [Class A Legislation 172 \(2024\)](#), retention consultation procedures must align with updated Faculty Code requirements.
- Retention recommendations **cannot rely solely on the chair/dean's decision**.
- Chairs and Deans must consult with at [least two faculty members](#) before making retention recommendations.
- Each [unit](#) must establish and document its approved [retention consultation](#) process. ** this is where we currently are**
- Units review the procedure every two years.



UW TACOMA STRUCTURE

UW Tacoma's seven schools include both undepartmentalized and departmental academic units.

UNDEPARTMENTALIZED SCHOOLS

UW Tacoma

- Milgard School of Business
- School of Education
- School of Engineering and Technology
- School of Nursing and Healthcare Leadership
- School of Social Work and Criminal Justice
- School of Urban Studies

DEPARTMENTALIZED SCHOOLS

School of Interdisciplinary Arts and Sciences

- Dept of Culture, Arts and Communication
- Dept of Sciences and Mathematics
- Dept of Social Sciences



FORM OF ADVICE PROCEDURES

One Goal, Two Pathways: **STANDARD** and **ALTERNATIVE** Process

Consultation occurs at the level most appropriate to the unit structure while maintaining a consistent retention process across campus

School-Level Consultation

Undepartmentalized Units

- Applies to 6 Schools
- Consultation occurs at the School Level

Department - Level Consultation

Departmentalized Units

- Applies to 1 School + 3 Departments
- Consultation occurs at the Department Level

STANDARD RETENTION CONSULTATION PROCESS

Prior to making a **retention offer**, **all voting faculty** of the [school/ department] will receive:



Faculty Member Identified
the name of the faculty member requesting the proposed retention offer,



Type of Retention Request
whether the proposed offer is **pre-emptive or competitive**



Advisory Vote Opportunity
an opportunity to participate in an advisory vote on the appropriate response.

ALTERNATIVE RETENTION CONSULTATION PROCESS REQUIREMENTS

Retention Request

The Dean may request approval from the Chancellor/EVCAA for a salary adjustment to :

- to retain a faculty member who is being recruited from another peer institution/program.
- Offer a salary increase to preempt outside offers.

Guiding Standard: The **dean must judge** that the faculty member's contributions to the school warrant retention consideration under faculty code section 24-71B-3.

Advisory Consultation

prior to making a retention offer, the Dean will consult with the XXXX (**must reflect 2 advisors**) for advisory vote.

Information Shared (required)

The consultation materials will include (example)

- Summary of faculty member's merit and contributions to the department
- Rationale for retention
- Evidence of external offer or external interest





ALTERNATIVE CONSULTATION PROCESS **Example**

The Chair of a department or the Dean of a School consults with **two eligible voting faculty advisors** before a retention recommendation is made.

Undepartmentalized:

- a. Associate Dean
- b. Additional faculty or academic leader designated by the School

Departmentalized

- a. Dept Vice Chair
- d. Respective assistant chair, program/director within unit (that works with faculty member)



Information Provided for Review

Advisors receive:

- ✓ Summary of the faculty member's accomplishments and contributions
- ✓ Rationale for the retention request
- ✓ Evidence of external recruitment, interest, or competing offer

BALLOT EXAMPLE:

Draft ballot:

The University of Washington Faculty Code requires eligible voting faculty to biennially vote on how faculty retention salary increases (**form of advice**) are managed within the department.

Please vote for one of the following options regarding retention offers for fiscal years 2027 and 2028.

___ Prior to making a retention offer, all voting faculty of the department shall be informed of the name of the faculty member requesting the proposed retention offer, including whether the offer is pre-emptive or competitive, and also provided the opportunity to provide an advisory vote on the appropriate response.

___ Prior to making a retention offer (**describe alternate consultation process**).- see examples

- Note this cannot be delegated solely to the Chair/Dean and must include 2 or more faculty members not including the Chair/Dean.

___ Abstain



DIFFERENCE IN PROCEDURES

Alternative Approach

- Allows for expedited decision-making when timeliness is critical to faculty retention.
- Provides flexibility to address cases that arise during the summer when faculty may not be available for consultation.
- Includes a commitment to evaluate the effectiveness of the approach after two years.

Standard Approach

- Follows the traditional review and consultation process.
- Relies on established governance structures and faculty participation in decision-making.
- May require longer timelines to allow for appropriate consultation and review
- Includes a commitment to evaluate the effectiveness of the approach after two years.



TIMELINE 2026-2028

-  **Oct./Nov 2026** •————• Communicate process at Fall Faculty Meeting
-  **Oct-Nov 2026** —————• Send follow up memo to faculty w/vote details
-  **Dec 5, 2026**•————• Submit Form of Advice Procedure to UW Tacoma AHR
-  **Dec 15, 2026**—————• School Procedure Recorded in Chancellor's Office and send a copy to the Secretary of the Faculty
-  **August 2027** —————• Chancellor's office submit retention report to Vice Provost and a copy to campus Faculty Assembly
-  **Oct 2028** •————• Repeat Process (two year cycle)



RESOURCES

- Faculty Code Section 24-71 B [Section 24-71 B Link](#)
- Class A Legislation 172 [Class Legislation 172 Link](#)
- Memo Communication (link document)
- Template Form of Advice Procedure (add link for document)
- Retention Salary Adjustment Form (add document)

