

UNIVERSITY OF WASHINGTON TACOMA
Faculty Committee on Appointment, Promotion and Tenure
2010-2011 Annual Report
Submitted by Emily Noelle Ignacio, Chair

The Faculty Committee on Appointment, Promotion and Tenure (FCAPT) “shall advise the Chancellor on promotion and tenure cases under review, and on appointments in cases where consultation is needed” (Article III, UWT Faculty Bylaws). The Committee also coordinates discussion of appointment, promotion, and tenure procedures and expectations across academic units. With the administration, the Committee recommends policies related to appointment, tenure and promotion to the Executive Council and may bring such policy recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of the UWT Faculty Bylaws.

During the 2010-2011 academic year, FCAPT held six meetings (October, November, December, January, February, May). Major issues addressed this year by the Committee included:

- 1) FCAPT reviewed one mandatory case for promotion and tenure, two non-mandatory cases for promotion and tenure, and three non-mandatory cases for promotion. The committee performed this work during Autumn quarter and January.

- 2) FCAPT and the Office of Academic Affairs held two campus-wide information sessions on March 18, 2011 and April 15, 2011. At our first committee meeting during the Autumn quarter, the committee generated some ideas regarding the content of the workshops. Ignacio subsequently met with Shelby Fritz, and the workshops were shaped around the committee's ideas. For the first workshop, the committee invited two professors – one Associate professor (Joe Sharkey) and one Full professor (Charles Emler) – who'd recently gone through the process to share their narratives and any advice regarding the process. Both shared their written narratives with the participants, and Dr. Emler joined the discussion. Also, VCAA Rushing, Fritz, and Ignacio shared relevant documents, particularly the revised VCAA Checklist, to help the attendees organize their materials. During the second workshop, VCAA Rushing and Shelby Fritz could not attend, but several past chairs and/or current members of the APT committee (namely Greg Rose, Karen Landenberger, and Ignacio) were present for the question and answer session.

- 3) Ignacio and Donald Chinn (Chair, Faculty Affairs) attended two Academic Directors meetings to talk about the upcoming changes to the UWT Handbook and the need for each program and school to submit their procedures for T&P to the Office of Academic Affairs and to distribute the

procedures to all their faculty. At the May 12, 2011 meeting, Ignacio strongly suggested that the procedures for each program and school reflect the procedures listed in the newly revised UW Tacoma Handbook.

Chinn asked the Director or Dean of each program and school to develop workload guidelines. It was suggested that having a clear set of workload guidelines could also help assess faculty members' performances for merit and aid with their third-year reviews and applications for promotion and/or tenure.

- **RESULTS:** As of May 12, 2011, the Directors and Dean of half of the units submitted (per the Office of Academic Affairs' request) the third-year procedures. None had submitted their procedures for Tenure and/or Promotion. Ignacio and VCAA Rushing urged all Directors and Deans to submit their procedures by Autumn 2011 at the very latest. All members of the FCAPT were encouraged to ensure that these procedures would be submitted to the Office of Academic Affairs and distributed to the faculty by Autumn 2011 at the very latest.
- Directors and Deans continued to discuss the need to establish workload guidelines with Faculty Affairs.

4) At the end of AY 2009-10, the council identified a number of discrepancies between the list of required documentation and materials provided in Appendix A of the UWT Handbook, the VCAA's checklist, the UW Faculty Code, and UW Academic Human Resources. During AY 2010-11, the council continued to submit requests for clarification of the required documentation and materials in support of an application for promotion and tenure to the Secretary of the Faculty and UW Academic Human Resources. In addition, the FCAPT clarified procedures for review with the Secretary of the Faculty and compared and contrasted procedures for review with the UW College of Arts and Sciences' College Council.

As a result of these discussions, the FCAPT completed the following tasks:

- a) Revised Appendix A of the UW Tacoma Handbook, such that it is in compliance with both the UW Faculty Handbook and UW Academic Human Resources.
- b) Discussed discrepancies with UW Tacoma Office of Academic Affairs and VCAA Rushing and helped them revise the VCAA Checklist such that it reflects the UW Faculty Code and UW Academic Human Resources
- c) Along with the Office of Academic Affairs, sent the revisions to the Secretary of the Faculty and UW Academic Human Resources for final review.
- d) As discussed above: Discussed the revisions with the Academic Directors and Deans and encouraged the all Academic Directors and Deans to revise and/or submit their School or Program T&P procedures to their faculty and Academic Affairs. In addition, the Office of Academic Affairs has required that each School or Program submit their third-year review

procedures to their office. Ideally, all procedures will be submitted to the Office of Academic Affairs and distributed to all the faculty within their School or Program by the end of AY 2010-11, so that candidates for promotion and/or tenure and their review committee members will be aware of the procedures. Should the procedures not be submitted, the FCAPT strongly encourages its members and/or Faculty Assembly Executive Council members to remind their Directors or Deans to prepare, submit, and/or distribute these procedure by Autumn 2011 at the very latest.

- e) Revised the FCAPT procedures and policies to reflect the discussions we had with the Secretary of the Faculty and the UWS CAS College Council.
 - f) Sent the revised FCAPT procedures and policies to the Faculty Assembly Executive Council for review.
- 5) Staffing during AY 2010-2011 was stable. Only two members (IAS and Business) will have to be replaced at the end of the academic year due to a completion of term and sabbatical, respectively. Remaining members of the committee will be two, half-time, Full professors and three Associate Professors. Given our experiences this year, particularly when reviewing the five non-mandatory cases, we strongly encourage the following:
- a) The FCAPT strongly recommends that the council continue to be adequately staffed so that it remains in compliance with the requirements of the UWT Faculty Bylaws. This means that membership of the Council should be sustained at 7 members. Seven members is the bare minimum number required to assure a quorum on a consistent basis.
 - b) Membership of the Council should continue to reflect representation across the academic schools and programs on campus.
 - c) Given that the Faculty Code explicitly states that only Full professors can review, discuss, and vote on candidates for full-professorship, Schools and Programs should be encouraged, but not required (given the small size and composition of some programs), to staff the council with representatives at the Full rather than Associate rank so as to ensure proper review of non-mandatory cases.

Recommendations for 2011-2012

- 1) Ensure that each School or Program has distributed their third-year review and T&P procedures all their faculty members and the Office of Academic Affairs by the end of Autumn Quarter 2011 at the latest. This would ensure that faculty who are scheduled for their third-year review, candidates for promotion and tenure, and all corresponding review committee members are informed regarding the proper procedures
- 2) Continue to work closely with Faculty Affairs, particularly regarding:

- a) the Faculty Affairs committee's continuing work on collecting the workload guidelines from each School/Program;
 - b) discussions regarding what constitutes “meritorious” and “extra-meritorious”;
 - c) assurances that each program or school's procedures for collegial review of teaching are compliant with the UW Faculty Code. This would entail conversations with the Secretary of the Faculty.
- 3) Continue to work with the VCAA to
- a) discuss any procedural issues that have adversely affected or may adversely affect a candidates' application for promotion, so (if necessary) the committee can address the issue(s) and/or inform the Faculty Assembly Executive Council of the issue(s);
 - b) develop informational sessions and programs to inform faculty about the requirements and procedures for appointment, promotion and tenure.

Members of FCAPT:

Yonn Dierwechter, Urban Studies

Marian Harris, Social Work

Belinda Louie, Education

June Lowenberg, Nursing

Greg Rose, Business

Ankur Teredesai, Institute of Technology

Faculty Assembly Staff:

Star Murray

Respectfully submitted,

Emily Noelle Ignacio, FCAPT Chair, 2010-2011