

## **Appointment, Promotion and Tenure Committee 2014-2015 Annual Report**

Members: Ehsan Feroz, Richard Furman, James Gawel, Bryan Goda, Belinda Louie, Janet Primomo

In addition to reviewing mandatory and non-mandatory promotion and tenure files, the Appointment, Promotion and Tenure Committee (APT) was asked by the Executive Council to address the following three issues this year.

### **1. Create guidelines on how to prepare promotion and tenure packets, aligning advice with Appendix A of the UWT Faculty Handbook and Academic Human Resources website. This stems from complaints that some candidates produce excessive volumes of material that are not helpful to the evaluation process.**

Activities conducted and finding

Gather information on what units in Seattle and Bothell are doing.

Findings: Each major unit in Seattle has their own policy and procedures for P&T. No unit in Seattle uses a paper file, only electronic files. Bothell has all of its academic units on campus use an electronic portfolio on the Catalyst Common View workspace. Any document not already digitized is scanned in. The administrator of the site can assign access based on UW NetIDs.

ii. Consider whether a digital format would work.

Findings: It appears that UWT's APT processes are consistent with what Bothell is doing in most respects. At UWT, each candidate creates a large document box which contains most of the electronic documents plus examples of their scholarly work. For the past two years the APT committee has had these boxes present during deliberations and they were not referenced. The candidate's CV and narrative and external reviewer letters are often the focal point in determining the level of scholarship, not the paper documents in the boxes. [The TP forms including the review committee recommendation, deans/directors reviews, etc. were all available to review in the Catalyst Common View workspace and accessible to APT.] If we go to all digital format, the required forms will still have to be printed out at the end before sending forward to Seattle for approval.

iii. Consult with units, knowing this requires wide approval of faculty and administration to work.

Findings: A survey done by the APT committee members found that there is widespread approval for a digital format. There is concern about the added burden on program administrators in uploading extra documents.

### **2. Consult with the COACHE survey group to look at data around appointment, tenure and promotion.**

The COACHE survey was done in autumn 2012. The report can be found at:

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Findings: Compared to the other five institutions, UWT ranks at or near the bottom in the areas of mentoring, tenure policies, tenure clarity, tenure reasonableness, and promotion. The worst aspects of working at UWT (in order) were the teaching load, salary, quality of leadership, support of research, and too much service.

In the 2015 Faculty Issues Poll report by Nita McKinley and Marcie Lazzari, promotion and tenure concerns are still present in the faculty. The main issues raised are:

- Value and acknowledge contributions of all teaching faculty regardless of rank, including lecturers and contingent faculty
- Need for clear and stable expectations for teaching/research/service for tenure-track faculty
- Need for clarity of role of scholarship in tenure and promotion
- Need for respect and clear pathways for promotion for full-time competitively hired lecturers

Since there has not been a COACHE survey done since 2012, it is difficult to gauge if there has been any changes. But there have been some progress in certain areas:

Clarity about Promotion and Tenure Policy and Process – For the past two years, Alison Navarrete has organized tailored workshops for those interested in promotion and tenure. These workshops have been well attended and faculty can review the process, ask questions, and listen to the VCAA and chair of APT Committee talk about how to prepare. Survey responses from attendees have been very positive and these workshops will continue.

Salary Increases: For several years there was no funding for merit increases. For the past two years there have been 4% pools for merit increases and there is a projected merit increase for this year.

In regard to work on competitive hiring of lecturers, there have been several instances of lecturers who were not competitively hired going back and applying for competitive lecturer positions. This is because they cannot be promoted in their current position.

### **3. Investigate how diversity and equity are addressed in promotion and tenure.**

In order to investigate how diversity and equity are addressed in promotion and tenure, APT reviewed the Faculty Code, Chapter 24, Appointment and Promotion of Faculty Members. We also inquired with UWT's Assistant Chancellor for Equity and Diversity.

In a faculty member's hiring letter it states: University policy prohibits discrimination or harassment against any member of the University community because of race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, disability or military status. Sex discrimination in the form of sexual harassment, characterized by unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by a person who has authority over the recipient, unwelcome or unsolicited language or conduct that is of a sexual nature or that is sufficiently severe, persistent, or pervasive that it could reasonably be expected to create an intimidating, hostile, or offensive working or learning environment, or has the purpose or effect of unreasonably interfering with an individual's academic or work performance shall be a violation of the University's policy.

We found that in the hiring search process there are data related to diversity and equity, candidates fill out surveys and reports are generated by search committees. Diversity statements are required to be part of every ad and search committees are encouraged to develop recruitment plans to attract under-represented groups.

The APT committee could not locate any data on the promotion rates related to diversity. In the promotion and tenure process, the APT committee found one document that addresses diversity and equity, the UW Faculty

Code, Chapter 24, section 24-32 Scholarly and Professional Qualifications of Faculty Members, Faculty Senate Bulletin #125. On May 17, 2012, the Faculty Senate approved a change to read:

'In accord with the University's expressed commitment to excellence and equity, contributions in scholarship and research, teaching, and service that address diversity and equal opportunity may be included among the professional and scholarly qualifications for appointment and promotion.

Contributions that address diversity and equal opportunity can be included as part of the scholarship record. Developing teaching strategies that encourage the educational advancement of students from all backgrounds should be included as part of the teaching portfolio. Service activities that address the professional advancement of individuals from underrepresented groups should be recognized. Public service that includes a faculty member's involvement in the recruitment, retention, and mentoring of scholars and students in an effort to promote diversity should be included in the service record.'

**Recommendations for 2015-2016:**

Continue to work toward digital format for PT materials.

Follow-up on effectiveness of efforts to clarify PT policies and processes.