

UNIVERSITY OF WASHINGTON
Faculty Committee on Appointment, Promotion and Tenure (FCAPT)
Minutes
April 13, 2009

Attendance: Chair, Charles Emlet, Julie Nicoletta, Zoe Barsness, Denise Drevdahl

- 1) Wrap up from specific APT issue.
- 2) Suggested Policy Issues for 2008-2009 Academic Year

a. Candidate's file and establishing Submission deadlines:

The committee suggests that a deadline should be established whereby no additional material can be added to the file. The ability of the candidate to add material will not be allowed after a point in the process unless at the request of the one of the reviewing bodies.

Action: Charles Emlet will draft a policy that will be reviewed by FCAPT, and then it will be presented at one of the Executive Council meetings before the end of the 2008-2009 academic year. (FYI , the next EC meetings are April 30, 2009; May 13, 2009; May 27, 2009; June 10, 2009).

b. Grandfathering in Action:

Denise Drevdahl will contact Marcia Killien, Secretary of the Faculty Senate for more information about a policy for Grandfathering in. This refers to situations where T&P guidelines change within a department between the time of hire and going up for tenure or promotion. Julie Nicoletta offered to review policy from one a professional organization that she is affiliated with.

c. Narrative guidelines

Page limits: Emlet noted that Vice Chancellor of Academic Affairs (VCAA), Beth Rushing suggested that the FCAPT draft guidelines regarding what material should (and should not) be included in the narrative instead of establishing a page limit for narratives. Nicoletta suggested that FCAPT should first review the UWT Handbook ("Committee Composition"); ideally narratives would not exceed ten pages.

Action: FCAPT will review the College of Engineering T and P guidelines and UW Bothell procedures. Nicoletta will bring back information from the UWT Handbook to the May 11, 2009 meeting. Afterward the Committee will draft guidelines by the end of the 2008-2009 academic year.

d. Reviews that were postponed from the previous year. What should be included?

Drevdahl suggested that it is important to clarify what has changed from the previous year. Zoe Barsness noted that the candidate's criteria for reviews held over from the previous year should be clarified. Barsness suggested that the candidate should discuss how the record addressed the previous year's shortcoming. Nicoletta suggested that for IAS this is problematic because external reviewers will have access to the file. Drevdahl noted that within FCAPT each member represents a unit which will help provide feedback. Emlet added that something should be established to identify the previous year's decision.

Action: Emlet will respond to Shelby that the FCAPT is waiting for a response from VCAA Beth Rushing.

e. Feedback Loop, areas of disagreement

Emlet explained that Rushing suggested that FCAPT should draft a policy to establish a mechanism for communication between levels when the various bodies disagree. Barsness noted that it is important at the level of programs/ units to receive communication about APT decisions. Drevdahl suggested that it is Rushing's role to communicate this to the unit's director.

Action: Emlet will respond to Rushing that it is appropriate for Rushing to communicate APT decisions to the corresponding unit.

Adjournment: 12:55 p.m.