



March 24, 2020

Ana Mari Cauce, President
Office of the President
301 Gerberding Hall
Box 351230

Dear President Cauce:

In accordance with the rules, the faculty has approved the *Faculty Code* amendment in Class A Bulletin No. 147: Alignment of Faculty Ranks.

The results of the election submitted to the faculty for vote on February 28, 2020 are:

Total ballots distributed electronically:	4,912
Total ballots returned:	1,871
Percent of faculty who voted:	38%
Percentage of "yes" votes:	81.83%
Percentage of "no" votes:	14.27%
Percentage of "abstentions:"	3.9%

(The above percentage figures are based on ballots recorded electronically by the Catalyst Group.)

Attached is Chair Joseph Janes' certification that the faculty has voted to approve the changes as proposed in Class A Bulletin No. 147. Before the *Faculty Code and Governance* can be revised, we need your approval. According to the *Faculty Code*, you have fourteen days to respond.

Sincerely,

Mike Townsend
Secretary of the Faculty

/jmb

Cc: Joseph Janes, Faculty Senate Chair
Margaret Shepherd, Chief Strategy Officer, Office of the President
Barbara Lechtanski, Director, University Policy and Rules Office
Maegan Reilly, Assistant to Chief Strategy Officer

Class A Legislation #147

Proposed amendments to the Faculty Code.

Chapters 21, 24, 25
(Related to: Alignment of Faculty Ranks)

CERTIFIED AS APPROVED:

APPROVED:

Joseph Janes, Chair
Faculty Senate

Ana Mari Cauce
President



Date: 3/24/2020

Date: 3/31/2020

GENERAL LEGISLATIVE ACTION

At its meeting on February 27, 2020, the Faculty Senate approved legislation that would amend the Faculty Code related to the alignment of faculty ranks. These changes have been approved at every step of the legislative process. The Faculty Council on Faculty Affairs has developed and approved this legislation.

Because of the complexity of the legislation, faculty members are encouraged to read the annotated version found in the [February 27 Senate agenda \(Exhibit F\)](#).

Proposed Legislation

This is a proposal to replace many of the “lecturer” titles in the faculty code by “teaching professor” ranks and titles. (Technically, the only “ranks” recognized by the faculty code are professor, associate professor, and assistant professor; all other faculty designations are termed “titles.”) Specifically, the following replacements will be made:

- Principal Lecturer → Teaching Professor
- Full-Time Senior Lecturer → Associate Teaching Professor
- Part-Time Senior Lecturer (with at least 50% FTE annual or multi-year appointment) → Associate Teaching Professor
- Full-Time Lecturer (competitively hired) → Assistant Teaching Professor

For the present, we do not propose to change any other titles, including Part-Time Lecturer, Full-Time Lecturer (Temporary), or Part-Time Senior Lecturers hired at less than 50% or less than annual contracts. We also do not propose any change to the salary or contract expiration date of any faculty member whose title is changed (except for very rare cases in which it might be necessary to raise an individual's salary to the minimum for his or her new rank).

FCFA realizes that this is only one step in the longer-term process of addressing working conditions for teaching faculty, and we plan to explore at a later date whether changes need to be made to the code to address other faculty categories, such as part-time lecturers, clinical professors, and artists in residence. We also recognize that changing titles in the code will not, by itself, change hiring practices or the status of these faculty within the academic cultures of specific units.

As far as possible (with two important exceptions noted below), we have made the new code language regarding qualifications, appointments, merit evaluations, reappointments, and promotions the same for the new teaching professor ranks as it was for the corresponding lecturer titles. In particular, these will not be tenure-track positions, and nothing in these code changes will require colleges or departments to commit increased financial resources or contract lengths, or change any expectations regarding teaching, research, or service loads of individual faculty members. As is currently the case for lecturers, degree requirements for individual positions will be determined locally.

The actual conversion of titles of current lecturers to teaching professors, a one-time event, is something that cannot readily be done by a change to the faculty code, so we are proposing a companion Class C resolution calling on the provost to effect those conversions at the same time as the new code goes into effect (on September 16, 2020).

What Will Change?

In addition to the title changes, there are two substantive changes in this proposal.

1. *Maximum Contract Lengths*. The revised code language allows for maximum contract lengths of five years for Assistant Teaching Professors, seven years for Associate Teaching Professors, and ten years

for Teaching Professors, as compared with a maximum of five years for all full-time lecturers, senior lecturers, and principal lecturers. Nothing in the code will require units to award these longer contracts, but we want to make them available for those unusual situations in which units can foresee a long-term need for highly qualified teaching faculty, and want to reward and retain some of their most valuable faculty members.

2. *Voting Rights.* Because voting rights in the code are intimately tied to ranks and titles, and the proposed changes would confer professorial ranks on those faculty members affected, this proposal would result in changes in who can vote on the cases of various faculty members regarding merit, salary, and reappointment, and, to a much lesser extent, promotion and tenure.

For promotion and tenure, the proposal entails only one change in voting rights. Under the new code, tenure-track and WOT associate professors, who currently can vote on the promotion of senior lecturers to principal lecturer, will no longer vote on the analogous promotion of associate teaching professors to teaching professors. Otherwise, nothing will change. In particular, the proposal includes language that precludes teaching professors of all ranks from voting on promotion and tenure of tenure-track, WOT, and research faculty members, just as research faculty are currently precluded from voting on tenure and promotion of tenure-track, WOT, and teaching faculty.

For merit, salary, and reappointment, however, the changes will be more extensive. The faculty code stipulates that for those purposes, faculty members vote on the cases of all faculty of lower rank and title; and the proposed changes will make teaching professors, associate teaching professors, and assistant teaching professors equal in rank to all other professors, associate professors, and assistant professors, respectively. This is intentional: an important goal of this proposal is to realign faculty ranks so that the positions of teaching faculty in the faculty hierarchy are more closely aligned with their actual roles in the work of the university, and are equivalent to those of the research track faculty. The following table summarizes how the voting hierarchy will be modified under the new code. (WOT faculty members vote at the same level as their tenure-track counterparts.)

Changes in Voting Hierarchy for Merit, Salary, and Reappointment <i>(Each faculty member votes on the merit, salary, and reappointment of everyone below their level)</i>	
Current	Proposed
Full Profs & Research Profs	Full Profs, Research Profs, Teaching Profs
Assoc. Profs & Research Assoc. Profs	Assoc. Profs, Research Assoc. Profs, Assoc. Teaching Profs
Asst. Profs & Research Asst. Profs	Asst. Profs, Research Asst. Profs, Asst. Teaching Profs
Principal Lecturers	<i>[title eliminated]</i>
Senior Artists in Residence & Senior Lecturers	Senior Artists in Residence
Professors of Practice	Professors of Practice
Full-time Artists in Residence & Full-time Lecturers	Full-time Artists in Residence & Temporary Lecturers
Instructors	Instructors
Teaching & Research Associates	Teaching & Research Associates

Why Are We Proposing This?

FCFA has identified a number of compelling reasons why we believe this change is essential at this time.

- **Equity:** Most lecturers are women, and a higher percentage are people of color than in the professorial ranks. Relegating this population to titles that are often perceived as inferior is not consistent with our values.
- **Recruitment and Retention:** In some colleges, it's getting harder to recruit and retain excellent teaching faculty, because other universities offer professorial titles.

- **Parity:** Other categories of non-tenure-track faculty at UW, mostly with no higher qualifications than our lecturers, carry professorial titles, such as Research Professor, Clinical Professor, and Professor of Practice.
- **Morale:** Because our teaching faculty are carrying an ever-increasing portion of the teaching load in this university, they should have ranks that demonstrate clearly that they are respected and valued, not “second-class faculty.”
- **It's a National Trend:** Just a few year ago, a half-dozen universities were conferring professorial titles on their teaching faculty. Now we know of at least 40 such universities. (See the list provided in a separate document.)
- **Professionalism:** Professorial ranks and titles are likely to encourage departments that hire teaching faculty to consider them as career professionals.
- **Respect:** Professorial ranks and titles command more respect from students, graduate admissions committees, and granting agencies.
- **Commitment to Undergraduate Teaching:** Professorial ranks and titles will demonstrate to students, parents, legislators, and donors that our courses are taught by “real” faculty on a career path, not just fill-ins. (Many undergraduates already refer to their classroom teachers as “professor,” even those who are lecturers.)

Frequently Asked Questions

- *Will these new titles confer different expectations regarding teaching load, research, service, etc.?* The revised faculty code will not mandate any changes in expectations. To the extent that there are detailed expectations for faculty members at different ranks, they tend to be set by colleges and/or departments, and this legislation won't change that.
- *Will 7 and 10-year contracts become the expected norm for associate teaching professors and teaching professors, thus effectively forcing units into longer contracts than they are comfortable with?* Very unlikely. When this question came up at a recent meeting of the Board of Deans and Chancellors, the deans and chancellors made it clear that they had no intention of awarding longer contracts if they cannot afford them. We expect that the longer contracts will be uncommon, and will be conferred by departments on distinguished teaching faculty that departments can foresee needing for the long term.
- *Will this change suggest to outsiders that “regular professors” don't teach?* Communicating clearly with the public about the work of the faculty of a major research university has been a challenge for as long as there have been research universities. It's already the case that we have “professors” who do a combination of research, teaching, and service, and “research professors” whose job is focused much more on research. Adding “teaching professors” to the mix will just make it all the more important to make sure we communicate clearly and convincingly about all of the ways we contribute to the state and the nation.
- *Will the new teaching professor ranks require terminal degrees?* Not necessarily. It is our goal to make the requirements for appointment, merit evaluation, and promotion of teaching professors as closely parallel to those of the corresponding lecturer titles as possible, so we left the establishment of degree requirements to the colleges and departments, as is the case now for lecturers. If we were designing a new faculty structure from scratch, a case might be made that all faculty with professorial titles should have terminal degrees; but since we are trying to make the transition from our current system as painless as possible, we left degree requirements unchanged. In addition, “terminal degree” means different things to different units and in different fields or specialties.
- *Will this change encourage colleges to hire more teaching faculty and fewer tenure-track?* It is clear that maintaining our status as a major research university will require us to maintain a critical mass of tenure-stream faculty, whose jobs include substantial amounts of both teaching and research,

and we believe that decision-makers at all levels understand that. But it will be important for the faculty senate – and individual units – to continue to monitor the balance of research, teaching, and tenure-stream faculty and take steps to correct it if it gets skewed too far in any direction.

- *Could tenure-track assistant professors be placed at risk by an inconsistency between voting rights for merit, salary, and reappointment vs. those for promotion and tenure?* The inconsistencies between the merit/salary/reappointment review and tenure/promotion processes are already embedded in current code and extend well beyond voting rights. In the current code, research professors and associate professors vote on the merit, salary, and reappointment of all faculty at lower ranks and titles, including tenure-track ones, but they vote on promotion only for other research faculty. In realigning the ranks of teaching faculty to be parallel with those of research faculty, we took our cue from the existing voting rights. Regardless of voting rights, there is a distinction between the processes, of which all tenure-eligible faculty should be aware: decisions on merit, salary, or reappointment are based on how well the faculty member is fulfilling the expectations of his or her current rank, a standard which the Faculty Code explicitly sets forth as internal to the University. But a decision about promotion or tenure for tenure-track faculty is based in part on external perceptions of the faculty member's record, provided by scholars who may have a better sense of the state of faculty member's research subfield than any colleague internal to the University. Thus, with or without these proposed revisions, the possibility exists that the internally focused merit review process will fail to identify concerns that might arise in an externally informed tenure or promotion review process. This is one reason why all assistant professors have required annual meetings with their chairs (or deans), and that is the appropriate place to discuss the faculty member's prospects. In any case, after we have had some experience with these new titles, the faculty senate may wish to revisit these voting rights.

Background and Rationale

Years ago, the core research and teaching faculty of the UW used to be essentially all tenure-stream assistant professors, associate professors, and professors, whose job description has always included a combination of research, teaching, and service. But as the economic realities of higher education have changed, the university has broadened the core faculty to include, in addition to tenure-stream faculty members, some more specialized classes of faculty members – notably the research professors, who are hired, evaluated, and promoted primarily on the basis of research, and the lecturers, who are hired, evaluated, and promoted primarily on the basis of teaching.

For nearly a decade, the Faculty Senate has been working to improve the working conditions of our teaching faculty. Now we believe it's time to take another step in that direction, by retitling most of our full-time lecturers with professorial ranks and titles.

Counter Argument to Proposals

Contract lengths for teaching faculty will be longer than those available for research faculty.

The proposed voting provisions allow teaching faculty to evaluate the research of faculty during the merit process.

The elimination of job titles reduces the flexibility available to individual units.

Proposed Amendments to the Faculty Code: (Additions are underlined; deletions are struck through)

**University of Washington
Faculty Code and Governance
Faculty Code Chapters 21, 24, and 25**

Chapter 21

Organization of the University Faculty

Section 21-01 Statutory Provision Relating to Faculty

See [RCW 28B.20.200](#).

Section 21-31 Membership in the Faculty

The University faculty consists of:

- The President,
- The Provost,
- The professors,
- The associate professors,
- The assistant professors,
- ~~The principal lecturers,~~
- The senior lecturers and senior artists in residence,
- The professors of practice,
- The lecturers and artists in residence,
- The instructors,
- The teaching and research associates,

whether serving under visiting, acting, research, teaching, clinical, or affiliate appointment, whether serving part-time or full-time, and whether serving in an active or emeritus capacity. The faculty, beginning with the professor, are listed in order for purposes of determining voting eligibility based on superior rank.

Section 21-32 Voting Membership in the Faculty

A. Except as provided in [Subsection B](#) of this section the voting members of the University faculty are those faculty members holding the rank and/or title of:

- Professor, 50% appointment or greater,
- Research professor, 50% appointment or greater,
- Teaching professor, 50% appointment or greater,
- Associate professor, 50% appointment or greater,
- Research associate professor, 50% appointment or greater,
- Associate teaching professor, 50% appointment or greater,
- Assistant professor, 50% appointment or greater,
- Research assistant professor, 50% appointment or greater,
- Assistant teaching professor, 50% appointment or greater,
- ~~Principal lecturer, with an annual or multi-year appointment at 50% or greater,~~
- ~~Senior lecturer, with an annual or multi-year appointment at 50% or greater,~~
- Full-time senior artist in residence,
- Full-time lecturer,
- Full-time artist in residence, or
- A retired assistant professor, associate professor, or professor during the quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor, or research professor, principal lecturer, or senior lecturer, during the quarter(s) he or she is serving on a part-time basis. A retired assistant professor, associate professor, or professor (including those with research or teaching titles), or a retired principal lecturer or senior lecturer, during the quarter(s) he or she is serving on a part-time basis.

A faculty member's academic responsibility requires the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institution.

Membership in the academic community imposes on students, faculty members, administrators, and regents an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways that injure individuals and damage institutional facilities or disrupt the classes of one's instructors or colleagues. Speakers on campus must not only be protected from violence, but also be given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that clearly and significantly impede the functions of the University.

Students and faculty are entitled to an atmosphere conducive to learning and to evenhanded treatment in all aspects of the instructor-student relationship. Faculty members may not refuse to enroll or teach a student because of the student's beliefs or the possible uses to which the student may put the knowledge to be gained in a course. Students should not be forced by the authority inherent in the instructional relationship to make particular personal choices as to political action or their own roles in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance. (Examples of such matters include but are not limited to personality, personal beliefs, race, sex, gender, religion, political activity, sexual orientation, or sexual, romantic, familial, or other personal relationships.)

It is the responsibility of the faculty members to present the subject matter of their courses as approved by the faculty in their collective responsibility for the curriculum. Within the approved curriculum, faculty members are free to express ideas and teach as they see fit, based on their mastery of their subjects and their own scholarship.

Section 13-31, April 16, 1956 [formerly Section 24-37]; S-A 83, April 30, 1991; S-A 85, May 27, 1992; S-A 131, January 9, 2014: all with Presidential approval.

Section 24-34 Qualifications for Appointment at Specific Ranks and Titles

A. Qualifications for Appointment at Specific Ranks

1. Appointment with the rank of assistant professor requires completion of professional training, in many fields marked by the Ph.D., and a demonstration of teaching and/or research ability that evidences promise of a successful career. For tenure-eligible or WOT appointments, both of these shall be required.
2. Appointment to the rank of associate professor requires a record of substantial success in ~~both~~ teaching and/or research. For tenured, tenure-eligible, or WOT appointments, both of these shall be required, except that in unusual cases an outstanding record in one of these activities may be considered sufficient.
3. Appointment to the rank of professor requires outstanding, mature scholarship as evidenced by accomplishments in teaching, and/or accomplishments in research as evaluated in terms of national or international recognition. For tenured, tenure-eligible, or WOT appointments, both of these shall be required.

B. Qualifications for Appointments with Specific Titles

1. Lecturer and artist in residence are instructional titles that may be conferred on persons who have special instructional roles. Appointments may be renewed pursuant to [Section 24-53](#).

2. Senior lecturer and senior artist in residence are instructional titles that may be conferred on persons who have special instructional roles and who have extensive training, competence, and experience in their discipline. Appointments may be renewed pursuant to [Section 24-53](#).
- ~~3. Principal lecturer is an instructional title that may be conferred on persons whose excellence in instruction is demonstrated by exemplary success in curricular design and implementation, student mentoring, and service and leadership to the department, school/college, University, and field. Appointments may be renewed pursuant to Section 24-53.~~
3. Appointment to one of the ranks in Subsection A with a teaching title requires qualifications corresponding to those prescribed for that rank, with primary emphasis upon teaching. Such an appointment requires completion of professional training appropriate to the teaching, scholarship, and service requirements of the position. Appropriate degree requirements shall be determined for each position by the college, school, or campus making the appointment. Tenure is not acquired under teaching appointments.

Teaching professor, associate teaching professor, and assistant teaching professor appointments are term appointments for periods not to exceed the limits specified in [Section 24-41](#). The question of their renewal shall be considered by the voting faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held, except that the voting faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the appointment of a teaching professor. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#).

Teaching professors, associate teaching professors, and assistant teaching professors are eligible for appointment to the graduate faculty, and are eligible to act as principal investigators for grants and contracts.

- i. Appointment with the title of assistant teaching professor requires a demonstration of teaching ability that evidences promise of a successful teaching career.
 - ii. Appointment with the title of associate teaching professor requires extensive training, competence, and experience in the discipline.
 - iii. Appointment with the title of teaching professor requires 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/college, University, and field.
4. Individuals appointed to one of the instructional titles in [Sections 1–3](#) above may demonstrate their scholarship and research in a variety of ways ([Section 24-32](#)), including but not limited to: introduction of new knowledge or methods into course content; creation or use of innovative pedagogical methods; development of new courses, curricula, or course materials; participation in professional conferences; evidence of student performance; receipt of grants or awards; contributions to interdisciplinary teaching; participation and leadership in professional associations; or significant outreach to professionals at other educational institutions. While they may choose to do so through publication, such publication shall not be required.

5. Appointment to one of the ranks in [Subsection A](#) with a research title requires qualifications corresponding to those prescribed for that rank, with primary emphasis upon research. Tenure is not acquired ~~under through service in~~ research appointments.

Research professor and research associate professor appointments are term appointments for a period not to exceed five years. The question of their renewal shall be considered by the voting faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held, except that the voting faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the appointment of a research professor. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#).

Research assistant professor appointments are for a term not to exceed three years with renewals and extensions to a maximum of eight years (see [Section 24-41](#), [Subsection H](#).) The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of [Section 24-41](#).

Research associate appointments are for a term not to exceed three years, with renewals to a maximum of six years. The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#).

Research faculty titles and the qualifications for them are described in [Section 24-35](#).

6. Appointment with the title of professor of practice is made to a person who is a distinguished practitioner or distinguished academician, and who has had a major impact on a field important to the University's teaching, research, and/or service mission.

Professor of practice appointments are term appointments for a period not to exceed five years. The question of their renewal shall be considered by the voting faculty who are superior in academic rank and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#). This title is available to address a unique appointment need and is intended to be sparingly used. Tenure is not acquired through service in this title.

7. Appointment with the title of instructor is made to a person who has completed professional training, in many fields marked by the Ph.D., and is fulfilling a temporary, clinical, or affiliate instructional need, or is in a temporary transition period between post-doctoral training and mentoring and entry into the professorial ranks. These appointments are limited to acting, affiliate, or clinical.
8. An affiliate appointment requires qualifications comparable to those required for appointment to the corresponding rank or title. It recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University. Affiliate appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
9. An adjunct appointment is made only to a faculty member (including one in a research or teaching professorial rank) already holding a primary appointment in another department.

This appointment recognizes the contributions of a member of the faculty to a secondary department. Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the secondary department. These appointments are annual; the question of their renewal shall be considered each year by the faculty of the secondary department.

10. A joint appointment recognizes a faculty member's long-term commitment to, and participation in, two or more departments. A joint appointment may be discontinued only with the concurrence of the faculty member and the appointing departments. One department shall be designated the primary department and the others secondary, and this designation can be changed only with the concurrence of the faculty member and the appointing departments. Personnel determinations (salaries, promotions, leave, etc.) originate with the primary department, but may be proposed by the secondary department(s), and all actions must have the concurrence of the secondary department(s). A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes. The agreement can be revised with the concurrence of the faculty member and the department involved.
11. A clinical appointment in the appropriate rank or title is usually made to a person who holds a primary appointment with an outside agency or non-academic unit of the University, or who is in private practice. Clinical faculty make substantial contributions to University programs through their expertise, interest, and motivation to work with the faculty in preparing and assisting with the instruction of students in practicum settings. Clinical appointments are annual; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
12. Appointment with the title of teaching associate is made to a non-student with credentials more limited than those required of an instructor. Teaching associate appointments are annual, or shorter; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
13. The emeritus appointment is recommended by departmental action for a regular, WOT, research, teaching, or clinical faculty member who has retired under the UW Retirement Plan or is receiving benefits as if he or she retired under another state of Washington retirement plan and whose scholarly, teaching, or service record has been meritorious. Such a recommendation requires approval by the college dean and the President of the University. The normal criteria for appointment with the emeritus title are at least ten years of prior service as a member of the faculty and achievement of the rank of professor or associate professor. Under certain circumstances the President may grant emeritus status to an administrator at the level of dean or vice president, or at other levels if deemed appropriate.
14. The acting title denotes a temporary appointment for properly qualified persons in the instructor title or at the professorial ranks. It commonly is used for persons who are on the faculty for a year or less or for persons who have not yet completed the requirements for a regular appointment. In the latter case, the acting title is dropped when the requirements are completed. The total service of a faculty member with an acting appointment may not exceed four years in any single rank or title, or six years in any combination of ranks or titles. A faculty member whose appointment as assistant professor has not been renewed may not be given an acting appointment.

15. Appointment to one of the ranks in [Subsection A](#) with a visiting title indicates that the appointee holds a professorial position at another institution of higher learning and is temporarily employed by the University. An employee who does not hold a professorial position elsewhere, but who is otherwise qualified, may be designated as a visiting lecturer.
16. The visiting scholar title is an honorary title awarded to persons who hold professorial (including research titles) positions at other institutions and who are visiting the University but who are not employed by the University during their stay. The purpose of this title is recognition of the visitor's presence at the University, and to make University facilities and privileges (library, etc.) available.

Section 13-31, April 16, 1956; S-A 23, February 22, 1959; S-A 32, May 8, 1967; S-A 33, June 13, 1967; S-A 37, February 8, 1971; S-A 64, May 29, 1981; S-A 78, December 14, 1988; S-A 81, January 30, 1990; S-A 94, October 24, 1995; S-A 97, January 10, 1997; S-A 103, March 6, 2001; S-A 108, June 21, 2002; S-A 109, June 5, 2003: all with Presidential approval; RC, April 18, 2006; S-A 124, July 5, 2011; S-A 133, June 11, 2014; S-A 140, June 26, 2017; S-A 142, June 22, 2018: all with Presidential approval.

Section 24-35 Research Personnel Appointments

- A. Research titles designate appointments for faculty whose primary responsibility is research. The research titles are:
 - Research professor
 - Research associate professor
 - Research assistant professor
 - Research associate
- B. Research professors, research associate professors, and research assistant professors are eligible for appointment to the graduate faculty, are expected to take active roles in generating research funding, and are eligible to act as principal investigators for grants and contracts. Research faculty may participate in the regular instructional program but are not required to do so, except insofar as required by their funding source.
- C. Research associate is considered a junior rank equivalent to instructor. This junior faculty appointment, which requires the same qualifications as those of an instructor, normally serves to advance the competence of a person who has recently completed higher professional training, in most fields marked by a doctoral degree. Appointees will work under the direction of principal investigators for the benefit of the research programs, the department's educational program, and their own professional growth. Research associates may not be principal investigators on research grants or contracts.

S-A 64, May 29, 1981; S-A 81, January 30, 1990: both with Presidential approval.

Section 24-36 Qualifications for Extension Appointments

Persons giving instruction in extension classes offered for academic credit shall have scholarly and professional qualifications equivalent to those required for the teaching of regular University classes.

Section 13-31, April 16, 1956 with Presidential approval.

Section 24-40 Faculty Without Tenure By Reason of Funding (WOT)

- A. A professor or associate professor without tenure by reason of funding (WOT) is qualified for tenure by virtue of rank. Such a faculty member holds his or her appointment on a continuing

basis. The term of appointment of an assistant professor WOT is governed by Section 24-41, Subsections [A](#) and [D](#).

- B. Faculty appointed WOT do not hold tenure because all or part of his or her annual University-administered salary is derived from sources other than regularly appropriated state funds. Except for this distinction, WOT faculty members have the same rights, responsibilities, and obligations as tenure-track and tenured faculty members at those ranks. The description of their duties and qualifications for promotion and salary increases for reasons of merit are the same. Except for termination of funding as defined in [Section 24-41, Subsection J](#), or for reasons of program elimination (see [Chapter 25, Section 25-52](#)), such faculty members are not subject to removal, or discriminatory reduction in salary, except for cause (see [Chapter 25, Section 25-51](#).)
- C. Faculty members WOT are expected to be integrated fully into the research, instructional, and service activities of their departments, schools, and colleges, warranting their status as voting members of the University. This expectation is the basis for their appointment being continuing and distinguishes such faculty from other non-tenured and term appointments (see [Section 24-41](#).)
- D. Faculty members WOT have their salaries supported from a variety of department, school, and college resources, including, but not limited to, state funds, grant and contract funds, departmental, clinical and service funds. As defined in [Section 24-57](#), faculty member's WOT shall have a written understanding with the chair describing their duties to be performed to meet the department's missions. This understanding will specify the sources, distributions and levels of funds supporting their salaries for these purposes. Salary funding shall be related to the faculty member's involvement in these departmental activities. Classroom instructional duties shall be supported from departmentally administered funds.
- E. To maintain the integration of WOT faculty members in the ongoing activities of the appointing unit during a temporary lapse in funding sources, appointing departments, schools, or colleges shall develop a process to identify and evaluate the availability of alternative salary sources. This process shall be recorded with the dean's office of the appropriate unit and the dean's office shall forward the policy to the Secretary of the Faculty. Should alternative resources be made available, a new version of the understanding specified in [Subsection D](#) shall be required.

S-A 102, July 7, 2000; S-A 105, May 6, 2002: both with Presidential approval; RC, July 5, 2011.

Section 24-41 Duration of Nontenure Appointments

- A. The first appointment or the reappointment of an assistant professor who is eligible for tenure, or who is without tenure by reason of funding as described in [Chapter 24, Section 24-40](#), is for a basic period of three years, subject to earlier dismissal for cause. Although neither appointment period shall extend beyond the academic year in which a decision on tenure is required, the year in which a negative tenure decision is made must be followed by a terminal year of appointment. If the assistant professor is reappointed, the period of reappointment must include a tenure decision. Assistant professors holding positions funded by other than state funds shall be treated in the same way except that the appointment may be to a position without tenure by reason of funding as provided in [Subsection D](#). Procedures governing the reappointment of assistant professors are as follows:
 - 1. During the second year of the initial appointment, the dean of the assistant professor's college or school shall decide whether:
 - a. The appointment is to be renewed under the above provision for reappointment;

- b. The appointment is not to be renewed beyond the initial three-year period, in which case the appointment will terminate at the end of the third year; or
 - c. The decision concerning the appointment is to be postponed to the following year.
 2. Should the above decision result in a postponement, during the third year of the initial appointment the dean shall decide whether:
 - a. The appointment is to be renewed under the above provision for reappointment, or
 - b. The appointment is not to be renewed; if it is not, the basic appointment is extended to include a fourth and terminal year.
 3. The dean shall inform the professor in writing within 30 days of any decision made pursuant to this section.

B. Lecturer, and Artist in Residence, and Professor of Practice

1. Appointment as a full-time ~~lecturer or~~ artist in residence shall be for a term not to exceed five years.

Appointment as a full-time lecturer shall be for a term not to exceed one year. Such appointments are limited to three consecutive years.

The normal appointment period of a part-time lecturer or artist in residence shall be for one year or less with exceptions to be reviewed by the Provost.

2. Appointment as a full-time ~~senior lecturer, principal lecturer, or~~ senior artist in residence shall be for a term not to exceed five years. ~~The normal appointment period of senior and principal lecturers shall be for a minimum of three years with exceptions to be reviewed by the Provost.~~

The normal appointment period of a part-time senior lecturer, ~~principal lecturer,~~ or senior artist in residence shall be for one year or less with exceptions to be reviewed by the Provost.

3. Except as provided in [Subsection B.4](#) below, at least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment of a full-time lecturer, artist in residence, ~~senior lecturer, principal lecturer, or~~ senior artist in residence, or professor of practice, the dean shall determine, pursuant to [Section 24-53](#), whether this appointment shall be renewed and shall inform the faculty member in writing of the decision.
4. A renewal decision in accord with [Subsection B.3](#) above is not required where an initial appointment of a full-time lecturer, artist in residence, senior artist in residence, or professor of practice, ~~senior lecturer, or principal lecturer~~ is for one year or less and the appointment is identified at the time of appointment as not eligible for renewal.
5. Part-time appointments as lecturer, artist in residence, senior lecturer, ~~principal lecturer,~~ and senior artist in residence are for the period stated in the letter of appointment. If such appointments are to be renewed the procedures in [Section 24-53](#) shall be followed in a timely manner with knowledge of funding availability and staffing needs.

C. Teaching faculty

1. Appointment as an assistant teaching professor shall be for a period not to exceed five years.
 2. Appointment as an associate teaching professor shall be for a period not to exceed seven years. The normal appointment period shall be for a minimum of three years with exceptions to be reviewed by the Provost.
 3. Appointment as teaching professor shall be for a period not to exceed ten years. The normal appointment period shall be for a minimum of three years with exceptions to be reviewed by the Provost.
 4. At least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment of an assistant teaching professor, associate teaching professor, or teaching professor, the dean shall determine, pursuant to [Section 24-53](#), whether this appointment shall be renewed and shall inform the faculty member in writing of the decision. A renewal decision is not required where an initial appointment of an assistant teaching professor, associate teaching professor, or teaching professor is for one year or less and the appointment is identified at the time of appointment as not eligible for renewal.
 5. Assistant teaching professors, associate teaching professors, and teaching professors are not subject to removal during the term of their appointment except by removal for cause (see [Chapter 25, Section 25-51](#)) or for reasons of program elimination (see [Chapter 25, Section 25-52](#)).
- GD. An assistant teaching professor, associate teaching professor, or full-time lecturer, artist in residence, ~~or senior lecturer~~ may, prior to expiration of an existing appointment, be considered for appointment as, or promotion to, an associate teaching professor, teaching professor, or senior lecturer, senior artist in residence, ~~or principal lecturer~~, respectively.
- DE. Notwithstanding the provisions of [Subsection A](#), appointments of WOT or research assistant professors who are supported by other than state-appropriated funds are subject to termination should the supporting agency fail to continue the funding for the appointment, provided that the assistant professor supported by other than state-appropriated funds is advised in writing prior to commencement of his or her appointment that such appointment is at all times subject to the continued availability of grant or contract funds.
- EF. The first appointment or the reappointment of a faculty member to less than 50% of full-time status shall be made on an annual, or shorter, basis. A faculty member who is appointed to a position with less than 50% of full-time status shall not accumulate eligibility toward tenure.
- FG. The first appointment or the reappointment of a research assistant professor is for a basic period of three years, subject to earlier dismissal for cause. Research assistant professors may not be reappointed more than once, except that a research assistant professor who does not receive promotion in rank must receive a terminal year of appointment. Procedures governing the reappointment of research assistant professors are as follows:
1. During the second year of the initial appointment, the dean of the research assistant professor's college or school shall decide whether:
 - a. The appointment is to be renewed under the above provision for reappointment;
 - b. The appointment is not to be renewed beyond the initial three-year period, in which case the appointment will cease at the end of the third year; or
 - c. The decision concerning the appointment is to be postponed to the following year.

2. Should the above decision result in a postponement, during the third year of the initial appointment the dean shall decide whether:
 - a. The appointment is to be renewed under the above provision for reappointment or
 - b. The appointment is not to be renewed; if it is not renewed, the basic appointment is extended to include a fourth and terminal year.
 3. Not later than the end of the third year of a second appointment, the dean of the research assistant professor's college or school shall decide whether:
 - a. The research assistant professor is to be appointed as research associate professor, associate professor without tenure by reason of funding or associate professor with tenure;
 - b. The appointment is to cease at the end of the following year; or
 - c. The decision concerning the appointment is to be postponed to the following year. In cases b and c the appointment is extended by one year.
 4. Should the above decision result in a postponement, during the extension year of a second appointment, the dean of the research assistant professor's college or school shall decide whether:
 - a. The research assistant professor is to be appointed as research associate professor, associate professor without tenure by reason of funding or associate professor with tenure, or
 - b. The appointment is to cease; in which case the basic appointment is extended by one year.
 5. The dean shall inform the professor in writing within 30 days of any decision made pursuant to this section.
- GH. At least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment of a research associate professor, ~~or research professor, or professor of practice,~~ the dean shall determine, pursuant to [Section 24-53](#), whether this appointment shall be renewed and shall inform the faculty member in writing of the decision. A renewal decision is not required where an initial appointment of a research associate professor, research professor, or professor of practice is for one year or less and the appointment is identified at the time of appointment as not eligible for renewal.
- HI. Notwithstanding the provisions of this subsection, research assistant professors are subject to removal during the term of their appointment for cause (see [Chapter 25, Section 25-51](#)), for termination of funding, or for reasons of program elimination (see [Chapter 25, Section 25-52.](#))
- IJ. Research professors and research associate professors are not subject to removal during the term of their appointment except by removal for cause (see [Chapter 25, Section 25-51](#)), for termination of funding as defined in [Subsection J](#), or for reasons of program elimination (see [Chapter 25, Section 25-52.](#))
- JK. Termination of funding is defined as failure, for a continuous period of more than 12 months, to obtain funding sufficient to provide at least 50% of the faculty member's base annual salary. The University is not obligated to provide replacement funding during lapses of a faculty member's external support.
- KL. In unusual cases, an individual may be appointed to the title of research assistant professor when there is no known funding to support the appointment. The department and dean shall determine that the individual will seek external funding to support his or her appointment. Such appointments shall be made on an annual or shorter basis, and may be renewed annually upon

evidence of research grant or contract pursuit activity. Upon receipt of salary funding support, said appointments shall be converted to initial three-year appointments in conformance with [Subsection H](#).

- LM. The procedures prescribed in [Section 24-53](#) for renewal of appointments and in [Section 24-54](#) for Procedure for Promotion shall govern actions taken under this section.

Section 13-31, April 16, 1956; S-A 31, December 28, 1966; S-A 41, April 3, 1972; S-A 42, June 9, 1972; S-A 49, December 4, 1975; S-A 62, December 2, 1980; S-A 64, May 29, 1981; S-A 67, December 5, 1983; S-A 68, April 19, 1984; S-A 78, December 14, 1988; S-A 81, January 30, 1990; S-A 98, May 12, 1998; S-A 102, July 7, 2000; S-A 108, June 21, 2002: all with Presidential approval; RC, June 19, 2008; S-A 124, July 5, 2011; S-A 127, June 11, 2012; S-A 133, June 11, 2014: all with Presidential approval.

Section 24-45 Appointment of Part-Time Professors

- A. The University may appoint faculty to professorial, teaching professorial, or research professorial ranks (see Section 24-34, Subsections [A.1](#) through [A.3](#) and Subsections [B.3](#) and [B.5](#)) on less than a full-time basis. The percentage of appointment at the time of hire shall be documented by the department chair (or dean in an undepartmentalized school or college) and clearly communicated in writing to the faculty member.
- B. The first appointment of a part-time assistant professor who is eligible for tenure, or who is without tenure by reason of funding as described in Chapter 24, Section 24-40, or who is a research assistant professor at 50% or greater of full-time shall be for a basic period of three years, subject to earlier dismissal for cause. In Spring Quarter of the second year of appointment, the dean of the assistant professor's college or school shall decide whether:
1. The appointment is to be renewed;
 2. The appointment is not to be renewed beyond the three-year period, in which case the assistant professor will be notified that the appointment ceases at the end of the third year; or
 3. The decision concerning reappointment is postponed to the following year, in which case the assistant professor will be notified that the three-year appointment is extended to include a fourth year.
- C. Should the decision in [Subsection B](#) above result in a postponement, during Spring Quarter of the third year the dean shall decide whether:
1. The appointment is to be renewed for a further period consistent with [Subsection D](#) below; or
 2. The appointment is not to be renewed, in which case the assistant professor shall be notified that the appointment ceases at the end of the fourth year.
- D. Should the initial appointment of a part-time assistant professor be renewed pursuant to [Subsection B](#) or [C](#) above, the following renewal periods pertain to the second appointment:
1. For part-time assistant professors who hold appointments of 90% time and above, the second appointment period shall be for three years.
 2. For part-time assistant professors who hold appointments between 70% and 89%, the second appointment shall be for four years.
 3. For part-time assistant professors who hold appointments between 60% and 69%, the second appointment shall be for five years.

4. For part-time assistant professors who hold appointments between 50% and 59%, the second appointment shall be for six years.

In all cases, a mandatory review for promotion and tenure (or in the case of WOT faculty, for promotion and continuous appointment) must occur no later than the end of the last year of appointment as specified in Subsections [D.1](#) through [D.4](#) above.

- E. At any time during the appointment, the faculty member may change his or her percentage of appointment with the written agreement of the dean. In the event of a change, the time for mandatory review shall be stated in the agreement consistent with [Subsection D](#) above.

S-A 98, June 2, 1998 with Presidential approval; RC, July 5, 2011.

Section 24-50 Conflict of Interest Regarding Appointment, Employment, and Academic Decisions

A conflict of interest exists when a person participating in a decision has a substantial connection or interest related to individual(s) affected by the decision that might bias or otherwise threaten the integrity of the decision process or that might be perceived by a reasonable person as biasing or threatening such decisions. This includes familial, romantic, or sexual relationships and financial conflicts of interest. This may also include some professional relationships. No list of rules can provide direction for all the varying circumstances that may arise; good judgment of individuals is essential.

The procedures set forth in this chapter shall apply in all cases, except that no faculty member, department chair, dean, or other administrative officer shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the employment, appointment, tenure, promotion, salary, or other status or interest of a faculty or staff member with whom he or she has a conflict of interest. [See also Executive Order [No. 32](#).]

In addition, no faculty member, teaching assistant, research assistant, department chair, dean, or other administrative officer shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the employment, promotion, academic status or evaluation of a student with whom he or she has a conflict of interest.

Conflicts of interest resulting from romantic or sexual relationships are detrimental to the functioning of the University because, if present, the professional authority under which decisions are made may be called into question. The University's responsibilities to the public and to individual members of the University community may be compromised if such conflicts of interest are not avoided.

The faculty's decision-making responsibilities should not restrict the faculty's rights as citizens, including the personal rights of association and expression, unless the exercise of those freedoms conflicts with the institutional necessity of impartiality in academic and employment decisions. In that case, the faculty member must restrict his or her participation in such decisions.

State law and University rules preclude a faculty member from participating in decisions which directly benefit a member of his or her family. The same rules should apply to decisions involving sexual or romantic relationships between faculty and students, since these relationships, like formal family relationships, may call into question the ability of the faculty member to assess the performance of another solely on academic or professional merit.

Romantic or sexual relationships between faculty and students may in some instances infringe on the rights of that student or other students or colleagues. The possibility of sexual harassment may arise, if the faculty member's immediate power to influence a student's academic progress brings into question the ability of the student genuinely to consent freely to the relationship. The possibility of impeding the student's academic or professional progress may also arise if the faculty member is already in a position of significant decision-making authority with respect to the student, since the faculty member must abstain

from further participation in such decisions, thereby denying the student access to the faculty member's professional assessment. The possibility of an unwelcome, hostile or offensive academic environment may also arise if the faculty member fails clearly to separate personal interests from his or her professional decision-making.

Faculty members should be aware that the harms listed above do not arise only from existing relationships, but may also arise if an individual in a position of authority to a student makes overt sexual or romantic advances upon that student. Even if the advances are welcome, the faculty member should remove him or herself from the teaching or supervisory role, which may impede the student's academic progress. If the advances are unwelcome, the student may suffer unneeded stress, and the academic relationship may suffer.

S-A 38, March 22, 1971 with Presidential approval; RC, December 4, 2013; S-A 137, March 30, 2016 with Presidential approval.

Section 24-51 Responsibility for Appointments

- A. The President and the appropriate college or school faculty share responsibility for recommending faculty appointments to the Regents. Full and discriminating consideration by that faculty of the scholarly and professional character and qualifications of a proposed appointee is essential in an effective appointment procedure.
- B. The appropriate faculty, therefore, shall carefully judge the scholarly and professional character and qualifications of a prospective appointee, shall determine from all available evidence his or her suitability for employment, and shall provide the Regents, through the President, with the information needed for a wise decision.

Section 13-31, April 16, 1956; S-A 83, April 30, 1991: both with Presidential approval.

Section 24-52 Procedure for New Appointments

- A. Faculty recommendations of appointments are ordinarily rendered through committees, and the procedure depends upon the level of appointment.
 - 1. For recommendation of a departmental appointment other than that of chair, the department members act as an advisory appointment committee. A department may delegate this responsibility to a departmental committee.
 - 2. A committee responsible for recommending the appointment of a department chair should be an ad hoc committee appointed by the dean of the appropriate college, or if the President so desires, by the President.
 - 3. A committee responsible for recommending the appointment of a dean should be an ad hoc committee appointed by the President.
- B. The duty of an appointment committee is to search for suitable candidates, to study and determine their qualifications (Sections [24-32](#) to [24-36](#)), and to obtain and evaluate all data related to the problem of appointment. When, after such a study, the committee finds a candidate or candidates who appear to be qualified it shall transmit its information and recommendation to:
 - 1. The department chair, if the appointment is to be a departmental one other than that of chair, or
 - 2. The appropriate dean, if the appointment is to be one of a department chair, or
 - 3. The President, if the appointment is to be one of a dean.

C. In making new appointments administrative officers shall act in the manner prescribed below.

1. If the appointment is to be a departmental one other than that of chair, the chair shall submit all available information concerning candidates suggested by the department, the chair, or the dean to the voting members of the department faculty. The voting faculty of an academic unit may, by majority vote, delegate authority to recommend the appointment of affiliate or clinical faculty, research associates, or annual or quarterly part-time lecturers to an elected committee of its voting faculty. In an undepartmentalized college or school, this delegation may be made to an elected committee of its voting faculty. The delegation shall expire one calendar year after it is made.

Recommendations in favor of appointment, based on a majority vote of the voting members of the faculty or of the elected committee with delegated authority, shall be sent with pertinent information to the appropriate dean. If the chair concurs in the department recommendation, the dean shall make a decision concerning the appointment and, if it is favorable, shall transmit it together with the vote of the department and the recommendation of the chair to the President. In the unusual case where the chair does not concur in the department recommendation, he or she may communicate objections to the dean and may also submit a separate recommendation to the dean from among the candidates who have been considered by the department. If the dean concurs in the chair's recommendation, or has additional information which raises doubts concerning the department's recommendation, or finds that the President has such information, the dean shall refer the matter again to the department along with an explanation and comments. After considering the evidence, the department may then either reaffirm its original recommendation, or transmit a new one. After the department's final recommendation has been sent to the dean, the dean shall make a decision concerning the appointment and, if an appointment is to be recommended, shall transmit it together with the final recommendation of the department and the recommendation of the chair to the President.

2. If the appointment is to be one of a department chair, the dean shall deal directly with the appointment committee in making the decision. The department concerned shall be consulted in making the appointment, but a formal vote is not required.
3. If the appointment is to be one of a dean, the President shall deal directly with the appointment committee in making the decision.

Section 13-31, April 16, 1956; S-A 24, June 23, 1959; S-A 126, June 11, 2012: all with Presidential approval.

Section 24-53 Procedure for Renewal of Appointments

When it is time to decide upon renewal of a nontenure appointment to the faculty ([Section 24-41](#)), the procedure described below shall be followed.

- A. The voting members of the appropriate department (or undepartmentalized college or school) who are superior in academic rank or title to the person under consideration shall decide whether to recommend renewal or termination of the appointment. Research faculty and teaching faculty shall be considered by voting faculty who are superior in rank to the person under consideration, except that the voting faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the appointment of a research professor or teaching professor. Faculty with instructional titles outlined in [Section 24-34, Subsections B.1 and B.2](#) shall be considered by voting faculty who hold a professorial rank or instructional title superior to the person under consideration. The voting faculty of an academic unit may, by majority vote, delegate authority to recommend the renewal of affiliate or clinical faculty, research associate, or annual or quarterly part-time lecturer appointments to an elected committee of its voting faculty. In an

undepartmentalized college or school, this delegation may be made to an elected committee of its voting faculty. The delegation:

1. Does not alter faculty rank requirements for considering appointment renewals, and
 2. Shall expire one calendar year after it is made.
- B. If this recommendation is a departmental one, the chair shall transmit it to the dean. If the chair does not concur in the recommendation he or she may also submit a separate recommendation.
- C. The dean shall decide the matter within the time prescribed in Section 24-41 and inform the faculty member concerned of the decision.
- D. If a faculty member requests a written statement of the reasons for the non-renewal of his or her appointment, the dean shall supply such a written statement within 30 days.

Section 13-31, April 16, 1956; S-A 41, April 3, 1972; S-A 60, June 25, 1979; S-A 81, January 30, 1990; S-A 94, October 24, 1995; S-A 124, July 5, 2011; S-A 126, June 11, 2012: all with Presidential approval.

Section 24-54 Procedure for Promotions

Annually, all eligible members of the faculty shall be informed of the opportunity to be considered for promotion by their department chair (or chair's designee or the dean of an undepartmentalized school or college, or the dean's designee). At the request of the faculty member, or if the promotion decision is mandatory, a promotion review shall be conducted following the procedure below.

- A. Promotion shall be based upon the attainment of the qualifications prescribed in Sections [24-32](#), [24-33](#), [24-34](#), and [24-35](#) for the various academic ranks and titles and not upon length of service. In arriving at recommendations for promotion, faculty, chairs, and deans shall consider the whole record of candidates' qualifications described in [Section 24-32](#).

The voting members of the appropriate department (or undepartmentalized college or school) who are superior in academic rank to the person under consideration shall decide whether to recommend promotion within the professorial ranks.

Research faculty and teaching faculty shall be considered by voting members of the appropriate department, or undepartmentalized college or school, who are superior in academic rank to the person under consideration.

~~Artists in residence Faculty with instructional titles outlined in Section 24-34, Subsection B shall be considered by voting members of the appropriate department or undepartmentalized college or school who hold an appointment as associate professor or professor or an instructional title superior to that of the candidate being considered.~~

- B. The record of the candidate being considered for promotion shall be assembled following the guidelines of the candidate's college and unit. The candidate is responsible for assembling the promotion record, which shall include a self-assessment of the candidate's qualifications for promotion. External letters of review shall be kept confidential from the candidate.

For departments (or college/school if undepartmentalized) where an initial report and/or recommendation on the qualifications of the candidate for promotion is produced by a subcommittee of the eligible voting faculty (as described above), the report shall be written. The department chair (or chair's designee or the dean of an undepartmentalized school or college, or the dean's designee) shall provide the candidate with a written summary of the committee's report and recommendation. For purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted from the candidate's summary. The candidate may respond in writing

within seven calendar days. The chair or dean shall forward the candidate's response, if any, together with the committee's report to the voting faculty.

The eligible voting faculty (as described above) of the candidate's department (or college/school if undepartmentalized) shall then meet to discuss the candidate's record. A vote on the promotion question shall occur following the discussion.

The department chair (or the chair's designee or the dean of an undepartmentalized school or college or the dean's designee) shall write a formal report of these proceedings for the candidate, summarizing the discussion and recommendation. For purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted from this report. The candidate may then respond in writing to the department chair (or dean in an undepartmentalized school or college) within seven calendar days.

If the faculty recommendation is a departmental one, and is favorable, or if the promotion decision is mandatory, or if the candidate has written a response to the departmental vote, the chair shall transmit all documents produced in this promotion process to the appropriate dean, with his or her independent analysis and recommendation. The chair may, at his or her discretion, share the chair's recommendations with the candidate.

- C. The dean shall be advised by a committee or council of the college or school. This advisory group, elected by the faculty of the college or school, shall consider each case presented to it and submit its recommendations with reasons therefor to the dean. If the recommendation of the committee or council is not favorable, or if it conflicts with the faculty vote, then the council or committee recommendation with reasons therefor shall be provided to the candidate. For purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted from this report. In a departmentalized school or college, when a candidate for promotion is under consideration, any member of the committee or council who is also a member of the candidate's department may be excused.

- D. After receiving the recommendation of this committee or council the dean shall decide the matter.

Prior to the issuance of a decision or recommendation by the dean that is not favorable, the dean shall provide the candidate with his or her initial recommendation and reasons therefor. In such cases, the dean or the dean's designee shall then discuss the case with the candidate. The candidate may then respond in writing to the dean within seven calendar days of the discussion.

If the recommendation of the dean is favorable, or if the promotion decision is mandatory, the dean shall transmit his or her recommendation and the candidate's response, if it exists, to the candidate and to the Provost. For purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted from the report to the candidate.

If the promotion decision of the dean is not favorable and not mandatory, and the candidate has written a response to the dean, the dean shall transmit his or her decision and the candidate's response to the Provost for information purposes.

- E. After the case is decided, the dean shall ensure that the candidate is informed in writing in a timely way of the result of the case, and if the result is not favorable, the reasons therefor.

Section 13-31, April 16, 1956; S-A 22, April 18, 1958; S-A 59, April 23, 1979; S-A 64, May 29, 1981; S-A 81, January 30, 1990; S-A 94, October 24, 1995; S-A 100, April 25, 2000; S-A 124, July 5, 2011; S-A 126, June 11, 2012; S-A 130, June 14, 2013; S-A 142, June 22, 2018: all with Presidential approval. [See also Executive Order No. 45.]

Section 24-55 Procedure for Salary Increases Based Upon Merit

Faculty at the University of Washington shall be reviewed annually by their colleagues, according to the procedures detailed in this section, to evaluate their merit and to arrive at a recommendation for an appropriate merit salary increase. Such reviews shall consider the faculty member's cumulative record, including contributions to research/scholarship, teaching, and service, and their impact on the department, school/college, University, and appropriate regional, national, and international communities.

The evaluation of a faculty member's merit and salary shall be arrived at after review of the individual's performance in relation to that of their colleagues and by comparison of individuals' present salaries to those of their peers. In evaluating a faculty member's eligibility for merit-based salary increases (Section 24-70, Subsections [B.1](#) and [B.4](#); Section 24-71, Subsections [A.1](#) and [B.1](#)) and for "market gap" salary increases ([Section 24-71, Subsection B.2](#)), the following procedure shall be followed.

- A. In arriving at their recommendations for salary decisions the appropriate faculty, department (unit) chairs, and deans shall each consider the following:
1. The cumulative record of the candidate, taking into account the qualifications prescribed in Sections 24-32, 24-33, 24-34, and 24-35 for the various academic ranks and titles;
 2. The candidate's current salary;
 3. Documentation of the review conference required by Section 24-57, Subsection D; and
 4. Any documents produced under Subsection H of this section.

Salary recommendations shall seek to minimize salary inequities. Salary compression and other inequities, including those resulting from variations in the level of merit funds available over time, may be considered in making merit salary recommendations.

- B. The merit and salary of each faculty member below the rank and title of professor shall be considered by the voting members of the department, or undepartmentalized college or school, who are his or her superiors in academic rank and title, and they shall recommend any salary increase which they deem merited.
- C. The chair of a department, or the dean of an undepartmentalized school/college, shall consider the merit and salary of each full professor in his or her unit. Before forwarding his or her recommendations the chair (or dean in an undepartmentalized school/college) shall seek the advice of the full professors according to a procedure approved by the voting members of the unit.
- D. If the recommendation is a departmental one, the chair shall transmit it to the dean with any supporting data the dean may request. If the chair does not concur in the recommendations he or she may also submit a separate recommendation.
- E. The dean shall review the department's recommendation and forward his or her recommendation regarding faculty merit and salary to the President.
- F. The dean of each college/school shall review the record and salary of the chair of each department and shall recommend an appropriate salary increase to the President.
- G. The President shall authorize the salary increases of the faculty, and of each dean.
- H. At the option of the faculty member affected, and mandatorily in the event of two consecutive annual ratings of no merit (as a result of reviews under this section), the chair of the faculty member's department (or dean of an undepartmentalized school or college) shall, after consultation with the faculty member, appoint an ad hoc committee of department (or school/college) faculty superior (or, in the case of full professors, equal) in rank or title to the

faculty member. This committee shall meet at its earliest convenience with the faculty member and review more fully the record and merit of that faculty member.

The committee shall, upon completion of its review, report in writing the results to the faculty member and to his or her department chair (or dean in an undepartmentalized school/college) and the committee shall advise them what actions, if any, should be undertaken to enhance the contributions and improve the merit ranking of this colleague, or to rectify existing misjudgments of his or her merit and make adjustments to correct any salary inequity. The faculty member may respond in writing to this report and advice within 21 calendar days to the department chair (or dean) and committee (unless upon the faculty member's request and for good cause the response period is extended by the chair or dean). The committee's report and advice, the faculty member's written response (if any), the response by the chair, and any agreement reached by the faculty member and the chair shall be incorporated into a written report.

Section 13-31, April 16, 1956; S-A 58, May 16, 1978; S-A 75, April 6, 1987; S-A 82, November 21, 1990; S-A 99, July 9, 1999; S-A 124, July 5, 2011: all with Presidential approval. [See also Executive Order No. 45.]

Section 24-56 Procedure for Resignations

- A. A faculty member has a professional obligation to give a written notice of resignation at the earliest possible opportunity. Normally such resignations should be given at least three months prior to the termination date, or within 15 days of notification of terms of a reappointment, whichever occurs later, and should ordinarily become effective at the end of an academic year.
- B. If the faculty member resigns orally, then the dean shall attempt to obtain a written resignation. If this is not forthcoming sooner, no later than 15 days after the purported oral resignation the dean shall send by certified mail to the faculty member's last known home address, and at the same time send by delivery or campus mail to the faculty member's campus address, a letter stating his or her understanding that the faculty member has resigned. If, within 30 days after the dean mailed and sent this letter, the faculty member notifies the dean in writing that he or she denies a resignation took place, none shall be deemed to have occurred. Otherwise, the faculty member shall be deemed to have resigned.

S-A 60, June 25, 1979 with Presidential approval.

Section 24-57 Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations

All procedures regarding promotion, merit-based salary, and tenure considerations outlined in the relevant sections of the Faculty Code must be followed. Open communication among faculty, and between faculty and administration, must be maintained in order to insure informed decision making, to protect the rights of the individual and to aid the faculty in the development of their professional and scholarly careers.

Each faculty member must be allowed to pursue those areas of inquiry which are of personal scholarly interest; at the same time, however, each faculty member must be informed of the expectations a department holds for him or her and of the manner in which his or her activities contribute to the current and future goals of the department, school, college, and University. In order to enable the faculty member to establish priorities in the overall effort of professional career development and to fulfill the University's obligations of fair appraisal and continual monitoring of faculty development, the following procedural safeguards shall be adopted in each department, school, or college.

- A. Assessment of Teaching Effectiveness

To implement the provision stipulated in [Section 24-32, Subsection C](#), the standardized student assessment of teaching procedure which the University makes available may be used for obtaining student evaluation of teaching effectiveness, unless the college, school, or department has adopted an alternate procedure for student evaluation, in which case the latter may be used. Each faculty member shall have at least one course evaluated by students in any academic year during which that member teaches one or more courses. The teaching effectiveness of each faculty member also shall be evaluated by colleagues using procedures adopted within the appropriate department, school, or college.

The collegial evaluation of teaching effectiveness shall be conducted prior to recommending any renewal of appointment or promotion of a faculty member. In addition, for faculty at the rank of assistant professor, or associate professor or professor "without tenure" under [Chapter 25, Section 25-32, Subsection D](#), or with the instructional title of lecturer the collegial evaluation shall be conducted every year. For other faculty at the rank of associate professor or professor or with the title of senior lecturer, ~~principal lecturer~~, or professor of practice the collegial evaluation shall be conducted at least every three years. A written report of this evaluation shall be maintained and shared with the faculty member.

B. Yearly Activity Report

Each department (or undepartmentalized college) shall adopt a suggested format by which each faculty member will have the opportunity to provide information on professional activities carried out during the prior year. These reports shall be prepared in writing by each faculty member and submitted to the chair (or dean) in a timely fashion each year, and shall be used as reference and as a source of information for consideration of promotion, merit salary, or tenure. These forms shall be used as evidence for recommendations of promotion, merit salary, or tenure. Such information may be updated by a faculty member at any time during the academic year.

C. Regular Conference with Faculty

Each year the chair, or where appropriate the dean or his or her designee, shall confer individually with all full-time lecturers, assistant professors, and associate professors and professors "without tenure" appointed under [Chapter 25, Section 25-32, Subsection D](#). The chair (or dean or his or her designee) shall confer individually with the other associate professors and senior lecturers at least every two years, and with the other professors, ~~principal lecturers~~, and professors of practice at least every three years. The purpose of the regular conference is to help individual faculty members plan and document their career goals. While the documentation of those goals will be part of the faculty member's record for subsequent determinations of merit, the regular conference should be distinct from the merit review pursuant to [Section 24-55](#).

At each such conference, the chair, dean, or his or her designee, and the faculty members shall discuss:

1. The department's present needs and goals with respect to the department's mission statement and the faculty member's present teaching, scholarly and service responsibilities and accomplishments;
2. Shared goals for the faculty member's teaching, scholarship, and service in the forthcoming year (or years, as appropriate) in keeping with the department's needs and goals for the same period; and
3. A shared strategy for achieving those goals.

The chair, dean, or his or her designee and the faculty member shall discuss and identify any specific duties and responsibilities expected of, and resources available to, the

faculty member during the coming year(s), taking into account the academic functions described in [Section 24-32](#). The chair, dean, or his or her designee should make specific suggestions, as necessary, to improve or aid the faculty member's work.

D. Documentation

The chair, dean, or his or her designee, shall, in a timely manner, document in writing, with a copy to the faculty member, that such conferences occurred, and shall list the subject matter discussed.

This conference document shall also articulate in sufficient detail the discussed commitments and responsibilities of the faculty member for the coming year(s) and how these commitments and responsibilities are consistent with institutional standards for promotion and tenure as defined in Chapter 24.

Should the faculty member not agree with the summary or statements in this conference document, he or she shall indicate so in writing. The failure of a faculty member to object in writing to the chair's (or dean's) conference document within ten days of receiving it (unless upon the faculty member's request and for good cause the period is extended by the chair or dean) shall constitute his or her official acceptance of its terms and conditions.

If the faculty member disagrees with the conference document, the chair (or dean) shall either withdraw it and issue a revised one to which both parties can agree, or reaffirm the accuracy of the original conference document.

In the event the faculty member disagrees with the resulting conference document, the chair of the faculty member's department (or dean of an undepartmentalized school or college) shall appoint an ad hoc committee comprised of three department (or school/college) faculty superior (or in the case of full professors, equal) in rank or title to the faculty member, or faculty members from the Conciliation Board, and selected in the following manner. The faculty member and the chair, or dean, shall each select one member of the ad hoc committee and those two members shall select the third member. At its earliest convenience, the ad hoc committee shall review fully the records relating to the conference, meet with the faculty member, and meet with the chair, dean, or his or her designee.

The chair, dean, or his or her designee, and the faculty member shall then meet with the ad hoc committee to discuss the issues, with the purpose of achieving a resolution. In the event resolution is not achieved, the committee shall, in a timely manner, report in writing the results of its review to the faculty member, to his or her department chair or dean, and to the designee, if any. The committee's report and advice, if any; the faculty member's written response, if any; the response by the chair, dean, or his or her designee, if any; and any agreement between the faculty member and chair, dean, or his or her designee shall be incorporated into a written report that shall be placed in the faculty member's personnel file.

A faculty member's record upon the stated duties and responsibilities in the conference document will be assessed in accordance with [Section 24-55](#). Nothing in this section is intended to alter the institutional standards for promotion and tenure as defined in Chapter 24.

[The University Handbook included Board of Regents Governance and Executive Orders No. 29, [No. 45](#), and [No. 64](#) as footnotes to this section.]

S-A 64, May 29, 1981; S-A 79, May 31, 1989; S-A 99, July 9, 1999; S-A 107, June 20, 2002; S-A 124, July 5, 2011; S-A 129, April 16, 2013; S-A 133, June 11, 2014: all with Presidential approval.

Section 24-70 Faculty Salary System: Policy and Principles

- A. Faculty at the University of Washington shall be salaried on a merit-based system that reflects the University's standing among its peer institutions. Under this system, all faculty deemed meritorious shall be regularly rewarded for their contributions to their department, school/college, and university. Resources permitting, the University shall provide its meritorious faculty with salaries commensurate with those of their peers elsewhere.
- B. Advancement in salary can be effected in several distinct, but not mutually exclusive, ways. A salary increase:
1. Shall be granted to provide an initial minimum equal-percentage salary increase to all faculty following a successful merit review (conducted in accord with procedures of [Section 24-55](#));
 2. Shall attend, in addition to awards under [Subsection B.1](#) above, promotion in rank (approved in accord with [Section 24-54](#));
 3. Shall be awarded to raise individuals' salaries to the minimum salary for each faculty rank (in accord with [Section 24-71, Subsection A.3](#) below);
 4. May be awarded as an additional merit salary increase beyond that available under [Subsection B.1](#) (following review procedures of [Section 24-55](#));
 5. May be awarded as a result of unit-level adjustment (in accord with [Section 24-71, Subsection B.2](#) below);
 6. May be offered in response to a potential or actual external offer of appointment (upon review in accord with [Section 24-71, Subsection B.3](#) below); and
 7. May be allocated as a University-wide increase in the faculty salary base that shall be distributed in equal dollar amounts or equal percentage salary increases to all meritorious faculty.

S-A 99, July 9, 1999 with Presidential approval.

Section 24-71 Procedures for Allocating Salary Increases

- A. The Provost shall consult with the Senate Committee on Planning and Budgeting and, each biennium, shall subsequently recommend to the President the allocation of available funds for salary increases, for distribution among all categories listed in [Section 24-70, Subsection B](#). The President shall make the final decision on these allocations and shall report the decision to the Faculty Senate.
1. This allocation shall each year make available funds to provide an initial minimum equal-percentage salary increase to all faculty deemed meritorious under [Section 24-55](#).
 2. This allocation shall each year make available funds to provide salary increases to all faculty awarded promotions approved in accord with [Section 24-54](#).
 3. Every two years, the Provost shall, after consultation with the Senate Committee on Planning and Budgeting, determine the minimum salary for each faculty rank. This determination shall take account of the recent salaries of beginning assistant professors at the University of Washington, and shall endeavor to reflect in the floors for other ranks the general expectation of salary advancement for faculty.
- B. The Provost may distribute, in the course of a biennium, funds allocated by the President:

1. To provide additional merit salary increases (beyond those awarded under [Subsection A.1](#)). This allocation shall be distributed as equal-percentage increases to all units to fund merit increases for faculty (in accord with [Section 24-55](#)).
 2. To address the market "gap" of an individual unit. Allocation of such funds to units shall follow close consideration of individual units and consultation with the Senate Committee on Planning and Budgeting. The Provost shall periodically gather updates on salary information from appropriate sources, including unit heads, and shall make those findings available to the faculty. The department chair (or dean in an undepartmentalized school/college) shall consult with the unit's voting faculty who are senior (or, in the case of full professors, equal) in rank—or the unit's designated faculty committee(s)—about the appropriate distribution of these funds; and
 3. To retain a current faculty member, based on the recommendation of the dean. Prior to preparing a response, the dean shall first consult with the unit's chair. The faculty of each academic unit shall be provided the opportunity to cast an advisory vote on the appropriate response; alternatively, the faculty may establish, consistent with the procedures of [Chapter 23, Section 23-45](#), a different policy regarding the level of consultation they deem necessary before a competitive salary offer may be made. This policy shall be recorded with the dean's office of the appropriate unit and a copy forwarded to the Secretary of the Faculty. The faculty shall vote whether to affirm or amend this policy biennially.
- C. The deans of the schools and colleges shall, after consultation with their elected faculty councils ([Chapter 23, Section 23-45, Subsection B](#)), allocate to the faculty of the constituent units of their school/college, all funds made available to provide salary increases under [Section 24-70, Subsection B](#). Distribution of these awards to individual faculty shall be carried out following the requisite procedures of Chapter 24.

Chapter 25

Tenure of the Faculty

Section 25-01 Statute Relating to Tenure

[For a statute relating to tenure, see [RCW 28B.20.130](#) (1)(2).]

Section 25-11 Statement of Policy by the Board of Regents

[See Board of Regents Governance, Regent Policy [No. 2](#).]

Section 25-31 Definition of Tenure

Tenure is the right of a faculty member to hold his or her position without discriminatory reduction of salary, and not to suffer loss of such position, or discriminatory reduction of salary, except for the reasons and in the manner provided in the Faculty Code.

Section 25-31, April 16, 1956; S-A 73, May 24, 1985: both with Presidential approval.

Section 25-32 Criteria for Tenure

- A. Unless he or she is disqualified under any other provision of this section, a full-time member of the faculty has tenure if:
1. He or she is a professor or associate professor; or

2. He or she has held full-time rank as assistant professor in the University for seven or more years and has not had his or her term of appointment extended by the Provost or received notice terminating his or her appointment.
- B. Generally, recommendation for tenure ([Section 25-41](#)) is made concurrently with recommendation for promotion to the rank of associate professor (except in the circumstances listed in the subsequent paragraphs of this section.)
- C. A faculty member does not acquire tenure under:
1. An acting appointment, or
 2. A visiting appointment, or
 3. Any appointment as lecturer, artist in residence, senior lecturer, senior artist in residence, ~~principal lecturer~~, or
 4. An appointment as teaching associate, or
 5. An appointment as professor of practice, or
 6. Any appointment specified to be without tenure, or
 7. An adjunct appointment, or
 8. A research appointment, or
 9. A teaching appointment, or
 - ~~10.~~ A clinical appointment, or
 - ~~11.~~ An affiliate appointment, or
 - ~~12.~~ Any other appointment for which the University does not provide the salary from its regularly appropriated funds, unless the President notifies the appointee in writing that tenure may be acquired under such appointment.
- D. Appointments to the rank of associate professor or professor "without tenure," as specified in [Subsection C.6](#) above, are limited to not more than two consecutive appointments, each of three years' duration. The first appointment is for a basic period of three years, subject to earlier dismissal for cause. During the second year of the initial appointment, the appointment will be considered for renewal consistent with the provisions of [Chapter 24, Section 24-41, Subsection A](#) for assistant professors. If the associate professor or professor is reappointed, the three-year period of reappointment must include a tenure decision and terminal year in the event that tenure is not granted. To meet this expectation, the tenure review must be conducted no later than the second year of the second three-year appointment; during this second term of appointment, postponement of the tenure decision is not an option. In the case where tenure is not granted in the mandatory fifth year, the sixth year will be the terminal year of appointment. The part-time renewal periods provided for assistant professors in [Chapter 24, Section 24-45, Subsection D](#) do not apply to associate professors and professors without tenure.

Appointments to the rank of associate professor or professor "without tenure by reason of funding," as specified in [Subsection C.11](#) above, are continuing appointments governed by [Chapter 24, Section 24-40](#).

- E. A faculty member with tenure may resign a portion of his or her appointment with the agreement of his or her department chair, dean, and the President, while retaining tenure in his or her part-time appointment.
- F. A part-time assistant professor appointed pursuant to [Chapter 24, Section 24-45](#) accumulates eligibility for tenure under [Subsection A](#) of this section.
- G. Time spent on leaves of absence from the University does not count in the accumulation of time toward tenure.

Section 13-31, April 16, 1956; S-A 22, April 18, 1958; S-A 25, October 29, 1959; S-A 26, December 19, 1960; S-A 32, May 8, 1967; S-A 37, February 8, 1971; S-A 41, April 3, 1972; S-A 61, February 22, 1980; S-A 67, December 5, 1983; S-A 78, December 14, 1988; S-A 81, January 30, 1990; S-A 98, June 2, 1998; S-A 124, July 5, 2011; S-A 129, April 16, 2013; S-A 133, June 11, 2014: all with Presidential approval.

Section 25-33 Tenure of Faculty Members in Administrative Positions

The tenure of a faculty member who holds an administrative position, such as that of dean or department chair, extends only to the faculty position which she or he holds conjointly with such administrative position.

Section 13-31, April 16, 1956 with Presidential approval.

Section 25-41 Granting of Tenure: Policy and Procedure

[For "Documentation of Qualifications and Recommendations for Promotion, Tenure, and Merit Increases," see Executive Order [No. 45](#)]

- A. Tenure should be granted to faculty members of such scholarly and professional character and qualifications that the University, so far as its resources permit, can justifiably undertake to employ them for the rest of their academic careers. Such a policy requires that the granting of tenure be considered carefully. It should be a specific act, even more significant than promotion in academic rank, which is exercised only after careful consideration of the candidate's scholarly and professional character and qualifications.
- B. Consistent with the timelines set in [Section 25-32, Subsection A.2](#) for full-time assistant professors and [Chapter 24, Section 24-45](#) for part-time assistant professors, and [Section 25-32, Subsection D](#) for associate professors or professors "without tenure," a decision shall be made in the following manner:

A recommendation that the faculty member be granted or denied tenure shall be sent to the dean of the school or college. This recommendation shall be based upon a majority vote of the eligible professors and associate professors of the department, or of the school or college if it is not departmentalized. If the chair does not concur in the recommendation she or he may also submit his or her own recommendation.

The dean, advised as prescribed in [Chapter 24, Section 24-54, Subsection C](#) shall then make his or her recommendation to the Provost, and if tenure is to be granted it shall be conferred by the President acting for the Board of Regents.

If the faculty member's tenure is granted, the President shall so notify him or her in writing. If tenure is denied, the dean shall notify the individual in writing that the appointment will terminate at the end of the succeeding academic year.

A faculty member whose tenure is denied may engage in the administrative and conciliatory proceedings described in [Chapter 27](#), and may file a petition for review as provided in [Section 25-64](#).

If a tenure decision is postponed for reconsideration, the assistant professor's dean shall cause him or her to be notified in writing that the appointment will terminate at the end of the second succeeding academic year unless reconsideration in the meantime shall have resulted in the granting of tenure.

- C. If it is desired to appoint to a position with tenure other faculty members referred to in [Section 25-32, Subsection C](#), the procedures for recommendation and granting described in [Subsection B](#) above shall be followed, except that a denial of tenure shall not of itself lead to termination of appointment.

Section 13-31, April 16, 1956; S-A 59, April 23, 1979; S-A 73, May 24, 1985; S-A 83, April 30, 1991; S-A 98, May 12, 1998; S-A 129, April 16, 2013; S-A 130, June 14, 2013: all with Presidential approval; RC, June 13, 2014.

Section 25-51 Grounds for Removal of Persons with Tenure for Cause

A faculty member having tenure under the provisions of this chapter may be removed for cause from his or her position or subjected to reduction of salary only for one or more of the following reasons:

- A. Incompetence.
- B. Neglect of duty.
- C. Physical or mental incapacity to perform academic duties.
- D. Unlawful discrimination or sexual harassment (see Executive Order [No. 31](#)).
- E. Scientific and scholarly misconduct, consisting of intentional misrepresentation of credentials, falsification of data, plagiarism, abuse of confidentiality, or deliberate violation of regulations applicable to research (see Executive Order [No. 61](#)).
- F. Conviction of a felony.
- G. Intentional and malicious interference with the scientific, scholarly, and academic activities of others. To warrant a removal for cause or reduction of salary, conduct falling within these categories must in a substantial way adversely affect the faculty member's or the victim's academic, scholarly, or professional ability to carry out his or her University responsibilities.

Section 13-31, April 16, 1956; S-A 41, April 3, 1972; S-A 49, December 4, 1975; S-A 73, May 24, 1985: all with Presidential approval; RC, December 16, 2011; RC, February 12, 2016; October 17, 2018 with Presidential approval.

Section 25-52 Removal of Faculty for Reasons of Program Elimination

- A. The removal of tenured faculty, or the removal of non-tenured faculty prior to the end of a specified term of appointment, may be effected upon program elimination within the University. Such removals shall be termed "Removal for Reasons of Program Elimination."
- B. Removal for reasons of program elimination may be effected only in conformance with procedures set forth in [Chapter 26, Section 26-41](#), Procedures for Reorganization, Consolidation, and Elimination of Programs, and the provisions of this section.
- C. Notification

1. Each faculty member proposed by the dean for removal for reasons of program elimination shall be so notified in writing by the dean pursuant to [Chapter 26, Section 26-41, Subsection C.2.h.](#)
2. When the President's decision to eliminate a program becomes final pursuant to [Chapter 26, Section 26-41, Subsection C.7.](#), and the subsequent decision is made as to which faculty members notified under this subsection are to be removed, each faculty member to be removed for reason of program elimination shall be notified in writing by the dean and the effective date of such removal shall be stated. The dean shall deliver a copy of this notification contemporaneously to the chair of the Adjudication Panel ([Chapter 28.](#)) No faculty member shall be removed for reason of program elimination prior to the end of the academic year following the one in which a final decision is transmitted to the faculty member.

D. Appeal

Each faculty member notified of removal for reason of program elimination may engage in the administrative and conciliatory proceedings of [Chapter 27.](#) He or she may deliver an appeal to the chair of the Adjudication Panel and to the Secretary of the Faculty as provided in [Chapter 28,](#) in which case a Hearing Committee shall determine whether the faculty member was properly identified as a member of the program eliminated; whether the procedures in this section were followed; whether the decision to remove the faculty member was reasonable; and, if the faculty member so alleges, whether he or she was unlawfully discriminated against because of race, religion, color, sex, national origin, age, handicap, sexual orientation, or status as a disabled or Vietnam era veteran.

E. Placement in Another Unit

The University shall make every reasonable effort to place faculty members notified of removal for reason of program elimination in other University employment for which they are qualified with comparable terms of employment. Priority in such employment shall be given to the faculty member in accordance with University and state employment procedures. In addition to the required notification period, special assignments with pay may be provided to enable the faculty member to prepare for changed employment responsibilities.

F. Reinstatement

In the event that the academic program which has been eliminated is reinstated within a period of five years, new positions shall not be filled through normal appointment search procedures until removed faculty members qualified for the position have been offered reappointment on terms at least comparable to terms which applied to the position previously held. Such removed faculty members shall be given 30 calendar days to accept or decline an offer of reinstatement.

S-A 49, December 4, 1975; S-A 67, December 5, 1983; S-A 73, May 24, 1985; S-A 95, June 17, 1996: all with Presidential approval; RC, December 4, 2013; RC, January 22, 2016.

Section 25-53 Necessity for Hearings in Tenure Proceedings

No faculty member having tenure as defined in this chapter shall be removed from his or her position or subjected to discriminatory reduction of salary until she or he has been given opportunity for a full review and hearing as provided in Sections [25-62](#), [25-71](#), or [Chapter 26, Section 26-31](#) as applicable to the case, and in [Chapter 28.](#)

Section 13-31, April 16, 1956; S-A 73, May 24, 1985: both with Presidential approval.

[The former Sections 25-54, Financial Emergency, and 25-55, Procedures for Elimination of an Academic Program, have been renumbered and now appear as Chapter 26, Sections 26-31 and 26-41 respectively. The former Sections 25-61, Tenure Committee, 25-65, Grievance Committee, and 25-72 through 25-76, Faculty Conduct Committee, have been replaced by Chapters 27 and 28. S-A 73, May 24, 1985: all with Presidential approval.]

Section 25-62 Proceedings for the Resolution of Differences

The policies and procedures detailed in Chapters [24](#), [25](#), and [26](#) are intended to ensure academic freedom and to protect the rights of the individual to careful consideration of his or her merits, and also to enhance the ability of the University and its academic units to select and maintain a faculty of the highest quality possible. Occasions may arise in which a faculty member may state that his or her academic freedom or employment rights were or will be impaired if some action or inaction of his or her academic unit or of the University as a whole is permitted, as well as occasions where the University may proceed against a faculty member. A faculty member facing such action or inaction may wish to contest the administrative behavior in question. Such a person is entitled to use the following proceedings: administrative ([Chapter 27, Section 27-31](#)), conciliatory ([Chapter 27, Section 27-42](#)), and adjudicative ([Chapter 28](#)). The University Ombud is available for consultation and advice. Cases subject to these proceedings may include allegations of unlawful discrimination because of race, religion, color, sex, national origin, age, handicap, sexual orientation, or status as a disabled or Vietnam era veteran. These proceedings serve to protect the rights both of the individual concerned and the University. In a larger sense they fulfill an important role in protecting the academic profession from infringement of the prerogatives necessary for its proper functioning; and by the same token they protect these rights and the status of the academic profession in our society by assuring that the prerogatives are not demeaned through misuse as a shelter for incompetence or neglect of duty.

S-A 73, May 24, 1985 with Presidential approval; RC, March 3, 2013; RC, January 22, 2016.

Section 25-63 Dismissal of a Nontenured Faculty Member

A nontenured faculty member may be dismissed prior to the expiration of the period for which she or he was appointed for the grounds stated in [Section 25-51](#), and in such cases the procedure described in [Section 25-71](#) shall be followed, or for reasons of program elimination, and in such cases the procedure described in [Section 25-52](#) shall be followed; or for reasons of financial emergency, in which cases the procedure described in [Chapter 26, Section 26-31](#) shall be followed.

S-A 39, June 8, 1971; S-A 67, December 5, 1983; S-A 73, May 24, 1985: all with Presidential approval.

Section 25-64 Discriminatory Reduction in Pay or Improper Non-Reappointment

- A. In a case in which a tenured or non-tenured faculty member alleges that he or she has suffered discriminatory reduction in pay, or in which a non-tenured faculty member alleges violation of the Faculty Code in connection with his or her non-reappointment, including denial of tenure, the faculty member making the allegation may engage in the administrative and conciliatory proceedings of [Chapter 27](#). He or she may file a petition for review with the Chair of the Adjudication Panel and the Secretary of the Faculty, in which case the procedures set forth in [Chapter 28](#) shall be followed. The petition for review may include allegations of unlawful discrimination because of race, religion, color, sex, national origin, age, handicap, sexual orientation, or status as a disabled or Vietnam era veteran.
- B. The procedures set forth in [Section 25-62](#) shall be followed. The burden of proof shall rest with the faculty member making the allegation.

S-A 39, June 8, 1971; S-A 55, May 25, 1977; S-A 73, May 24, 1985: all with Presidential approval.

Section 25-71 Standard of Conduct

- A. The University is an institution having special public responsibility for providing instruction in higher education, for advancing knowledge through scholarship and research, and for providing related services to the community. As a center of learning, the University also has the obligation to maintain conditions which are conducive to freedom of inquiry and expression in the maximum degree compatible with the orderly conduct of its functions. For these purposes the University is governed by rules and regulations which safeguard its functions, and which, at the same time, protect the rights and freedoms of all members of the academic community. All members of the academic community, including members of the faculty, have an obligation to comply with the rules and regulations of the University and its schools, colleges, and departments.
- B. If a member of the faculty is alleged to have violated a rule or regulation of the University, its schools, colleges, or departments, the department chair or the dean in a non-departmentalized school or college shall fully inform the faculty member of the nature and specific content of the alleged violation and shall offer to discuss the alleged violation with the faculty member and with the party raising the issue. The faculty member and the party raising the issue may each be accompanied by one person. The matter may be concluded at this point by the mutual consent of all parties.
- C. If he or she so wishes, the department chair, the dean, or the faculty member may initiate conciliatory proceedings at any time by contacting the University Ombud as provided in [Chapter 27, Section 27-42](#).
- D. If a mutually agreeable resolution is not achieved under Subsection [B](#) or [C](#) of this section, and if the dean (after consultation in the case of a departmentalized school or college with the department chair and the faculty member) determines that the alleged violation is of sufficient seriousness to justify consideration of the filing of a formal statement of charges that might lead to dismissal, reduction of salary, or suspension for more than one quarter, he or she shall follow one of the following procedures:
1. In cases concerning allegations of unlawful discrimination or sexual harassment, the dean shall request an investigation by the University Complaint Investigation and Resolution Office (UCIRO) as provided in Administrative Policy Statement [46.3](#).
 2. In cases concerning allegations of scientific and scholarly misconduct as defined in [Section 25-51](#), the dean shall proceed as provided in Executive Order [No. 61](#), "Policy for Addressing Allegations of Scientific and Scholarly Misconduct."
 3. In all other kinds of cases the dean shall appoint a special investigating committee of three faculty members who are not directly involved in the matter being considered. The committee shall assist the dean in the informal and confidential gathering of information and documentation and shall advise the dean in its interpretation. If as a result of the foregoing investigation the dean concludes that further action is not merited, then the matter shall be dropped (although a faculty member aggrieved as a result of these activities has recourse to the conciliatory proceedings of [Chapter 27](#) and to the adjudicative proceedings described in [Chapter 28, Section 28-32, Subsection A.](#))
- E. If, after engaging in the procedures specified in Subsection [D.2](#) or [D.3](#) above, the dean concludes that further action is warranted, he or she shall deliver to the Provost a written record stating that reasonable cause exists to adjudicate charges of wrongdoing brought against the faculty member, with enough of the underlying facts to inform the Provost of the reasons for this conclusion. Upon filing of the written report with the Provost, the case shall be decided in the manner prescribed in [Chapter 28](#).

Class A Legislation 147
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January 23, 2020

Approved by:
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