

University of Washington
Faculty Code and Governance

Corrected May 17, 2016

Faculty Code

Chapter 24

Appointment, Evaluation, and Promotion, and Salary of the Faculty Members

Part 24-10 Statutory Provisions and Regent Statement

Section 24-11 Statute Relating to Faculty

[For a statute relating to faculty, see RCW 28B.20.200]

Section 24-12 ~~25-01~~ Statute Relating to Tenure Statute Describing Powers and Duties of Regents Relating to Faculty

[For a statute describing powers and duties of regents relating to faculty relating to tenure, see RCW 28B.20.130 (1) and (2).]

Section 24-13 ~~25-11~~ Statement of Policy by the Board of Regents Regent Policy on Tenure of the Faculty

[See *Board of Regents Governance*, Regent Policy No. 2.]

Part 24-20 General Principles and Policies

Section 24-21 ~~24-31~~ General Faculty Appointment Policy

The principal functions of a university are to preserve, to increase, and to transmit knowledge. Its chief instrument for performing these functions is its faculty, and its success in doing so depends largely on the quality of its faculty. The policy of this University should be to enlist and retain distinguished faculty members with outstanding qualifications.

Section 24-22 ~~24-32~~ Scholarly and Professional Qualifications of Faculty Members

The University faculty is committed to the full range of academic responsibilities: scholarship and research, teaching, and service. Individual faculty will, in the ordinary course of their development, determine the weight of these various commitments, and adjust them from time to time during their careers, in response to their individual, professional development and the changing needs of their profession, their programs, departments, schools and colleges, and the University. Such versatility and flexibility are hallmarks of respected institutions of higher education because they are conducive to establishing and maintaining the excellence of a university and to fulfilling the educational and social role of the institution. In accord with the University's expressed commitment to excellence and equity, contributions in scholarship and research, teaching, and service that address diversity and equal opportunity may be included among the professional and scholarly qualifications for appointment, and promotion, and tier advancement outlined below.

47 A. Scholarship

48

49 Scholarship, the essence of effective teaching and research, is the obligation of all members of the
50 faculty. The scholarship of faculty members may be judged by the character of their advanced
51 degrees and by their contribution to knowledge in the form of publication and instruction; it is
52 reflected not only in their reputation among other scholars and professionals but in the performance
53 of their students.

54

55 B. Inquiry and Research

56

57 The creative function of a university requires faculty devoted to inquiry and research, whose
58 attainment may be in the realm of scholarly investigation, in constructive contributions in
59 professional fields, or in the creative arts, such as musical composition, creative writing, or original
60 design in engineering or architecture. For each of these realms, contributions that address diversity
61 and equal opportunity may be included. While numbers (publications, grant dollars, students)
62 provide some measure of such accomplishment, more important is the quality of the faculty
63 member's published or other creative work.

64

65 Important elements in evaluating the scholarly ability and attainments of faculty members include
66 the range and variety of their intellectual interests; the receipt of grants, awards, and fellowships;
67 the professional and/or public impact of their work; and their success in directing productive work by
68 advanced students and in training graduate and professional students in scholarly methods. Other
69 important elements of scholarly achievement include involvement in and contributions to
70 interdisciplinary research and teaching; participation and leadership in professional associations
71 and in the editing of professional journals; the judgment of professional colleagues; and
72 membership on boards and committees. In all these, contributions that address diversity and equal
73 opportunity may be included.

74

75 C. Scope of Instruction

76

77 The scope of faculty teaching is broader than conventional classroom instruction; it comprises a
78 variety of teaching formats and media, including undergraduate and graduate instruction for
79 matriculated students, and special training or educational outreach. The educational function of a
80 university requires faculty who can teach effectively. Instruction must be judged according to its
81 essential purposes and the conditions which they impose. Some elements in assessing effective
82 teaching include:

83

- 84 • The ability to organize and conduct a course of study appropriate to the level of instruction
85 and the nature of the subject matter;
- 86
- 87 • The consistency with which the teacher brings to the students the latest research findings
88 and professional debates within the discipline;
- 89
- 90 • The ability to stimulate intellectual inquiry so that students develop the skills to examine and
91 evaluate ideas and arguments;
- 92
- 93 • The extent to which the teacher encourages discussion and debate which enables the
94 students to articulate the ideas they are exploring;
- 95
- 96 • The degree to which teaching strategies that encourage the educational advancement of
97 students from all backgrounds and life experiences are utilized;
- 98
- 99 • The availability of the teacher to the student beyond the classroom environment; and

100

- The regularity with which the teacher examines or reexamines the organization and readings for a course of study and explores new approaches to effective educational methods.

A major activity related to teaching is the instructor's participation in academic advising and counseling, whether this takes the form of assisting students to select courses or discussing the students' long-range goals. The assessment of teaching effectiveness shall include student and faculty evaluation. Where possible, measures of student achievements in terms of their academic and professional careers, life skills, and citizenship should be considered.

D. Professional and Public Service

Contributions to a profession through published discussion of methods or through public demonstration of an achieved skill should be recognized as furthering the University's educational function. Included among these contributions are professional service activities that address the professional advancement of individuals from underrepresented groups from the faculty member's field.

- E. The University encourages faculty participation in public service. Such professional and scholarly service to schools, business and industry, and local, state, national, and international organizations is an integral part of the University's mission. Of similar importance to the University is faculty participation in University committee work and other administrative tasks and clinical duties, including the faculty member's involvement in the recruitment, retention, and mentoring of scholars and students in an effort to promote diversity and equal opportunity. Both types of service make an important contribution and should be included in the individual faculty profile.

- F. Competence in professional service to the University and the public should be considered in judging a faculty member's qualifications, but except in unusual circumstances skill in instruction and research should be deemed of greater importance.

Section 24–23 24-33-A Statement of Principle: Academic Freedom and Responsibility

Academic freedom is the freedom to discuss all relevant matters in teaching, to explore all avenues of scholarship, research, and creative expression, and to speak or write without institutional discipline or restraint on matters of public concern as well as on matters related to shared governance and the general welfare of the University.

Faculty members have the right to academic freedom and the right to examine and communicate ideas by any lawful means even should such activities generate hostility or pressure against the faculty member or the University. Their exercise of constitutionally protected freedom of association, assembly, and expression, including participation in political activities, does not constitute a violation of duties to the University, to their profession, or to students and may not result in disciplinary action or adverse merit performance evaluation.

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.

157
158 Students and faculty are entitled to an atmosphere conducive to learning and to evenhanded treatment in
159 all aspects of the instructor-student relationship. Faculty members may not refuse to enroll or teach a
160 student because of the student's beliefs or the possible uses to which the student may put the knowledge
161 to be gained in a course. Students should not be forced by the authority inherent in the instructional
162 relationship to make particular personal choices as to political action or their own roles in society.
163 Evaluation of students and the award of credit must be based on academic performance professionally
164 judged and not on matters irrelevant to that performance. (Examples of such matters include but are not
165 limited to personality, personal beliefs, race, sex, gender, religion, political activity, sexual orientation, or
166 sexual, romantic, familial, or other personal relationships.)

167
168 It is the responsibility of the faculty members to present the subject matter of their courses as approved
169 by the faculty in their collective responsibility for the curriculum. Within the approved curriculum, faculty
170 members are free to express ideas and teach as they see fit, based on their mastery of their subjects and
171 their own scholarship.

172

173

174 **Section 24-24 23-46-H Right to Information**

175

176 Upon request, the chancellor of a campus, the dean of a college or school, or the chair of a department
177 shall provide a member of his or her faculty with information concerning salaries, teaching schedules,
178 salary and operations budget requests, appropriations, allotments, disbursements, and similar data
179 pertaining to his or her campus, college, school, or department.

180

181

182 **Section 24-25 24-50 Conflict of Interest Regarding Appointment, Employment, and Academic** 183 **Decisions**

184

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

191

192 The procedures set forth in this chapter shall apply in all cases, except that no faculty member,
193 department chair, dean, or other administrative officer shall vote, make recommendations, or in any other
194 way participate in the decision of any matter which may directly affect the employment, appointment,
195 tenure, promotion, salary, or other status or interest of such person's parent, child, spouse, household
196 member, sibling, or in-law a faculty or staff member with whom he or she has a conflict of interest. [See
197 also Executive Order No. 32.]

198

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

203

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

208

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

213
214 State law and University rules preclude a faculty member from participating in decisions which directly
215 benefit a member of his or her family. The same rules should apply to decisions involving sexual or
216 romantic relationships between faculty and students, since these relationships, like formal family
217 relationships, may call into question the ability of the faculty member to assess the performance of
218 another solely on academic or professional merit.

219
220 Romantic or sexual relationships between faculty and students may in some instances infringe on the
221 rights of that student or other students or colleagues. The possibility of sexual harassment may arise, if
222 the faculty member's immediate power to influence a student's academic progress brings into question
223 the ability of the student genuinely to consent freely to the relationship. The possibility of impeding the
224 student's academic or professional progress may also arise if the faculty member is already in a position
225 of significant decision-making authority with respect to the student, since the faculty member must abstain
226 from further participation in such decisions, thereby denying the student access to the faculty member's
227 professional assessment. The possibility of an unwelcome, hostile or offensive academic environment
228 may also arise if the faculty member fails clearly to separate personal interests from his or her
229 professional decision-making.

230
231 Faculty members should be aware that the harms listed above do not arise only from existing
232 relationships, but may also arise if an individual in a position of authority to a student makes overt sexual
233 or romantic advances upon that student. Even if the advances are welcome, the faculty member should
234 remove him or herself from the teaching or supervisory role, which may impede the student's academic
235 progress. If the advances are unwelcome, the student may suffer unneeded stress, and the academic
236 relationship may suffer.

237

238

239 **Section 24-26 25-74 Standard of Conduct**

240

241 A. Obligation to Comply with University Rules and Regulations

242

243 The University is an institution having special public responsibility for providing instruction in higher
244 education, for advancing knowledge through scholarship and research, and for providing related
245 services to the community. As a center of learning, the University also has the obligation to maintain
246 conditions which are conducive to freedom of inquiry and expression in the maximum degree
247 compatible with the orderly conduct of its functions. For these purposes the University is governed by
248 rules and regulations which safeguard its functions, and which, at the same time, protect the rights
249 and freedoms of all members of the academic community. All members of the academic community,
250 including members of the faculty, have an obligation to comply with the rules and regulations of the
251 University and its schools, colleges, and departments.

252

253 B. Allegations of Research Misconduct

254

255 In cases concerning allegations of research misconduct against a member of the faculty, the
256 procedures outlined in Executive Order No. 61 shall apply.

257

258

259 C. Allegations of Unlawful Discrimination, Harassment or Sexual Harassment, or Retaliation

260

261 In cases concerning allegations of unlawful discrimination, harassment or sexual harassment, or
262 retaliation against a member of the faculty, where the dean has determined under Executive Order
263 No. 31 that the allegations require an institutional investigation, the matter shall be referred to the
264 University Complaint Investigation and Resolution Office (UCIRO).

265

266 D. Other Allegations

267

268 In cases where a member of the faculty is alleged to have violated another rule or regulation of the
269 University, its schools, colleges, or departments, the following procedure shall apply:

- 270
- 271 1. The department chair or the dean in a non-departmentalized school or college shall inform the
272 faculty member of the nature and specific content of the alleged violation and shall offer to
273 discuss the alleged violation with the faculty member and with the party raising the issue. The
274 faculty member and the party raising the issue may each be accompanied by one person. The
275 matter may be concluded at this point by the mutual consent of all parties.
- 276
- 277 2. If he or she so wishes, the department chair, the dean, or the faculty member may initiate
278 conciliatory proceedings at any time by contacting the University Ombud as provided in Chapter
279 27.
- 280
- 281 3. If a mutually agreeable resolution is not achieved under Subsections D.1 or D.2 of this section,
282 and if the dean (after consultation in the case of a departmentalized school or college with the
283 department chair and the faculty member) determines that the alleged violation is of sufficient
284 seriousness to justify consideration of the filing of a formal statement of charges that might lead to
285 dismissal, reduction of salary, or suspension for more than one quarter, then:
- 286
- 287 a. The dean shall appoint a special investigating committee of three faculty members who are
288 not directly involved in the matter being considered.
- 289
- 290 b. The committee shall assist the dean in the informal and confidential gathering of information
291 and documentation and shall advise the dean in its interpretation.
- 292
- 293 c. If as a result of the foregoing investigation the dean concludes that further action is not
294 merited, then the matter shall be dropped.
- 295
- 296 d. A faculty member aggrieved as a result of these activities has potential recourse through the
297 conciliatory proceedings of Chapter 27 and the adjudicative proceedings described in
298 Chapter 28, Section 28-32, Subsection A.

299

300 E. Dean's Written Report Filed with the Provost

301

302 If, after engaging in the procedures specified in Subsection B or D.3 above, the dean concludes
303 that further action is warranted, he or she shall deliver to the Provost a written record stating that
304 reasonable cause exists to adjudicate charges of wrongdoing brought against the faculty member,
305 with enough of the underlying facts to inform the Provost of the reasons for this conclusion. Upon
306 filing of the written report with the Provost, the case shall be decided in the manner prescribed in
307 Chapter 28.

308 **Part 24-30 Appointment Types and Qualifications**

309

310 **Section 24-31 24-34 Qualifications for Appointment at Specific Ranks and Titles**

311

312 A. Qualifications for Appointment at Specific Ranks

- 313
- 314 1. Appointment with the rank of assistant professor requires completion of professional training, in
- 315 many fields marked by the Ph.D., and a demonstration of teaching and research ability that
- 316 evidences promise of a successful career.
- 317
- 318 2. Appointment to the rank of associate professor requires a record of substantial success in both
- 319 teaching and research, except that in unusual cases an outstanding record in one of these
- 320 activities may be considered sufficient.
- 321
- 322 3. Appointment to the rank of professor requires outstanding, mature scholarship as evidenced by
- 323 accomplishments in teaching, and in research as evaluated in terms of national or international
- 324 recognition.

325 B. Qualifications for Appointments with Specific Titles

- 326
- 327 1. Lecturer and artist in residence are *instructional* titles that may be conferred on persons who have
- 328 special instructional roles. Appointments may be renewed pursuant to Section 24-43.
- 329
- 330 2. Senior lecturer and senior artist in residence are *instructional* titles that may be conferred on
- 331 persons who have special instructional roles and who have extensive training, competence, and
- 332 experience in their discipline. Appointments may be renewed pursuant to Section 24-43.
- 333
- 334 3. Principal lecturer is an *instructional* title that may be conferred on persons whose excellence in
- 335 instruction is recognized through appropriate awards, distinctions, or major contributions to their
- 336 field. Appointments may be renewed pursuant to Section 24-43.
- 337
- 338 4. Appointment to one of the ranks in Subsection A with a *research* title requires qualifications
- 339 corresponding to those prescribed for that rank, with primary emphasis upon research. Tenure is
- 340 not acquired through service in research appointments.

341

342 Research professor and research associate professor appointments are term appointments for a

343 period not to exceed five years. The question of their renewal shall be considered by the voting

344 faculty who are superior in academic rank to the person being considered and are faculty of the

345 department (or undepartmentalized college or school) in which the appointments are held, except

346 that the voting faculty at rank of professor shall consider whether to recommend renewal or non-

347 renewal of the appointment of a research professor. Such consideration shall be conducted in

348 accord with the provisions of Section 24-43.

349

350 Research assistant professor appointments are for a term not to exceed three years with

351 renewals and extensions to a maximum of eight years (see Section 24-44, Subsection E.) The

352 question of their renewal shall be considered by the faculty who are superior in academic rank to

353 the person being considered and are faculty of the department (or undepartmentalized college or

354 school) in which the appointments are held. Such consideration shall be conducted in accord with

355 the provisions of Section 24-44.

356

357 Research associate appointments are for a term not to exceed three years, with renewals to a

358 maximum of six years. The question of their renewal shall be considered by the faculty who are

359 superior in academic rank to the person being considered and are faculty of the department (or

360 undepartmentalized college or school) in which the appointments are held. Such consideration

361 shall be conducted in accord with the provisions of Section 24-43.

362

363 Research faculty titles and the qualifications for them are described in Section 24–32.

- 364
- 365 5. Appointment with the title of *professor of practice* is made to a person who is a distinguished
- 366 practitioner or distinguished academician, and who has had a major impact on a field important to
- 367 the University's teaching, research, and/or service mission.

368

369 Professor of practice appointments are term appointments for a period not to exceed five years.

370 The question of their renewal shall be considered by the voting faculty who are superior in

371 academic rank and are faculty of the department (or undepartmentalized college or school) in

372 which the appointments are held. Such consideration shall be conducted in accord with the

373 provisions of Section 24-43. This title is available to address a unique appointment need and is

374 intended to be sparingly used. Tenure is not acquired through service in this title.

- 375
- 376 6. Appointment with the title of instructor is made to a person who has completed professional
- 377 training, in many fields marked by the Ph.D., and is fulfilling a temporary, clinical, or affiliate
- 378 instructional need, or is in a temporary transition period between post-doctoral training and
- 379 mentoring and entry into the professorial ranks. These appointments are limited to acting, affiliate,
- 380 or clinical.

- 381
- 382 7. An affiliate appointment requires qualifications comparable to those required for appointment to
- 383 the corresponding rank or title. It recognizes the professional contribution of an individual whose
- 384 principal employment responsibilities lie outside the colleges or schools of the University. Affiliate
- 385 appointments are annual; the question of their renewal shall be considered each year by the
- 386 faculty of the department (or undepartmentalized college or school) in which they are held.

- 387
- 388 8. An adjunct appointment is made only to a faculty member (including one in a research
- 389 professorial rank) already holding a primary appointment in another department. This
- 390 appointment recognizes the contributions of a member of the faculty to a secondary department.
- 391 Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the
- 392 secondary department. These appointments are annual; the question of their renewal shall be
- 393 considered each year by the faculty of the secondary department.

- 394
- 395 9. A joint appointment recognizes a faculty member's long-term commitment to, and participation in,
- 396 two or more departments. A joint appointment may be discontinued only with the concurrence of
- 397 the faculty member and the appointing departments. One department shall be designated the
- 398 primary department and the others secondary, and this designation can be changed only with the
- 399 concurrence of the faculty member and the appointing departments. Personnel determinations
- 400 (salaries, promotions, leave, etc.) originate with the primary department, but may be proposed by
- 401 the secondary department(s), and all actions must have the concurrence of the secondary
- 402 department(s). A faculty member who has the privilege of participation in governance and voting
- 403 in the primary department may arrange with the secondary department(s) either to participate or
- 404 not to participate in governance and voting in the secondary department(s). This agreement must
- 405 be in writing and will be used for determining the quorum for faculty votes. The agreement can be
- 406 revised with the concurrence of the faculty member and the department involved.

- 407
- 408 10. A clinical appointment in the appropriate rank or title is usually made to a person who holds a
- 409 primary appointment with an outside agency or non-academic unit of the University, or who is in
- 410 private practice. Clinical faculty make substantial contributions to University programs through
- 411 their expertise, interest, and motivation to work with the faculty in preparing and assisting with the
- 412 instruction of students in practicum settings. Clinical appointments are annual; the question of
- 413 their renewal shall be considered each year by the faculty of the department (or
- 414 undepartmentalized college or school) in which they are held.

- 415
- 416 11. Appointment with the title of teaching associate is made to a non-student with credentials more
- 417 limited than those required of an instructor. Teaching associate appointments are annual, or

418 shorter; the question of their renewal shall be considered each year by the faculty of the
419 department (or undepartmentalized college or school) in which they are held.

- 420
- 421 12. The emeritus appointment is recommended by departmental action for a regular, WOT, research
422 or clinical faculty member who has retired under the UW Retirement Plan or is receiving benefits
423 as if he or she retired under another state of Washington retirement plan and whose scholarly,
424 teaching, or service record has been meritorious. Such a recommendation requires approval by
425 the college dean and the President of the University. The normal criteria for appointment with the
426 emeritus title are at least ten years of prior service as a member of the faculty and achievement of
427 the rank of professor or associate professor. Under certain circumstances the President may
428 grant emeritus status to an administrator at the level of dean or vice president, or at other levels if
429 deemed appropriate.
- 430
- 431 13. The acting title denotes a temporary appointment for properly qualified persons in the instructor
432 title or at the professorial ranks. It commonly is used for persons who are on the faculty for a year
433 or less or for persons who have not yet completed the requirements for a regular appointment. In
434 the latter case, the acting title is dropped when the requirements are completed. The total service
435 of a faculty member with an acting appointment may not exceed four years in any single rank or
436 title, or six years in any combination of ranks or titles. A faculty member whose appointment as
437 assistant professor has not been renewed may not be given an acting appointment.
- 438
- 439 14. Appointment to one of the ranks in Subsection A with a visiting title indicates that the appointee
440 holds a professorial position at another institution of higher learning and is temporarily employed
441 by the University. An employee who does not hold a professorial position elsewhere, but who is
442 otherwise qualified, may be designated as a visiting lecturer.
- 443
- 444 15. The visiting scholar title is an honorary title awarded to persons who hold professorial (including
445 research titles) positions at other institutions and who are visiting the University but who are not
446 employed by the University during their stay. The purpose of this title is recognition of the visitor's
447 presence at the University, and to make University facilities and privileges (library, etc.) available.
448

449 **Section 24–32-24-35 Research Personnel Appointments**

450 **A. Research Titles**

451

452 Research titles designate appointments for faculty whose primary responsibility is research. The
453 research titles are:

- 454 • Research professor
- 455 • Research associate professor
- 456 • Research assistant professor
- 457 • Research associate

458 **B. Research Professor, Research Associate Professor, and Research Assistant Professor**

459

460 Research professors, research associate professors, and research assistant professors are eligible
461 for appointment to the graduate faculty, are expected to take active roles in generating research
462 funding, and are eligible to act as principal investigators for grants and contracts. Research faculty
463 may participate in the regular instructional program but are not required to do so, except insofar as
464 required by their funding source.

465 **C. Research Associate**

466

467 Research associate is considered a junior rank equivalent to instructor. This junior faculty
468 appointment, which requires the same qualifications as those of an instructor, normally serves to
469

474 advance the competence of a person who has recently completed higher professional training, in
475 most fields marked by a doctoral degree. Appointees will work under the direction of principal
476 investigators for the benefit of the research programs, the department's educational program, and
477 their own professional growth. Research associates may not be principal investigators on research
478 grants or contracts.

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480

481 **Section 24–33 24-40 Faculty Without Tenure By Reason of Funding (WOT)**

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483

A. Professor or Associate Professor (WOT)

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485

A professor or associate professor without tenure by reason of funding (WOT) is qualified for tenure
486 by virtue of rank. Such a faculty member holds his or her appointment on a continuing basis. The
487 term of appointment of an assistant professor WOT is governed by Section 24–44, Subsections A
488 and D.

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490

B. WOT Faculty Rights, Responsibilities, and Obligations

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492

Faculty appointed WOT do not hold tenure because all or part of his or her annual University–
493 administered salary is derived from sources other than regularly appropriated state funds. Except for
494 this distinction, WOT faculty members have the same rights, responsibilities, and obligations as
495 tenure–track and tenured faculty members at those ranks. The description of their duties and
496 qualifications for promotion and salary increases for reasons of merit are the same. Except for
497 termination of funding as defined in Section 24–44, Subsection J, or for reasons of program
498 elimination (see Section 24–83), such faculty members are not subject to removal, or discriminatory
499 reduction in salary, except for cause (see Section 24-82.)

500
501

C. WOT Faculty—Integration into Research, Instruction, and Service

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503

Faculty members WOT are expected to be integrated fully into the research, instructional, and service
504 activities of their departments, schools, and colleges, warranting their status as voting members of
505 the University. This expectation is the basis for their appointment being continuing and distinguishes
506 such faculty from other non–tenured and term appointments (see Section 24–44.)

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D. WOT Faculty—Funding Support

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510

Faculty members WOT have their salaries supported from a variety of department, school, and
511 college resources, including, but not limited to, state funds, grant and contract funds, departmental,
512 clinical and service funds. As defined in Section 24–61, faculty member's WOT shall have a written
513 understanding with the chair describing their duties to be performed to meet the department's
514 missions. This understanding will specify the sources, distributions and levels of funds supporting
515 their salaries for these purposes. Salary funding shall be related to the faculty member's involvement
516 in these departmental activities. Classroom instructional duties shall be supported from
517 departmentally administered funds.

518
519

E. WOT Faculty—Identifying and Evaluating Alternative Salary Sources

520
521

To maintain the integration of WOT faculty members in the ongoing activities of the appointing unit
522 during a temporary lapse in funding sources, appointing departments, schools, or colleges shall
523 develop a process to identify and evaluate the availability of alternative salary sources. This process
524 shall be recorded with the dean's office of the appropriate unit and the dean's office shall forward the
525 policy to the Secretary of the Faculty. Should alternative resources be made available, a new version
526 of the understanding specified in Subsection D shall be required.

527 **Section 24–34 24-36 Qualifications for Extension Appointments**

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

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531
532
533 **Section 24–35 Tiers and Tier Advancement**

534
535 A. Tiers Generally

536 Tiers are levels within ranks and titles that reflect continuing achievement in scholarship and
537 research, teaching, and service, commensurate with the expectations for faculty members with a
538 given rank and title in the appointing unit, as more fully described below.

539
540
541 B. Professorial Tiers

542 Within the professorial ranks the following tiers are established:

- 543 • Assistant Professor 1,2
- 544 • Associate Professor 1,2,3
- 545 • Professor 1,2,3,4,5,6,7,8,9

546
547
548 C. Lecturer Tiers

549 Within the Lecturer titles the following tiers are established:

- 550 • Full-time Lecturer 1,2
- 551 • Full-time Senior Lecturer 1,2,3
- 552 • Principal Lecturer 1,2,3,4,5,6

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554
555 D. Artist in Residence Tiers

556 Within the Artist in Residence titles the following tiers are established:

- 557 • Artist in Residence 1,2
- 558 • Senior Artist in Residence 1,2,3

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560
561 E. Eligibility for Tier Advancement

562 To be eligible for tier advancements, a faculty member must be appointed in the tenure, without
563 tenure by reason of funding, or research professorial tracks, or appointed to a rank or title listed in
564 Subsections B, C, or D above that is eligible for multi-year appointments (whether or not the
565 individual's current appointment is multi-year).

566
567
568 F. Initial Appointment Tier

569 An initial appointment for a tier-eligible faculty member is ordinarily to Tier 1 within the given rank or
570 title. A promotion for a tier-eligible faculty member is to Tier 1 within the given rank or title. However,
571 an individual with significant prior experience who is initially appointed to a rank of Associate
572 Professor, Senior Lecturer, Senior Artist in Residence, or higher should be assigned an initial tier
573 that is commensurate with his or her career stage and salary compared to market conditions and
574 to the other members of the academic appointing unit at the same rank or title. The initial tier shall
575 be assigned by the chair (or, in an undepartmentalized college, the dean), subject to approval by
576 the dean in consultation with the elected faculty council.
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G. Advancement of a Tier-Eligible Assistant Professor

A tier-eligible Assistant Professor who is reappointed for a second three-year term (as described in Section 24-44, Subsection A) shall be advanced to Tier 2, effective at the start of the second three-year term.

H. Advancement of All Other Tier-Eligible Faculty

For all tier-eligible faculty members other than Assistant Professors, to receive an advancement from one tier to a higher tier (with the exception of advancement to Professor Tiers 7 and higher, described in subsection I below) depends on a finding that the individual faculty member's recent record of performance reflects continued achievement in scholarship and research, teaching, and service at a level that is commensurate with the high expectations of the university and of the faculty member's academic appointing unit for a faculty member at a similar stage of his or her university career. The relative weights of these criteria for each individual faculty member may be adjusted from time to time as described in Section 24-22. A tier advancement should be awarded when a faculty member's accomplishments since the most recent previous appointment, promotion, or tier advancement are commensurate with that of a typical UW faculty member in the field over the course of about four years. Because this is a performance-based system, the rate of tier advancement will differ from one individual to the next, with some being advanced more frequently than the average and some less, when compared with the achievement of the appropriate comparators over the course of about four years. For the same reason, individuals may experience different frequencies of tier advancement at different times during their career.

I. Advancement to Professor Tier 7 or Higher

Advancement to Professor Tier 7 is based on an evaluation of the faculty member's cumulative record of performance, and depends on evidence of exceptional distinction in scholarship, teaching, and service as attested by the judgment of the individual's departmental colleagues at the rank of Professor and by external letters of review. Advancement to Professor Tier 8 or higher depends on evidence of continuing exceptional distinction, as attested by the judgment of the individual's departmental colleagues at the rank of Professor. (External letters of review are not required for tiers higher than 7.) A Professor who has advanced to Tier 7 or higher shall be entitled to the designation "Eminent Professor."

J. Tier Advancement—Unusual Circumstances

In unusual circumstances, a department (or undepartmentalized college or school) may recommend that an individual be advanced to a tier higher than those listed in subsections B, C, and D above. Such an advancement requires explicit permission of the Provost.

K. Administrator Exemption from the Tier System

A faculty member serving in an administrative position, including chairs and deans, with responsibilities that include authority over non-administrative faculty members' salary adjustments, tier advancements, promotions or reappointments shall be exempt from the tier system. For compelling reasons, a faculty member serving in an administrative position that does not include authority over non-administrative faculty members' salary adjustments, tier advancements, promotions, or reappointments may request from the dean and Provost an exemption from the tier system; ~~and one serving in an administrative position that does include such authority may request from the dean and Provost permission to remain in the tier system.~~ When the faculty member's administrator exemption ends the faculty member shall be assigned a tier that is commensurate with his or her career stage and salary compared to market conditions and to the other members of the academic appointing unit at the same rank. The tier shall be assigned by the Provost, in consultation with the faculty member's chair, dean or chancellor, and elected faculty council.

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L. College, School, or Campus Exemption from the Tier System

Any college, school, or campus may choose to exempt its faculty from the tier system, or to reverse a previous decision to exempt its faculty from the tier system. This is done using the following procedure.

1. The dean or chancellor, in consultation with the elected faculty council, develops a proposal for tier exemption, or a proposal to reverse a previous tier exemption, together with a detailed justification. The proposal shall include a transition [timeline and effective dates, a plan and schedule for collegial performance reviews, and a plan to minimize inequities that might otherwise result from the change.](#) [In addition, the proposal shall include the details of the proposed salary allocations for the first year of implementation.](#)
2. The proposal and its justification shall then be made available to the faculty of the school, college, or campus for comment for a period of no less than 30 days, after which the voting faculty of the school, college, or campus shall vote to approve or deny the proposed exemption [or reversal](#) according to the procedures described in Chapter 23, Section 23-46. ~~All voting must be completed at least three months prior to the proposed effective date of the change.~~
3. If the result of the faculty vote is to approve the proposal, it is sent to the Provost and the Senate Committee on Planning and Budgeting, together with the justification and the result of the faculty vote.
4. After consulting with the Senate Committee on Planning and Budgeting, and dean or chancellor when appropriate, the Provost may, ~~within 45 days after receiving the proposal, as soon as practicable, approve the proposed change or~~ veto the proposed change for reasons of financial or operational feasibility or equity, and shall provide in writing the explanation for the veto.
5. ~~If the provost does not veto the proposed change, then all faculty members in the affected college, school, or campus will be considered non-tier-eligible.~~ [Faculty in any college, school, or campus that chooses to exempt its faculty from the tier system are not eligible for tier advancements.](#)
6. [Tier eligibility for faculty with joint appointments shall be governed by their primary appointment.](#)

670 **Part 24-40 Appointment Policies and Procedures**

671

672 **Section 24-41 24-51 Responsibility for Appointments**

673

674 A. Recommendation of Faculty Appointments

675

676 The President and the appropriate college or school faculty share responsibility for recommending

677 faculty appointments to the Regents. Full and discriminating consideration by that faculty of the

678 scholarly and professional character and qualifications of a proposed appointee is essential in an

679 effective appointment procedure.

680

681 B. Assessment of Suitability of Prospective Appointees

682

683 The appropriate faculty, therefore, shall carefully judge the scholarly and professional character and

684 qualifications of a prospective appointee, shall determine from all available evidence his or her

685 suitability for employment, and shall provide the Regents, through the President, with the information

686 needed for a wise decision.

687

688

689 **Section 24-42 24-52 Procedure for New Appointments**

690

691 A. Committee Role in Appointment Recommendations

692

693 Faculty recommendations of appointments are ordinarily rendered through committees, and the

694 procedure depends upon the level of appointment.

- 695
- 696 1. For recommendation of a departmental appointment other than that of chair, the department
- 697 members act as an advisory appointment committee. A department may delegate this
- 698 responsibility to a departmental committee.
- 699
- 700 2. A committee responsible for recommending the appointment of a department chair should be an
- 701 ad hoc committee appointed by the dean of the appropriate college, or if the President so desires,
- 702 by the President.
- 703
- 704 3. A committee responsible for recommending the appointment of a dean should be an ad hoc
- 705 committee appointed by the President.

706

707 B. Duty of Appointment Committee

708

709 The duty of an appointment committee is to search for suitable candidates, to study and determine

710 their qualifications (Sections 24-22, 24-23, 24-31, 24-32 and 24-34), and to obtain and evaluate all

711 data related to the problem of appointment. When, after such a study, the committee finds a

712 candidate or candidates who appear to be qualified it shall transmit its information and

713 recommendation to:

- 714
- 715 1. The department chair, if the appointment is to be a departmental one other than that of chair, or
- 716
- 717 2. The appropriate dean, if the appointment is to be one of a department chair, or
- 718
- 719 3. The President, if the appointment is to be one of a dean.

720

721 C. Administrator Role in Appointment Recommendations

722

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

- 724
- 725 1. If the appointment is to be a departmental one other than that of chair, the chair shall submit all

726 available information concerning candidates suggested by the department, the chair, or the dean
727 to the voting members of the department faculty. The voting faculty of an academic unit may, by
728 majority vote, delegate authority to recommend the appointment of affiliate or clinical faculty,
729 research associates, or annual or quarterly part-time lecturers to an elected committee of its
730 voting faculty. In an undepartmentalized college or school, this delegation may be made to an
731 elected committee of its voting faculty. The delegation shall expire one calendar year after it is
732 made.

733
734 Recommendations in favor of appointment, based on a majority vote of the voting members of the
735 faculty or of the elected committee with delegated authority, shall be sent with pertinent
736 information to the appropriate dean. If the chair concurs in the department recommendation, the
737 dean shall make a decision concerning the appointment and, if it is favorable, shall transmit it
738 together with the vote of the department and the recommendation of the chair to the President. In
739 the unusual case where the chair does not concur in the department recommendation, he or she
740 may communicate objections to the dean and may also submit a separate recommendation to the
741 dean from among the candidates who have been considered by the department. If the dean
742 concurs in the chair's recommendation, or has additional information which raises doubts
743 concerning the department's recommendation, or finds that the President has such information,
744 the dean shall refer the matter again to the department along with an explanation and comments.
745 After considering the evidence, the department may then either reaffirm its original
746 recommendation, or transmit a new one. After the department's final recommendation has been
747 sent to the dean, the dean shall make a decision concerning the appointment and, if an
748 appointment is to be recommended, shall transmit it together with the final recommendation of the
749 department and the recommendation of the chair to the President.

- 750 2. If the appointment is to be one of a department chair, the dean shall deal directly with the
751 appointment committee in making the decision. The department concerned shall be consulted in
752 making the appointment, but a formal vote is not required.
- 753
754 3. If the appointment is to be one of a dean, the President shall deal directly with the appointment
755 committee in making the decision.

756 757 758 **Section 24–43 24-53 Procedure for Renewal of Appointments**

759
760 When it is time to decide upon renewal of a nontenure appointment to the faculty (Section 24–44 whether
761 tier-eligible or not, the procedure described below shall be followed.

762 763 A. Faculty Recommendation

764
765 The voting members of the appropriate department (or undepartmentalized college or school) who
766 are superior in academic rank or title to the person under consideration shall decide whether to
767 recommend renewal or termination of the appointment. Research faculty shall be considered by
768 voting faculty who are superior in rank to the person under consideration, except that the voting
769 faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the
770 appointment of a research professor. Faculty with instructional titles outlined in Section 24–31,
771 Subsection B shall be considered by voting faculty who hold a professorial rank or instructional title
772 superior to the person under consideration. The voting faculty of an academic unit may, by majority
773 vote, delegate authority to recommend the renewal of affiliate or clinical faculty, research associate,
774 or annual or quarterly part-time lecturer appointments to an elected committee of its voting faculty. In
775 an undepartmentalized college or school, this delegation may be made to an elected committee of its
776 voting faculty. The delegation:

- 777
778 1. Does not alter faculty rank requirements for considering appointment renewals, and
779
 - 780 2. Shall expire one calendar year after it is made.
- 781

782 B. The Chair's Recommendation to the Dean

783

784 If this recommendation is a departmental one, the chair shall transmit it to the dean. If the chair does
785 not concur in the recommendation he or she may also submit a separate recommendation.

786

787 C. The Dean's Decision

788

789 The dean shall decide the matter within the time prescribed in Section 24-44 and inform the faculty
790 member concerned of the decision.

791

792 D. Written Statement of Reasons for Non-Renewal

793

794 If a faculty member requests a written statement of the reasons for the non-renewal of his or her
795 appointment, the dean shall supply such a written statement within 30 days.

796

797

798 **Section 24-44 24-41 Duration of Nontenure Appointments**

799

800 A. Assistant Professor

801

802 The first appointment or the reappointment of an assistant professor is for a basic period of three
803 years, subject to earlier dismissal for cause. Although neither appointment period shall extend beyond
804 the academic year in which a decision on tenure is required, the year in which a negative tenure
805 decision is made must be followed by a terminal year of appointment. If the assistant professor is
806 reappointed, the period of reappointment must include a tenure decision. Assistant professors holding
807 positions funded by other than state funds shall be treated in the same way except that the
808 appointment may be to a position without tenure by reason of funding as provided in Subsection D.
809 Procedures governing the reappointment of assistant professors are as follows:

810

811 1. During the second year of the initial appointment, the dean of the assistant professor's college or
812 school shall decide whether:

813

814 a. The appointment is to be renewed under the above provision for reappointment;

815

816 b. The appointment is not to be renewed beyond the initial three-year period, in which case the
817 appointment will terminate at the end of the third year; or

818

819 c. The decision concerning the appointment is to be postponed to the following year.

820

821 2. Should the above decision result in a postponement, during the third year of the initial
822 appointment the dean shall decide whether:

823

824 a. The appointment is to be renewed under the above provision for reappointment, or

825

826 b. The appointment is not to be renewed; if it is not, the basic appointment is extended to
827 include a fourth and terminal year.

828

829 3. The dean shall inform the professor in writing within 30 days of any decision made pursuant to
830 this section.

831

832 B. Lecturer and Artist in Residence

833

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

836

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

839
840 2. Appointment as a full-time senior lecturer, principal lecturer, or senior artist in residence shall be
841 for a term not to exceed five years. The normal appointment period of senior and principal
842 lecturers shall be for a minimum of three years with exceptions to be reviewed by the Provost.

843
844 The normal appointment period of a part-time senior lecturer, principal lecturer, or senior artist in
845 residence shall be for one year or less with exceptions to be reviewed by the Provost.

846
847 3. Except as provided in Subsection B.4 below, at least six months (or three months in the case of
848 an initial annual appointment) before the expiration date of an appointment of a full-time lecturer,
849 artist in residence, senior lecturer, principal lecturer, or senior artist in residence, the dean shall
850 determine, pursuant to Section 24-43, whether this appointment shall be renewed and shall
851 inform the faculty member in writing of the decision.

852
853 4. A renewal decision in accord with Subsection B.3 above is not required where an initial
854 appointment of a full-time lecturer, artist in residence, senior artist in residence, senior lecturer, or
855 principal lecturer is for one year or less and the appointment is identified at the time of
856 appointment as not eligible for renewal.

857
858 5. Part-time appointments as lecturer, artist in residence, senior lecturer, principal lecturer, and
859 senior artist in residence are for the period stated in the letter of appointment. If such
860 appointments are to be renewed the procedures in Section 24-43 shall be followed in a timely
861 manner with knowledge of funding availability and staffing needs.

862
863 G6. A full-time lecturer, artist in residence, or senior lecturer may, prior to expiration of an existing
864 appointment, be considered for appointment as, or promotion to, a senior lecturer, senior artist in
865 residence, or principal lecturer, respectively.

866
867 D.C. Assistant Professors on Other than State-Appropriated Funds

868
869 Notwithstanding the provisions of Subsection A, appointments of assistant professors who are
870 supported by other than state-appropriated funds are subject to termination should the supporting
871 agency fail to continue the funding for the appointment, provided that the assistant professor
872 supported by other than state-appropriated funds is advised in writing prior to commencement of his
873 or her appointment that such appointment is at all times subject to the continued availability of grant
874 or contract funds.

875
876 E.D. Less than 50% of Full-Time Status

877
878 The first appointment or the reappointment of a faculty member to less than 50% of full-time status
879 shall be made on an annual, or shorter, basis. A faculty member who is appointed to a position with
880 less than 50% of full-time status shall not accumulate eligibility toward tenure.

881
882 F.E. Research Assistant Professor

883
884 The first appointment or the reappointment of a research assistant professor is for a basic period of
885 three years, subject to earlier dismissal for cause. Research assistant professors may not be
886 reappointed more than once, except that a research assistant professor who does not receive
887 promotion in rank must receive a terminal year of appointment. Procedures governing the
888 reappointment of research assistant professors are as follows:

889
890 1. During the second year of the initial appointment, the dean of the research assistant professor's
891 college or school shall decide whether:

892

- 893 a. The appointment is to be renewed under the above provision for reappointment;
 894
 895 b. The appointment is not to be renewed beyond the initial three-year period, in which case the
 896 appointment will cease at the end of the third year; or
 897
 898 c. The decision concerning the appointment is to be postponed to the following year.
 899
 900 2. Should the above decision result in a postponement, during the third year of the initial
 901 appointment the dean shall decide whether:
 902
 903 a. The appointment is to be renewed under the above provision for reappointment or
 904
 905 b. The appointment is not to be renewed; if it is not renewed, the basic appointment is extended
 906 to include a fourth and terminal year.
 907
 908 3. Not later than the end of the third year of a second appointment, the dean of the research
 909 assistant professor's college or school shall decide whether:
 910
 911 a. The research assistant professor is to be appointed as research associate professor,
 912 associate professor without tenure by reason of funding or associate professor with tenure;
 913
 914 b. The appointment is to cease at the end of the following year; or
 915
 916 c. The decision concerning the appointment is to be postponed to the following year. In cases b
 917 and c the appointment is extended by one year.
 918
 919 4. Should the above decision result in a postponement, during the extension year of a second
 920 appointment, the dean of the research assistant professor's college or school shall decide
 921 whether:
 922
 923 a. The research assistant professor is to be appointed as research associate professor,
 924 associate professor without tenure by reason of funding or associate professor with tenure, or
 925
 926 b. The appointment is to cease; in which case the basic appointment is extended by one year.
 927
 928 5. The dean shall inform the professor in writing within 30 days of any decision made pursuant to
 929 this section.

930
 931 G.F. Research Associate Professor, Research Professor or Professor of Practice
 932

933 At least six months (or three months in the case of an initial annual appointment) before the expiration
 934 date of an appointment of a Research Associate Professor, Research Professor, or Professor of
 935 Practice, the dean shall determine, pursuant to Section 24-43, whether this appointment shall be
 936 renewed and shall inform the faculty member in writing of the decision. A renewal decision is not
 937 required where an initial appointment of a Research Associate Professor, Research Professor, or
 938 Professor of Practice is for one year or less and the appointment is identified at the time of
 939 appointment as not eligible for renewal.
 940

941 H.G. Research Assistant Professor—Reasons for Removal
 942

943 Notwithstanding the provisions of this subsection, research assistant professors are subject to
 944 removal during the term of their appointment for cause (see Section 24-82), for termination of funding,
 945 or for reasons of program elimination (see Section 24-83.)
 946

947 I.H. Research Professor and Research Associate Professor—Reasons for Removal
 948

949 Research professors and research associate professors are not subject to removal during the term of
950 their appointment except by removal for cause (see Section 24-82), for termination of funding as
951 defined in Subsection I, or for reasons of program elimination (see Section 24-83.)

952

953 J. Termination of Funding

954

955 Termination of funding is defined as failure, for a continuous period of more than 12 months, to obtain
956 funding sufficient to provide at least 50% of the faculty member's base annual salary. The University
957 is not obligated to provide replacement funding during lapses of a faculty member's external support.

958

959 K.J. Research Assistant Professor—Unusual Cases

960

961 In unusual cases, an individual may be appointed to the title of research assistant professor when
962 there is no known funding to support the appointment. The department and dean shall determine that
963 the individual will seek external funding to support his or her appointment. Such appointments shall
964 be made on an annual or shorter basis, and may be renewed annually upon evidence of research
965 grant or contract pursuit activity. Upon receipt of salary funding support, said appointments shall be
966 converted to initial three-year appointments in conformance with Subsection G.

967

968 L.K. Procedures for Renewal and Promotion

969

970 The procedures prescribed in Section 24–43 for renewal of appointments and in Section 24–55 for
971 Procedure for Promotion shall govern actions taken under this section.

972

973

974 **Section 24–45 Appointment of Part-Time Professors**

975

976 A. Documentation of Part-Time Professorial Appointments

977

978 The University may appoint faculty to professorial or research professorial ranks (see Section 24–31,
979 Subsections A.1 through A.3 and Subsection B.) on less than a full-time basis. The percentage of
980 appointment at the time of hire shall be documented by the department chair (or dean in an
981 undepartmentalized school or college) and clearly communicated in writing to the faculty member.

982

983 B. Part-Time Assistant Professor—First Appointment Period

984

985 The first appointment of a part-time assistant professor at 50% or greater of full-time shall be for a
986 basic period of three years, subject to earlier dismissal for cause. In Spring Quarter of the second
987 year of appointment, the dean of the assistant professor's college or school shall decide whether:

988

989 1. The appointment is to be renewed;

990

991 2. The appointment is not to be renewed beyond the three-year period, in which case the assistant
992 professor will be notified that the appointment ceases at the end of the third year; or

993

994 3. The decision concerning reappointment is postponed to the following year, in which case the
995 assistant professor will be notified that the three-year appointment is extended to include a fourth
996 year.

997

998 C. Part-Time Assistant Professor—Reappointment Postponement

999

1000 Should the decision in Subsection B above result in a postponement, during Spring Quarter of the
1001 third year the dean shall decide whether:

1002

1003 1. The appointment is to be renewed for a further period consistent with Subsection D below; or

1004

1005 2. The appointment is not to be renewed, in which case the assistant professor shall be notified that
1006 the appointment ceases at the end of the fourth year.

1007

1008 D. Part-Time Assistant Professor—Second Appointment Period

1009

1010 Should the initial appointment of a part-time assistant professor be renewed pursuant to Subsection
1011 B or C above, the following renewal periods pertain to the second appointment:

1012

1013 1. For part-time assistant professors who hold appointments of 90% time and above, the second
1014 appointment period shall be for three years.

1015

1016 2. For part-time assistant professors who hold appointments between 70% and 89%, the second
1017 appointment shall be for four years.

1018

1019 3. For part-time assistant professors who hold appointments between 60% and 69%, the second
1020 appointment shall be for five years.

1021

1022 4. For part-time assistant professors who hold appointments between 50% and 59%, the second
1023 appointment shall be for six years.

1024

1025 In all cases, a mandatory review for promotion and tenure (or in the case of WOT faculty, for
1026 promotion and continuous appointment) must occur no later than the end of the last year of
1027 appointment as specified in Subsections D.1 through D.4 above.

1028

1029 E. Change in Part-Time Appointment Percentage

1030

1031 At any time during the appointment, the faculty member may change his or her percentage of
1032 appointment with the written agreement of the dean. In the event of a change, the time for mandatory
1033 review shall be stated in the agreement consistent with Subsection D above.

1034 **Part 24-50 Promotion and Tenure**

1035

1036 **Section 24-51 ~~25-31~~ Definition of Tenure**

1037

1038 Tenure is the right of a faculty member to hold his or her position without discriminatory reduction of
1039 salary, and not to suffer loss of such position, or discriminatory reduction of salary, except for the reasons
1040 and in the manner provided in the Faculty Code.

1041

1042

1043 **Section 24-52 ~~25-32~~ Criteria for Tenure**

1044

1045 A. Tenured Appointment

1046

1047 Unless he or she is disqualified under any other provision of this section, a full-time member of the
1048 faculty has tenure if:

1049

- 1050 1. He or she is a professor or associate professor; or
- 1051
- 1052 2. He or she has held full-time rank as assistant professor in the University for seven or more years
1053 and has not had his or her term of appointment extended by the Provost or received notice
1054 terminating his or her appointment.
- 1055

1056 B. Recommendation for Tenure Concurrent with Promotion to Associate Professor

1057

1058 Generally, recommendation for tenure (Section 24-54) is made concurrently with recommendation for
1059 promotion to the rank of associate professor (except in the circumstances listed in the subsequent
1060 paragraphs of this section.)

1061

1062 C. Appointments that Do Not Acquire Tenure

1063

1064 A faculty member does not acquire tenure under:

1065

- 1066 1. An acting appointment, or
- 1067
- 1068 2. A visiting appointment, or
- 1069
- 1070 3. Any appointment as lecturer, artist in residence, senior lecturer, senior artist in residence,
1071 principal lecturer, or
- 1072
- 1073 4. An appointment as teaching associate, or
- 1074
- 1075 5. An appointment as professor of practice, or
- 1076
- 1077 6. Any appointment specified to be without tenure, or
- 1078
- 1079 7. An adjunct appointment, or
- 1080
- 1081 8. A research appointment, or
- 1082
- 1083 9. A clinical appointment, or
- 1084
- 1085 10. An affiliate appointment, or
- 1086
- 1087 11. Any other appointment for which the University does not provide the salary from its regularly
1088 appropriated funds, unless the President notifies the appointee in writing that tenure may be
1089 acquired under such appointment.

1090
1091 D. Appointments to Associate Professor or Professor "Without Tenure"

1092
1093 Appointments to the rank of associate professor or professor "without tenure," as specified in
1094 Subsection C.6 above, are limited to not more than two consecutive appointments, each of three
1095 years' duration. The first appointment is for a basic period of three years, subject to earlier dismissal
1096 for cause. During the second year of the initial appointment, the appointment will be considered for
1097 renewal consistent with the provisions of Section 24-44, Subsection A for assistant professors. If the
1098 associate professor or professor is reappointed, the three-year period of reappointment must include
1099 a tenure decision and terminal year in the event that tenure is not granted. To meet this expectation,
1100 the tenure review must be conducted no later than the second year of the second three-year
1101 appointment; during this second term of appointment, postponement of the tenure decision is not an
1102 option. In the case where tenure is not granted in the mandatory fifth year, the sixth year will be the
1103 terminal year of appointment. The part-time renewal periods provided for assistant professors in
1104 Section 24-45, Subsection D do not apply to associate professors and professors without tenure.

1105
1106 Appointments to the rank of associate professor or professor "without tenure by reason of funding,"
1107 as specified in Subsection C.11 above, are continuing appointments governed by Section 24-33.

1108
1109 E. Retaining Tenure When Resigning a Portion of Appointment

1110
1111 A faculty member with tenure may resign a portion of his or her appointment with the agreement of
1112 his or her department chair, dean, and the President, while retaining tenure in his or her part-time
1113 appointment.

1114
1115 F. Part-Time Assistant Professor—Eligibility for Tenure

1116
1117 A part-time assistant professor appointed pursuant to Section 24-45 accumulates eligibility for tenure
1118 under Subsection A of this section.

1119
1120 G. Leaves of Absence

1121
1122 Time spent on leaves of absence from the University does not count in the accumulation of time
1123 toward tenure.

1124
1125
1126 **Section 24-53 25-33 Tenure of Faculty Members in Administrative Positions**

1127
1128 The tenure of a faculty member who holds an administrative position, such as that of dean or department
1129 chair, extends only to the faculty position which she or he holds conjointly with such administrative
1130 position.

1131
1132
1133 **Section 24-54 25-41 Granting of Tenure: Policy and Procedure**

1134
1135 [For "Documentation of Qualifications and Recommendations for Promotion, Tenure, and Merit
1136 Increases," see Executive Order No. 45].

1137
1138 A. Careful Consideration of Qualifications

1139
1140 Tenure should be granted to faculty members of such scholarly and professional character and
1141 qualifications that the University, so far as its resources permit, can justifiably undertake to employ
1142 them for the rest of their academic careers. Such a policy requires that the granting of tenure be
1143 considered carefully. It should be a specific act, even more significant than promotion in academic
1144 rank, which is exercised only after careful consideration of the candidate's scholarly and professional
1145 character and qualifications.

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B. Recommendation Process

Consistent with the timelines set in Section 24-52, Subsection A.2 for full-time assistant professors and Section 24-45 for part-time assistant professors, and Section 24-52, 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 Section 24-55, 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 24-87.

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. Tenure Review Separate from Promotion

If it is desired to appoint to a position with tenure other faculty members referred to in Section 24-52, 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 24-55 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 faculty member eligible for promotion (whether tier eligible or not) shall receive a promotion review if recommended by a collegial performance review (Section 24-62), or at the request of the faculty member, or if the promotion decision is mandatory. The promotion review shall be conducted following the procedure below.

A. Consideration for Promotion

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 the promotion. Research 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. Faculty with instructional titles outlined in Section 24-31, Subsection B shall be considered by voting members of the appropriate department or undepartmentalized college or school who hold an eligible professorial appointment or an

1200 instructional title superior to that of the candidate being considered. In this decision they shall take
1201 into account the qualifications prescribed in Sections 24-21, 24-22, 24-23, 24-31, and 24-32 for the
1202 various academic ranks and titles. Promotion shall be based upon the attainment of these
1203 qualifications and not upon length of service. In arriving at recommendations for promotion, faculty,
1204 chairs, and deans shall consider the whole record of candidates' qualifications described in Section
1205 24-22.

1206
1207 B. Promotion Record

1208
1209 The record of the candidate being considered for promotion shall be assembled following the
1210 guidelines of the candidate's college and unit. The candidate is responsible for assembling the
1211 promotion record, which shall include a self-assessment of the candidate's qualifications for
1212 promotion. External letters of review shall be kept confidential from the candidate.

1213
1214 For departments (or college/school if undepartmentalized) where an initial report and/or
1215 recommendation on the qualifications of the candidate for promotion is produced by a subcommittee
1216 of the faculty senior in rank and title, the report shall be written. The department chair (or chair's
1217 designee or the dean of an undepartmentalized school or college, or the dean's designee) shall
1218 provide the candidate with a written summary of the committee's report and recommendation. For
1219 purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted from
1220 the candidate's summary. The candidate may respond in writing within seven calendar days. The
1221 chair or dean shall forward the candidate's response, if any, together with the committee's report to
1222 the voting faculty.

1223
1224 The voting faculty of the candidate's department (or college/school if undepartmentalized) superior in
1225 rank and title to the candidate shall then meet to discuss the candidate's record. A vote on the
1226 promotion question shall occur following the discussion.

1227
1228 The department chair (or the chair's designee or the dean of an undepartmentalized school or college
1229 or the dean's designee) shall write a formal report of these proceedings for the candidate,
1230 summarizing the discussion and recommendation. For purposes of confidentiality, specific attributions
1231 shall be omitted and vote counts may be omitted from this report. The candidate may then respond in
1232 writing to the department chair (or dean in an undepartmentalized school or college) within seven
1233 calendar days.

1234
1235 If the faculty recommendation is a departmental one, and is favorable, or if the promotion decision is
1236 mandatory, or if the candidate has written a response to the departmental vote, the chair shall
1237 transmit all documents produced in this promotion process to the appropriate dean, with his or her
1238 independent analysis and recommendation. The chair may, at his or her discretion, share the chair's
1239 recommendations with the candidate.

1240
1241 C. Advisory Group to the Dean

1242
1243 The dean shall be advised by a committee or council of the college or school. This advisory group,
1244 elected by the faculty of the college or school, shall consider each case presented to it and submit its
1245 recommendations with reasons therefor to the dean. If the recommendation of the committee or
1246 council is not favorable, or if it conflicts with the faculty vote, then the council or committee
1247 recommendation with reasons therefor shall be provided to the candidate. For purposes of
1248 confidentiality, specific attributions shall be omitted and vote counts may be omitted from this report.
1249 In a departmentalized school or college, when a candidate for promotion is under consideration, any
1250 member of the committee or council who is also a member of the candidate's department may be
1251 excused.

1252
1253 D. The Dean's Decision or Recommendation

1254
1255 After receiving the recommendation of this committee or council the dean shall decide the matter.

1256
1257 Prior to the issuance of a decision or recommendation by the dean that is not favorable, the dean
1258 shall provide the candidate with his or her initial recommendation and reasons therefor. In such
1259 cases, the dean or the dean's designee shall then discuss the case with the candidate. The candidate
1260 may then respond in writing to the dean within seven calendar days of the discussion.

1261
1262 If the recommendation of the dean is favorable, or if the promotion decision is mandatory, the dean
1263 shall transmit his or her recommendation and the candidate's response, if it exists, to the candidate
1264 and to the Provost. For purposes of confidentiality, specific attributions shall be omitted and vote
1265 counts may be omitted from the report to the candidate.

1266
1267 If the promotion decision of the dean is not favorable and not mandatory, and the candidate has
1268 written a response to the dean, the dean shall transmit his or her decision and the candidate's
1269 response to the Provost for information purposes.

1270
1271 E. Written Statement of Decision

1272
1273 After the case is decided, the dean shall ensure that the candidate is informed in writing in a timely
1274 way of the result of the case and, if the result is not favorable, the reasons therefor.

Part 24-60 Evaluation of Faculty Members

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~~

1331 ~~at its earliest convenience with the faculty member and review more fully the record and merit of that~~
1332 ~~faculty member.~~

1333

1334 ~~The committee shall, upon completion of its review, report in writing the results to the faculty member~~
1335 ~~and to his or her department chair (or dean in an undepartmentalized school/college) and the~~
1336 ~~committee shall advise them what actions, if any, should be undertaken to enhance the contributions~~
1337 ~~and improve the merit ranking of this colleague, or to rectify existing misjudgments of his or her merit~~
1338 ~~and make adjustments to correct any salary inequity. The faculty member may respond in writing to~~
1339 ~~this report and advice within 21 calendar days to the department chair (or dean) and committee~~
1340 ~~(unless upon the faculty member's request and for good cause the response period is extended by~~
1341 ~~the chair or dean). The committee's report and advice, the faculty member's written response (if any),~~
1342 ~~the response by the chair, and any agreement reached by the faculty member and the chair shall be~~
1343 ~~incorporated into a written report.~~

1344

1345

1346 **Section 24-61 24-57- Procedural Safeguards for Promotion, Tenure, Tier Advancement and**
1347 **Collegial Performance Review Merit-Based, and Tenure Consideration**

1348

1349 All procedures regarding promotion, merit-based salary, and tenure considerations outlined in the
1350 relevant sections of the *Faculty Code* must be followed. This section describes procedures for gathering
1351 information to be used in collegial performance reviews (Section 24-62), and in promotion, tenure and tier
1352 advancement decisions, and for safeguarding the rights of faculty members and the welfare of the
1353 university. Open communication among faculty, and between faculty and administration, must be
1354 maintained in order to insure informed decision making, to protect the rights of the individual and to aid
1355 the faculty in the development of their professional and scholarly careers.

1356

1357 Each faculty member must be allowed to pursue those areas of inquiry which are of personal scholarly
1358 interest; at the same time, however, each faculty member must be informed of the expectations a
1359 department holds for him or her and of the manner in which his or her activities contribute to the current
1360 and future goals of the department, school, college, and University. In order to enable the faculty member
1361 to establish priorities in the overall effort of professional career development and to fulfill the University's
1362 obligations of fair appraisal and continual monitoring of faculty development, the following procedural
1363 safeguards-processes shall be adopted-implemented in each department, school, or college.

1364

1365 A. Assessment of Teaching Effectiveness

1366

1367 Each faculty member with teaching responsibilities shall have at least one course evaluated by
1368 students in any academic year during which that member teaches one or more courses. To
1369 implement the provision stipulated in Section 24-22, Subsection C, the standardized student
1370 assessment of teaching procedure which the University makes available may be used for obtaining
1371 student evaluation of teaching effectiveness, unless the college, school, or department has adopted
1372 an alternate procedure for student evaluation, in which case the latter may be used. The teaching
1373 effectiveness of each faculty member with teaching responsibilities also shall be evaluated by
1374 colleagues using procedures adopted within the appropriate department, school, or college, and
1375 collegial teaching evaluations shall be considered when any decision is made regarding renewal of
1376 appointment, promotion, tenure, or tier advancement of a faculty member.

1377

1378 The collegial evaluation of teaching effectiveness shall be conducted prior to recommending any
1379 renewal of appointment or promotion of a faculty member. In addition, Ffor faculty at the rank of
1380 assistant professor, or associate professor or professor "without tenure" under Section 24-52,
1381 Subsection D, or professor "without tenure" under the same subsection, or with the instructional title
1382 of lecturer, the collegial teaching evaluation shall be conducted every year. For other faculty at the
1383 rank of associate professor or professor or with the title of senior lecturer, principal lecturer, or
1384 professor of practice, †The collegial teaching evaluation shall be conducted at least every three-two
1385 years for associate professors and senior lecturers, and at least every four years for professors and

1386 principal lecturers. A written report of this evaluation shall be maintained by the appointing unit and
1387 shared with the faculty member.

1388

1389 B. Yearly Activity Report

1390

1391 Each department (or undepartmentalized college) shall adopt a suggested format by which each
1392 faculty member will have the opportunity to provide information on professional activities carried out
1393 during the prior year. These reports shall be prepared in writing by each faculty member and
1394 submitted to the chair (or dean) in a timely fashion each year, and shall be used as reference and as
1395 a source of information for consideration of satisfactory performance, promotion, merit salary, or
1396 tenure. These forms shall be used as evidence for recommendation of promotion, merit salary, or
1397 tenure, reappointment, or tier advancement. Such information may be updated by a faculty member
1398 at any time during the academic year.

1399

1400 C. Regular-Planning Conference with Faculty

1401

1402 Each year the chair, or where appropriate the dean or his the chair's or her dean's designee, shall
1403 confer individually with all full-time lecturers, assistant professors, and associate professors and
1404 professors "without tenure" appointed under Chapter 25, Section 25-32Section 24-52, Subsection D.

1405

1406 The chair must ensure that this conference occurs early enough that a collegial review can occur if a
1407 reappointment is required.

1408

1409 Unless otherwise required by another provision of the Faculty Code, the chair (or dean or his or her
1410 designee) shall confer individually with the other associate professors and senior lecturers at least
1411 every two years, and with the other professors, and principal lecturers, and professors of practice at
1412 least every three four years, the conference shall occur sooner than the required time if requested by
1413 the individual faculty member. The purpose of the regular conference is to help individual faculty
1414 members plan and document their career goals; and to assess when it is appropriate to initiate a
1415 collegial review of their performance. While the documentation of those goals will be part of the
1416 faculty member's record for subsequent determinations of merit collegial performance reviews, the
1417 regular planning conference should be distinct from the merit collegial performance review pursuant
1418 to Section 24-55 Section 24-62.

1419

1420 At each such conference, the chair, dean, or his or her designee, and the faculty members shall
1421 discuss:

1422

1423 1. The department's present needs and goals with respect to the department's mission statement
1424 and the faculty member's present teaching, scholarly and service responsibilities and
1425 accomplishments;

1426

1427 2. Shared goals for the faculty member's teaching, scholarship and service in the forthcoming year
1428 (or years, as appropriate) in keeping with the department's needs and goals for the same period;
1429 and

1430

1431 3. A shared strategy for achieving those goals; and

1432

1433 4. The chair, dean, or designee's career advice and the possible timing of collegial performance
1434 reviews, based on the faculty member's recent performance and accomplishments, the
1435 department's needs and goals, and the faculty member's responsibilities.

1436

1437 The chair, dean, or his or her designee and the faculty member shall discuss and identify any specific
1438 duties and responsibilities expected of, and resources available to, the faculty member during the
1439 coming year(s), taking into account the academic functions described in Section 24-32. The chair,

1440 dean or his or her designee should make specific suggestions, as necessary, to improve or aid the
1441 faculty member's work.

1442
1443 D. Outcome of Planning Conference

1444 ~~After the conference, a collegial performance review pursuant to Section 24-62 shall be initiated if~~
1445 ~~requested by the chair, dean, or his or her designee or the faculty member; or if it is time to decide~~
1446 ~~upon renewal of a nontenure appointment; or if it has been five years since the last previous collegial~~
1447 ~~performance review. A collegial review should occur about once every four years for most tier-eligible~~
1448 ~~faculty not up for reappointment or a tenure decision (see Section 24-35, Subsection H).~~

1450
1451 D.E. Documentation

1452
1453 The chair, dean, or his or her designee, shall, in a timely manner, document in writing, with a copy to
1454 the faculty member, that such conferences occurred, and shall list the subject matter discussed.

1455
1456 This conference document shall also articulate in sufficient detail the discussed commitments and
1457 responsibilities of the faculty member for the coming year(s) and how these commitments and
1458 responsibilities are consistent with institutional standards for promotion and tenure as defined in this
1459 chapter.

1460
1461 Should the faculty member not agree with the summary or statements in this conference document,
1462 he or she shall indicate so in writing. The failure of a faculty member to object in writing to the chair's
1463 (or dean's) conference document within ten days of receiving it (unless upon the faculty member's
1464 request and for good cause the period is extended by the chair or dean) shall constitute his or her
1465 official acceptance of its terms and conditions.

1466
1467 If the faculty member disagrees with the conference document, the chair (or dean) shall either
1468 withdraw it and issue a revised one to which both parties can agree, or reaffirm the accuracy of the
1469 original conference document.

1470
1471 In the event the faculty member disagrees with the resulting conference document, the chair of the
1472 faculty member's department (or dean of an undepartmentalized school or college) shall appoint an
1473 ad hoc committee comprised of three department (or school/college) faculty superior (or in the case
1474 of full professors, equal) in rank or title to the faculty member, or faculty members from the
1475 Conciliation Board, and selected in the following manner. The faculty member and the chair, or dean,
1476 shall each select one member of the ad hoc committee and those two members shall select the third
1477 member. At its earliest convenience, the ad hoc committee shall review fully the records relating to
1478 the conference, meet with the faculty member, and meet with the chair, dean, or his or her designee.

1479
1480 The chair, dean, or his or her designee, and the faculty member shall then meet with the ad hoc
1481 committee to discuss the issues, with the purpose of achieving a resolution. In the event resolution is
1482 not achieved, the committee shall, in a timely manner, report in writing the results of its review to the
1483 faculty member, to his or her department chair or dean, and to the designee, if any. The committee's
1484 report and advice, if any; the faculty member's written response, if any; the response by the chair,
1485 dean, or his or her designee, if any; and any agreement between the faculty member and chair, dean,
1486 or his or her designee shall be incorporated into a written report that shall be placed in the faculty
1487 member's personnel file and shall be considered during the subsequent collegial performance review.

1488
1489 A faculty member's record upon the stated duties and responsibilities in the conference document will
1490 be assessed in accordance with Section 24-55-62 Nothing in this section is intended to alter the
1491 institutional standards for promotion and tenure as defined in Chapter 24.

1492

[The University Handbook included Board of Regents Governance, Regent Policy No. 8, and Executive Orders No. 29, No. 45, and No. 64 as footnotes to this section.]

Section 24–62 Collegial Performance Review

All faculty at the University of Washington (whether tier eligible or not,) unless exempted from the tier system under Section 24-35.K., shall be reviewed annually by their colleagues, according to the procedures detailed in this section, to evaluate their merit performance and to arrive at a recommendations for an appropriate merit salary increase reappointment and the timing of promotions and tier advancements. 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. In all these, contributions that address diversity and equal opportunity may be included. Collegial performance reviews are initiated ~~as described in Section 24-61, Subsection D.~~ when requested by the chair, dean, or his or her designee, or the faculty member, or if a faculty member is being considered for a possible tier advancement or promotion in rank; or if it is time for a faculty member to be considered for reappointment; or if it has been five years since the last previous collegial performance review. A collegial review should occur about once every four years for most tier-eligible faculty not up for reappointment or a tenure decision (see Section 24-35, Subsection H).

The purpose of a collegial performance review is:

- To determine whether the performance of a faculty member is satisfactory or unsatisfactory;
- To consider a faculty member for a possible tier advancement;
- To consider reappointment of faculty members;
- To consider recommending a faculty member for a possible promotion in rank.
- ~~To provide information for the distribution of variable adjustments as described in Section 24-72 I.~~ To consider performance for recommending a faculty member for variable adjustment.

A collegial performance review shall be conducted following the procedure below.

A. Reviewers' Voting Status

Reviewers must be voting members of the department (or undepartmentalized college or school) of the individual being reviewed.

B. Reviewers' Academic Rank or Title

Reviewers must be superior in academic rank or title to the individual being reviewed, except that professors and principal lecturers shall be reviewed by members of equal or greater rank and title.

C. Optional Delegation to a Performance Review Committee

The voting faculty of a unit may, by majority vote, delegate the authority to carry out collegial performance reviews of all or some faculty to one or more committees of three or more faculty members. This delegation is subject to the following rules:

1. The vote must stipulate which ranks and titles the committee being formed will review.

The faculty vote must stipulate that the committee is empowered to carry out an initial review and make recommendations which are then voted upon by the eligible faculty of the unit as described in Section G below.

1547 2. This delegation does not alter the faculty rank or title requirements for collegial performance
1548 evaluations described in Section B above.

1549
1550 3. The faculty shall vote whether to affirm or amend this delegation biennially.

1551
1552 D. Unit Guidelines

1553 The unit shall develop guidelines for the collegial performance review. The guidelines shall specify
1554 responsibilities for assembly of the record, including a self-assessment.

1555
1556
1557 E. Performance Assessment

1558 In evaluating the quality of an individual's performance and in assessing whether that performance
1559 is satisfactory, reviewers shall take into account the qualifications prescribed in Sections 24-22,
1560 24-23, 24-31, and 24-32, and Executive Order 45 for the various academic ranks and titles.
1561 Performance shall be measured upon the attainment of these qualifications and not upon length of
1562 service and shall consider the whole record of the individual's qualifications described in Section
1563 24-22, including:

1564
1565
1566 1. The most recent assessment of teaching effectiveness, as provided in Section 24-61,
1567 Subsection A;

1568
1569 2. The most recent collegial performance review.

1570
1571 ~~3.2.~~ The individual's most recent activity report, as described in Section 24-61, Subsection B;

1572
1573 ~~4.3.~~ Documentation of the planning conference, as provided in Section 24-61, Subsection D;

1574
1575 ~~5.4.~~ The individual's self-assessment.

1576
1577 F. Initial Committee Report

1578
1579 For departments (or college/school if undepartmentalized) where an initial report is produced by a
1580 committee, the department chair (or chair's designee or the dean of an undepartmentalized school
1581 or college, or the dean's designee), shall provide the individual being reviewed with a written
1582 summary of the committee's report and recommendation. For purposes of confidentiality, specific
1583 attributions shall be omitted and vote counts may be omitted from the summary given to the
1584 individual being reviewed. The individual being reviewed may respond in writing within seven
1585 calendar days. The head of the unit shall forward any such response, together with the committee's
1586 report, to all qualified reviewers.

1587
1588 G. Consideration of Record and Possible Actions

1589
1590 The faculty members who are eligible to review the individual under consideration shall then
1591 consider the individual's record and/or the recommendation of a review committee. Following the
1592 consideration, there shall be a vote by all eligible voting faculty members of the department or
1593 school/college on whether the individual's performance is satisfactory and on whether one or more
1594 of the following actions should be taken.

1595
1596 1. The faculty member should be given one or more tier advancements based on the criteria of
1597 this section;

1598
1599 2. The faculty member should be considered for a possible promotion in rank and title, following
1600 the procedures of Section 24-55;

1601
1602 3. The faculty member should be reappointed, following the procedures of Section 24-43.

1603
1604 H. Written Summary

1605
1606 The department chair (or the chair's designee or the dean of an undepartmentalized school or
1607 college or the dean's designee, or chair of the delegated committee) shall write a formal report of
1608 these proceedings for the candidate, summarizing the discussion and recommendation. For
1609 purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted
1610 from this report. The candidate may then respond in writing to the department chair (or dean in an
1611 undepartmentalized school or college) within seven calendar days.

1612
1613 I. Recommendation for Tier Advancement

1614
1615 If the recommendation is for tier advancement, the chair shall transmit it to the dean or chancellor
1616 with the candidate's response, if any, and any supporting data the dean or chancellor may request.
1617 If the chair does not concur in the recommendation for tier advancement, he or she may also
1618 submit a separate recommendation.

1619
1620 J. Final Decision on Tier Advancement

1621
1622 Final decisions on tier advancement that are supported by a favorable vote of the faculty shall be
1623 made by the dean, after an advisory review by the elected faculty committee or council. The dean,
1624 in making a decision, can consider the individual candidate's performance and record of tier
1625 advancements. Also, the dean may limit the number of early tier advancements (tier advancements
1626 for faculty other than assistant professors that occur sooner than four years since the last
1627 advancement) on the basis of available financial resources. After the case is decided, the dean
1628 shall ensure that the candidate is informed in writing in a timely way of the result of the case and, if
1629 the result is not favorable, the reasons therefor.

1630
1631 K. Administrative Position Performance Review

1632
1633 Notwithstanding the procedures described in this section, faculty members serving part-time or full-
1634 time in administrative positions shall have their administrative performance evaluated by their
1635 administrative supervisors.

1636
1637
1638 **Section 24-63 24-55.H. Consequences of Unsatisfactory Performance**

1639
1640 In the event of a finding of unsatisfactory performance, the individual shall not be eligible for market
1641 adjustments, variable adjustments, or retention increases under Section 24-72, Subsections H, I, or K.

1642
1643 A. Planning Conference

1644
1645 The individual shall have a planning conference with his or her chair (or dean in an
1646 undepartmentalized school or college) every year until the finding has been reversed; and the
1647 individual shall receive a collegial performance review every year until the finding has been reversed.

1648
1649 B. Committee Formed

1650
1651 At the option of the faculty member affected, and mandatorily in the event of two consecutive annual
1652 ratings of no merit determinations of unsatisfactory performance (as a result of reviews under this
1653 section Section 24-62), the chair of the faculty member's department (or dean of an
1654 undepartmentalized school or college) shall, after consultation with providing the faculty member an
1655 opportunity to provide input, appoint an ad hoc committee of at least two department (or
1656 school/college) faculty superior (or, in the case of full professors, equal) in rank or title to the faculty
1657 member.

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C. Committee Review and Evaluation

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

D. Written Report from Committee

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/or college) and the committee shall advise them what actions, if any, should be undertaken to enhance:

1. Enhance the contributions and improve the merit ranking collegial performance evaluation of this colleague, or to rectify
2. Rectify existing misjudgments of his or her merit performance and make adjustments to correct any associated salary inequity decision.

E. Written Faculty Member Response

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).

F. Meeting with Faculty Member

Upon receipt of the committee's report and advice, the faculty member's written response (if any), the response by the chair, and any agreement reached by (or dean in an undepartmentalized school or college) shall meet with the faculty member and, Where the committee report reaffirms the unsatisfactory performance of the faculty member, this meeting shall serve to inform the faculty member of standard conduct violations, including but not limited to incompetence or neglect of duty as appropriate, and fulfill the requirements of Sections 24-26, Subsection B. If a mutually agreed upon plan to address the unsatisfactory performance cannot be finalized, the chair shall be incorporated into a written report refer the matter to the dean for review.

G. Dean's Decision

If the dean determines that the performance concerns are of sufficient seriousness to justify - consideration of the filing of a formal statement of charges, the provisions of Section 24-26 Subsection D shall next be followed.

1698 **Part 24-70 Faculty Salary Policy and Procedures**

1699

1700 **Section 24-71 24-70 Faculty Salary System: Policy and Principles**

1701

1702 A. Purpose

1703

1704 Faculty at the University of Washington shall be salaried on a merit-based system that reflects the

1705 University's standing among its peer institutions. Under this system, all faculty deemed meritorious

1706 shall be regularly rewarded for their contributions to their department, school/college, and university.

1707 Resources permitting, the University shall provide its meritorious faculty with salaries commensurate

1708 with those of their peers elsewhere.

1709

1710 The fundamental purpose of the University of Washington Faculty Salary Policy is to allow the

1711 University to recruit, retain, motivate, and reward the best faculty. To accomplish these objectives, the

1712 faculty must have confidence that their continuing and productive contributions to the goals of their

1713 units and to the University's missions of teaching, research, and service will be rewarded throughout

1714 their careers. To compete for the best faculty, the University must be competitive with its peers. To

1715 retain the best faculty requires a similarly competitive approach. Therefore, the University places as

1716 one of its highest priorities rewarding faculty who perform to the highest standards and who continue

1717 to do so throughout their appointments at the University. This policy is designed to provide for a

1718 predictable salary progression for faculty members whose performance continues to reflect

1719 achievement in scholarship and research, teaching, and/or service, commensurate with the

1720 expectation for faculty members with a given rank and title in their appointing unit, as fully described

1721 below.

1722

1723 Salary funds must be used to attract, retain, and reward faculty, while recognizing that disciplinary

1724 variations exist in the academic marketplace. Accordingly, the University's Salary Policy must allow

1725 for differential allocations among units. This provides the necessary flexibility to address the market

1726 gaps that develop between UW units and their recognized peers, acknowledges existing and future

1727 differentials in unit performance and contribution, and also recognizes that differing funding sources

1728 and reward structures exist among schools and colleges. The policy must ensure that equity

1729 considerations and compression are also addressed as needed. The University's Salary Policy is

1730 founded upon the principle that individual salary decisions must be based on performance reviews

1731 conducted by faculty colleagues.

1732

1733 B. Salary Increases

1734

1735 Advancement in salary can be effected in several distinct, but not mutually exclusive, ways. Except as

1736 otherwise provided in Section 24-72, a salary increase:

- 1737
- 1738 1. Shall attend promotion in rank (approved in accord with Section 24-55);
 - 1739
 - 1740 2. Shall attend each tier advancement (approved in accord with Section 24-62);
 - 1741
 - 1742 3. Shall be provided as part of a market adjustment (in accord with Section 24-72, Subsection H);
 - 1743
 - 1744 4. May be provided as part of a variable adjustment (in accord with Section 24-72, Subsection I);
 - 1745
 - 1746 5. Shall be provided to raise individuals' salaries to the minimum salary for each faculty rank (in
 - 1747 accord with Section 24-72, Subsection J);
 - 1748
 - 1749 6. May be offered in response to a potential or actual external offer of appointment (upon review in
 - 1750 accord with Section 24-72, Subsection K);
 - 1751
 - 1752 7. May be offered at any time (in accord with Section 24-72, Subsection F) to a faculty member with
 - 1753 an administrator exemption (as described in Section 24-35, Subsection K);

- 1754
1755 8. Shall be considered at the time of reappointment, and may be offered at other times, for faculty
1756 members who are not defined as non-tier-eligible faculty members under Section 24-35,
1757 Subsection B through E.
1758

1759 **Section 24-72 24-74 Procedures for Allocating Salary Increases**
1760

1761 A. Default Formulas
1762

1763 The President shall establish by executive order default formulas for the determination of salary
1764 increases to accompany promotions in rank and title; salary increases to accompany tier
1765 advancements; and market adjustments. These formulas shall remain in effect for all units in the
1766 university unless modified as described in Subsection B or C below.
1767

1768 B. Alternate Formulas
1769

1770 Any college, school, or campus may develop alternate formulas for the determination of salary
1771 increases to accompany tier advancements, and market adjustments. This is done using the following
1772 procedure.
1773

- 1774
- 1775 1. The dean or chancellor, in consultation with the elected faculty council, develops recommended
1776 formulas for market adjustments and tier advancement salary increases in the college. These
1777 formulas may be the same for all academic appointing units in the college, or they may differ by
1778 academic appointing unit. The consultation should include detailed consideration of salaries in
1779 each affected unit of the college, school, or campus, as well as information about salaries in
1780 appropriate units at peer institutions. The recommendation shall specify to which units the
1781 formulas apply, when the formulas are to take effect, whether the formulas are to have an
1782 expiration date, and if so when. For any formula that has an expiration date, the formula will
1783 revert to the university default in effect at the time of expiration. If the formula does not apply to
1784 all units in the school, college, or campus, then the affected unit(s) shall vote and that vote shall
1785 be made known to the whole college as part of the material made available in Subsection B.2
1786 below.
1787
 - 1788 2. The proposed formulas and the financial justification shall then be made available to the faculty of
1789 the school, college, or campus for comment for a period no less than 30 days, after which the
1790 voting faculty of the school, college, or campus shall vote to approve or deny the proposed
1791 change according to the procedures described in Chapter 23, Section 23-46. All voting must be
1792 completed at least three months prior to the proposed effective date of the change.
1793
 - 1794 3. If the result of the faculty vote is to approve the proposed formulas, the proposal is sent to the
1795 provost and the Senate Committee on Planning and Budgeting, together with the justifying
1796 financial data and the result of the faculty vote.
1797
 - 1798 4. After consulting with the Senate Committee on Planning and Budgeting, and dean or chancellor
1799 when appropriate, the provost may, ~~within 45 days after receiving the proposed formulas,~~ as soon
1800 as practicable, approve the proposed change or veto the proposed change for reasons of
1801 financial or operational feasibility or equity, and shall provide in writing the explanation for the
1802 veto.
1803

1804 C. Severe Financial Stress
1805

- 1806 1. If at any time, distributing salary increases according to the formulas established in accordance
1807 with Subsection A or B would, in the judgment of the President, impose severe financial stress on
1808 the university, a school, college, campus, or academic appointing unit, and notwithstanding any

1809 other provision of the *Faculty Code*, the President may change one or more of the formulas [or the](#)
1810 [variable adjustments](#) temporarily to as low as zero, or may temporarily delay tier advancement
1811 increases or rank promotion increases, or may extend a previously established change or delay,
1812 by following the procedure below.

1813
1814 a. The Provost presents a recommendation for a change in formula, or for a delay in tier
1815 advancement increases or rank promotion increases for a specified time, to the Senate
1816 Committee on Planning and Budgeting, together with as much budgetary data as then
1817 available to support the recommendation. The recommendation shall specify when the
1818 change or delay is to take effect and for how long.

1819
1820 b. Within fifteen days the Senate Committee on Planning and Budgeting conducts an advisory
1821 vote to endorse, reject, or modify the Provost's recommendation.

1822
1823 c. The Provost's recommendation and the result of the Senate Committee on Planning and
1824 Budgeting's advisory vote are then promptly made available to the affected faculty for
1825 comment by the Secretary of the Faculty for a period no more than 30 days.

1826
1827 d. The President then decides whether and how much to modify the salary formulas, or whether
1828 and how long to delay tier advancement increases or rank promotion increases, and reports
1829 the decision and its justification to the Faculty Senate.

1830
1831 2. If tier advancement increases and/or rank promotion increases are delayed, units may proceed to
1832 award tier advancements and rank promotions as usual, but any accompanying salary increases
1833 shall not be awarded until the delay period expires. At that time, faculty members who received
1834 tier advancements or rank promotions during the delay period shall receive non-retroactive salary
1835 increases according to the formulas put in effect for the period following the delay period.

1836 1837 D. Promotion Raises

1838
1839 Each faculty member who receives a promotion in rank shall receive a salary increase, to be effective
1840 on the same date as the promotion, in an amount determined by the formula in effect on the date the
1841 promotion takes effect, except as otherwise provided in Subsections A–C above.

1842 1843 E. Tier Advancement Raises

1844
1845 Each tier-eligible faculty member who receives a tier advancement shall receive a salary increase, to
1846 be effective on the same date as the tier advancement, in an amount determined by the formula in
1847 effect on the date the advancement takes effect, except as otherwise provided in Subsections A–C
1848 above.

1849 1850 F. Salary Adjustments for Faculty with Administrator Exemptions

1851
1852 Salary adjustments may be offered at any time to a faculty member with an administrator exemption
1853 as described in Section 24-35, Subsection K.

1854 1855 G. Non-Tier Faculty Salary Adjustments

1856
1857 ~~Non-tier eligible~~ Faculty members [who are not defined to be tier-eligible under Section 24-35,](#)
1858 [Subsections B through E](#), shall be considered for a salary adjustment at the time of reappointment. In
1859 addition they may be considered for a salary adjustment at other times.

1860 1861 H. Market Adjustments

1862
1863 1. A market adjustment is a salary increase to mitigate the effects of general economic and price
1864 escalations in the region. A market adjustment formula, reflecting these escalations, shall be

- 1865 established by the President.
- 1866
- 1867 2. Except as provided in Subsection C above, each year every faculty member (whether tier eligible
- 1868 or not) who has been deemed to be performing satisfactorily in their last collegial performance
- 1869 review shall receive a market adjustment determined by the market adjustment formula.
- 1870
- 1871 3. If, in any given year, the market adjustment formula would produce a market adjustment that is
- 1872 zero or negative, no market adjustment shall be given.
- 1873
- 1874 I. Variable Adjustments
- 1875
- 1876 1. Variable adjustments are salary increases that can be used for a variety of purposes. Typical
- 1877 uses for variable adjustments include, but are not limited to, the following:
- 1878
- 1879 a. To address salary compression or inversion within a unit;
- 1880
- 1881 b. To address a “salary gap” between a unit and its academic peers inside or outside the
- 1882 university;
- 1883
- 1884 c. To correct inappropriate salary differences among individual faculty members whose
- 1885 accomplishments and career stages are comparable;
- 1886
- 1887 d. To provide an additional increase to all satisfactorily performing faculty at a time when the
- 1888 market adjustment is not sufficient to keep pace with average salary advances at peer
- 1889 institutions.
- 1890
- 1891 e. To reward performance.
- 1892
- 1893 2. In any given year, a variable adjustment may be initiated in the following ways:
- 1894
- 1895 a. The Provost, after consulting with the Senate Committee on Planning and Budgeting, may
- 1896 require one or more colleges, schools, or campuses to allocate certain funds for variable
- 1897 adjustments, and may specify such requirements, conditions, and limitations on their
- 1898 distribution as he or she deems appropriate.
- 1899
- 1900 b. A dean or chancellor, after consulting with the elected faculty council and department chairs,
- 1901 may propose the allocation of certain funds for variable adjustments in a college, school, or
- 1902 campus and may specify such requirements, conditions, and limitations on their distribution
- 1903 as he or she deems appropriate. [Where variable adjustments are used to reward](#)
- 1904 [performance, the proposal shall include a schedule and plan for collegial performance](#)
- 1905 [reviews.](#) The consultation with the elected faculty council shall include making available to
- 1906 the council detailed information about salaries in each unit of the college or school, as well as
- 1907 information about salaries in appropriate units at peer institutions as available.
- 1908
- 1909 3. The Provost, after consulting with the Senate Committee on Planning and Budgeting, may
- 1910 authorize or deny the variable adjustment allocation proposed by a dean or chancellor or may
- 1911 modify it or make it subject to such requirements, conditions, and limitations as he or she deems
- 1912 appropriate.
- 1913
- 1914 4. Variable adjustment funds need not be distributed as equal percentages to all units, or to all
- 1915 individuals within a unit.
- 1916
- 1917 5. If variable adjustments are authorized in a department or an undepartmentalized school or
- 1918 college, the voting faculty members of the unit shall vote on the procedure and principles to be
- 1919 applied in recommending distribution of the funds consistent with the requirements, conditions,

1920 and limitations described in paragraphs 2 and 3 above.

- 1921
- 1922 6. A~~Except as otherwise provided in Subsections I.2 and I.3 above,~~ a new collegial performance
- 1923 review is not required for the awarding of a variable adjustment. However, a faculty member
- 1924 whose performance was found to be unsatisfactory in his or her last collegial performance review
- 1925 is not eligible for a variable adjustment. Moreover, a dean or department chair can require a
- 1926 performance review at any time, including annually if variable adjustments are routinely used to
- 1927 reward performance.
- 1928
- 1929 7. ~~If the rules for allocation of a variable adjustment allow for differential allocations to individuals~~is
- 1930 used to reward performance, then in arriving at their recommendations for allocation to
- 1931 individuals, the appropriate faculty, department (unit) chairs, deans, and chancellors shall each
- 1932 consider the following:
- 1933
- 1934 a. the candidate's cumulative record;
- 1935
- 1936 b. the candidate's current salary;
- 1937
- 1938 c. the written summary of the most recent collegial performance review;
- 1939
- 1940 d. any relevant documentation produced since that review, such as annual reports, planning
- 1941 conference documentation, and teaching evaluations;
- 1942
- 1943 e. any documents produced under Section 24-63.
- 1944

1945 ~~Differential allocation of v~~Variable adjustments to individuals used to reward performance shall

1946 seek to minimize salary inequities. Salary compression and other inequities, including those

1947 resulting from variations in the level of funds available over time, may be considered in making

1948 variable adjustment recommendations.

1949

- 1950 8. ~~If the rules for allocation of a variable adjustment allow for differential allocations to individuals~~is
- 1951 used to reward performance, a recommendation for the variable adjustment for each individual
- 1952 shall be arrived at as follows:
- 1953
- 1954 a. The variable adjustment for each faculty member below the rank and title of professor shall
- 1955 be recommended by the voting members of the department, or undepartmentalized college
- 1956 or school, who are his or her superiors in academic rank and title.
- 1957
- 1958 b. The variable adjustment for each full professor shall be recommended by the chair of a
- 1959 department, or the dean of an undepartmentalized school/college. Before forwarding his or
- 1960 her recommendations the chair (or dean in an undepartmentalized school/college) shall seek
- 1961 the advice of the full professors according to the procedure adopted in paragraph 5 above.
- 1962
- 1963 9. The distribution recommendation will be forwarded to the dean for review who, if he or she
- 1964 approves, will then forward the recommendation to the Provost for final approval.
- 1965

1966 J. Minimum Salaries

1967

1968 Every two years, the Provost shall, after consultation with the Senate Committee on Planning and

1969 Budgeting, determine the minimum salary for each faculty rank. This determination shall take account

1970 of the recent salaries of beginning assistant professors at the University of Washington, and shall

1971 endeavor to reflect in the floors for other ranks the general expectation of salary advancement for

1972 faculty.

1973

1974 K. Retention Increases

1975

1976 ~~To~~ A department chair (or dean in an undepartmentalized college) may at any time propose a salary
 1977 increase to retain a current faculty member, based on subject to the recommendation approval of the
 1978 dean and Provost. Prior to preparing a response, the dean shall first consult with the unit's chair. The
 1979 voting faculty of each academic unit shall be provided the opportunity to cast an advisory vote on the
 1980 recommend an appropriate response; alternatively, the voting faculty may establish, consistent with
 1981 the procedures of Chapter 23, Section 23-45, a different policy regarding the level of consultation
 1982 they deem necessary before a competitive salary offer may be made. This policy shall be recorded
 1983 with the dean's office of the appropriate unit and a copy forwarded to the Secretary of the Faculty.
 1984 The faculty shall vote whether to affirm or amend this policy biennially. Any retention salary increase
 1985 for a tier-eligible faculty member should ordinarily be accompanied by one or more tier advancements
 1986 commensurate with the tier raise formula then in effect.

1987

1988

1989 **Section 24-73 Transition to the New Salary Policy**

1990

1991 New temporary section.

1992

1993 A. Transition Timeline

1994

1995 Once the new faculty salary policy has been approved by the faculty and signed by the President, the
 1996 President shall establish a Transition Period, to start no later than the beginning of Autumn Quarter of
 1997 the third academic year after the academic year during which the President signs the enabling
 1998 legislation. This timeline may be extended for up to ~~one~~ two years by the President after consultation
 1999 with the Senate Committee on Planning and Budgeting. In this section, the following terms are used:

- 2000
- 2001 1. The Pre-Transition Period is the period from the time the new salary policy is signed by the
 2002 President until the start of the Transition Period.
 - 2003
 - 2004 2. The Transition Period begins on a date determined by the president, and ends at the start of the
 2005 next Autumn Quarter after that.
 - 2006
 - 2007 3. The Implementation Date of the new salary policy is the beginning of the next Autumn Quarter
 2008 following the start of the Transition Period; and the Implementation Year is the academic year
 2009 starting on the Implementation Date.

2010

2011 B. Salaries During Transition

2012

2013 The university's faculty salary policy shall be governed as follows:

- 2014
- 2015 1. During the Pre-Transition Period, faculty salaries shall be governed by the Pre-Transition Salary
 2016 Policy, described in Sections 24-74 through 24-76 below. During the Pre-Transition Period, there
 2017 shall be no Market Adjustments, no Tier Advancements or Tier Raises, and no Variable
 2018 Adjustments.
 - 2019
 - 2020 2. During the Transition Period, faculty salaries shall be governed by the Transition Salary Policy,
 2021 described in Section 24-77 below.
 - 2022
 - 2023 3. Starting from the Implementation Date of the new salary policy, Sections 24-73 through 24-77
 2024 shall be deleted from the Faculty Code and shall cease to be effective, and the salary policy shall
 2025 be governed by the remaining provisions of this chapter of the Faculty Code.

2026

2027

2028 **Section 24-74 24-55 Pre-Transition Procedure for Salary Increases Based Upon Merit**

2029

2030 Faculty at the University of Washington shall be reviewed annually by their colleagues, according to the
2031 procedures detailed in this section, to evaluate their merit and to arrive at a recommendation for an
2032 appropriate merit salary increase. Such reviews shall consider the faculty member's cumulative record,
2033 including contributions to research/scholarship, teaching, and service, and their impact on the
2034 department, school/college, University, and appropriate regional, national, and international communities.

2035
2036 The evaluation of a faculty member's merit and salary shall be arrived at after review of the individual's
2037 performance in relation to that of their colleagues and by comparison of individuals' present salaries to
2038 those of their peers. In evaluating a faculty member's eligibility for merit-based salary increases Section
2039 24--75, Subsections B.1 and B.4; Section 24--76, Subsections A.1 and B.1 and for "market gap" salary
2040 increases Section 24--71, 76, Subsection B.2, the following procedure shall be followed.

2041
2042 A. Considerations for Merit Salary Increases

2043
2044 In arriving at their recommendations for salary decisions the appropriate faculty, department (unit)
2045 chairs, and deans shall each consider the following:

- 2046
2047 1. The cumulative record of the candidate, taking into account the qualifications prescribed in
2048 Sections 24--22, 24--23, 24--31, and 24--32 for the various academic ranks and titles;
2049
2050 2. The candidate's current salary;
2051
2052 3. Documentation of the review conference required by Section 24--61, Subsection E; and
2053
2054 4. Any documents produced under Subsection H of this section.

2055
2056 Salary recommendations shall seek to minimize salary inequities. Salary compression and other
2057 inequities, including those resulting from variations in the level of merit funds available over time, may
2058 be considered in making merit salary recommendations.

2059
2060 B. Faculty Recommendation

2061
2062 The merit and salary of each faculty member below the rank and title of professor shall be considered
2063 by the voting members of the department, or undepartmentalized college or school, who are his or
2064 her superiors in academic rank and title, and they shall recommend any salary increase which they
2065 deem merited.

2066
2067 C. Review of Full Professors

2068
2069 The chair of a department, or the dean of an undepartmentalized school/college, shall consider the
2070 merit and salary of each full professor in his or her unit. Before forwarding his or her
2071 recommendations the chair (or dean in an undepartmentalized school/college) shall seek the advice
2072 of the full professors according to a procedure approved by the voting members of the unit.

2073
2074 D. Chair's Recommendation

2075
2076 If the recommendation is a departmental one, the chair shall transmit it to the dean with any
2077 supporting data the dean may request. If the chair does not concur in the recommendations he or she
2078 may also submit a separate recommendation.

2079
2080 E. Dean's Recommendation for Faculty

2081
2082 The dean shall review the department's recommendation and forward his or her recommendation
2083 regarding faculty merit and salary to the President.

2084

2085 F. Dean's Recommendation for Chairs

2086

2087 The dean of each college/school shall review the record and salary of the chair of each department
2088 and shall recommend an appropriate salary increase, if any, to the President.

2089

2090 G. President's Authorization

2091

2092 The President shall authorize the salary increases of the faculty, and of each dean.

2093

2094 H. Committee Review of No Merit Rating

2095

2096 At the option of the faculty member affected, and mandatorily in the event of two consecutive annual
2097 ratings of no merit (as a result of reviews under this section), the chair of the faculty member's
2098 department (or dean of an undepartmentalized school or college) shall, after consultation with the
2099 faculty member, appoint an ad hoc committee of department (or school/college) faculty superior (or,
2100 in the case of full professors, equal) in rank or title to the faculty member. This committee shall meet
2101 at its earliest convenience with the faculty member and review more fully the record and merit of that
2102 faculty member.

2103

2104 The committee shall, upon completion of its review, report in writing the results to the faculty member
2105 and to his or her department chair (or dean in an undepartmentalized school/college) and the
2106 committee shall advise them what actions, if any, should be undertaken to enhance the contributions
2107 and improve the merit ranking of this colleague, or to rectify existing misjudgments of his or her merit
2108 and make adjustments to correct any salary inequity. The faculty member may respond in writing to
2109 this report and advice within 21 calendar days to the department chair (or dean) and committee
2110 (unless upon the faculty member's request and for good cause the response period is extended by
2111 the chair or dean). The committee's report and advice, the faculty member's written response (if any),
2112 the response by the chair, and any agreement reached by the faculty member and the chair shall be
2113 incorporated into a written report.

2114

2115

2116 **Section 24-75 24-70 Pre-Transition Faculty Salary System: Policy and Principles**

2117

2118 A. Purpose

2119

2120 Faculty at the University of Washington shall be salaried on a merit-based system that reflects the
2121 University's standing among its peer institutions. Under this system, all faculty deemed meritorious
2122 shall be regularly rewarded for their contributions to their department, school/college, and university.
2123 Resources permitting, the University shall provide its meritorious faculty with salaries commensurate
2124 with those of their peers elsewhere.

2125

2126 B. Salary Increases

2127

2128 Advancement in salary can be effected in several distinct, but not mutually exclusive, ways. A salary
2129 increase:

2130

2131 1. Shall be granted to provide an initial minimum equal-percentage salary increase to all faculty
2132 following a successful merit review conducted in accord with procedures of Section 24-74;

2133

2134 2. Shall attend, in addition to awards under Subsection B.1 above, promotion in rank approved in
2135 accord with Section 24-55;

2136

2137 3. Shall be awarded to raise individuals' salaries to the minimum salary for each faculty rank in
2138 accord with Section 24-76, Subsection A.3;

2139

2140 4. May be awarded as an additional merit salary increase beyond that available under Subsection

2141
2142
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2145
2146
2147
2148

B.1 following review procedures of Section 24–74;

5. May be awarded as a result of unit–level adjustment in accord with Section 24–76, Subsection B.2;
6. May be offered in response to a potential or actual external offer of appointment upon review in accord with Section 24–76, Subsection B.3; and

- 2149
2150 7. May be allocated as a University-wide increase in the faculty salary base that shall be distributed
2151 in equal dollar amounts or equal percentage salary increases to all meritorious faculty.
2152
2153

2154 **Section 24-76 24-71 Pre-Transition Procedures for Allocating Salary Increases**

2155 A. Provost's Consultation

2156 The Provost shall consult with the Senate Committee on Planning and Budgeting and shall
2157 subsequently recommend to the President the allocation of available funds for salary increases, for
2158 distribution among all categories listed in Section 24-75, Subsection B. The President shall make the
2159 final decision on these allocations and shall report the decision to the Faculty Senate.
2160
2161

- 2162
2163 1. This allocation shall each year make available funds to provide an initial minimum equal-
2164 percentage salary increase to all faculty deemed meritorious under Section 24-74.
2165
2166 2. This allocation shall each year make available funds to provide salary increases to all faculty
2167 awarded promotions approved in accord with Section 24-55.
2168
2169 3. Every two years, the Provost shall, after consultation with the Senate Committee on Planning and
2170 Budgeting, determine the minimum salary for each faculty rank. This determination shall take
2171 account of the recent salaries of beginning assistant professors at the University of Washington,
2172 and shall endeavor to reflect in the floors for other ranks the general expectation of salary
2173 advancement for faculty.
2174

2175 B. Provost Distributions and Authorizations

2176 The Provost may distribute, in the course of a biennium, funds allocated by the President:
2177
2178

- 2179 1. To provide additional merit salary increases beyond those awarded under Subsection A.1. This
2180 allocation shall be distributed as equal-percentage increases to all units to fund merit increases
2181 for faculty in accord with Section 24-74.
2182
2183 2. To address the market "gap" of an individual unit. Allocation of such funds to units shall follow
2184 close consideration of individual units and consultation with the Senate Committee on Planning
2185 and Budgeting. The Provost shall periodically gather updates on salary information from
2186 appropriate sources, including unit heads, and shall make those findings available to the faculty.
2187 The department chair (or dean in an undepartmentalized school/college) shall consult with the
2188 unit's voting faculty who are senior (or, in the case of full professors, equal) in rank—or the unit's
2189 designated faculty committee(s)—about the appropriate distribution of these funds; and
2190
2191 3. To retain a current faculty member, based on the recommendation of the dean. Prior to preparing
2192 a response, the dean shall first consult with the unit's chair. The faculty of each academic unit
2193 shall be provided the opportunity to cast an advisory vote on the appropriate response;
2194 alternatively, the faculty may establish, consistent with the procedures of Chapter 23, Section 23-
2195 45, a different policy regarding the level of consultation they deem necessary before a
2196 competitive salary offer may be made. This policy shall be recorded with the dean's office of the
2197 appropriate unit and a copy forwarded to the Secretary of the Faculty. The faculty shall vote
2198 whether to affirm or amend this policy biennially.
2199

2200 C. Dean Distributions

2201 The deans of the schools and colleges shall, after consultation with their elected faculty councils
2202 Chapter 23, Section 23-45, allocate to the faculty of the constituent units of their school/college, all
2203 funds made available to provide salary increases under Section 24-75, Subsection B. Distribution of
2204

2205 these awards to individual faculty shall be carried out following the requisite procedures of this
2206 chapter.

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2209 **Section 24-77 Transition Period Salary Policy**

2210

2211 New temporary section.

2212

2213 A. During the Transition Period:

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2215 1. There will be market adjustments for non-tier-eligible faculty, but not for tier-eligible faculty.

2216

2217 2. There will be no tier advancements.

2218

2219 3. Meritorious faculty may receive Transition Raises as described below.

2220

2221 4. Faculty members promoted to a new rank or title during the transition period will receive their
2222 promotion raise upon the effective date of the promotion.

2223

2224 5. Each faculty member shall submit a yearly activity report as described in Section 24-61,
2225 Subsection B.

2226

2227 6. A planning conference may be initiated as described in Section 24-61, Subsection C.

2228

2229 7. A collegial performance review following the procedures in described in Section 24-62 shall be
2230 initiated for any individual faculty member if requested by the chair, dean, or his or her designee
2231 or the faculty member, or if it is time to decide upon renewal of an appointment, with the caveat
2232 that tier advancements are not possible during the transition period.

2233

2234 8. If a collegial review is carried out during the Transition Period, then eligibility for a transition raise
2235 is determined by whether the review results in a finding of satisfactory or unsatisfactory
2236 performance.

2237

2238 9. An appointment renewal may proceed as described in Section 24-43.

2239

2240 10. A variable adjustment may be granted as described in Section 24-72, Subsection I.

2241

2242 11. A retention raise may be granted as described in Section 24-72, Subsection K.

2243

2244 12. And the minimum salary may be determined as described in Section 24-72, Subsection J.

2245

2246 B. Assignment of Initial Tiers

2247

2248 During the Transition Period, each tier-eligible faculty member shall be assigned an initial tier, which
2249 will become the person's tier as of the Implementation Date of the new salary policy. The following is
2250 designed to assign each individual to an initial tier that is, as far as practicable, commensurate with
2251 the individual's career stage, accomplishments, and current salary.

2252

2253 There will be no tier advancements during the Transition Period. The assignment of an initial tier, in
2254 itself, has no effect on any individual's salary.

2255

2256 For all tier-eligible continuing faculty members except Lecturers, Artists in Residence, and Assistant
2257 Professors, two integer values shall be calculated:

2258

2259 1. Career-based tier, determined by taking the number of years at current rank and title (including

2260 the Transition Period) and dividing by four, discarding any fractional remainder, and adding 1. If
2261 the faculty member is promoted during the transition period his or her career based tier shall be 1.

2262

2263 2. Salary-based tier, determined by comparing the current salary of each current faculty member to
2264 a salary schedule created for the individual's primary appointing unit, and choosing the tier at the
2265 individual's current rank and title which has a corresponding salary closest to the individual's
2266 actual salary.

2267

2268 When computing the current salary for this purpose all raises awarded during the transition period
2269 shall be included except transition raises described in Subsection D (below).

2270

2271 The salary schedules to be used in calculating the salary-based tier will be created by the Office
2272 of Planning and Budgeting in consultation with the Provost, Senate Committee on Planning and
2273 Budgeting, deans, and chairs.

2274

2275 Once the career-based and salary-based tiers have been calculated, each individual's initial tier shall
2276 be assigned as follows (subject to the exceptions noted below):

2277

2278 3. If the two calculated tiers are equal, that becomes the individual's initial tier.

2279

2280 4. If the salary-based tier is higher than the career-based tier, the salary-based tier becomes the
2281 individual's initial tier.

2282

2283 5. If the salary-based tier is lower than the career-based tier, the individual may choose any initial
2284 tier no lower than the salary-based tier and no higher than the career-based tier.

2285

2286 **Exception 1:** No Professor shall have an initial tier of 7 or higher. If either the salary-based tier
2287 or career-based tier would be 7 or higher according to the above instructions, that calculated tier
2288 will be replaced by Tier 6 for the purposes of this assignment.

2289

2290 **Exception 2:** Except for Assistant Professors, no faculty member shall be required to begin at
2291 the highest tier for their rank, or at Professor 6. Thus if an individual's salary-based tier is higher
2292 than the appropriate tier in the following list, the individual shall have the option of choosing an
2293 initial tier no lower than the tier in this list:

2294

- 2295 • Associate Professor 2
- 2296 • Professor 5
- 2297 • Senior Lecturer 2
- 2298 • Senior Artist in Residence 2
- 2299 • Principal Lecturer 5

2300

2301 For tier-eligible Lecturers and Artists in Residence: The initial tier shall be 1.

2302

2303 For tier-eligible Assistant Professors, the initial tiers will be determined by whether they will be in
2304 their first or second appointment during the Implementation Year of the new salary policy:

2305

2306 • If the Implementation Year occurs during the initial three-year appointment or a terminal
2307 fourth year, the initial tier shall be Assistant Professor 1.

2308

2309 • If the Implementation Year occurs during the second three-year appointment or a terminal
2310 seventh year, the initial tier shall be Assistant Professor 2.

2311

2312 • In no event shall the assignment of a tier be construed as the conferral or denial of tenure or
2313 promotion.

2314

2315 C. Assignment of Next Mandatory Collegial Review

2316

2317 All tier-eligible faculty members will be assigned a time for next mandatory collegial review.

2318

2319 For Assistant Professors the next mandatory collegial review year shall be determined based on the

2320

dates of mandatory consideration for renewal or promotion.

2321

2322 For everyone other than tenured faculty and WOT faculty (as defined in Section 24-33) the next

2323

mandatory collegial review year shall coincide with the next mandatory consideration for

2324

reappointment or the 4th year after the transition year, whichever is first.

2325

2326 For tenured and WOT (as defined in Section 24-33) associate and full professors, the next mandatory

2327

collegial review year shall be computed as follows: Starting one full year before the first Autumn

2328

Quarter during which the individual's last appointment or promotion became effective (including any

2329

appointment or promotion awarded during the transition period), determine the least multiple of four

2330

years from that date that occurs on or after the implementation date. The individual's next mandatory

2331

collegial review shall occur during the academic year starting at that time.

2332

2333 D. Transition Raises

2334

2335 During the Transition Period, there will be no tier raises and no market adjustments for tier-eligible

2336

faculty members. Instead, each tier-eligible faculty member who was declared meritorious in his or

2337

her last merit evaluation (except for faculty who receive promotions or new appointments that would

2338

take effect at the beginning of the implementation year), shall receive a transition raise to take effect

2339

no later than the beginning of the implementation year, except as otherwise provided in Subsection E

2340

below.

2341

2342 For a faculty member who is eligible for a transition raise, a new collegial review is not required in

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order to receive a transition raise. However, a collegial performance review following the procedures

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of Section 24-62 shall be initiated for any individual faculty member if requested by the chair, dean, or

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his or her designee or the faculty member; or if it is time to decide upon renewal of an appointment.

2346

Such a review may be used, for example, to determine satisfactory or unsatisfactory performance, or

2347

to consider recommending a faculty member for a possible promotion in rank, or to provide evidence

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for distribution of Variable Adjustments if they are available. If a collegial review is carried out during

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the Transition Period, then eligibility for a transition raise is determined by whether the review results

2350

in a finding of satisfactory or unsatisfactory performance.

2351

2352 For each individual eligible for a transition raise, the amount of the raise shall be determined by his or

2353

her next mandatory review year.

2354

2355 Default Plan: For each unit that does not choose to use the Alternative Plan described below, the

2356

transition raises shall be as follows:

2357

- For those whose mandatory review year is the Implementation Year, the transition raise is 2%.

2358

- For those whose mandatory review year is one year after the Implementation Year, the transition raise is 4%.

2359

- For those whose mandatory review year is two years after the Implementation Year, the transition raise is 6%.

2360

- For those whose mandatory review year is three years after the Implementation Year, the transition raise is 8%.

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2369 In each case, the percentage above is a percentage of the individual's salary if that salary is less
2370 than or equal to the average UW full professor's salary during the Transition Period; otherwise it is
2371 a percentage of that average salary.

2372
2373 Under the Default Plan, there will be Variable Adjustments only if allocated by the college, school,
2374 or campus and approved by the provost, in accord with Section 24-72, Subsection I, of the *Faculty*
2375 *Code*.

2376
2377 Alternative Plan: By vote of a majority of its eligible voting faculty, a department or an
2378 undepartmentalized college may choose to use the following Alternative Plan. Such a decision
2379 must be reported to the dean.

- 2380
- 2381 • For those whose mandatory review year is the Implementation Year, the transition raise is
2382 1.5%.
 - 2383
 - 2384 • For those whose mandatory review year is one year after the Implementation Year, the
2385 transition raise is 3%.
 - 2386
 - 2387 • For those whose mandatory review year is two years after the Implementation Year, the
2388 transition raise is 4.5%.
 - 2389
 - 2390 • For those whose mandatory review year is three years after the Implementation Year, the
2391 transition raise is 6%.

2392
2393 In each case, the percentage above is a percentage of the individual's salary if that salary is less
2394 than or equal to the average UW full professor's salary during the Transition Period; otherwise it is
2395 a percentage of that average salary.

2396
2397 Under the Alternative Plan, 1.25% of the continuing faculty salary pool shall be available to the unit
2398 for Variable Adjustments, in addition to any amount allocated for Variable Adjustments by the
2399 college, school, or campus and approved by the provost. All Variable Adjustments shall be
2400 distributed, in accord with Section 24-72, Subsection I, of the Faculty Code.

2401
2402 E. Severe Financial Stress

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2404 If distributing transition raises pursuant to Subsection D above would, in the judgment of the
2405 President, impose severe financial stress on the University, school, college, campus, or academic
2406 appointing unit, and notwithstanding any other provision of the *Faculty Code*, the President may
2407 reduce the raises provided in either the Default Plan or Alternative Plan to as low as zero by following
2408 the procedure below.

- 2409
- 2410 1. The Provost presents a recommendation for a change in the plans to the Senate Committee on
2411 Planning and Budgeting, together with as much budgetary data as then available to support the
2412 recommendation.
 - 2413
 - 2414 2. Within fifteen days the Senate Committee on Planning and Budgeting conducts an advisory vote
2415 to endorse, reject, or modify the Provost's recommendation.
 - 2416
 - 2417 3. The Provost's recommendation and the result of the Senate Committee on Planning and
2418 Budgeting's advisory vote are then promptly made available by the Secretary of the Faculty to the
2419 voting faculty for comment by the Secretary of the Faculty for a period no more than 30 days.
 - 2420
 - 2421 4. The President then decides whether to change the Plans and reports the decision and his or her
2422 justification to the Faculty Senate.

2423 **Part 24-80 Resignation, Separation, or Change of Appointment**

2424

2425 **Section 24-81 24-56 Procedure for Resignations**

2426

2427 A. Written Notice of Resignation

2428 A faculty member has a professional obligation to give a written notice of resignation at the earliest

2429 possible opportunity. Normally such resignations should be given at least three months prior to the

2430 termination date, or within 15 days of notification of terms of a reappointment, whichever occurs later,

2431 and should ordinarily become effective at the end of an academic year.

2432

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2434 B. Resignation without Written Notice

2435 If the faculty member resigns orally, then the dean shall attempt to obtain a written resignation. If this

2436 is not forthcoming sooner, no later than 15 days after the purported oral resignation the dean shall

2437 send by certified mail to the faculty member's last known home address, and at the same time send

2438 by delivery or campus mail to the faculty member's campus address, a letter stating his or her

2439 understanding that the faculty member has resigned. If, within 30 days after the dean mailed and sent

2440 this letter, the faculty member notifies the dean in writing that he or she denies a resignation took

2441 place, none shall be deemed to have occurred. Otherwise, the faculty member shall be deemed to

2442 have resigned.

2443

2444

2445

2446 **Section 24-82 25-51 Grounds for Removal of Persons with Tenure for Cause**

2447 A faculty member having tenure under the provisions of this chapter may be removed for cause from his

2448 or her position or subjected to reduction of salary only for one or more of the following reasons:

- 2449
- 2450
- 2451 • Incompetence.
 - 2452
 - 2453 • Neglect of duty.
 - 2454
 - 2455 • Physical or mental incapacity to perform academic duties.
 - 2456
 - 2457 • Unlawful discrimination or sexual harassment (see Executive Order No. 31).
 - 2458
 - 2459 • Scientific and scholarly misconduct, consisting of such acts as intentional misrepresentation of
 - 2460 credentials, research misconduct (as defined in Executive Order No. 61), abuse of confidentiality, or
 - 2461 deliberate violation of regulations applicable to research.
 - 2462
 - 2463 • Conviction of a felony.
 - 2464
 - 2465 • Intentional and malicious interference with the scientific, scholarly, and academic activities of others.
 - 2466 To warrant a removal for cause or reduction of salary, conduct falling within these categories must in
 - 2467 a substantial way adversely affect the faculty member's or the victim's academic, scholarly, or
 - 2468 professional ability to carry out his or her University responsibilities.
 - 2469

2470

2471 **Section 24-83 25-52 Removal of Faculty for Reasons of Program Elimination**

2472

2473 A. Program Elimination—Basis for Removal

2474 The removal of tenured faculty, or the removal of non-tenured faculty prior to the end of a specified

2475 term of appointment, may be effected upon program elimination within the University. Such removals

2476 shall be termed "Removal for Reasons of Program Elimination."

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B. Program Elimination Procedures

Removal for reasons of program elimination may be effected only in conformance with procedures set forth in Chapter 26, 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.

Section 24-84-25-53 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

2533 and hearing as provided in Sections 24-26, 24-85, or Chapter 26, Section 26-31 as applicable to the
2534 case, and in Chapter 28.

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2536

2537 **Section 24-85-25-62-Proceedings for the Resolution of Differences**

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2539 The policies and procedures detailed in this chapter and Chapter 26 are intended to ensure academic
2540 freedom and to protect the rights of the individual to careful consideration of his or her merits, and also to
2541 enhance the ability of the University and its academic units to select and maintain a faculty of the highest
2542 quality possible. Occasions may arise in which a faculty member may state that his or her academic
2543 freedom or employment rights were or will be impaired if some action or inaction of his or her academic
2544 unit or of the University as a whole is permitted, as well as occasions where the University may proceed
2545 against a faculty member. A faculty member facing such action or inaction may wish to contest the
2546 administrative behavior in question. Such a person is entitled to use the following proceedings:
2547 administrative (Chapter 27, Section 27-31), conciliatory (Chapter 27, Section 27-42), and adjudicative
2548 (Chapter 28). The University Ombud is available for consultation and advice. Cases subject to these
2549 proceedings may include allegations of unlawful discrimination because of race, religion, color, sex,
2550 national origin, age, handicap, sexual orientation, or status as a disabled or Vietnam era veteran. These
2551 proceedings serve to protect the rights both of the individual concerned and the University. In a larger
2552 sense they fulfill an important role in protecting the academic profession from infringement of the
2553 prerogatives necessary for its proper functioning; and by the same token they protect these rights and the
2554 status of the academic profession in our society by assuring that the prerogatives are not demeaned
2555 through misuse as a shelter for incompetence or neglect of duty.

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2557

2558 **Section 24-86 25-63-Dismissal of a Nontenured Faculty Member**

2559

2560 A nontenured faculty member may be dismissed prior to the expiration of the period for which she or he
2561 was appointed for the grounds stated in Section 24-82, and in such cases the procedure described in
2562 Section 24-26 shall be followed, or for reasons of program elimination, and in such cases the procedure
2563 described in Section 24-83 shall be followed; or for reasons of financial emergency, in which cases the
2564 procedure described in Chapter 26, Section 26-31 shall be followed.

2565
2566

2567 **Section 24-87 25-64-Discriminatory Reduction in Pay or Improper Non-Reappointment**

2568

2569 A. Procedures Available for Review and Resolution

2570

2571 In a case in which a tenured or non-tenured faculty member alleges that he or she has suffered
2572 discriminatory reduction in pay, or in which a non-tenured faculty member alleges violation of the
2573 Faculty Code in connection with his or her non-reappointment, including denial of tenure, the faculty
2574 member making the allegation may engage in the administrative and conciliatory proceedings of
2575 Chapter 27. He or she may file a petition for review with the Chair of the Adjudication Panel and the
2576 Secretary of the Faculty, in which case the procedures set forth in Chapter 28 shall be followed. The
2577 petition for review may include allegations of unlawful discrimination because of race, religion, color,
2578 sex, national origin, age, handicap, sexual orientation, or status as a disabled or Vietnam era veteran.

2579

2580 B. Burden of Proof

2581

2582 The procedures set forth in Section 24-85 shall be followed. The burden of proof shall rest with the
2583 faculty member making the allegation.

Approved by:
Senate Executive Committee
April 4, 2016

Approved by:
Faculty Senate
April 21, 2016

Approved by:
Senate Executive Committee
April 19, 2016