

**Class A Legislation.
Proposed Amendments to the Faculty Code regarding the faculty salary policy.**

Rationale for proposed Class A legislation: Chapter's 24 and 25, "Appointment and Promotion of Faculty Members" and "Tenure of the Faculty" (which are combined into a single Chapter 24, "Appointment Provisions of the Faculty", by this proposed change)

The current salary policy has the following stated goal: "The fundamental purpose of the University of Washington Faculty Salary Policy is to allow the University to recruit and retain the best faculty." This work grew out of a general feeling that the current policy was not living up to the second part of this goal – retention. In particular, the phenomenon of salary compression was thought to be widespread – new hires were coming in at salaries that were close to or in some cases above their senior colleagues. As our peer institutions were giving better raises on average, UW left itself more open to poaching than it might otherwise have.

The current faculty code provides for regular and additional merit raises that usually total 3%-4% for most years. The proposed changes add *tiers* for members of the faculty who are appointed as tenure track, WOT track, or research professorial track, or as full-time lecturers, full-time senior lecturers, principal lecturers, artists in residence, or senior artists in residence (24-35). A member of the faculty performing normally is expected to advance a tier every four years on average (24-35 H). A tier raise is proposed to be 8% (though it is capped at 8% of the average faculty salary).

Further, each year, meritorious faculty will receive a market adjustment, which is in the amount of the percentage increase in the CPI-U (US Consumer price index for all urban consumers). Draft EO 65 sets the Tier and market adjustment sizes. The proposed faculty code changes and the draft EO allow for modifications on a by-unit or by-school basis of these numbers within limits (EO 65, 24-72 B).

There is also a provision for Variable Adjustments, which will be made available when possible, and have a lot of flexibility as to how they are applied (24-72 I). They are designed to address inappropriate salary differences between peers at the university to individual level. To keep track with peer institutions, this means about 1% per year on average (in addition to the CPI-U above).

Promotions (and their timing) are not affected by this policy. Promotion raises are 12% in the current draft EO.

Retention offers are not affected directly by the proposed changes, though it is hoped the need for them will be reduced by this policy (24-72 K). Further it is hoped that the codifying of tier advancements and raises will increase the likelihood that salaries recaptured by retirement are redirected back into faculty salaries. If a retention offer occurs, it is expected that a tier advancement will also occur commensurate with the size of the retention offer.

The decision for tier advancement is made after a collegial performance review (24-62). This is meant to be a careful review by peers, and does not require outside letters as does a full promotion review. It is possible to delegate a performance review to a committee of faculty in the unit (24-62 C). Each faculty member will have a planning conference with the chair on a schedule determined by rank (at least every four years for full professors and principal lecturers, every two years for associate professors, senior lecturers, and senior artists in residence, and every year for others). After the planning conference, a collegial review may be initiated by either the faculty member or the chair, and in any case no later than five years after the previous review. An individual faculty member may request an early planning conference and/or an early collegial review at any time.

Tiers 7, 8, and 9 of the Professor rank are special, reserved for exceptional members of the faculty (24-35 I). Tier advancement to tier 7 of professor requires a careful review, including external letters. Finally, there are three time periods: pre-transition, transition (1 year), and post-transition. During the pre-transition period, which would start with the approval of this legislation, the faculty salary policy operates under the same rules as the faculty does currently. During the transition period all faculty will have their

collegial review schedules set and those who are meritorious will receive a transition raise whose size depends on the time of their post transition review (24-77 ~~E-D~~).

Every attempt was made to keep the code policy neutral, except where the new policy forced changes. In many cases the old code language was copied to new locations. The proposal uses the standard formatting to indicate this: underlined text is new, ~~strikeout~~ is deleted, and double underline is existing language (that has been moved). As chapters 24 and 25 have been combined, there is a lot of moved code.

Here is a brief summary of new and deleted or significantly altered sections:

1. 24-25 – Note that the Conflict of Interest is being considered in separate Class A legislation. Whatever the outcome of that process will be reflected here.
2. 24-35 – New section defining what ranks have associated tiers and how faculty progress across tiers and promotions.
3. 24-55 – Make it clear how collegial reviews fit into the procedure for promotions; one possible outcome of the collegial review is a recommendation for promotion, which will trigger a promotion review.
4. 24-60/24-61 – 24-60 is now a heading, and also contains the proposed removal of the old 24-55 “Procedure for Salary Increases based Upon Merit”. 24-61 details the process by which reviews occur, documentation, etc. - and contains a good deal of the code (reworded and clarified) from the old merit review section.
5. 24-62 Describes collegial performance reviews.
6. 24-63 Consequences of unsatisfactory performance was updated to reflect the new tier system and also clarified. It is also made explicit what section of the code to follow if no resolution can be attained by the procedure detailed here (25-71 D – as this is the current practice).
7. 24-71 Statement of principles of the faculty salary policy
8. 27-72 How salary increases are allocated (including provisions for per-unit customization). Includes details on each type of possible raise.
9. 24-73 Details how the transition to the new policy will proceed. This code and code sections after concerning the pre-transition or transitions periods will be removed automatically as they become irrelevant.
10. 24-74/75/76 Pre-transition code – which is a copy of the current code for merit raises and reviews.
11. 24-77 Details the transition period, how tiers will be assigned, transition raises, and assignment of each faculty member’s first collegial review.

University of Washington
Faculty Code and Governance
Faculty Code

Chapter 24

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

Part 24-10 21-01 Statutory Provisions and Regent Statement Relating to Faculty

Section 24-11 Statute Relating to Faculty

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

Section 24-11-12 25-01 Statute Relating to Tenure

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

Section 24-12-13 25-11 Statement of Policy by the Board of Regents

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

Part Section 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.

A. Scholarship

Scholarship, the essence of effective teaching and research, is the obligation of all members of the faculty. The scholarship of faculty members may be judged by the character of their advanced degrees and by their contribution to knowledge in the form of publication and instruction; it is

Commented [NLB1]: Advisory Committee on Faculty Code and Regulations.

Commented [RGD2]: This first Part, however, contained an RCW citation which doesn't conform to the other "Part" titles. Another section should therefore be set up for the orphan RCW citation (by renumbering Sections 24-11 and 24-12).

Commented [RGD3]: This section title, although in the current code, does not pertain to tenure per se, but rather to the relationship of the Board of Regents to the faculty and should, therefore, be changed.

Commented [RGD4]: This policy *does* have to do with tenure. The section header should be changed to clarify the subject matter.

49 reflected not only in their reputation among other scholars and professionals but in the performance
50 of their students.

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52 B. Inquiry and Research

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

61
62 Important elements in evaluating the scholarly ability and attainments of faculty members include
63 the range and variety of their intellectual interests; the receipt of grants, awards, and fellowships;
64 the professional and/or public impact of their work; and their success in directing productive work by
65 advanced students and in training graduate and professional students in scholarly methods. Other
66 important elements of scholarly achievement include involvement in and contributions to
67 interdisciplinary research and teaching; participation and leadership in professional associations
68 and in the editing of professional journals; the judgment of professional colleagues; and
69 membership on boards and committees. In all these, contributions that address diversity and equal
70 opportunity may be included.

71
72 C. Scope of Instruction

73
74 The scope of faculty teaching is broader than conventional classroom instruction; it comprises a
75 variety of teaching formats and media, including undergraduate and graduate instruction for
76 matriculated students, and special training or educational outreach. The educational function of a
77 university requires faculty who can teach effectively. Instruction must be judged according to its
78 essential purposes and the conditions which they impose. Some elements in assessing effective
79 teaching include:

- 80
- 81 • The ability to organize and conduct a course of study appropriate to the level of instruction
82 and the nature of the subject matter;
- 83
- 84 • The consistency with which the teacher brings to the students the latest research findings
85 and professional debates within the discipline;
- 86
- 87 • The ability to stimulate intellectual inquiry so that students develop the skills to examine and
88 evaluate ideas and arguments;
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- 90 • The extent to which the teacher encourages discussion and debate which enables the
91 students to articulate the ideas they are exploring;
- 92
- 93 • The degree to which teaching strategies that encourage the educational advancement of
94 students from all backgrounds and life experiences are utilized;
- 95
- 96 • The availability of the teacher to the student beyond the classroom environment; and
- 97
- 98 • The regularity with which the teacher examines or reexamines the organization and readings
99 for a course of study and explores new approaches to effective educational methods.

100
101 A major activity related to teaching is the instructor's participation in academic advising and
102 counseling, whether this takes the form of assisting students to select courses or discussing the
103 students' long-range goals. The assessment of teaching effectiveness shall include student and

104 faculty evaluation. Where possible, measures of student achievements in terms of their academic
 105 and professional careers, life skills, and citizenship should be considered.

107 D. Professional ~~Advancement and Public Service~~

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

115 E. ~~Public Service~~

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

125 F. ~~Competence~~

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

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

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

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

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

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

Commented [RGD5]: Placeholder subsection headers have now been reviewed and revised as needed—with changes shown only where it was necessary to clarify the revision.

Commented [RGD6]: Separate Subsections E and F are eliminated and these paragraphs remain as part of Subsection D above.

Commented [RGD7]: Whenever the transition sections of this chapter have been implemented, references to “merit” and/or “meritorious” elsewhere in the code must be reviewed for potential housekeeping changes.

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

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

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174 **Footnote: Faculty/Student Relationships and Conflicts of Interest**

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

180
181 The faculty's decision-making responsibilities should not restrict the faculty's rights as citizens, including
182 the personal rights of association and expression, unless the exercise of those freedoms conflicts with the
183 institutional necessity of impartiality in academic and employment decisions. In that case, the faculty
184 member must restrict his or her participation in such decisions.

185
186 State law and University rules preclude a faculty member from participating in decisions which directly
187 benefit a member of his or her family. The same rules should apply to decisions involving sexual or
188 romantic relationships between faculty and students, since these relationships, like formal family
189 relationships, may call into question the ability of the faculty member to assess the performance of
190 another solely on academic or professional merit.

191
192 Romantic or sexual relationships between faculty and students may in some instances infringe on the
193 rights of that student or other students or colleagues. The possibility of sexual harassment may arise, if
194 the faculty member's immediate power to influence a student's academic progress brings into question
195 the ability of the student genuinely to consent freely to the relationship. The possibility of impeding the
196 student's academic or professional progress may also arise if the faculty member is already in a position
197 of significant decision-making authority with respect to the student, since the faculty member must abstain
198 from further participation in such decisions, thereby denying the student access to the faculty member's
199 professional assessment. The possibility of an unwelcome, hostile or offensive academic environment
200 may also arise if the faculty member fails clearly to separate personal interests from his or her
201 professional decision-making.

202
203 Faculty members should be aware that the harms listed above do not arise only from existing
204 relationships, but may also arise if an individual in a position of authority to a student makes overt sexual
205 or romantic advances upon that student. Even if the advances are welcome, the faculty member should
206 remove him or herself from the teaching or supervisory role, which may impede the student's academic
207 progress. If the advances are unwelcome, the student may suffer unneeded stress, and the academic
208 relationship may suffer.

209
210 **NOW, THEREFORE, BE IT RESOLVED** by the Faculty Senate of the University of Washington, that no
211 faculty member, teaching assistant, research assistant, department chair, dean, or other administrative
212 officer should vote, make recommendations, or in any other way participate in the decision of any matter
213 which may directly affect the employment, promotion, academic status or evaluation of a student with
214 whom he or she has or has had a familial, sexual, or romantic relationship.

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

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

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

The procedures set forth in this chapter shall apply in all cases, except that no faculty member, department chair, dean, or other administrative officer shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the appointment, tenure, promotion or other status or interest of such person's parent, child, spouse, household member, sibling, or in-law. [See also Executive Order No. 32.]

Section 24-26 25-71 Standard of Conduct

A. Obligation to Comply with University Rules and Regulations

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

B. Allegations of Research Misconduct

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

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

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

D. Other Allegations

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

1. The department chair or the dean in a non-departmentalized school or college shall inform the faculty member of the nature and specific content of the alleged violation and shall offer to discuss the alleged violation with the faculty member and with the party raising the issue. The faculty member and the party raising the issue may each be accompanied by one person. The

271 matter may be concluded at this point by the mutual consent of all parties.

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

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

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298 If, after engaging in the procedures specified in Subsection B or D.3 above, the dean concludes

299 that further action is warranted, he or she shall deliver to the Provost a written record stating that

300 reasonable cause exists to adjudicate charges of wrongdoing brought against the faculty member,

301 with enough of the underlying facts to inform the Provost of the reasons for this conclusion. Upon

302 filing of the written report with the Provost, the case shall be decided in the manner prescribed in

303 Chapter 28.

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

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

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310 A. Qualifications for Appointment at Specific Ranks

311

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

- 323
324 B. Qualifications for Appointments with Specific Titles
325
326 1. Lecturer and artist in residence are *instructional* titles that may be conferred on persons who have
327 special instructional roles. Appointments may be renewed pursuant to Section 24–43.
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329 2. Senior lecturer and senior artist in residence are *instructional* titles that may be conferred on
330 persons who have special instructional roles and who have extensive training, competence, and
331 experience in their discipline. Appointments may be renewed pursuant to Section 24–43.
332
333 3. Principal lecturer is an *instructional* title that may be conferred on persons whose excellence in
334 instruction is recognized through appropriate awards, distinctions, or major contributions to their
335 field. Appointments may be renewed pursuant to Section 24–43.
336
337 4. Appointment to one of the ranks in Subsection A with a *research* title requires qualifications
338 corresponding to those prescribed for that rank, with primary emphasis upon research. Tenure is
339 not acquired through service in research appointments.
340
341 Research professor and research associate professor appointments are term appointments for a
342 period not to exceed five years. The question of their renewal shall be considered by the voting
343 faculty who are superior in academic rank to the person being considered and are faculty of the
344 department (or undepartmentalized college or school) in which the appointments are held, except
345 that the voting faculty at rank of professor shall consider whether to recommend renewal or non-
346 renewal of the appointment of a research professor. Such consideration shall be conducted in
347 accord with the provisions of Section 24–43.
348
349 Research assistant professor appointments are for a term not to exceed three years with
350 renewals and extensions to a maximum of eight years (see Section 24–44, Subsection GE.) The
351 question of their renewal shall be considered by the faculty who are superior in academic rank to
352 the person being considered and are faculty of the department (or undepartmentalized college or
353 school) in which the appointments are held. Such consideration shall be conducted in accord with
354 the provisions of Section 24–44.
355
356 Research associate appointments are for a term not to exceed three years, with renewals to a
357 maximum of six years. The question of their renewal shall be considered by the faculty who are
358 superior in academic rank to the person being considered and are faculty of the department (or
359 undepartmentalized college or school) in which the appointments are held. Such consideration
360 shall be conducted in accord with the provisions of Section 24–43.
361
362 Research faculty titles and the qualifications for them are described in Section 24–32.
363
364 5. Appointment with the title of *professor of practice* is made to a person who is a distinguished
365 practitioner or distinguished academician, and who has had a major impact on a field important to
366 the University's teaching, research, and/or service mission.
367
368 Professor of practice appointments are term appointments for a period not to exceed five years.
369 The question of their renewal shall be considered by the voting faculty who are superior in
370 academic rank and are faculty of the department (or undepartmentalized college or school) in
371 which the appointments are held. Such consideration shall be conducted in accord with the
372 provisions of Section 24-43. This title is available to address a unique appointment need and is
373 intended to be sparingly used. Tenure is not acquired through service in this title.
374
375 6. Appointment with the title of instructor is made to a person who has completed professional
376 training, in many fields marked by the Ph.D., and is fulfilling a temporary, clinical, or affiliate
377 instructional need, or is in a temporary transition period between post-doctoral training and

- 378 mentoring and entry into the professorial ranks. These appointments are limited to acting, affiliate,
379 or clinical.
380
- 381 7. An affiliate appointment requires qualifications comparable to those required for appointment to
382 the corresponding rank or title. It recognizes the professional contribution of an individual whose
383 principal employment responsibilities lie outside the colleges or schools of the University. Affiliate
384 appointments are annual; the question of their renewal shall be considered each year by the
385 faculty of the department (or undepartmentalized college or school) in which they are held.
386
- 387 8. An adjunct appointment is made only to a faculty member (including one in a research
388 professorial rank) already holding a primary appointment in another department. This
389 appointment recognizes the contributions of a member of the faculty to a secondary department.
390 Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the
391 secondary department. These appointments are annual; the question of their renewal shall be
392 considered each year by the faculty of the secondary department.
393
- 394 9. A joint appointment recognizes a faculty member's long-term commitment to, and participation in,
395 two or more departments. A joint appointment may be discontinued only with the concurrence of
396 the faculty member and the appointing departments. One department shall be designated the
397 primary department and the others secondary, and this designation can be changed only with the
398 concurrence of the faculty member and the appointing departments. Personnel determinations
399 (salaries, promotions, leave, etc.) originate with the primary department, but may be proposed by
400 the secondary department(s), and all actions must have the concurrence of the secondary
401 department(s). A faculty member who has the privilege of participation in governance and voting
402 in the primary department may arrange with the secondary department(s) either to participate or
403 not to participate in governance and voting in the secondary department(s). This agreement must
404 be in writing and will be used for determining the quorum for faculty votes. The agreement can be
405 revised with the concurrence of the faculty member and the department involved.
406
- 407 10. A clinical appointment in the appropriate rank or title is usually made to a person who holds a
408 primary appointment with an outside agency or non-academic unit of the University, or who is in
409 private practice. Clinical faculty make substantial contributions to University programs through
410 their expertise, interest, and motivation to work with the faculty in preparing and assisting with the
411 instruction of students in practicum settings. Clinical appointments are annual; the question of
412 their renewal shall be considered each year by the faculty of the department (or
413 undepartmentalized college or school) in which they are held.
414
- 415 11. Appointment with the title of teaching associate is made to a non-student with credentials more
416 limited than those required of an instructor. Teaching associate appointments are annual, or
417 shorter; the question of their renewal shall be considered each year by the faculty of the
418 department (or undepartmentalized college or school) in which they are held.
419
- 420 12. The emeritus appointment is recommended by departmental action for a regular, WOT, research
421 or clinical faculty member who has retired under the UW Retirement Plan or is receiving benefits
422 as if he or she retired under another state of Washington retirement plan and whose scholarly,
423 teaching, or service record has been meritorious. Such a recommendation requires approval by
424 the college dean and the President of the University. The normal criteria for appointment with the
425 emeritus title are at least ten years of prior service as a member of the faculty and achievement of
426 the rank of professor or associate professor. Under certain circumstances the President may
427 grant emeritus status to an administrator at the level of dean or vice president, or at other levels if
428 deemed appropriate.
429
- 430 13. The acting title denotes a temporary appointment for properly qualified persons in the instructor
431 title or at the professorial ranks. It commonly is used for persons who are on the faculty for a year
432 or less or for persons who have not yet completed the requirements for a regular appointment. In
433 the latter case, the acting title is dropped when the requirements are completed. The total service

- 434 of a faculty member with an acting appointment may not exceed four years in any single rank or
435 title, or six years in any combination of ranks or titles. A faculty member whose appointment as
436 assistant professor has not been renewed may not be given an acting appointment.
437
- 438 14. Appointment to one of the ranks in Subsection A with a visiting title indicates that the appointee
439 holds a professorial position at another institution of higher learning and is temporarily employed
440 by the University. An employee who does not hold a professorial position elsewhere, but who is
441 otherwise qualified, may be designated as a visiting lecturer.
442
- 443 15. The visiting scholar title is an honorary title awarded to persons who hold professorial (including
444 research titles) positions at other institutions and who are visiting the University but who are not
445 employed by the University during their stay. The purpose of this title is recognition of the visitor's
446 presence at the University, and to make University facilities and privileges (library, etc.) available.
447

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

449 A. Research Titles

450
451 Research titles designate appointments for faculty whose primary responsibility is research. The
452 research titles are:

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

457 B. Research Professor, Research Associate Professor, and Research Assistant Professor

458
459 Research professors, research associate professors, and research assistant professors are eligible
460 for appointment to the graduate faculty, are expected to take active roles in generating research
461 funding, and are eligible to act as principal investigators for grants and contracts. Research faculty
462 may participate in the regular instructional program but are not required to do so, except insofar as
463 required by their funding source.

464 C. Research Associate

465
466 Research associate is considered a junior rank equivalent to instructor. This junior faculty
467 appointment, which requires the same qualifications as those of an instructor, normally serves to
468 advance the competence of a person who has recently completed higher professional training, in
469 most fields marked by a doctoral degree. Appointees will work under the direction of principal
470 investigators for the benefit of the research programs, the department's educational program, and
471 their own professional growth. Research associates may not be principal investigators on research
472 grants or contracts.

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

474 A. Professor or Associate Professor (WOT)

475
476 A professor or associate professor without tenure by reason of funding (WOT) is qualified for tenure
477 by virtue of rank. Such a faculty member holds his or her appointment on a continuing basis. The
478 term of appointment of an assistant professor WOT is governed by Section 24–44, Subsections A
479 and D.

489 B. WOT Faculty Rights, Responsibilities, and Obligations

490
491 Faculty appointed WOT do not hold tenure because all or part of his or her annual University-
492 administered salary is derived from sources other than regularly appropriated state funds. Except for
493 this distinction, WOT faculty members have the same rights, responsibilities, and obligations as
494 tenure-track and tenured faculty members at those ranks. The description of their duties and
495 qualifications for promotion and salary increases for reasons of merit are the same. Except for
496 termination of funding as defined in Section 24-44, Subsection J, or for reasons of program
497 elimination (see Section 24-83), such faculty members are not subject to removal, or discriminatory
498 reduction in salary, except for cause (see Section 24-82.)
499

500 C. WOT Faculty—~~Voting Status~~ Integration into Research, Instruction, and Service

501
502 Faculty members WOT are expected to be integrated fully into the research, instructional, and service
503 activities of their departments, schools, and colleges, warranting their status as voting members of
504 the University. This expectation is the basis for their appointment being continuing and distinguishes
505 such faculty from other non-tenured and term appointments (see Section 24-44.)
506

507 D. WOT Faculty—~~Written Understanding~~ Funding Support

508
509 Faculty members WOT have their salaries supported from a variety of department, school, and
510 college resources, including, but not limited to, state funds, grant and contract funds, departmental,
511 clinical and service funds. As defined in Section 24-61, faculty member's WOT shall have a written
512 understanding with the chair describing their duties to be performed to meet the department's
513 missions. This understanding will specify the sources, distributions and levels of funds supporting
514 their salaries for these purposes. Salary funding shall be related to the faculty member's involvement
515 in these departmental activities. Classroom instructional duties shall be supported from
516 departmentally administered funds.
517

518 E. WOT Faculty—Identifying and Evaluating Alternative Salary Sources

519
520 To maintain the integration of WOT faculty members in the ongoing activities of the appointing unit
521 during a temporary lapse in funding sources, appointing departments, schools, or colleges shall
522 develop a process to identify and evaluate the availability of alternative salary sources. This process
523 shall be recorded with the dean's office of the appropriate unit and the dean's office shall forward the
524 policy to the Secretary of the Faculty. Should alternative resources be made available, a new version
525 of the understanding specified in Subsection D shall be required.
526

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

528
529 Persons giving instruction in extension classes offered for academic credit shall have scholarly and
530 professional qualifications equivalent to those required for the teaching of regular University classes.
531

532 **Section 24-35 Tiers and Tier Advancement**533 A. Tiers ~~Definition~~ Generally

534
535
536
537 Tiers are levels within ranks and titles that reflect continuing achievement in scholarship and
538 research, teaching, and service, commensurate with the expectations for faculty members with a
539 given rank and title in the appointing unit, as more fully described below.
540

541 B. Professional-Professorial Tiers

542
543 Within the professorial ranks the following tiers are established:
544

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

548
549 C. Lecturer Tiers

550 Within the Lecturer titles the following tiers are established:

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

554
555
556 D. Artist in Residence Tiers

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

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

560
561
562 E. Eligibility for Tier Advancement

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

567
568
569 F. Initial Appointment Tier

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

578
579
580 G. Advancement of a Tier-Eligible Assistant Professor

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

584
585
586 H. Advancement of All Other Tier-Eligible Faculty

587 For all tier-eligible faculty members other than Assistant Professors, to receive an advancement from
588 one tier to a higher tier (with the exception of advancement to Professor Tiers 7 and higher,
589 described in subsection I below) depends on a finding that the individual faculty member's recent
590 record of performance reflects continued achievement in scholarship and research, teaching, and
591 service at a level that is commensurate with the high expectations of the university and of the
592 faculty member's academic appointing unit for a faculty member at a similar stage of his or her
593 university career. The relative weights of these criteria for each individual faculty member may be
594 adjusted from time to time as described in Section 24-3222. A tier advancement should be
595 awarded when a faculty member's accomplishments since the most recent previous
596 appointment, promotion, or tier advancement are commensurate with that of a typical
597 UW faculty member in the field over the course of about four years. Because this is a
598 performance-based system, the rate of tier advancement will differ from one individual to the next.
599

600 with some being advanced more frequently than the average and some less, when compared with
601 the achievement of the appropriate comparators over the course of about four years. For the same
602 reason, individuals may experience different frequencies of tier advancement at different times
603 during their career.

604
605 I. Advancement to Professor Tier 7 or Higher

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

614
615
616 J. Tier Advancement—Unusual Circumstances

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

620
621
622 K. Administrator Exemption from the Tier System

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

634
635
636
637 **Part 24-40 Appointment Policies and Procedures**

638
639 **Section 24-41 24-51 Responsibility for Appointments**

640
641 A. Responsibility for Recommendations to the Regents of Faculty Appointments

642 The President and the appropriate college or school faculty share responsibility for recommending
643 faculty appointments to the Regents. Full and discriminating consideration by that faculty of the
644 scholarly and professional character and qualifications of a proposed appointee is essential in an
645 effective appointment procedure.

646
647
648 B. Careful Judgment Assessment of Suitability of Prospective Appointees

649 The appropriate faculty, therefore, shall carefully judge the scholarly and professional character and
650 qualifications of a prospective appointee, shall determine from all available evidence his or her
651 suitability for employment, and shall provide the Regents, through the President, with the information
652 needed for a wise decision.

653
654
655

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

657

658 A. **Appointment Committee Dependent Upon Level of Role in Appointment Recommendations**

659

Faculty recommendations of appointments are ordinarily rendered through committees, and the procedure depends upon the level of appointment.

662

1. For recommendation of a departmental appointment other than that of chair, the department members act as an advisory appointment committee. A department may delegate this responsibility to a departmental committee.

664

2. A committee responsible for recommending the appointment of a department chair should be an ad hoc committee appointed by the dean of the appropriate college, or if the President so desires, by the President.

666

3. A committee responsible for recommending the appointment of a dean should be an ad hoc committee appointed by the President.

668

669 B. **Duty of Appointment Committee**

670

The duty of an appointment committee is to search for suitable candidates, to study and determine their qualifications (Sections 24-22, 24-23, 24-31, 24-32 and 24-34), and to obtain and evaluate all data related to the problem of appointment. When, after such a study, the committee finds a candidate or candidates who appear to be qualified it shall transmit its information and recommendation to:

681

1. The department chair, if the appointment is to be a departmental one other than that of chair, or

682

2. The appropriate dean, if the appointment is to be one of a department chair, or

683

3. The President, if the appointment is to be one of a dean.

684

685 C. **Administrator Role in Appointment Committee Procedures-Recommendations**

686

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

687

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

689

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

700

- 712 After considering the evidence, the department may then either reaffirm its original
 713 recommendation, or transmit a new one. After the department's final recommendation has been
 714 sent to the dean, the dean shall make a decision concerning the appointment and, if an
 715 appointment is to be recommended, shall transmit it together with the final recommendation of the
 716 department and the recommendation of the chair to the President.
 717 2. If the appointment is to be one of a department chair, the dean shall deal directly with the
 718 appointment committee in making the decision. The department concerned shall be consulted in
 719 making the appointment, but a formal vote is not required.
 720
 721 3. If the appointment is to be one of a dean, the President shall deal directly with the appointment
 722 committee in making the decision.
 723
 724

725 Section 24–43 24-53 Procedure for Renewal of Appointments

726
 727 When it is time to decide upon renewal of a nontenure appointment to the faculty (Section 24–44 whether
 728 tier-eligible or not, the procedure described below shall be followed.
 729

730 A. Voting-Faculty Recommendation

731
 732 The voting members of the appropriate department (or undepartmentalized college or school) who
 733 are superior in academic rank or title to the person under consideration shall decide whether to
 734 recommend renewal or termination of the appointment. Research faculty shall be considered by
 735 voting faculty who are superior in rank to the person under consideration, except that the voting
 736 faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the
 737 appointment of a research professor. Faculty with instructional titles outlined in Section 24–31,
 738 Subsection B shall be considered by voting faculty who hold a professorial rank or instructional title
 739 superior to the person under consideration. The voting faculty of an academic unit may, by majority
 740 vote, delegate authority to recommend the renewal of ~~affiliate or clinical faculty, research associate,~~
 741 ~~or annual or quarterly part-time lecturer appointments~~ affiliate or clinical faculty, research associate,
 742 ~~or annual or quarterly part-time lecturer appointments~~ ~~faculty members who are not tier-eligible to an~~
 743 ~~elect~~ committee of its voting faculty, according to Section 24-62, Subsecion C. In an
 744 ~~undepartmentalized college or school, this delegation may be made to an elected committee of its~~
 745 ~~voting faculty. In an undepartmentalized college or school this delegation may be made to an elected~~
 746 ~~committee of its voting faculty. The delegation:~~
 747

- 748 1. Does not alter faculty rank requirements for considering appointment renewals, and
- 749 2. Shall expire one calendar year after it is made.

752 B. The Chair's Recommendation to the Dean

753
 754 If this recommendation is a departmental one, the chair shall transmit it to the dean. If the chair does
 755 not concur in the recommendation he or she may also submit a separate recommendation.
 756

757 C. Time Limitations-The Dean's Decision

758
 759 The dean shall decide the matter within the time prescribed in Section 24–44 and inform the faculty
 760 member concerned of the decision.
 761

762 D. Written Statement of Reasons for Non-Renewal

763
 764 If a faculty member requests a written statement of the reasons for the non-renewal of his or her
 765 appointment, the dean shall supply such a written statement within 30 days.

Commented [RGD8]: Avoiding modification to the current code.

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

767

768 A. Assistant Professor

769

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

778

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

781

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

783

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

786

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

788

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

791

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

793

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

796

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

799

800 B. Lecturer and Artist in Residence

801

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

804

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

807

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

811

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

814

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

820

- 821 4. A renewal decision in accord with Subsection B.3 above is not required where an initial
822 appointment of a full-time lecturer, artist in residence, senior artist in residence, senior lecturer, or
823 principal lecturer is for one year or less and the appointment is identified at the time of
824 appointment as not eligible for renewal.
825
- 826 5. Part-time appointments as lecturer, artist in residence, senior lecturer, principal lecturer, and
827 senior artist in residence are for the period stated in the letter of appointment. If such
828 appointments are to be renewed the procedures in Section 24-43 shall be followed in a timely
829 manner with knowledge of funding availability and staffing needs.
830

831 ~~C.~~ Senior Lecturer, Senior Artist in Residence, and Principal Lecturer
832

- 833 6. A full-time lecturer, artist in residence, or senior lecturer may, prior to expiration of an existing
834 appointment, be considered for appointment as, or promotion to, a senior lecturer, senior artist in
835 residence, or principal lecturer, respectively.
836

837 ~~D.C.~~ Assistant Professors on Other than State-Appropriated Funds
838

839 Notwithstanding the provisions of Subsection A, appointments of assistant professors who are
840 supported by other than state-appropriated funds are subject to termination should the supporting
841 agency fail to continue the funding for the appointment, provided that the assistant professor
842 supported by other than state-appropriated funds is advised in writing prior to commencement of his
843 or her appointment that such appointment is at all times subject to the continued availability of grant
844 or contract funds.
845

846 ~~E.D.~~ Less than 50% of Full-Time Status
847

848 The first appointment or the reappointment of a faculty member to less than 50% of full-time status
849 shall be made on an annual, or shorter, basis. A faculty member who is appointed to a position with
850 less than 50% of full-time status shall not accumulate eligibility toward tenure.
851

852 ~~F.E.~~ Research Assistant Professor
853

854 The first appointment or the reappointment of a research assistant professor is for a basic period of
855 three years, subject to earlier dismissal for cause. Research assistant professors may not be
856 reappointed more than once, except that a research assistant professor who does not receive
857 promotion in rank must receive a terminal year of appointment. Procedures governing the
858 reappointment of research assistant professors are as follows:
859

- 860 1. During the second year of the initial appointment, the dean of the research assistant professor's
861 college or school shall decide whether:
 - 862 a. The appointment is to be renewed under the above provision for reappointment;
 - 863 b. The appointment is not to be renewed beyond the initial three-year period, in which case the
864 appointment will cease at the end of the third year; or
 - 865 c. The decision concerning the appointment is to be postponed to the following year.
 - 866 2. Should the above decision result in a postponement, during the third year of the initial
867 appointment the dean shall decide whether:
 - 868 a. The appointment is to be renewed under the above provision for reappointment or
869
 - 870 b. The appointment is not to be renewed; if it is not renewed, the basic appointment is extended
871 to include a fourth and terminal year.
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900
3. Not later than the end of the third year of a second appointment, the dean of the research assistant professor's college or school shall decide whether:
 - a. The research assistant professor is to be appointed as research associate professor, associate professor without tenure by reason of funding or associate professor with tenure:
 - b. The appointment is to cease at the end of the following year; or
 - c. The decision concerning the appointment is to be postponed to the following year. In cases b and c the appointment is extended by one year.
 4. Should the above decision result in a postponement, during the extension year of a second appointment, the dean of the research assistant professor's college or school shall decide whether:
 - a. The research assistant professor is to be appointed as research associate professor, associate professor without tenure by reason of funding or associate professor with tenure, or
 - b. The appointment is to cease; in which case the basic appointment is extended by one year.
 5. The dean shall inform the professor in writing within 30 days of any decision made pursuant to this section.

901 ~~G~~.F. Research Associate Professor, Research Professor or Professor of Practice

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904
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910

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

911 ~~H~~.G. Research Assistant Professor—Reasons for Removal

912
913
914
915
916

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

917 ~~I~~.H. Research Professor and Research Associate Professors—Reasons for Removal

918
919
920
921
922

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

923 ~~J~~.I. Termination of Funding

924
925
926
927
928

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

929 ~~K~~.J. Research Assistant Professor—Unusual Cases

930
931
932

In unusual cases, an individual may be appointed to the title of research assistant professor when there is no known funding to support the appointment. The department and dean shall determine that

933 the individual will seek external funding to support his or her appointment. Such appointments shall
 934 be made on an annual or shorter basis, and may be renewed annually upon evidence of research
 935 grant or contract pursuit activity. Upon receipt of salary funding support, said appointments shall be
 936 converted to initial three-year appointments in conformance with Subsection G.
 937

938 L-K. Procedures for Renewal and Promotion

939
 940 The procedures prescribed in Section 24–84–43 for renewal of appointments and in Section 24–55 for
 941 Procedure for Promotion shall govern actions taken under this section.
 942

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

945
 946 A. Professor or Research Professor—Documentation of Part-Time Professorial Appointments
 947

948 The University may appoint faculty to professorial or research professorial ranks (see Section 24–31,
 949 Subsections A.1 through A.3 and Subsection B.4) on less than a full-time basis. The percentage of
 950 appointment at the time of hire shall be documented by the department chair (or dean in an
 951 undepartmentalized school or college) and clearly communicated in writing to the faculty member.
 952

953 B. Part-Time Assistant Professor—First Appointment Period
 954

955 The first appointment of a part-time assistant professor at 50% or greater of full-time shall be for a
 956 basic period of three years, subject to earlier dismissal for cause. In Spring Quarter of the second
 957 year of appointment, the dean of the assistant professor's college or school shall decide whether:
 958

- 959 1. The appointment is to be renewed;
- 960
- 961 2. The appointment is not to be renewed beyond the three-year period, in which case the assistant
 962 professor will be notified that the appointment ceases at the end of the third year; or
- 963
- 964 3. The decision concerning reappointment is postponed to the following year, in which case the
 965 assistant professor will be notified that the three-year appointment is extended to include a fourth
 966 year.
 967

968 C. Part-Time Assistant Professor—Reappointment Postponement
 969

970 Should the decision in Subsection B above result in a postponement, during Spring Quarter of the
 971 third year the dean shall decide whether:
 972

- 973 1. The appointment is to be renewed for a further period consistent with Subsection D below; or
- 974
- 975 2. The appointment is not to be renewed, in which case the assistant professor shall be notified that
 976 the appointment ceases at the end of the fourth year.
 977

978 D. Part-Time Assistant Professor—~~Renewal Appointments~~ Second Appointment Period
 979

980 Should the initial appointment of a part-time assistant professor be renewed pursuant to Subsection
 981 B or C above, the following renewal periods pertain to the second appointment:
 982

- 983 1. For part-time assistant professors who hold appointments of 90% time and above, the second
 984 appointment period shall be for three years.
 985
- 986 2. For part-time assistant professors who hold appointments between 70% and 89%, the second
 987 appointment shall be for four years.
 988

Commented [RGD9]: Note that although Section 24-45 has not been renumbered in this proposed revision, it appears without the double underline to indicate movement from another location.

- 989 3. For part-time assistant professors who hold appointments between 60% and 69%, the second
990 appointment shall be for five years.
991
992 4. For part-time assistant professors who hold appointments between 50% and 59%, the second
993 appointment shall be for six years.
994

995 In all cases, a mandatory review for promotion and tenure (or in the case of WOT faculty, for
996 promotion and continuous appointment) must occur no later than the end of the last year of
997 appointment as specified in Subsections D.1 through D.4 above.
998

999 E. Change in Part-Time Appointment Percentage
1000

1001 At any time during the appointment, the faculty member may change his or her percentage of
1002 appointment with the written agreement of the dean. In the event of a change, the time for mandatory
1003 review shall be stated in the agreement consistent with Subsection D above.
1004

1005 **Part 24-50 Promotion and Tenure**
1006

1007 **Section 24-51 25-31 Definition of Tenure**
1008

1009 Tenure is the right of a faculty member to hold his or her position without discriminatory reduction of
1010 salary, and not to suffer loss of such position, or discriminatory reduction of salary, except for the reasons
1011 and in the manner provided in the Faculty Code.
1012

1013 **Section 24-52 25-32 Criteria for Tenure**
1014

1015 A. Tenure Eligibility-Tenured Appointment
1016

1017 Unless he or she is disqualified under any other provision of this section, a full-time member of the
1018 faculty has tenure if:
1019

- 1020 1. He or she is a professor or associate professor; or
1021
1022 2. He or she has held full-time rank as assistant professor in the University for seven or more years
1023 and has not had his or her term of appointment extended by the Provost or received notice
1024 terminating his or her appointment.
1025

1026 B. Recommendation for Tenure Concurrent with Promotion to Associate Professor
1027

1028 Generally, recommendation for tenure (Section 24-54) is made concurrently with recommendation for
1029 promotion to the rank of associate professor (except in the circumstances listed in the subsequent
1030 paragraphs of this section.)
1031

1032 C. Appointments that Do Not Acquire Tenure
1033

1034 A faculty member does not acquire tenure under:
1035

- 1036 1. An acting appointment, or
1037
1038 2. A visiting appointment, or
1039
1040 3. Any appointment as lecturer, artist in residence, senior lecturer, senior artist in residence,
1041 principal lecturer, or
1042
1043
1044

- 1045 4. An appointment as teaching associate, or
1046
1047 5. An appointment as professor of practice, or
1048
1049 6. Any appointment specified to be without tenure, or
1050
1051 7. An adjunct appointment, or
1052
1053 8. A research appointment, or
1054
1055 9. A clinical appointment, or
1056
1057 10. An affiliate appointment, or
1058
1059 11. Any other appointment for which the University does not provide the salary from its regularly
1060 appropriated funds, unless the President notifies the appointee in writing that tenure may be
1061 acquired under such appointment.
1062
- 1063 D. Appointments to Associate Professor or Professor "Without Tenure"
1064
1065 Appointments to the rank of associate professor or professor "without tenure," as specified in
1066 Subsection C.6 above, are limited to not more than two consecutive appointments, each of three
1067 years' duration. The first appointment is for a basic period of three years, subject to earlier dismissal
1068 for cause. During the second year of the initial appointment, the appointment will be considered for
1069 renewal consistent with the provisions of Section 24-44, Subsection A for assistant professors. If the
1070 associate professor or professor is reappointed, the three-year period of reappointment must include
1071 a tenure decision and terminal year in the event that tenure is not granted. To meet this expectation,
1072 the tenure review must be conducted no later than the second year of the second three-year
1073 appointment; during this second term of appointment, postponement of the tenure decision is not an
1074 option. In the case where tenure is not granted in the mandatory fifth year, the sixth year will be the
1075 terminal year of appointment. The part-time renewal periods provided for assistant professors in
1076 Section 24-45, Subsection D do not apply to associate professors and professors without tenure.
1077
1078 Appointments to the rank of associate professor or professor "without tenure by reason of funding,"
1079 as specified in Subsection C.11 above, are continuing appointments governed by Section 24-33.
1080
- 1081 E. Retaining Tenure When Resigning a Portion of Appointment
1082
1083 A faculty member with tenure may resign a portion of his or her appointment with the agreement of
1084 his or her department chair, dean, and the President, while retaining tenure in his or her part-time
1085 appointment.
1086
- 1087 F. Part-Time Assistant Professor:—Eligibility for Tenure
1088
1089 A part-time assistant professor appointed pursuant to Section 24-45 accumulates eligibility for tenure
1090 under Subsection A of this section.
1091
- 1092 G. Leaves of Absence
1093
1094 Time spent on leaves of absence from the University does not count in the accumulation of time
1095 toward tenure.

1096 **Section 24-53 25-33-Tenure of Faculty Members in Administrative Positions**

1097
1098 The tenure of a faculty member who holds an administrative position, such as that of dean or department
1099 chair, extends only to the faculty position which she or he holds conjointly with such administrative
1100 position.

1101
1102

1103 **Section 24-54 25-41-Granting of Tenure: Policy and Procedure**

1104

1105 [For "Documentation of Qualifications and Recommendations for Promotion, Tenure, and Merit
1106 Increases," see Executive Order No. 45].

1107

1108 A. Careful Consideration of Qualifications

1109

1110 Tenure should be granted to faculty members of such scholarly and professional character and
1111 qualifications that the University, so far as its resources permit, can justifiably undertake to employ
1112 them for the rest of their academic careers. Such a policy requires that the granting of tenure be
1113 considered carefully. It should be a specific act, even more significant than promotion in academic
1114 rank, which is exercised only after careful consideration of the candidate's scholarly and professional
1115 character and qualifications.

1116

1117 B. Recommendation Process

1118

1119 Consistent with the timelines set in Section 24-52, Subsection A.2 for full-time assistant professors
1120 and Section 24-45 for part-time assistant professors, and Section 24-52, Subsection D for associate
1121 professors or professors "without tenure," a decision shall be made in the following manner:

1122

1123 A recommendation that the faculty member be granted or denied tenure shall be sent to the dean of
1124 the school or college. This recommendation shall be based upon a majority vote of the eligible
1125 professors and associate professors of the department, or of the school or college if it is not
1126 departmentalized. If the chair does not concur in the recommendation she or he may also submit his
1127 or her own recommendation.

1128

1129 The dean, advised as prescribed in Section 24-55, Subsection C shall then make his or her
1130 recommendation to the Provost, and if tenure is to be granted it shall be conferred by the President
1131 acting for the Board of Regents.

1132

1133 If the faculty member's tenure is granted, the President shall so notify him or her in writing. If tenure is
1134 denied, the dean shall notify the individual in writing that the appointment will terminate at the end of
1135 the succeeding academic year.

1136

1137 A faculty member whose tenure is denied may engage in the administrative and conciliatory
1138 proceedings described in Chapter 27, and may file a petition for review as provided in Section 24-87.

1139

1140 If a tenure decision is postponed for reconsideration, the assistant professor's dean shall cause him
1141 or her to be notified in writing that the appointment will terminate at the end of the second succeeding
1142 academic year unless reconsideration in the meantime shall have resulted in the granting of tenure.

1143

1144 C. Denial of Tenure Review Separate from Termination of Appointment Promotion

1145

1146 If it is desired to appoint to a position with tenure other faculty members referred to in Section 24-52,
1147 Subsection C, the procedures for recommendation and granting described in Subsection B above
1148 shall be followed, except that a denial of tenure shall not of itself lead to termination of appointment.

1149 **Section 24-55 24-54 Procedure for Promotions**

1150

1151 Annually, all eligible members of the faculty shall be informed of the opportunity to be considered for
1152 promotion by their department chair (or chair's designee or the dean of an undepartmentalized school or
1153 college, or the dean's designee). At the request of the faculty member, or if the promotion decision is
1154 mandatory, a promotion review shall be conducted following the procedure below.

1155

1156 A faculty member eligible for promotion (whether tier eligible or not) shall receive a promotion review if
1157 recommended by a collegial performance review (Section 24-6062), or at the request of the faculty
1158 member, or if the promotion decision is mandatory. The promotion review shall be conducted following
1159 the procedure below.

1160

1161 A. Voting Faculty Consideration for Promotion

1162

1163 The voting members of the appropriate department (or undepartmentalized college or school) who
1164 are superior in academic rank or title to the person under consideration shall decide whether to
1165 recommend the promotion. Research faculty shall be considered by voting members of the
1166 appropriate department, or undepartmentalized college or school, who are superior in academic rank
1167 to the person under consideration. Faculty with instructional titles outlined in Section 24-31,
1168 Subsection B shall be considered by voting members of the appropriate department or
1169 undepartmentalized college or school who hold an eligible professorial appointment or an
1170 instructional title superior to that of the candidate being considered. In this decision they shall take
1171 into account the qualifications prescribed in Sections 24-21, 24-22, 24-23, 24-31, and 24-32 for the
1172 various academic ranks and titles. Promotion shall be based upon the attainment of these
1173 qualifications and not upon length of service. In arriving at recommendations for promotion, faculty,
1174 chairs, and deans shall consider the whole record of candidates' qualifications described in Section
1175 24-22.

1176

1177 B. Promotion Record

1178

1179 The record of the candidate being considered for promotion shall be assembled following the
1180 guidelines of the candidate's college and unit. The candidate is responsible for assembling the
1181 promotion record, which shall include a self-assessment of the candidate's qualifications for
1182 promotion. External letters of review shall be kept confidential from the candidate.

1183

1184 For departments (or college/school if undepartmentalized) where an initial report and/or
1185 recommendation on the qualifications of the candidate for promotion is produced by a subcommittee
1186 of the faculty senior in rank and title, the report shall be written. The department chair (or chair's
1187 designee or the dean of an undepartmentalized school or college, or the dean's designee) shall
1188 provide the candidate with a written summary of the committee's report and recommendation. For
1189 purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted from
1190 the candidate's summary. The candidate may respond in writing within seven calendar days. The
1191 chair or dean shall forward the candidate's response, if any, together with the committee's report to
1192 the voting faculty.

1193

1194 The voting faculty of the candidate's department (or college/school if undepartmentalized) superior in
1195 rank and title to the candidate shall then meet to discuss the candidate's record. A vote on the
1196 promotion question shall occur following the discussion.

1197

1198 The department chair (or the chair's designee or the dean of an undepartmentalized school or college
1199 or the dean's designee) shall write a formal report of these proceedings for the candidate,
1200 summarizing the discussion and recommendation. For purposes of confidentiality, specific attributions
1201 shall be omitted and vote counts may be omitted from this report. The candidate may then respond in
1202 writing to the department chair (or dean in an undepartmentalized school or college) within seven
1203 calendar days.

1204 If the faculty recommendation is a departmental one, and is favorable, or if the promotion decision is
 1205 mandatory, or if the candidate has written a response to the departmental vote, the chair shall
 1206 transmit all documents produced in this promotion process to the appropriate dean, with his or her
 1207 independent analysis and recommendation. The chair may, at his or her discretion, share the chair's
 1208 recommendations with the candidate.

1209
 1210 C. Advisory Group to the Dean

1211 The dean shall be advised by a committee or council of the college or school. This advisory group,
 1212 electd by the faculty of the college or school, shall consider each case presented to it and submit its
 1213 recommendations with reasons therefor to the dean. If the recommendation of the committee or
 1214 council is not favorable, or if it conflicts with the faculty vote, then the council or committee
 1215 recommendation with reasons therefor shall be provided to the candidate. For purposes of
 1216 confidentiality, specific attributions shall be omitted and vote counts may be omitted from this report.
 1217 In a departmentalized school or college, when a candidate for promotion is under consideration, any
 1218 member of the committee or council who is also a member of the candidate's department may be
 1219 excused.

1220
 1221
 1222 D. Procedure for The Dean's Decision or Recommendation

1223
 1224 After receiving the recommendation of this committee or council the dean shall decide the matter.

1225
 1226 Prior to the issuance of a decision or recommendation by the dean that is not favorable, the dean
 1227 shall provide the candidate with his or her initial recommendation and reasons therefor. In such
 1228 cases, the dean or the dean's designee shall then discuss the case with the candidate. The candidate
 1229 may then respond in writing to the dean within seven calendar days of the discussion.

1230
 1231 If the recommendation of the dean is favorable, or if the promotion decision is mandatory, the dean
 1232 shall transmit his or her recommendation and the candidate's response, if it exists, to the candidate
 1233 and to the Provost. For purposes of confidentiality, specific attributions shall be omitted and vote
 1234 counts may be omitted from the report to the candidate.

1235
 1236 If the promotion decision of the dean is not favorable and not mandatory, and the candidate has
 1237 written a response to the dean, the dean shall transmit his or her decision and the candidate's
 1238 response to the Provost for information purposes.

1239
 1240 E. Candidate's Written Result Statement of Decision

1241
 1242 After the case is decided, the dean shall ensure that the candidate is informed in writing in a timely
 1243 way of the result of the case and, if the result is not favorable, the reasons therefor.

1244

1245

1246

Part 24-60 Evaluation of Faculty Members

1247

1248

Section 24-55 Procedure for Salary Increases Based Upon Merit

1249

1250 Faculty at the University of Washington shall be reviewed annually by their colleagues, according to the
 1251 procedures detailed in this section, to evaluate their merit and to arrive at a recommendation for an
 1252 appropriate merit salary increase. Such reviews shall consider the faculty member's cumulative record,
 1253 including contributions to research/scholarship, teaching, and service, and their impact on the
 1254 department, school/college, University, and appropriate regional, national, and international communities.

1255

1256 The evaluation of a faculty member's merit and salary shall be arrived at after review of the individual's
 1257 performance in relation to that of their colleagues and by comparison of individuals' present salaries to
 1258 those of their peers. In evaluating a faculty member's eligibility for merit-based salary increases (Section

1259 ~~24–70, Subsections B.1 and B.4; Section 24–71, Subsections A.1 and B.1) and for "market gap" salary~~
1260 ~~increases (Section 24–71, Subsection B.2), the following procedure shall be followed.~~
1261
1262 ~~A. In arriving at their recommendations for salary decisions the appropriate faculty, department (unit)~~
1263 ~~chairs, and deans shall each consider the following:~~
1264
1265 ~~1. The cumulative record of the candidate, taking into account the qualifications prescribed in~~
1266 ~~Sections 24–32, 24–33, 24–34, and 24–35 for the various academic ranks and titles;~~
1267 ~~2. The candidate's current salary;~~
1268 ~~3. Documentation of the review conference required by Section 24–57, Subsection D; and~~
1269 ~~4. Any documents produced under Subsection H of this section.~~
1270
1271 ~~Salary recommendations shall seek to minimize salary inequities. Salary compression and other~~
1272 ~~inequities, including those resulting from variations in the level of merit funds available over time, may~~
1273 ~~be considered in making merit salary recommendations.~~
1274
1275 ~~B. The merit and salary of each faculty member below the rank and title of professor shall be considered~~
1276 ~~by the voting members of the department, or undepartmentalized college or school, who are his or~~
1277 ~~her superiors in academic rank and title, and they shall recommend any salary increase which they~~
1278 ~~deem merited.~~
1279
1280 ~~C. The chair of a department, or the dean of an undepartmentalized school/college, shall consider the~~
1281 ~~merit and salary of each full professor in his or her unit. Before forwarding his or her~~
1282 ~~recommendations the chair (or dean in an undepartmentalized school/college) shall seek the advice~~
1283 ~~of the full professors according to a procedure approved by the voting members of the unit.~~
1284
1285 ~~D. If the recommendation is a departmental one, the chair shall transmit it to the dean with any~~
1286 ~~supporting data the dean may request. If the chair does not concur in the recommendations he or she~~
1287 ~~may also submit a separate recommendation.~~
1288
1289 ~~E. The dean shall review the department's recommendation and forward his or her recommendation~~
1290 ~~regarding faculty merit and salary to the President.~~
1291
1292 ~~F. The dean of each college/school shall review the record and salary of the chair of each department~~
1293 ~~and shall recommend an appropriate salary increase to the President.~~
1294
1295 ~~G. The President shall authorize the salary increases of the faculty, and of each dean.~~
1296
1297 ~~H. At the option of the faculty member affected, and mandatorily in the event of two consecutive annual~~
1298 ~~ratings of no merit (as a result of reviews under this section), the chair of the faculty member's~~
1299 ~~department (or dean of an undepartmentalized school or college) shall, after consultation with the~~
1300 ~~faculty member, appoint an ad hoc committee of department (or school/college) faculty superior (or,~~
1301 ~~in the case of full professors, equal) in rank or title to the faculty member. This committee shall meet~~
1302 ~~at its earliest convenience with the faculty member and review more fully the record and merit of that~~
1303 ~~faculty member.~~
1304
1305 ~~The committee shall, upon completion of its review, report in writing the results to the faculty member~~
1306 ~~and to his or her department chair (or dean in an undepartmentalized school/college) and the~~
1307 ~~committee shall advise them what actions, if any, should be undertaken to enhance the contributions~~
1308 ~~and improve the merit ranking of this colleague, or to rectify existing misjudgments of his or her merit~~
1309 ~~and make adjustments to correct any salary inequity. The faculty member may respond in writing to~~
1310 ~~this report and advice within 21 calendar days to the department chair (or dean) and committee~~
1311 ~~(unless upon the faculty member's request and for good cause the response period is extended by~~
1312 ~~the chair or dean). The committee's report and advice, the faculty member's written response (if any),~~
1313 ~~the response by the chair, and any agreement reached by the faculty member and the chair shall be~~
1314 ~~incorporated into a written report.~~

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

All procedures regarding promotion, merit-based salary, and tenure considerations outlined in the relevant sections of the *Faculty Code* must be followed. Collegial performance reviews of faculty members (whether tier eligible or not) are conducted by faculty colleagues as described in Section 24-62. This section describes procedures for gathering information to be used in collegial performance reviews (Section 24-62), and in promotion, tenure and tier advancement decisions these reviews, and for safeguarding the rights of faculty members and the welfare of the university. Open communication among faculty, and between faculty and administration, must be maintained in order to insure informed decision making, to protect the rights of the individual and to aid the faculty in the development of their professional and scholarly careers.

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

A. Assessment of Teaching Effectiveness

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

The collegial evaluation of teaching effectiveness shall be conducted prior to recommending any renewal of appointment or promotion of a faculty member. In addition, ~~F~~for faculty at the rank of assistant professor, or associate professor or professor "without tenure" under Section 24-52, Subsection D, or professor "without tenure" under the same subsection, or with the instructional title of lecturer, the collegial teaching evaluation shall be conducted every year. ~~For other faculty at the rank of associate professor or professor or with the title of senior lecturer, principal lecturer, or professor of practice, ~~t~~The collegial teaching evaluation shall be conducted at least every three-two years for associate professors and senior lecturers, and at least every four years for professors and principal lecturers. A written report of this evaluation shall be maintained by the appointing unit and shared with the faculty member.~~

B. Yearly Activity Report

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

Commented [RGD10]: The provisions of this section and sections referenced herein add substantial administrative responsibilities that will inevitably cause substantial increases in local-level administrative time and cost.

Commented [NLB11]: Advisory Committee on Faculty Code and Regulations.

1370 ~~tenure, reappointment, or tier advancement. Such information may be updated by a faculty member~~
 1371 ~~at any time during the academic year.~~

1372

1373 C. Regular Planning Conference with Faculty

1374

1375 ~~Each year the chair, or where appropriate the dean or his or her designee, shall~~
 1376 ~~confer individually with all full-time lecturers, assistant professors, and associate professors "without~~
 1377 ~~tenure" appointed under Section 24-52, Subsection D professors "without tenure" appointed under~~
 1378 ~~Chapter 25, Section 25-32, Subsection D the same subsection, and all paid non-tier eligible faculty~~
 1379 ~~members.~~

1380

1381 ~~The chair must ensure that this conference occurs early enough that a collegial review can occur if a~~
 1382 ~~reappointment is required (for assistant professors, research professors, lecturers, artists in~~
 1383 ~~residence, and professors of practice see Section 24-44; for part-time professors see Section 24-45;~~
 1384 ~~and for associate and full professors "without tenure" see Section 24-33).~~

1385

1386 ~~The chair (or dean or his or her designee) shall confer individually with the other associate professors~~
 1387 ~~and senior lecturers at least every two years, and with the other professors, and principal lecturers,~~
 1388 ~~and professors of practice at least every three four years, the conference shall occur sooner than the~~
 1389 ~~required time if requested by the individual faculty member. The purpose of the regular conference is~~
 1390 ~~to help individual faculty members plan and document their career goals; and to assess when it is~~
 1391 ~~appropriate to initiate a collegial review of their performance. While the documentation of those goals~~
 1392 ~~will be part of the faculty member's record for subsequent determinations of merit collegial~~
 1393 ~~performance reviews, the regular conference should be distinct from the merit collegial performance~~
 1394 ~~review pursuant to Section 24-55 Section 24-62.~~

1395

1396 ~~At each such conference, the chair, dean, or his or her designee, and the faculty members shall~~
 1397 ~~discuss:~~

1398

- 1399 1. ~~The department's present needs and goals with respect to the department's mission statement~~
 1400 ~~and the faculty member's present teaching, scholarly and service responsibilities and~~
 1401 ~~accomplishments;~~
- 1402 2. ~~Shared goals for the faculty member's teaching, scholarship and service in the forthcoming year~~
 1403 ~~(or years, as appropriate) in keeping with the department's needs and goals for the same period;~~
 1404 ~~and~~
- 1405 3. ~~A shared strategy for achieving those goals; and~~
- 1406 4. ~~The chair, dean, or designee's career advice and the possible timing of collegial performance~~
 1407 ~~reviews, based on the faculty member's recent performance and accomplishments, the~~
 1408 ~~department's needs and goals, and the faculty member's responsibilities.~~

1409

1410 ~~The chair, dean, or his or her designee and the faculty member shall discuss and identify any specific~~
 1411 ~~duties and responsibilities expected of, and resources available to, the faculty member during the~~
 1412 ~~coming year(s), taking into account the academic functions described in Section 24-32. The chair,~~
 1413 ~~dean or his or her designee should make specific suggestions, as necessary, to improve or aid the~~
 1414 ~~faculty member's work.~~

1415

1416 D. Outcome of Planning Conference

1417

1418 ~~After the conference, a collegial performance review pursuant to Section 24-62 shall be initiated if~~
 1419 ~~requested by the chair, dean, or his or her designee or the faculty member; or if it is time to decide~~
 1420 ~~upon renewal of a nontenure appointment; or if it has been five years since the last previous collegial~~
 1421 ~~performance review. ~~It is expected a~~ collegial review ~~will be required~~ should occur on average once~~
 1422

1423

1424

Commented [RGD12]: Stricken because this list is not complete and could change over time.

1425 every four years for tier-eligible faculty not up for reappointment or a tenure decision (see Section 24-
1426 35, Subsection H).

1427

1428 D.E. Documentation

1429

1430 The chair, dean, or his or her designee, shall, in a timely manner, document in writing, with a copy to
1431 the faculty member, that such conferences occurred, and shall list the subject matter discussed.

1432

1433 This conference document shall also articulate in sufficient detail the discussed commitments and
1434 responsibilities of the faculty member for the coming year(s) and how these commitments and
1435 responsibilities are consistent with institutional standards for promotion and tenure as defined in this
1436 chapter.

1437

1438 Should the faculty member not agree with the summary or statements in this conference document,
1439 he or she shall indicate so in writing. The failure of a faculty member to object in writing to the chair's
1440 (or dean's) conference document within ten days of receiving it (unless upon the faculty member's
1441 request and for good cause the period is extended by the chair or dean) shall constitute his or her
1442 official acceptance of its terms and conditions.

1443

1444 If the faculty member disagrees with the conference document, the chair (or dean) shall either
1445 withdraw it and issue a revised one to which both parties can agree, or reaffirm the accuracy of the
1446 original conference document.

1447

1448 In the event the faculty member disagrees with the resulting conference document, the chair of the
1449 faculty member's department (or dean of an undepartmentalized school or college) shall appoint an
1450 ad hoc committee comprised of three department (or school/college) faculty superior (or in the case
1451 of full professors, equal) in rank or title to the faculty member, or faculty members from the
1452 Conciliation Board, and selected in the following manner. The faculty member and the chair, or dean,
1453 shall each select one member of the ad hoc committee and those two members shall select the third
1454 member. At its earliest convenience, the ad hoc committee shall review fully the records relating to
1455 the conference, meet with the faculty member, and meet with the chair, dean, or his or her designee.

1456

1457 The chair, dean, or his or her designee, and the faculty member shall then meet with the ad hoc
1458 committee to discuss the issues, with the purpose of achieving a resolution. In the event resolution is
1459 not achieved, the committee shall, in a timely manner, report in writing the results of its review to the
1460 faculty member, to his or her department chair or dean, and to the designee, if any. The committee's
1461 report and advice, if any; the faculty member's written response, if any; the response by the chair,
1462 dean, or his or her designee, if any; and any agreement between the faculty member and chair, dean,
1463 or his or her designee shall be incorporated into a written report that shall be placed in the faculty
1464 member's personnel file and shall be considered during the subsequent collegial performance review.

1465

1466 A faculty member's record upon the stated duties and responsibilities in the conference document will
1467 be assessed in accordance with Section 24-55-62. ~~Nothing in this section is intended to alter the~~
1468 institutional standards for promotion and tenure as defined in Chapter 24.

1469

1470 [The University Handbook included Board of Regents Governance, Regent Policy No. 8, and
1471 Executive Orders No. 29, No. 45, and No. 64 as footnotes to this section.]

1472

1473

1474

1475 **Section 24-62 Collegial Performance Review**

1476

1477 All faculty at the University of Washington (whether tier eligible or not) shall be reviewed annually by their
1478 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

1479 promotions and tier advancements. Such reviews shall consider the faculty member's cumulative record,
 1480 including contributions to research/scholarship, teaching, and service, and their impact on the
 1481 department, school/college, University, and appropriate regional, national, and international communities.
 1482 In all these, contributions that address diversity and equal opportunity may be included. Collegial
 1483 performance reviews are ~~triggered~~ ~~initiated~~ as described in Section 24-61, Subsection D.

Commented [NLB13]: Advisory Committee on Faculty Code and Regulations.

1484
 1485 The purpose of a collegial performance review is:

- 1486
- 1487 • To determine whether the performance of a faculty member is satisfactory or unsatisfactory;
 - 1488 • To consider a faculty member for a possible tier advancement;
 - 1489 • To consider reappointment of faculty members;
 - 1490 • To consider recommending a faculty member for a possible promotion in rank.

1491

1492 A collegial performance review shall be conducted following the procedure below.

1493

1494 A. Reviewers' Voting Status

1495

1496 Reviewers must be voting members of the department (or undepartmentalized college or school) of
 1497 the individual being reviewed.

1498

1499 B. Reviewers' Academic Rank or Title

1500

1501 Reviewers must be superior in academic rank or title to the individual being reviewed, except that
 1502 professors and principal lecturers shall be reviewed by members of equal or greater rank and title.

1503

1504 C. Optional Delegation to a Performance Review Committee

1505

1506 The voting faculty of a unit may, by majority vote, delegate the authority to carry out collegial
 1507 performance reviews of all faculty or all non-tier eligible faculty to a committee of three or more
 1508 faculty members. This delegation is subject to the following rules:

1509

- 1510 1. The vote must stipulate ~~whether that~~ the committee being formed will perform collegial reviews
 1511 for all faculty or all non-tier eligible faculty.
- 1512
- 1513 2. The faculty vote must stipulate ~~whether that~~ the committee is empowered to carry out an initial
 1514 review and make recommendations which are then voted upon by the eligible faculty of the unit
 1515 as described in Section G below, ~~or is empowered to complete collegial performance~~
 1516 ~~evaluations without requiring a faculty vote.~~
- 1517
- 1518 3. This delegation does not alter the faculty rank or title requirements for collegial performance
 1519 evaluations described in Section B above.
- 1520
- 1521 4. The faculty shall vote whether to affirm or amend this delegation biennially.

Commented [RGD14]: This revision limits the delegation to the initial review and not for the final recommendation.

1522

1523 D. Unit Guidelines

1524

1525 The unit shall develop guidelines for the collegial performance review. The guidelines shall specify
 1526 responsibilities for assembly of the record, including a self-assessment.

1527

1528 E. Performance ~~Based on Whole Record Assessment~~

1529

1530 In assessing whether an individual's performance is satisfactory, reviewers shall take into account
 1531 the qualifications prescribed in Sections 24-22, 24-23, 24-31, and 24-32, and Executive Order 45
 1532 for the various academic ranks and titles. Performance shall be measured upon the attainment of
 1533 these qualifications and not upon length of service and shall consider the whole record of the

1534 individual's qualifications described in Section 24–22, including:

1535

1536 1. The most recent assessment of teaching effectiveness, as provided in Section 24–61,
1537 Subsection A;

1538

1539 2. The individual's most recent activity report, as described in Section 24-61, Subsection B;

1540

1541 3. Documentation of the planning conference, as provided in Section 24–61, Subsection D;

1542

1543 4. The individual's self-assessment.

1544

1545 F. Written Summary by Initial Committee Report

1546

1547 For departments (or college/school if undepartmentalized) where an initial report is produced by a
1548 committee, the department chair (or chair's designee or the dean of an underdepartmentalized school
1549 or college, or the dean's designee), shall provide the individual being reviewed with a written
1550 summary of the committee's report and recommendation. For purposes of confidentiality, specific
1551 attributions shall be omitted and vote counts may be omitted from the summary given to the
1552 individual being reviewed. The individual being reviewed may respond in writing within seven
1553 calendar days. The head of the unit shall forward any such response, together with the committee's
1554 report, to all qualified reviewers.

1555

1556 G. Vote Consideration of Record and Possible Actions

1557

1558 The faculty members who are eligible to review the individual under consideration, ~~or the~~
1559 designated committee, Section 24-62, Subsection C., shall then consider the individual's record
1560 and/or the recommendation of a review committee. Following the consideration, there shall be a
1561 vote by all eligible voting faculty members of the department or school/college ~~or members of the~~
1562 committee to whom responsibility has been delegated, on whether the individual's performance is
1563 satisfactory and on whether one or more of the following actions should be taken.

1564

1565 1. The faculty member should be given one or more tier advancements based on the criteria of
1566 this ~~chapter~~section;

1567

1568 2. The faculty member should be considered for a possible promotion in rank and title, following
1569 the procedures of Section 24–55;

1570

1571 3. The faculty member should be reappointed, following the procedures of Section 24-43.

1572

1573 H. Written Summary

1574

1575 The department chair (or the chair's designee or the dean of an undepartmentalized school or
1576 college or the dean's designee, or chair of the delegated committee) shall write a formal report of
1577 these proceedings for the candidate, summarizing the discussion and recommendation. For
1578 purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted
1579 from this report. The candidate may then respond in writing to the department chair (or dean in an
1580 undepartmentalized school or college) within seven calendar days.

1581

1582 I. Recommendation for Tier Advancement

1583

1584 If the recommendation is for tier advancement, the chair shall transmit it to the dean or chancellor
1585 with the candidate's response, if any, and any supporting data the dean or chancellor may request.
1586 If the chair does not concur in the recommendation for tier advancement, he or she may also
1587 submit a separate recommendation.

1588

1589 J. Final Decisions on Tier Advancement

1590

1591 Final decisions on tier advancement that are supported by a favorable vote of the faculty shall be
1592 made by the ~~Dean~~ dean, after an advisory review by the elected faculty committee or council. The
1593 dean, in making a decision, can consider the individual candidate's performance and record of tier
1594 advancements, as well as available financial resources. After the case is decided, the dean shall
1595 ensure that the candidate is informed in writing in a timely way of the result of the case and, if the
1596 result is not favorable, the reasons therefor.

1597

1598 K. Administrative Position Performance Review

1599

1600 Notwithstanding the procedures described in this section, faculty members serving part-time or full-
1601 time in administrative positions shall have their administrative performance evaluated by their
1602 administrative supervisors.

1603

1604

1605 **Section 24-63 24-55.H. Consequences of Unsatisfactory Performance**

1606

1607 In the event of a finding of unsatisfactory performance, the individual shall not be eligible for market
1608 adjustments, variable adjustments, or retention increases under Section 24-72, Subsections H, I, or K or
1609 24-73 below.

1610

1611 A. Planning Conference

1612

1613 The individual shall have a planning conference with his or her chair (or dean in an
1614 undepartmentalized school or college) every year until the finding has been reversed; and the
1615 individual shall receive a collegial performance review every year until the finding has been reversed.

1616

1617 B. Committee Formed

1618

1619 At the option of the faculty member affected, and mandatorily in the event of two consecutive annual
1620 ratings of no merit determinations of unsatisfactory performance (as a result of reviews under this
1621 section, Section 24-62), the chair of the faculty member's department (or dean of an
1622 undepartmentalized school or college) shall, after consultation with providing the faculty member an
1623 opportunity to provide input, appoint an ad hoc committee of at least two department (or
1624 school/college) faculty superior (or, in the case of full professors, equal) in rank or title to the faculty
1625 member.

1626

1627 C. Committee Review and Evaluation

1628

1629 This committee shall meet at its earliest convenience with the faculty member and review more fully
1630 and evaluate the record and merit of performance concerns relating to that faculty member.

1631

1632 D. Written Report from Committee

1633

1634 The committee shall, upon completion of its review, report in writing the results to the faculty member
1635 and to his or her department chair (or dean in an undepartmentalized school/or college) and the
1636 committee shall advise them what actions, if any, should be undertaken to enhance:

1637

1638 1. Enhance the contributions and improve the merit ranking collegial performance evaluation of this
1639 colleague, or to rectify

1640

1641 2. Rectify existing misjudgments of his or her merit performance and make adjustments to correct
1642 any associated salary inequity decision.

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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. Performance 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 underdepartmentalized 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.

Part 24-70 Faculty Salary Policy and Procedures

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

A. Purpose

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

The fundamental purpose of the University of Washington Faculty Salary Policy is to allow the University to recruit, retain, motivate, and reward the best faculty. To accomplish these objectives, the faculty must have confidence that their continuing and productive contributions to the goals of their units and to the University's missions of teaching, research, and service will be rewarded throughout their careers. To compete for the best faculty, the University must be competitive with its peers. To retain the best faculty requires a similarly competitive approach. Therefore, the University places as one of its highest priorities rewarding faculty who perform to the highest standards and who continue to do so throughout their appointments at the University. This policy is designed to provide for a predictable salary progression for faculty members whose performance continues to reflect achievement in scholarship and research, teaching, and/or service, commensurate with the expectation for faculty members with a given rank and title in their appointing unit, as fully described below.

Salary funds must be used to attract, retain, and reward faculty, while recognizing that disciplinary variations exist in the academic marketplace. Accordingly, the University's Salary Policy must allow for differential allocations among units. This provides the necessary flexibility to address the market gaps that develop between UW units and their recognized peers, acknowledges existing and future differentials in unit performance and contribution, and also recognizes that differing funding sources

1698 and reward structures exist among schools and colleges. The policy must ensure that equity
 1699 considerations and compression are also addressed as needed. The University's Salary Policy is
 1700 founded upon the principle that individual salary decisions must be based on performance reviews
 1701 conducted by faculty colleagues.

1702
 1703 B. Salary Increases

1704
 1705 Advancement in salary can be effected in several distinct, but not mutually exclusive, ways. ~~A-Except~~
 1706 as otherwise provided in Section 24-72, a salary increase:

- 1707
 1708 1. Shall attend promotion in rank (approved in accord with Section 24-55); ~~unless such increases~~
 1709 are delayed as described in Section 24-72, Subsection C;
 1710
 1711 2. Shall attend each tier advancement (approved in accord with Section 24-62); ~~unless such~~
 1712 increases are delayed as described in Section 24-72, Subsection C;
 1713
 1714 3. Shall be provided as part of a market adjustment (in accord with Section 24-72, Subsection H);
 1715 except as described in Section 24-72, Subsection C or Section 24-72, Subsection E;
 1716
 1717 4. May be provided as part of a variable adjustment (in accord with Section 24-72, Subsection I);
 1718
 1719 5. Shall be provided to raise individuals' salaries to the minimum salary for each faculty rank (in
 1720 accord with Section 24-72, Subsection D);
 1721
 1722 6. May be offered in response to a potential or actual external offer of appointment (upon review in
 1723 accord with Section 24-72, Subsection K);
 1724
 1725 7. May be offered at any time (in accord with Section 24-72, Subsection F) to a faculty member with
 1726 an administrator exemption (as described in Section 24-35, Subsection K);
 1727
 1728 8. Shall be considered at the time of reappointment, and may be offered at other times, for non-tier-
 1729 eligible faculty members.

1730
 1731
 1732 **Section 24-72 24-71 Procedures for Allocating Salary Increases**

1733
 1734 A. Default Formulas

1735
 1736 The President shall establish ~~by executive order~~ default formulas for the determination of salary
 1737 increases to accompany promotions in rank and title; salary increases to accompany tier
 1738 advancements; and market adjustments. These formulas shall remain in effect for all units in the
 1739 university unless modified as described in Subsection B or C below.

1740
 1741 B. Alternate Formulas

1742
 1743 Any college, school, or campus may develop alternate formulas for the determination of salary
 1744 increases to accompany tier advancements, and market adjustments. This is done using the following
 1745 procedure.

- 1746
 1747 1. The dean or chancellor, in consultation with the elected faculty council, develops recommended
 1748 formulas for market adjustments and tier advancement salary increases in the college. These
 1749 formulas may be the same for all academic appointing units in the college, or they may differ by
 1750 academic appointing unit. The consultation should include detailed consideration of salaries in
 1751 each affected unit of the college, school, or campus, as well as information about salaries in
 1752 appropriate units at peer institutions. The recommendation shall specify to which units the
 1753 formulas apply, when the formulas are to take effect, whether the formulas are to have an

1754 expiration date, and if so when. For any formula that has an expiration date, the formula will
 1755 revert to the university default in effect at the time of expiration. If the formula does not apply to
 1756 all units in the school, college, or campus, then the affected unit(s) shall vote and that vote shall
 1757 be made known to the whole college as part of the material prepared-made available in
 1758 Subsection B.2 below.

1759

1760 2. The proposed formulas and the financial justification shall then be made available to the faculty of
 1761 the school, college, or campus for comment for a period no less than 30 days, after which the
 1762 voting faculty of the school, college, or campus shall vote to approve or deny the proposed
 1763 change according to the procedures described in Chapter 23, section-Section 23-46. All voting
 1764 must be completed at least three months prior to the proposed effective date of the change.

1765

1766 3. If the result of the faculty vote is to approve the proposed formulas, the proposal is sent to the
 1767 provost and the Senate Committee on Planning and Budgeting, together with the justifying
 1768 financial data and the result of the faculty vote.

1769

1770 4. After consulting with the SCPB, and dean or chancellor when appropriate, the provost may, within
 1771 14-45 days after receiving the proposed formulas, veto the proposed change for reasons of
 1772 financial or operational feasibility or equity, and shall provide in writing the explanation for the
 1773 veto.

Commented [RGD15]: 45 days to preserve time to make thoughtful decisions especially when SCPB meetings are periodic and in the event multiple submissions are received.

1774

1775 C. Severe Financial Hardship-Stress

1776

1777 1. If at any time, distributing salary increases according to the formulas established in accordance
 1778 with subsection-Subsection A or B would, in the judgment of the President, impose severe
 1779 financial hardship-stress on the university, a school, college, campus, or academic appointing
 1780 unit, and notwithstanding any other provision of the Faculty Code, the President may change one
 1781 or more of the formulas permanently or temporarily to as low as zero, or may temporarily delay
 1782 tier advancement increases or rank promotion increases, or may extend a previously established
 1783 change or delay, by following the procedure below.

1784

1785 2a. The Provost presents a recommendation for a new-change in formula, or for a delay in tier
 1786 advancement increases or rank promotion increases for a specified time, to the Senate
 1787 Committee on Planning and Budgeting, together with detailed-as much budgetary data as
 1788 then available to support the recommendation. The recommendation shall specify when the
 1789 change or delay is to take effect, whether the change is temporary or permanent, and if
 1790 temporary and for how long.

1791

1792 3b. Within ten days The-the SCPB conducts an advisory votes to endorse, reject, or modify the
 1793 Provost's recommendation.

1794

1795 4c. The Provost's recommendation and the result of the SCPB's advisory vote are then promptly
 1796 made available to the affected faculty for comment by the Secretary of the Faculty for a
 1797 period no less-more than 30 days.

1798

1799 5d. The President then decides whether and how much to modify the salary formulas, or whether
 1800 and how long to delay tier advancement increases or rank promotion increases, and reports
 1801 the decision and its justification to the Faculty Senate.

1802

1803 6. If tier advancement increases and/or rank promotion increases are delayed, units may proceed to
 1804 award tier advancements and rank promotions as usual, but the-any accompanying salary
 1805 increases shall not be awarded until the delay period expires. At that time, faculty members who
 1806 received tier advancements or rank promotions during the delay period shall receive non-
 1807 retroactive salary increases according to the formulas put in effect at that time for the period
 1808 following the delay period.

- 1809
1810 D. Promotion Raises
1811
1812 Each faculty member who receives a promotion in rank shall receive a salary increase, to be effective
1813 on the same date as the promotion, in an amount determined by the formula in effect on the date the
1814 promotion takes effect, except as otherwise provided in Subsections A–C above. Promotion raises
1815 can be delayed by following the procedures described in Subsection C.
1816
- 1817 E. Tier Advancement Raises
1818
1819 Each tier-eligible faculty member who receives a tier advancement shall receive a salary increase, to
1820 be effective on the same date as the tier advancement, in an amount determined by the formula in
1821 effect on the date the advancement takes effect, except as otherwise provided in Subsections A–C
1822 above. Tier advancement raises can be delayed by following the procedures described in Subsection
1823 C.
1824
- 1825 F. Salary Adjustments for Faculty with Administrator Exemptions
1826
1827 Salary adjustments may be offered at any time to a faculty member with an administrator exemption
1828 as described in Section 24-35, Subsection K.
1829
- 1830 G. Non-Tier Faculty Salary Adjustments:
1831
1832 Non-tier eligible faculty members shall be considered for a salary adjustment at the time of
1833 reappointment. In addition they may be considered for a salary adjustment at other times.
1834
- 1835 H. Market Adjustments
1836
1837 1. A market adjustment is a salary increase to mitigate the effects of general economic and price
1838 escalations in the region. A market adjustment formula, reflecting these escalations, shall be
1839 established by the President.
1840
1841 2. Except as provided in Subsection C above, or in Subsection E of this section, each year every
1842 faculty member (whether tier eligible or not) who has been deemed to be performing satisfactorily
1843 in their last collegial performance review shall receive a market adjustment determined by the
1844 market adjustment formula.
1845
1846 3. If, in any given year, the market adjustment formula would produce a market adjustment that is
1847 zero or negative, no market adjustment shall be given.
1848
- 1849 I. Variable Adjustments
1850
1851 1. Variable adjustments are salary increases used to partially or wholly correct inappropriate salary
1852 differences. Typical uses for variable adjustments include, but are not limited to, the following:
1853
1854 a. To address salary compression or inversion within a unit;
1855
1856 b. To address a “salary gap” between a unit and its academic peers inside or outside the
1857 university;
1858
1859 c. To correct inappropriate salary differences among individual faculty members whose
1860 accomplishments and career stages are comparable;
1861
1862 d. To provide an additional increase to all satisfactorily performing faculty at a time when the
1863 market adjustment is not sufficient to keep pace with average salary advances at peer
1864 institutions.

- 1865
1866 2. In any given year, after consulting with the elected faculty council and department chairs, a dean
1867 may propose the allocation of certain funds for variable adjustments in a college or school and
1868 may propose such requirements, conditions, and limitations on their distribution as he or she
1869 deems appropriate. The consultation with the elected faculty council shall include making
1870 available to the council detailed information about salaries in each unit of the college, or school,
1871 as well as information about salaries in appropriate units at peer institutions [as available.](#)
1872
1873 3. The Provost, after consulting with the Senate Committee on Planning and Budgeting, may
1874 authorize or deny the variable adjustment allocation proposed by a given college, ~~or school, or~~
1875 ~~college,~~ or may modify it or make it subject to such requirements, conditions, and limitations as
1876 he or she deems appropriate.
1877
1878 4. Variable adjustment funds need not be distributed as equal percentages to all units, or to all
1879 individuals within a unit.
1880
1881 5. If variable adjustments are authorized in a department or an undepartmentalized school or
1882 college, the voting faculty members of the unit shall vote on the procedure and principles to be
1883 applied in ~~distributing~~ [recommending distribution](#) of the funds consistent with the purpose of the
1884 allocation described in [paragraph-Subsection 1.2](#) above. This may include delegating the [decision](#)
1885 [on the distribution recommendation](#) to a committee appointed by the [dean or chair](#), or to the [dean](#)
1886 [or chair.](#) ~~This policy must be renewed or amended by the voting faculty in each year during which~~
1887 ~~variable adjustments are authorized for the unit~~ [The distribution recommendation will be forwarded](#)
1888 [to the dean for review who, if he or she approves, will then forward the recommendation to the](#)
1889 [Provost for final approval.](#)
1890
1891 6. A new collegial performance review is not required for the awarding of a variable adjustment.
1892 However, a faculty member whose performance was found to be unsatisfactory in his or her last
1893 collegial performance review is not eligible for a variable adjustment.
1894
1895 J. Minimum Salaries
1896
1897 Every two years, the Provost shall, after consultation with the Senate Committee on Planning and
1898 Budgeting, determine the minimum salary for each faculty rank. This determination shall take account
1899 of the recent salaries of beginning assistant professors at the University of Washington, and shall
1900 endeavor to reflect in the floors for other ranks the general expectation of salary advancement for
1901 faculty.
1902
1903 K. Retention Increases
1904
1905 ~~To~~ [A department chair \(or dean in an underpartmentalized college\) may at any time propose a salary](#)
1906 [increase to retain a current faculty member, based on subject to the recommendation approval of the](#)
1907 [dean and Provost.](#) Prior to preparing a response, the dean shall first consult with the unit's chair. [The](#)
1908 [voting faculty of each academic unit shall be provided the opportunity to cast an advisory vote on the](#)
1909 [recommend an appropriate response; alternatively, the voting faculty may establish, consistent with](#)
1910 [the procedures of Chapter 23, Section 23-45, ~~Subsection B~~ a different policy regarding the level of](#)
1911 [consultation they deem necessary before a competitive salary offer may be made. This policy shall be](#)
1912 [recorded with the dean's office of the appropriate unit and a copy forwarded to the Secretary of the](#)
1913 [Faculty. The faculty shall vote whether to affirm or amend this policy biennially. Any retention salary](#)
1914 [increase should ordinarily be accompanied by one or more tier advancements commensurate with](#)
1915 [the tier raise formula then in effect.](#)

Commented [RGD16]: Like all salary decisions, review and approval by the dean and provost are required and this section reflects a realistic expression of their authority.

Commented [NLB17]: Advisory Committee on Faculty Code and Regulations: The reference to Subsection B is too restrictive.

1916 **Section 24-73 Transition to the New Salary Policy**

1917

1918

New temporary section.

1919

1920 A. Transition Timeline

1921

1922 Once the new faculty salary policy has been approved by the faculty and signed by the President, the
1923 President shall establish a Transition Period, to start no later than the beginning of Autumn Quarter of
1924 the ~~second~~-third academic year after the academic year during which the President signs the
1925 enabling legislation. This timeline may be extended for up to one year by the President after
1926 consultation with the ~~consent of~~ SCPB. In this section, the following terms are used:

1927

1928 1. The Pre-Transition Period is the period from the time the new salary policy is signed by the
1929 President until the start of the Transition Period.

1930

1931 2. The Transition Period begins on a date determined by the president, and ends at the start of the
1932 next Autumn Quarter after that.

1933

1934 3. The Implementation Date of the new salary policy is the beginning of the next Autumn Quarter
1935 following the start of the Transition Period; and the Implementation Year is the academic year
1936 starting on the Implementation Date.

1937

1938 B. Salaries During Transition

1939

1940 The university's faculty salary policy shall be governed as follows:

1941

1942 1. During the Pre-Transition Period, faculty salaries shall be governed by the Pre-Transition Salary
1943 Policy, described in Sections 24-74 through 24-76 below. During the Pre-Transition Period, there
1944 shall be no Market Adjustments, no Tier Advancements or Tier Raises, and no Variable
1945 Adjustments.

1946

1947 2. During the Transition Period, faculty salaries shall be governed by the Transition Salary Policy,
1948 described in Section 24-77 below.

1949

1950 3. Starting from the Implementation Date of the new salary policy, Sections 24-73 through 24-77
1951 shall be deleted from the Faculty Code and shall cease to be effective, and the salary policy shall
1952 be governed by the remaining provisions of this chapter of the Faculty Code.

1953

1954

1955 **Section 24-74 24-55 Pre-Transition Procedure for Salary Increases Based Upon Merit**

1956

1957 Faculty at the University of Washington shall be reviewed annually by their colleagues, according to the
1958 procedures detailed in this section, to evaluate their merit and to arrive at a recommendation for an
1959 appropriate merit salary increase. Such reviews shall consider the faculty member's cumulative record,
1960 including contributions to research/scholarship, teaching, and service, and their impact on the
1961 department, school/college, University, and appropriate regional, national, and international communities.

1962

1963 The evaluation of a faculty member's merit and salary shall be arrived at after review of the individual's
1964 performance in relation to that of their colleagues and by comparison of individuals' present salaries to
1965 those of their peers. In evaluating a faculty member's eligibility for merit-based salary increases Section
1966 ~~24-74-75~~, Subsections B.1 and B.4; Section 24-76, Subsections A.1 and B.1 and for "market gap" salary
1967 increases Section 24-74-76, Subsection B.2, the following procedure shall be followed.

- 1968
1969 A. Considerations for Merit Salary Increases
1970
1971 In arriving at their recommendations for salary decisions the appropriate faculty, department (unit),
1972 chairs, and deans shall each consider the following:
1973
1974 1. The cumulative record of the candidate, taking into account the qualifications prescribed in
1975 Sections 24–22, 24–23, 24–31, and 24–32 for the various academic ranks and titles;
1976
1977 2. The candidate's current salary;
1978
1979 3. Documentation of the review conference required by Section 24–61, Subsection D E; and
1980
1981 4. Any documents produced under Subsection H of this section.
1982
1983 Salary recommendations shall seek to minimize salary inequities. Salary compression and other
1984 inequities, including those resulting from variations in the level of merit funds available over time, may
1985 be considered in making merit salary recommendations.
1986
1987 B. Voting Members Faculty Recommendation
1988
1989 The merit and salary of each faculty member below the rank and title of professor shall be considered
1990 by the voting members of the department, or undepartmentalized college or school, who are his or
1991 her superiors in academic rank and title, and they shall recommend any salary increase which they
1992 deem merited.
1993
1994 C. Advisement Review of Full Professors
1995
1996 The chair of a department, or the dean of an undepartmentalized school/college, shall consider the
1997 merit and salary of each full professor in his or her unit. Before forwarding his or her
1998 recommendations the chair (or dean in an undepartmentalized school/college) shall seek the advice
1999 of the full professors according to a procedure approved by the voting members of the unit.
2000
2001 D. Chair's Recommendation
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2003 If the recommendation is a departmental one, the chair shall transmit it to the dean with any
2004 supporting data the dean may request. If the chair does not concur in the recommendations he or she
2005 may also submit a separate recommendation.
2006
2007 E. Dean's Review Recommendation for Faculty
2008
2009 The dean shall review the department's recommendation and forward his or her recommendation
2010 regarding faculty merit and salary to the President.
2011
2012 F. Dean's Recommendation for Chairs
2013
2014 The dean of each college/school shall review the record and salary of the chair of each department
2015 and shall recommend an appropriate salary increase, if any, to the President.
2016
2017 G. President's Authorization
2018
2019 The President shall authorize the salary increases of the faculty, and of each dean.
2020
2021 H. Committee Review of No Merit Rating

2022 At the option of the faculty member affected, and mandatorily in the event of two consecutive annual
2023 ratings of no merit (as a result of reviews under this section), the chair of the faculty member's
2024 department (or dean of an undepartmentalized school or college) shall, after consultation with the
2025 faculty member, appoint an ad hoc committee of department (or school/college) faculty superior (or,
2026 in the case of full professors, equal) in rank or title to the faculty member. This committee shall meet
2027 at its earliest convenience with the faculty member and review more fully the record and merit of that
2028 faculty member.

2029
2030 The committee shall, upon completion of its review, report in writing the results to the faculty member
2031 and to his or her department chair (or dean in an undepartmentalized school/college) and the
2032 committee shall advise them what actions, if any, should be undertaken to enhance the contributions
2033 and improve the merit ranking of this colleague, or to rectify existing misjudgments of his or her merit
2034 and make adjustments to correct any salary inequity. The faculty member may respond in writing to
2035 this report and advice within 21 calendar days to the department chair (or dean) and committee
2036 (unless upon the faculty member's request and for good cause the response period is extended by
2037 the chair or dean). The committee's report and advice, the faculty member's written response (if any),
2038 the response by the chair, and any agreement reached by the faculty member and the chair shall be
2039 incorporated into a written report.

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2042 **Section 24-75 24-70 Pre-Transition Faculty Salary System: Policy and Principles**

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A. Purpose

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B. Salary Increases

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

1. Shall be granted to provide an initial minimum equal-percentage salary increase to all faculty following a successful merit review conducted in accord with procedures of Section 24-74.
2. Shall attend, in addition to awards under Subsection B.1 above, promotion in rank approved in accord with Section 24-74~~55~~;
3. Shall be awarded to raise individuals' salaries to the minimum salary for each faculty rank in accord with Section 24-76, Subsection A.3;
4. May be awarded as an additional merit salary increase beyond that available under Subsection 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
7. May be allocated as a University-wide increase in the faculty salary base that shall be distributed in equal dollar amounts or equal percentage salary increases to all meritorious faculty.

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

A. Biennial Allocation Provost's Consultation

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

1. This allocation shall each year make available funds to provide an initial minimum equal-percentage salary increase to all faculty deemed meritorious under Section 24-74.
2. This allocation shall each year make available funds to provide salary increases to all faculty awarded promotions approved in accord with Section 24-7455.
3. Every two years, the Provost shall, after consultation with the Senate Committee on Planning and Budgeting, determine the minimum salary for each faculty rank. This determination shall take account of the recent salaries of beginning assistant professors at the University of Washington, and shall endeavor to reflect in the floors for other ranks the general expectation of salary advancement for faculty.

B. Provost Distributions and Authorizations

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

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

C. Dean Distributions

The deans of the schools and colleges shall, after consultation with their elected faculty councils Chapter 23, Section 23-45, ~~Subsection B~~, allocate to the faculty of the constituent units of their school/college, all funds made available to provide salary increases under Section 24-75, Subsection B. Distribution of these awards to individual faculty shall be carried out following the requisite procedures of this chapter.

Commented [NLB18]: Advisory Committee on Faculty Code and Regulations: The reference to Subsection B is too restrictive.

2131 **Section 24-77 Transition Period Salary Policy**

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New temporary section.

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2135 A. During the Transition Period:

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2137 1. There will be no market adjustments.

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2139 2. There will be no tier advancements ~~raises~~.

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2141 3. Meritorious faculty may receive Transition Raises as described below.

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2143 4. Faculty members promoted to a new rank or title during the transition period will receive their2144 promotion raise ~~at the start of the implementation year~~ upon the effective date of the promotion.

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2146 5. Each faculty member shall submit a yearly activity report as described in Section 24-61,2147 Subsection B.

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2149 6. A planning conference may be initiated as described in Section 24-61, Subsection C.

2150

2151 7. A collegial performance review following the procedures in described in Section 24-62 shall be2152 initiated for any individual faculty member if requested by the chair, dean, or his or her designee2153 or the faculty member, or if it is time to decide upon renewal of a ~~non-tenure~~ appointment, with2154 the caveat that tier advancements are not possible during the transition period.

2155

2156 8. If a collegial review is carried out during the Transition Period, then eligibility for a transition raise2157 is determined by whether the review results in a finding of satisfactory or unsatisfactory2158 performance.

2159

2160 9. An appointment renewal may proceed as described in Section 24-43.

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2162 10. A variable adjustment may be granted as described in Section 24-72, Subsection I.

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2164 11. A retention raise may be granted as described in Section 24-72, Subsection K.

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2166 12. And the minimum salary may be determined as described in Section 24-72, Subsection J.

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2168 B. Assignment of Initial Tiers

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2170 During the Transition Period, each tier-eligible faculty member shall be assigned an initial tier, which2171 will become the person's tier as of the Implementation Date of the new salary policy. The following is2172 designed to assign each individual to an initial tier that is, as far as practicable, commensurate with2173 the individual's career stage, accomplishments, and current salary.

2174

2175 There will be no tier advancements during the Transition Period. The assignment of an initial tier, in2176 itself, has no effect on any individual's salary.

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2178 For all tier-eligible continuing faculty members except Lecturers, Artists in Residence, and Assistant2179 Professors, two integer values shall be calculated:

2180

2181 1. Career-based tier, determined by taking the number of years at current rank ~~or title~~ (including the2182 Transition Period) and dividing by four, discarding any fractional remainder, and adding 1. If the2183 faculty member is promoted during the transition period his or her career based tier shall be 1.

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2. Salary-based tier, determined by comparing the current salary of each current faculty member to a salary schedule created for the individual's primary appointing unit, and choosing the tier at the individual's current rank or title which has a corresponding salary closest to the individual's actual salary.
- When computing the current salary for this purpose all raises awarded during the transition period shall be included except transition raises described in ~~subsection~~ Subsection G-D (below).
- The salary schedules to be used in calculating the salary-based tier will be created by the Office of Planning and Budgeting in consultation with the Provost, SCPB, deans, and chairs.
- Once the career-based and salary-based tiers have been calculated, each individual's initial tier shall be assigned as follows (subject to the exceptions noted below):
3. If the two calculated tiers are equal, that becomes the individual's initial tier.
 4. If the salary-based tier is higher than the career-based tier, the salary-based tier becomes the individual's initial tier.
 5. If the salary-based tier is lower than the career-based tier, the individual may choose any initial tier no lower than the salary-based tier and no higher than the career-based tier.
- Exception 1: No Professor shall have an initial tier of 7 or higher. If either the salary-based tier or career-based tier would be 7 or higher according to the above instructions, that calculated tier will be replaced by Tier 6 for the purposes of this assignment.
- Exception 2: Except for Assistant Professors, no faculty member shall be required to begin at the highest tier for their rank, or at Professor 6. Thus if an individual's salary-based tier is higher than the appropriate tier in the following list, the individual shall have the option of choosing an initial tier no lower than the tier in this list:
- Associate Professor 2
 - Professor 5
 - Senior Lecturer 2
 - Senior Artist in Residence 2
 - Principal Lecturer 5
- For tier-eligible Lecturers and Artists in Residence: The initial tier shall be 1.
- For tier-eligible Assistant Professors, the initial tiers will be determined by whether they will be in their first or second appointment during the Implementation Year of the new salary policy:
- If the Implementation Year occurs during the initial three-year appointment or a terminal fourth year, the initial tier shall be Assistant Professor 1.
 - If the Implementation Year occurs during the second three-year appointment or a terminal seventh year, the initial tier shall be Assistant Professor 2.
 - In no event shall the assignment of a tier be construed as the conferral or denial of tenure or promotion.
- C. Assignment of Next Mandatory Collegial Review
- All faculty member will be assigned a time for next mandatory collegial review.

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For Assistant Professors the next mandatory collegial review year shall be determined based on the dates of mandatory ~~consideration~~ ~~considering~~ for renewal or promotion.

For everyone other than tenured faculty and WOT faculty (as defined in Section 24-33-~~Subsection B~~) the next mandatory collegial review year shall coincide with the next mandatory consideration for reappointment or the 4th year after the transition year, whichever is first.

For tenured and WOT (as defined in Section 24-33-~~Subsection B~~) associate and full professors, the next mandatory collegial review year shall be computed as follows: Starting one full year before the first Autumn Quarter during which the individual's last appointment or promotion became effective (including any appointment or promotion awarded during the transition period), determine the least multiple of four years from that date that occurs on or after the implementation date. The individual's next mandatory collegial review shall occur during the academic year starting at that time.

D. Transition Raises

During the Transition Period, there will be no tier raises and no market adjustments. Instead, each tier-eligible faculty member who was declared meritorious in his or her last merit evaluation (except for faculty who receive promotions or new appointments that would take effect at the beginning of the implementation year), shall receive a transition raise to take effect no later than the beginning of the implementation year, ~~except as otherwise provided in Subsection E below.~~

For a faculty member who is eligible for a transition raise, a new collegial review is not required in order to receive a transition raise. However, a collegial performance review following the procedures of Section 24-62 ~~of the revised Faculty Code~~ shall be initiated for any individual faculty member if requested by the chair, dean, or his or her designee or the faculty member; or if it is time to decide upon renewal of an ~~non~~tenure appointment. Such a review may be used, for example, to determine satisfactory or unsatisfactory performance, or to consider recommending a faculty member for a possible promotion in rank, or to provide evidence for distribution of Variable Adjustments if they are available. If a collegial review is carried out during the Transition Period, then eligibility for a transition raise is determined by whether the review results in a finding of satisfactory or unsatisfactory performance.

For each individual eligible for a transition raise, the amount of the raise shall be determined by his or her next mandatory review year.

Default Plan: For each unit that does not choose to use the Alternative Plan described below, the transition raises shall be as follows:

- For those whose mandatory review year is the Implementation Year, the transition raise is 2%.
- For those whose mandatory review year is one year after the Implementation Year, the transition raise is 4%.
- For those whose mandatory review year is two years after the Implementation Year, the transition raise is 6%.
- For those whose mandatory review year is three years after the Implementation Year, the transition raise is 8%.

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

Commented [NLB19]: Advisory Committee on Faculty Code and Regulations.

2293 Under the Default Plan, there will be Variable Adjustments only if allocated by the college, school,
2294 or campus and approved by the provost, in accord with Section 24-72, Subsection I, of the ~~revised~~
2295 Faculty Code.

2296
2297 Alternative Plan: By vote of a majority of its eligible voting faculty, a department or an
2298 undepartmentalized college may choose to use the following Alternative Plan. Such a decision
2299 must be reported to the dean.

- 2300
2301 • For those whose mandatory review year is the Implementation Year, the transition raise is
2302 1.5%.
2303
2304 • For those whose mandatory review year is one year after the Implementation Year, the
2305 transition raise is 3%.
2306
2307 • For those whose mandatory review year is two years after the Implementation Year, the
2308 transition raise is 4.5%.
2309
2310 • For those whose mandatory review year is three years after the Implementation Year, the
2311 transition raise is 6%.
2312

2313 In each case, the percentage above is a percentage of the individual's salary if that salary is less
2314 than or equal to the average UW full professor's salary during the Transition Period; otherwise it is
2315 a percentage of that average salary.
2316

2317 Under the Alternative Plan, 1.25% of the continuing faculty salary pool shall be available to the unit
2318 for Variable Adjustments, in addition to any amount allocated for Variable Adjustments by the
2319 college, school, or campus and approved by the provost. All Variable Adjustments shall be
2320 distributed, in accord with Section 24-72, Subsection I, of the ~~revised~~ Faculty Code.
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2322 E. Severe Financial Stress

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2324 If distributing transition raises pursuant to Subsection D above would, in the judgment of the
2325 President, impose severe financial stress on the University, school, college, campus, or academic
2326 appointing unit, and notwithstanding any other provision of the Faculty Code, the President may
2327 reduce the raises provided in either the Default Plan or Alternative Plan to as low as zero by following
2328 the procedure below.

- 2329
2330 1. The Provost presents a recommendation for a change in the plans to the Senate Committee on
2331 Planning and Budgeting, together with as much budgetary data as then available to support the
2332 recommendation.
2333
2334 2. Within ten days the SCPB conducts an advisory vote to endorse, reject, or modify the Provost's
2335 recommendation.
2336
2337 3. The Provost's recommendation and the result of the SCPB's advisory vote are then promptly
2338 made available to the voting faculty for comment by the Secretary of the Faculty for a period no
2339 more than 14 days.
2340
2341 4. The President then decides whether to change the Plans and reports the decision and his or her
2342 justification to the Faculty Senate.

2343 **Part 24-80 Resignation, Separation, or Change of Appointment**

2344 **Section 24-81 24-56 Procedure for Resignations**

2345 **A. Written Notice of Resignation**

2346 A faculty member has a professional obligation to give a written notice of resignation at the earliest
2347 possible opportunity. Normally such resignations should be given at least three months prior to the
2348 termination date, or within 15 days of notification of terms of a reappointment, whichever occurs later,
2349 and should ordinarily become effective at the end of an academic year.

2350 **B. Resignation without Written Notice**

2351 If the faculty member resigns orally, then the dean shall attempt to obtain a written resignation. If this
2352 is not forthcoming sooner, no later than 15 days after the purported oral resignation the dean shall
2353 send by certified mail to the faculty member's last known home address, and at the same time send
2354 by delivery or campus mail to the faculty member's campus address, a letter stating his or her
2355 understanding that the faculty member has resigned. If, within 30 days after the dean mailed and sent
2356 this letter, the faculty member notifies the dean in writing that he or she denies a resignation took
2357 place, none shall be deemed to have occurred. Otherwise, the faculty member shall be deemed to
2358 have resigned.

2359 **Section 24-82 25-51 Grounds for Removal of Persons with Tenure for Cause**

2360 A faculty member having tenure under the provisions of this chapter may be removed for cause from his
2361 or her position or subjected to reduction of salary only for one or more of the following reasons:

- 2362 • Incompetence.
- 2363 • Neglect of duty.
- 2364 • Physical or mental incapacity to perform academic duties.
- 2365 • Unlawful discrimination or sexual harassment (see Executive Order No. 31).
- 2366 • Scientific and scholarly misconduct, consisting of such acts as intentional misrepresentation of
2367 credentials, research misconduct (as defined in Executive Order No. 61), abuse of confidentiality, or
2368 deliberate violation of regulations applicable to research.
- 2369 • Conviction of a felony.
- 2370 • Intentional and malicious interference with the scientific, scholarly, and academic activities of others.
2371 To warrant a removal for cause or reduction of salary, conduct falling within these categories must in
2372 a substantial way adversely affect the faculty member's or the victim's academic, scholarly, or
2373 professional ability to carry out his or her University responsibilities.

2374 **Section 24-83 25-52 Removal of Faculty for Reasons of Program Elimination**

2375 **A. Program Elimination-Defined—Basis for Removal**

2376 The removal of tenured faculty, or the removal of non-tenured faculty prior to the end of a specified
2377 term of appointment, may be effected upon program elimination within the University. Such removals
2378 shall be termed "Removal for Reasons of Program Elimination."

- 2398
2399 B. Program Elimination Procedures
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2401 Removal for reasons of program elimination may be effected only in conformance with procedures set
2402 forth in Chapter 26, Procedures for Reorganization, Consolidation, and Elimination of Programs, and
2403 the provisions of this section.
2404
- 2405 C. Notification
2406
2407 1. Each faculty member proposed by the dean for removal for reasons of program elimination shall
2408 be so notified in writing by the dean pursuant to Chapter 26, Section 26-41, Subsection C.2.h.
2409
2410 2. When the President's decision to eliminate a program becomes final pursuant to Chapter 26,
2411 Section 26-41, Subsection C.7, and the subsequent decision is made as to which faculty
2412 members notified under this subsection are to be removed, each faculty member to be removed
2413 for reason of program elimination shall be notified in writing by the dean and the effective date of
2414 such removal shall be stated. The dean shall deliver a copy of this notification
2415 contemporaneously to the chair of the Adjudication Panel (Chapter 28). No faculty member shall
2416 be removed for reason of program elimination prior to the end of the academic year following the
2417 one in which a final decision is transmitted to the faculty member.
2418
- 2419 D. Appeal
2420
2421 Each faculty member notified of removal for reason of program elimination may engage in the
2422 administrative and conciliatory proceedings of Chapter 27. He or she may deliver an appeal to the
2423 chair of the Adjudication Panel and to the Secretary of the Faculty as provided in Chapter 28, in
2424 which case a Hearing Committee shall determine whether the faculty member was properly
2425 identified as a member of the program eliminated; whether the procedures in this section were
2426 followed; whether the decision to remove the faculty member was reasonable; and, if the faculty
2427 member so alleges, whether he or she was unlawfully discriminated against because of race,
2428 religion, color, sex, national origin, age, handicap, sexual orientation, or status as a disabled or
2429 Vietnam era veteran.
2430
- 2431 E. Placement in Another Unit
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2433 The University shall make every reasonable effort to place faculty members notified of removal for
2434 reason of program elimination in other University employment for which they are qualified with
2435 comparable terms of employment. Priority in such employment shall be given to the faculty member
2436 in accordance with University and state employment procedures. In addition to the required
2437 notification period, special assignments with pay may be provided to enable the faculty member to
2438 prepare for changed employment responsibilities.
2439
- 2440 F. Reinstatement
2441
2442 In the event that the academic program which has been eliminated is reinstated within a period of
2443 five years, new positions shall not be filled through normal appointment search procedures until
2444 removed faculty members qualified for the position have been offered reappointment on terms at
2445 least comparable to terms which applied to the position previously held. Such removed faculty
2446 members shall be given 30 calendar days to accept or decline an offer of reinstatement.
2447
- 2448 **Section 24-84-25-53 Necessity for Hearings in Tenure Proceedings**
2449
2450 No faculty member having tenure as defined in this chapter shall be removed from his or her position or
2451 subjected to discriminatory reduction of salary until she or he has been given opportunity for a full review
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2453 and hearing as provided in Sections 24-26, 24-85, or Chapter 26, Section 26-31 as applicable to the
2454 case, and in Chapter 28.

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

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

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

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

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

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A. Procedures Available for Review and Resolution

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

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B. Burden of Proof

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

Approved by:
Senate Executive Committee
November 16, 2015

Approved by:
Faculty Senate
December 10, 2015

Approved by:
Senate Executive Committee
February 22, 2106