



June 13, 2013

Michael K. Young, President  
Office of the President  
301 Gerberding Hall  
Box 351230

Dear President Young:

In accordance with the rules, the faculty has approved the Faculty Code amendment in Class A Bulletin No. 130: Chapters 24 and 25.

The results of the election submitted to the faculty for vote on May 16, 2013, are:

Total ballots distributed electronically:	4,268
Total ballots returned:	964
Percent of faculty who voted:	22.6%
Percentage of "yes" votes:	89.52%
Percentage of "no" votes:	6.54%
Percentage of abstentions:	3.94%

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

Attached is Professor James Gregory certification that the faculty has voted to approve the changes as proposed in Class "A" Bulletin No. 130. Before the *Faculty Code and Governance* can be revised, we need your approval. According to the *Faculty Code*, you have fourteen days to respond.

Sincerely,

Marcia Killien  
Secretary of the Faculty

/ab

Cc: James N. Gregory, Faculty Senate Chair  
Jack Johnson, Chief of Staff, Office of the President  
Rebecca Deardorff, Director of Rules Coordination

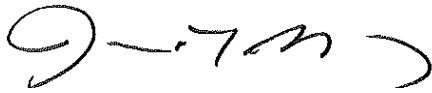
**Class A Legislation #130**

**Proposed amendments to the Faculty Code.**

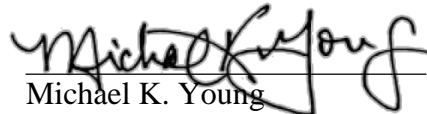
Chapter 24, Section 54  
Chapter 25, Section 41  
(Related to Procedures for Promotion)

CERTIFIED AS APPROVED:

APPROVED:



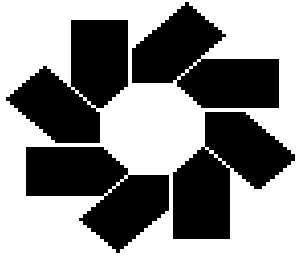
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James Gregory, Chair  
Faculty Senate



\_\_\_\_\_  
Michael K. Young  
President

Date: 6/10/2013

Date: 6/14/2013



University of Washington  
**FACULTY SENATE**  
Box 351271

Class A Bulletin No. 130

May 16, 2013

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**GENERAL LEGISLATIVE ACTION**

At its meeting on May 16, 2013, the Faculty Senate approved legislation that would make changes to the procedures for promotions. These changes, which would amend the Faculty Code, have been approved twice by a majority at both the Faculty Senate Executive Committee and the Faculty Senate. The Faculty Council on Faculty Affairs (FCFA) developed and approved this legislation.

**PLEASE VOTE BY June 7, 2013, 5 p.m.**

**Rationale:**

Introduction

The Faculty Senate and the Senate Executive Committee has approved the first and second consideration, and is forwarding to the faculty for final vote, Class A legislation that modifies Section 24–54 of the Faculty Code, “Procedure for Promotions” in two major areas:

1. Requires additional disclosure to the candidate of the recommendations of the Elected Faculty Council and the Dean.
2. Provides one additional opportunity (if the dean’s initial recommendation is unfavorable) for candidates to respond to recommendations.

Reasons for proposed changes

- The goal is to encourage best practices in communication throughout the promotion process.
- Inconsistent practices exist among the departments, schools, colleges, and campuses in what candidates are told about the recommendations being made at each level of the promotion process.
- Candidates who aren’t informed of recommendations and rationale may have unrealistic expectations about the level of support for their advancement or may be unduly anxious. Annual reviews vary in the level of honest and clear feedback provided to candidates, and may be limited to department level perspectives that could differ at the school/college/campus/university level.

Background:

The proposed legislation was initially prepared by the Faculty Council on Faculty Affairs after lengthy debate and consideration that began in Fall 2011, including communication with chairs of the elected faculty councils, chairs of small departments, the Board of Deans, and the Provost.

Currently, in the *Faculty Code*, candidates for promotion are only required to receive information about their case after the faculty of their academic unit has taken a vote. The proposed changes would allow the candidate to learn about the recommendation of the elected college council, hear from the dean, respond in writing before the Dean makes a final decision, and be informed of the final decision and reasons therefor.

**Proposed Amendments to the Faculty Code:**

**Section 24–54 Procedure for Promotions**

Annually, all eligible members of the faculty shall be informed of the opportunity to be considered for promotion by their department chair (or chair's designee or the dean of an undepartmentalized school or college, or the dean's

designee). At the request of the faculty member, or if the promotion decision is mandatory, a promotion review shall be conducted following the procedure below.

- A. The voting members of the appropriate department (or undepartmentalized college or school) who are superior in academic rank or title to the person under consideration shall decide whether to recommend the promotion. Research faculty shall be considered by voting members of the appropriate department, or undepartmentalized college or school, who are superior in academic rank to the person under consideration. Faculty with instructional titles outlined in Section 24-34 Subsection B shall be considered by voting members of the appropriate department or undepartmentalized college or school who hold an eligible professorial appointment or an instructional title superior to that of the candidate being considered. In this decision they shall take into account the qualifications prescribed in Sections 24–32, 24–33, 24–34, and 24–35 for the various academic ranks and titles. Promotion shall be based upon the attainment of these qualifications and not upon length of service. In arriving at recommendations for promotion, faculty, chairs, and deans shall consider the whole record of candidates' qualifications described in Section 24–32.
- B. The record of the candidate being considered for promotion shall be assembled following the guidelines of the candidate's college and unit. The candidate is responsible for assembling the promotion record, which shall include a self–assessment of the candidate's qualifications for promotion. External letters of review shall be kept confidential from the candidate.

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

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

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

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

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

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

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

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

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

### **Section 25-41 Granting of Tenure: Policy and Procedure**

- B. Consistent with the timelines set in Section 25-32, Subsection A.2 for full-time assistant professors and Chapter 24, Section 24-45 for part-time assistant professors, and Section 25-32, Subsection D for associate professors or professors "without tenure," a decision shall be made in the following manner:

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

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

*Section 13-31, April 16, 1956; S-A 22, April 18, 1958; S-A 59, April 23, 1979; S-A 64, May 29, 1981; S-A 81, January 30, 1990; S-A 94, October 24, 1995; S-A 100, April 25, 2000; S-A 124, July 5, 2011; S-*

*Approved by:*  
Senate Executive Committee  
April 8, 2013

*Approved by:*  
Faculty Senate  
April 25, 2013

*Approved by*  
Senate Executive Committee  
May 6, 2013

*Approved by:*  
Faculty Senate  
May 16, 2013