Meeting Synopsis:

1. Call to order
2. Review of the minutes from February 25, 2020 (attachment)
3. Announcements
4. Clinical faculty
5. Procedure for promotions
6. Part-time and temporary lecturers
7. Good of the order
8. Adjourn

1. **Call to order**

The meeting was called to order at 11:02 a.m.

2. **Review of the minutes from February 25, 2020 (attachment)**

The minutes were approved as written.

3. **Announcements**

Chair Lee spoke to the council about next steps.

FCFA has one more meeting to pass Class A legislation that can be forwarded this year.

Faculty Senators from the School of Medicine would prefer a more substantive change to clinical faculty, which will require extensive consultation among many stakeholders. There may be a working group consisting of affected units, FCFA members, and Faculty Senate leadership created to develop future changes.

The subcommittee on part-time and temporary lecturers has made progress on a framework for Faculty Code changes. These changes are significant and will require buy-in from other stakeholders before moving forward. The plan is for FCFA to proceed with legislation in Fall 2020.

The subcommittee on procedures for promotion has code language for Class A legislation. This issue is important to Senate leadership and Academic Human Resources, so the council will focus on passing legislation this year.

Chair Lee proposed to remove the clinical faculty item from the agenda and the proposal was approved by the council.

4. **Procedure for promotions**

Chair Lee introduced multiple options for the council to consider (Exhibits 1 and 2).
The most important issue for the council to address is allowing subcommittees to include members from other departments. There is agreement that members from other departments should be allowed to sit in on deliberations, but there is disagreement on whether they should be allowed to vote on the departmental recommendation.

Exhibit 1 shows Faculty Code changes that would allow members from other departments on the subcommittee and allow them to sit in on deliberations, but they would not be allowed to vote on the departmental recommendation.

There needs to be clarification on whether or not subcommittee members from other departments can be present for the vote. In Exhibit 1, they would not be present for the vote on the departmental recommendation. Concerns about confidentiality in the departmental recommendation were raised if there were less than three eligible voting faculty in the department.

Exhibit 2 shows Faculty Code changes that allow (requires if fewer than three eligible voting members in the department) subcommittee members from other departments to vote on the departmental recommendation.

The amendments shown in Exhibit 2 would give more authority to the department chair since they decide the makeup of the subcommittee. Another concern expressed was that allowing members from other departments to vote could chip away at the integrity of the department.

A consensus was reached to revise the amendment according to the following principles:

- If there are fewer than three eligible voting faculty in the department, a subcommittee must be formed, and its recommendation will be used in lieu of an official faculty vote.
- If a subcommittee is formed, its members may participate in the deliberations, but not the vote.

Chair Lee will revise the code language and share it with the council at the next meeting.

5. Part-time and temporary lecturers

The item was missed due to time constraints.

6. Good of the order

Nothing was stated.

7. Adjourn

The meeting adjourned at 12:37 p.m.

Minutes by Jordan Smith, jjsmith4@uw.edu, assistant to the chair

Present: Faculty Code Section 21-61 A: Jack Lee (chair), Jeremy Davis, James Gregory, Megan Callow, Tom Hazlet, Dan Jacoby, Jacob Vigdor
Faculty Code Section 21-61 B: Cass Hartnett, Aileen Trilles
President’s designee: Cheryl Cameron
Guests: Mike Townsend
Absent: **Faculty Code Section 21-61 A**: Dawn Lehman, Teresa Ward, Mary Pat Wenderoth, Aaron Katz

**Faculty Code Section 21-61 B**: Mícheál Vaughan, Jennette Kachmar

**Exhibits**

Exhibit 1 – 24-54 version 1
Exhibit 2 – 24-54 version 2
Section 24-54  Procedure for Promotions

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

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

Eligibility to deliberate and vote on a recommendation of promotion is limited to voting members of the faculty who are superior in academic rank and title to the person under consideration, subject to the limitations described in Section 21-32, Subsections C and D.

The eligible voting members of the appropriate department (or undepartmentalized college or school) shall decide whether to recommend promotion. The chair (or dean in an undepartmentalized college or school) may invite one or more eligible faculty members of other departments, schools, colleges, or campuses who have appropriate expertise to participate in deliberations. Such invited faculty members may participate and vote in a subcommittee (as described in Subsection B below), may review the candidate's record (including external letters), and may participate in the discussion of the candidate's case; but may not vote on the departmental recommendation.

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

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

Artists in residence shall be considered by voting members of the appropriate department or undepartmentalized college or school who hold an appointment as associate professor or professor or an instructional title superior to that of the candidate being considered.

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

For departments (or college/school if undepartmentalized) where an initial report and/or recommendation on the qualifications of the candidate for promotion is produced by a subcommittee of the eligible voting faculty (as described in Subsection A above), the report shall be written. Such a subcommittee must consist of at least three eligible voting faculty members, and may include faculty drawn from other departments, schools, colleges, or campuses as described in Subsection A above. 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. The written summary shall identify the members of the subcommittee. For purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted from the candidate's summary. The candidate may respond in writing within seven calendar days. The chair or dean shall forward the candidate's response, if any, together with the committee's report to the voting faculty.

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

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

If the faculty recommendation is a departmental one, and is favorable, or if the promotion decision is mandatory, or if the candidate has written a response to the departmental vote, the chair shall transmit all documents produced in this promotion process to the appropriate dean, with his or her independent analysis and recommendation. The chair may, at his or her discretion, share the chair's recommendations with the candidate.
Section 24-54 Procedure for Promotions

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

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

Eligibility to deliberate and vote on a recommendation of promotion is limited to voting members of the faculty who are superior in academic rank and title to the person under consideration, subject to the limitations described in Section 21-32, Subsections C and D.

Ordinarily, the eligible voting members of the appropriate department (or undepartmentalized college or school) shall decide whether to recommend promotion. The chair (or dean in an undepartmentalized college or school) may invite one or more eligible faculty members of other departments, schools, colleges, or campuses who have appropriate expertise to participate in deliberations.

If there are fewer than three eligible voting members of the candidate’s department or undepartmentalized college or school, the chair (or dean in an undepartmentalized college or school) shall increase the number of faculty members who are eligible to vote on whether to recommend the candidate’s promotion to at least three by inviting eligible faculty members of other departments, schools, colleges, or campuses with appropriate expertise to serve as temporary voting members of the department or undepartmentalized college or school for this promotion case only.

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

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

Artists in residence shall be considered by voting members of the appropriate department or undepartmentalized college or school who hold an appointment as
associate professor or professor or an instructional title superior to that of the candidate being considered.

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

For departments (or college/school if undepartmentalized) where an initial report and/or recommendation on the qualifications of the candidate for promotion is produced by a subcommittee of the eligible voting faculty (as described in Subsection A above), the report shall be written. Such a subcommittee must consist of at least three eligible voting faculty members, and may include faculty drawn from other departments, schools, colleges, or campuses as described in Subsection A above. 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. The written summary shall identify the members of the subcommittee. For purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted from the candidate's summary. The candidate may respond in writing within seven calendar days. The chair or dean shall forward the candidate's response, if any, together with the committee's report to the voting faculty.

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

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

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

Section 25-41  Granting of Tenure: Policy and Procedure

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

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

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

A recommendation that the faculty member be granted or denied tenure shall be sent to the dean of the school or college. This recommendation shall be based upon a majority vote of the faculty members who are eligible to vote on the candidate’s promotion, as described in Chapter 24, Section 24-54, Subsection A, eligible professors and associate professors of the department, or of the school or college if it is not departmentalized. If the chair does not concur in the recommendation she or he may also submit his or her own recommendation.

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

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

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

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