Meeting Synopsis

1. Call to order
2. Review of the minutes from October 30 and November 13, 2018
3. Brief updates from subcommittees:
   o Equity & Inclusion (Purnima Dhavan)
   o EFCs (Aaron Katz)
   o Lecturer Issues (Jack Lee)
4. Revised Faculty Code language around non-departmentalized tenure & promotion process (Jacob Vigdor)
5. Good of the order
6. Adjourn

1. Call to order

The meeting was called to order at 11:00 a.m.

2. Review of the minutes from October 30 and November 13, 2018

The minutes from October 30 and November 13, 2018 were amended to remove members’ names from documented comments. Both sets of minutes were approved.

3. Brief updates from subcommittees:
   o Equity & Inclusion (Purnima Dhavan)
     ▪ Dhavan met with George Sandison, Faculty Senate Chair, for feedback and insight to ongoing efforts. Diversity and inclusion is a priority, but it seems hiring is being prioritized rather than retention and improving the campus climate. The University will possibly seek additional funding streams to support recruitment efforts. The Faculty Senate Chair recommended that the subcommittee consider addressing Executive Orders (EO) rather than Faculty Code changes. Dhavan asked for feedback from council members regarding whether the subcommittee should pursue EOs.
   o EFCs (Aaron Katz)
     ▪ Nothing new to report at this time.
   o Lecturer Issues (Jack Lee)
     ▪ Lee, the chair, and Mary Pat Wenderoth met with a group of Principal Lecturers for feedback on proposed title changes. The Principal Lecturers had lots of questions, but were generally very enthusiastic about the idea. From other quarters, there have been two main objections to the proposals thus far. First, there is a concern/fear that changing the title may lead to deans and chairs hiring
more non-tenure faculty, and thus further undermine tenure. The second concern/fear is that the title change may cause these faculty members to request time off from teaching in order to have more time for research. The chair will consider these and try to find a way to structure the changes to minimize any risks. The chair will also send out stats he has on lecturers and promotions by or before the next FCFA meeting.

- A member commented that this title change may shift expectations. For professors, one can expect to be promoted from Associate Professor to Full Professor. With Lecturers, it is extraordinary for a Senior Lecturer to be promoted to Principal Lecturer. The proposal should also consider this.
- A member asked about surveying the landscape before having conversations. The chair responded that the council should do both simultaneously. The chair will send out a visual/diagram illustrating the hierarchy.
- Members asked if the subcommittee would develop talking points before having conversations so that the audience understands what the scope of change is. The chair responded that he will share a draft of the code revisions.

4. Revised Faculty Code language around non-departmentalized tenure & promotion process (Jacob Vigdor)

Vigdor provided additional information regarding how peer institutions handle promotion and tenure for non-departmentalized faculty (Exhibit 1). He further presented drafted code language (Exhibit 2) for the council to consider. The council discussed and debated over several elements of the proposed language.

The chair asked if Vigdor considered utilizing the already established Elected Faculty Councils or promotion and tenure committee to appoint members rather than having them elected.

A member expressed concern that this would be an advisory committee to the Faculty Senate. The member suggested that this should be in Chapter 24 instead of Chapter 22. Vigdor responded that the committee may require some staff support (which will come out of some budget). The member further commented that the Senate should not have a role in promotion and tenure. Another member suggested that the five schools involved could handle staff support via their respective administrative staff (rotating process).

The chair asked Vigdor to make additional revisions and send out to the council before the next meeting.

5. Good of the order

Nothing was stated.

6. Adjourn

The meeting was adjourned at 12:30 p.m.

Minutes by Lauren Hatchett, lehatch@uw.edu, council analyst
Present:  
Faculty: Jack Lee (chair), Margaret Adam, Steve Buck, Aaron Katz, Purnima Dhavan, Jacob Vigdor, Kamran Nemati, Dan Jacoby, Tom Hazlet, Miceal Vaughan, Lauren Montgomery, James Gregory, Dawn Lehman, Mary Pat Wenderoth
Ex-officio reps: Judith Henchy, Bryan Crockett
President’s designee: Cheryl Cameron
Guests: Mike Townsend

Absent:  
Faculty: Joseph Janes,
Ex-officio reps: Padmaja Vrudhula, JoAnn Taricani

Exhibits
Exhibit 1 – tenurereviewdetails.docx
Exhibit 2 – tenurecoderevisions 112018 17.31.docx
Memorandum

November 21, 2018

To: Faculty Council on Faculty Affairs
From: Jake Vigdor
Re: An examination of tenure review committees at peer institutions

The table beginning on the next page convey publicly available information regarding university-level promotion and tenure committees at peer institutions (public flagship research universities) as well as the councils charged with promotion and tenure review in the 10 departmentalized units here at UW. Blank spaces in the table indicate areas where there is no information publicly available or no explicit codification. Columns provide information as follows:

Restrictions on membership: Can any member of the faculty serve on the review committee? If not, who is eligible?

Number of members: Do written policies specify a number of members?

Selection of members: Are members elected or appointed? If elected, by whom? If appointed, by whom?

Recusal: If a committee member has participated in the primary review of a candidate, may they participate in the secondary review discussion? May they vote in a secondary review? Note that in many cases committee members are expected to recuse themselves in other situations, such as when the candidate is a collaborator or family member.

Reporting/Oversight/Scope: Who convenes the committee? To whom does the committee deliver its recommendation? Is the committee charged with checking procedure, assessing the merits of the case, or both? Is the committee permitted to solicit new information, such as supplemental external letters, interviews with deans or other members of the primary unit, or written clarifications?
<table>
<thead>
<tr>
<th>Institution</th>
<th>Name of committee(s)</th>
<th>Membership restrictions</th>
<th># of Members</th>
<th>Selection of members</th>
<th>Recusal</th>
<th>Reporting/Oversight/Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U of Minnesota</strong></td>
<td>All-University Promotion and Tenure Committee</td>
<td>Tenured full professors from each member unit (NDUs and satellite campuses)</td>
<td>One from each unit covered by the committee</td>
<td>Nominated by deans; approved by provost</td>
<td>Mandatory for both discussion and vote</td>
<td>Reports to provost; examines both procedure and merits; any requests for add’l info routed to provost.</td>
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<tr>
<td><strong>U of Wisconsin-Madison</strong></td>
<td>Divisional Committees (Arts &amp; Humanities; Biological Sciences; Physical Sciences; Social Sciences)</td>
<td>Professors and associate professors</td>
<td>Minimum of 12 on each committee, no more than 2 from any one department</td>
<td>Elected to 3-year terms; committees themselves establish rules for nomination and election. Each committee elects its own chair.</td>
<td>Committees self-govern</td>
<td>Reports to deans; merit; administratively located in the Office of the Secretary of the Faculty</td>
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<tr>
<td>Institution</td>
<td>Name of committee(s)</td>
<td>Membership restrictions</td>
<td># of Members</td>
<td>Selection of members</td>
<td>Recusal</td>
<td>Reporting/Oversight/Scope</td>
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<tr>
<td>UC System</td>
<td>Committee on Academic Personnel</td>
<td>Campus-specific: UCSB all members full; UCSD all members tenured; UCI: no associate deans</td>
<td>Campus-specific, e.g: UCSC: 9 UCSD: 10-12 UCI: 13</td>
<td>UCSC/UCSD: appointed by academic senate committee UCI: elected to 3-year terms</td>
<td>Campus-specific: UCSC mandatory. UCSD mandatory. UCI mandatory.</td>
<td>Reports to chancellor; established as a senate committee (SC/SD); procedure and merits; new material requests routed through chancellor</td>
</tr>
<tr>
<td>UNC-Chapel Hill</td>
<td>Appointment, Promotion and Tenure Committee</td>
<td>Full professors</td>
<td>12</td>
<td>Elected to 3-year terms (staggered)</td>
<td></td>
<td>Advisory to provost</td>
</tr>
<tr>
<td>UIUC</td>
<td>Campus Committee on Promotion and Tenure</td>
<td></td>
<td>12 (AY 17/18)</td>
<td></td>
<td></td>
<td>Reports to provost</td>
</tr>
<tr>
<td>Colorado-Boulder</td>
<td>Vice Chancellor’s Advisory Committee (VCAC)</td>
<td>Professor rank</td>
<td>12-16</td>
<td>“by tradition” nomination from Senate Executive Committee, appointment by vice provost.</td>
<td></td>
<td>Reports to VC; administratively supported by Office of Faculty Affairs</td>
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<tr>
<td>UT-Austin</td>
<td>President’s Committee</td>
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<td>Institution</td>
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<tr>
<td>Maryland-College Park</td>
<td>Campus-level Tenure Committee; Promotion Committee</td>
<td>9 on each</td>
<td>9 on each</td>
<td>Provost appoints on recommendation of deans, senate executive committee, faculty at large. 3-year staggered terms.</td>
<td>Mandatory for discussion and vote</td>
<td>Reports to provost; “may seek additional information on any candidate it chooses” via provost</td>
</tr>
<tr>
<td>Purdue</td>
<td>Campus Promotions Committee (separate for clinical/professional)</td>
<td>24 professional /9 clinical</td>
<td>24 professional /9 clinical</td>
<td></td>
<td>Provost serves on each committee ex officio;</td>
<td></td>
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<tr>
<td>Rutgers</td>
<td>Promotion Review Committee</td>
<td>At or above the rank of professor</td>
<td>7</td>
<td>Named by president, 4-year terms</td>
<td>Committee members do not participate in other levels of review.</td>
<td>Advisory to president; may return dossiers to lower level if it requires further information.</td>
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<tr>
<td>Ohio State</td>
<td>Provost’s Promotion and Tenure Advisory Committee</td>
<td>9</td>
<td>9</td>
<td>Appointed, staggered 3-year terms</td>
<td>Mandatory.</td>
<td>Advisory to Provost</td>
</tr>
<tr>
<td>Georgia Tech</td>
<td>Provost and EVP’s Advisory Committee</td>
<td>Senior faculty</td>
<td>Senior faculty</td>
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<tr>
<td>Penn State</td>
<td>University Promotion and Tenure Review Committee</td>
<td>FT Tenured professors, librarians, “other faculty of equivalent rank”</td>
<td>11</td>
<td>7 members elected by Senate; 4 appointed by President. 2-year staggered terms</td>
<td></td>
<td>Advisory to Provost; procedure and merits; may request further information from deans</td>
</tr>
<tr>
<td>Florida</td>
<td>Academic Personnel Board</td>
<td>Senior faculty</td>
<td>10</td>
<td>Appointed by President. 3-year terms.</td>
<td></td>
<td>Advisory to President; procedures and merits; may request further information</td>
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<tr>
<td>Arizona</td>
<td>University Advisory Committee on Promotion and Tenure aka University Standing Advisory Committee on Faculty Status</td>
<td>At least 9</td>
<td></td>
<td>Appointed by Provost</td>
<td>Mandatory</td>
<td>Advisory to Provost; procedures and merit;</td>
</tr>
<tr>
<td>UW Engineering</td>
<td>Council on Promotion and Tenure</td>
<td>Full professor</td>
<td>10</td>
<td>One representative elected from each department; three-year staggered terms</td>
<td>Mandatory</td>
<td></td>
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<tr>
<td>Institution</td>
<td>Name of committee(s)</td>
<td>Membership restrictions</td>
<td># of Members</td>
<td>Selection of members</td>
<td>Recusal</td>
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<tr>
<td>UW SPH</td>
<td>Faculty Council</td>
<td>Professors with voting privileges, excluding research track.</td>
<td>7</td>
<td>One representative &amp; one alternate elected from each department; three-year terms</td>
<td></td>
<td>Procedure</td>
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<tr>
<td>UW A&amp;S</td>
<td>College of Arts and Sciences Council</td>
<td>Full Professor</td>
<td>8</td>
<td>Elected to four-year terms</td>
<td></td>
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<tr>
<td>UW SoM</td>
<td>Council on Appointments and Promotions</td>
<td>15 full regular professors; one research professor</td>
<td>16</td>
<td>Elected by departments to staggered three-year terms</td>
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<tr>
<td>UW CBE</td>
<td>College Council</td>
<td>Associate Professor or Professor</td>
<td>Varies; minimum of 4</td>
<td>Elected; minimum 1 member per department; 3-year staggered terms</td>
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<tr>
<td>UW College of the Environment</td>
<td>College Council</td>
<td>Associate Professor or Professor</td>
<td></td>
<td>Elected; 1 member per department 2 at large; three-year staggered terms</td>
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<tr>
<td>UW Foster School</td>
<td>Promotion and Tenure Committee</td>
<td>Full professors</td>
<td>5</td>
<td>Elected; 1 per department; 3-year term.</td>
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<tr>
<td>Institution</td>
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<td>Membership restrictions</td>
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<tr>
<td>UW Dentistry</td>
<td>Appointment, Promotion, and Tenure Committee</td>
<td>At most 1 assistant professor, at most 2 associate, remainder full</td>
<td>7</td>
<td>Nominated by faculty council, elected to 3-year terms</td>
<td>Members below full rank recused in years when they are considered for promotion</td>
<td></td>
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<tr>
<td>UW Nursing</td>
<td>Appointments, Promotion, and Tenure Committee</td>
<td>Associate Professor or Professor</td>
<td>1 non-voting chair, 6 regular members, 3 alternates</td>
<td>Departments elect members to 3 year appointments: 1st year as alternate then 2 as member</td>
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<tr>
<td>UW Pharmacy</td>
<td>Promotion and Tenure Committee</td>
<td>Professor</td>
<td>1 member elected from each department</td>
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<tr>
<td>UW Bothell</td>
<td>Campus Council on Promotion and Tenure</td>
<td>Tenured faculty</td>
<td>7</td>
<td>1 member from each school, remainder at large; elected to 2-year terms</td>
<td>Mandatory for cases originating in member’s school</td>
<td>Reports to Vice-Chancellor</td>
</tr>
<tr>
<td>UW Tacoma</td>
<td>Faculty Committee on Appointment, Promotion and Tenure</td>
<td>Tenured faculty</td>
<td>At least 7</td>
<td>Representatives from each academic unit elected to 3-year terms.</td>
<td>Reports to Chief Academic Officer</td>
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</table>
Memorandum

November 21, 2018

To: Faculty Council on Faculty Affairs
From: Jake Vigdor
Re: Proposed code revisions

Goals of the proposed code revisions

These code revisions intend to establish an independent layer of review for non-departmentalized schools analogous to what the Faculty Code dictates in departmentalized units. In departmentalized units, a committee or council consisting predominantly or exclusively of members from outside a candidate’s department advises the dean. By construction, this committee or council provides an independent (or at least substantially independent) layer of review. Under current faculty code, elected councils or committees in non-departmentalized units cannot make the same claim to independence, as members will generally have already participated in deliberations and voted.

The specific goals are to:

- Establish a cross-unit committee and procedures for selecting members
- Charge the committee and regulate its workings
- Amend existing procedure to incorporate the committee

Establishing and charging a committee

Two sections of the existing faculty code establish and charge committees under the oversight of the Senate Executive Committee. Section 22-61 establishes the Advisory Committee on Faculty Code and Regulations (the “code cops”). Section 22-91 establishes the Senate Committee on Planning and Budgeting. Both sections follow a common format:

- Subsection A charges the committee.
- Subsection B describes particular responsibilities of the committee chair. In 22-61 subsection B also describes required qualifications of the chair and the method of selecting a chair.
- Subsection C describes the membership of the committee, including procedures for selecting those members and any required qualifications.

The proposed new section below mirrors the construction of these established sections. In the proposed new section, subsection D governs the procedures used by the committee. It serves in place of procedural regulations otherwise delegated to schools and colleges by section 22-54 C. Rationales and precedents for many provisions of this proposed section appear under the heading “Commentary” below.
Proposed amendment to faculty code: new section under chapter 22

Section 22-92 Advisory Committee on Promotion and Tenure

A. The Advisory Committee on Promotion and Tenure, in accord with the provisions of Chapter 24, Section 24-54, Subsection C, shall advise deans of non-departmentalized colleges and schools on matters of faculty promotion and tenure arising therein.

B. The Senate Executive Committee shall appoint a committee chair, to serve at the pleasure of the Executive Committee. The committee chair is responsible for performance of the duties specified in subsection A of this section. The committee chair shall be a member of the faculty, with voting rights on all personnel matters as described in the Faculty Code, holding the rank of professor. To ensure consistency in committee procedure, the Senate Executive Committee shall endeavor to appoint as committee chair a person who will be able to serve over a period of years.

C. The committee membership shall consist of:
   1. The committee chair, appointed by the Senate Executive Committee as specified in subsection B of this section.
   2. From each non-departmentalized college or school, one member holding the rank of professor, with voting rights on all personnel matters as described in the Faculty Code. These members shall be elected to three-year terms by the voting faculty of their respective units. Members’ terms shall be staggered to ensure continuity of a majority in successive years.

D. The Advisory Committee on Promotion and Tenure shall adhere to the following procedures in performing the duties specified in subsection A of this section:
   1. Any member of the committee who is also a member of a candidate’s school or college shall be excused from any committee deliberation or vote on that candidate.
   2. With the exception of members excused according to subsection D.1, all members shall have equal voting rights.
   3. To establish a quorum, a majority of committee members must participate in any vote.
   4. In the event the committee chair is excused from deliberations according to subsection D.1, members not excused from those deliberations shall appoint a temporary chair.
   5. The committee chair or temporary chair, with the assistance of members not excused according to subsection D.1, shall prepare and submit the committee’s recommendations with reasons therefor to the dean of the originating college or school, in accord with the provisions of Chapter 24, Section 24-54, Subsection C. If the recommendation of the committee is not favorable, or if it conflicts with the faculty vote, then the committee recommendation with reasons therefor shall be provided to the candidate. For purposes of confidentiality, specific attributions and vote counts shall be omitted from this report.
Amending tenure and promotion procedure to incorporate the ACPT

Minor amendments to the faculty code are required to shift the routing of cases to the ACPT if they originate in non-departmentalized units and to delete faculty promotion and tenure from the list of responsibilities delegated to elected faculty councils in non-departmentalized units.

Proposed amendments to Chapter 24-54 Subsection C

The dean shall be advised by a committee or council of the college or school. In a departmentalized school or college, this advisory group shall be elected by the faculty of the college or school. In a non-departmentalized school or college, the dean shall be advised by the Advisory Committee on Promotion and Tenure.; The committee or council 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.

Proposed amendments to Chapter 23-45 Subsection C

Each school or college shall have an elected faculty council or councils which shall advise the dean on matters of faculty promotion and tenure, and advise the dean on matters involving academic policy, including priorities, resource and salary allocation, and budgets. In departmentalized colleges and schools, an elected faculty council shall advise the dean on matters of faculty promotion and tenure. In accord with Subsection A, the faculty of each school or college shall determine for itself the organization and structure of its council or councils and the procedure by which the members are elected.

Commentary

- The establishment of a committee with membership from each non-departmentalized unit mirrors the procedure used at the University of Minnesota.
- At Minnesota, this committee reports to the provost rather than deans. The use of a cross-unit committee to advise deans rather than the provost mirrors the procedure used at the University of Wisconsin-Madison.
- The proposed mixture of elected and appointed members mirrors the procedure used at Penn State for its University Promotion and Tenure Review Committee.
- Delegating appointment of the chair to the Senate Executive Committee yields some oversight of the ACPT to a “neutral” party.
- The use of three-year terms is common to many peer institutions as well as most UW departmentalized units (SoM, CBE, CoE, Foster, Dentistry, Nursing, SPH, Engineering).
The use of staggered terms is common to many peer institutions as well as several UW departmentalized units (Engineering, SoM, CBE, CoE).

Restriction of membership to full professors mirrors practices established in the by-laws of five departmentalized units at UW (A&S, Engineering, Foster, Pharmacy, SoM) as well as many peer institutions.

Recusal of faculty from the originating unit for deliberation and vote mirrors codified procedure in the UW College of Engineering, the University of Minnesota, as well as many other peer institutions (e.g., many UC campuses, Maryland, Rutgers, Ohio State, Arizona). While in theory a committee member belonging to the originating unit may offer perspective or advocacy on a candidate, there is no guarantee that a member’s views will be representative of their unit’s faculty, nor is there a guarantee that a member can represent the candidate’s teaching, research and service accurately and without incorporating their personal views. It is left to originating units to provide this contextual and interpretive material.

The proposed name of the ACPT mirrors the name of another committee established in faculty code and names of committees at many peer institutions.

Establishment of the ACPT under the oversight of the Senate Executive Committee mirrors administrative structure on several UC system campuses.

These proposed code revisions are silent as to whether the ACPT is to advise only on procedural issues or on both procedure and the substance of a case. This mirrors the silence in existing faculty code. Peer institutions commonly establish that both procedure and merits lie within the purview of their advisory committees; no peer institution explicitly restricts committee review to procedural matters.

The committee chair need not be appointed in any of the non-departmentalized units.

The indefinite nature of the committee chair’s appointment is motivated by practice at the University of Minnesota.

Delegation of responsibility to a temporary chair when the chair is recused affords an opportunity to develop and identify future committee leadership.

These proposed revisions are silent as to the question of re-election or term limits of committee members.

The proposed ACPT would have fewer members than university-wide committees at many peer institutions, but the typical university-wide committee oversees an entire campus rather than a minor subset of units.

These proposed revisions leave certain questions of procedure, such as whether an in-person deliberation is required for every case, to the discretion of the proposed ACPT. This is consistent with written by-laws in UW departmentalized units.

Language on voting rights in 22-92:B and 22-92:C.2 has the effect of excluding research professors per 21-32:C and professors with titles modified by the terms acting, visiting, clinical, affiliate, of practice, or emeritus per 21-32:B. Adjunct faculty would be ineligible to serve in units where they hold the adjunct appointment, also per 21-32:B.