

University of Washington
Faculty Council on Faculty Affairs
February 6th, 2018
11:00 a.m. – 12:30 p.m.
Odegaard Undergraduate Library 320

Meeting Synopsis:

1. Call to order
 2. Review of the minutes from January 23rd, 2018
 3. Chair's report
 4. Lecturer legislation
 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 January 23rd, 2018

The minutes from January 23rd, 2018 were approved as written.

3) Chair's report

Janes explained the Faculty Senate Chair and Provost have convened a small group of staff and faculty members to discuss lecturer issues. The group may ultimately work to produce a "handbook" for lecturers. Janes explained he will know more about the efforts and charge of the small group after a meeting in the coming afternoon. He noted the work of this group will be of particular interest to the FCFA, and he will report back on the outcome of the first meeting.

Janes explained FCFA's recently-forwarded Class A legislation on part-time (over 50%) voting rights will be discussed by the Senate Executive Committee in their next meeting on February 12th, 2018.

4) Lecturer legislation

Jacoby presented draft code changes for Faculty Code Chapter 24.34.B (Qualifications for Appointments with Specific Titles) (Exhibit 1). He introduced the changes chronologically.

24.32.B.2/B.3

A member questioned the use of the term "instructional leadership" within the changes located in B.2 of the Section, explaining he finds the terminology vague. Jacoby noted the main idea was that Senior Lecturers should engage increasingly in mentoring of junior faculty (including those in the tenure track)

following their being promoted. A member recommended more specific and “operational” language be used. Another member mentioned the terminology has an incorrect connotation relative to the stated intention of its incorporation. A member noted the language is problematic given the existence of non-departmentalized schools at the UW (B.2). A member explained the notion of mentoring is important and that it is missing from 24.34.A. He explained the term “pedagogical” may be a better term for the sentence compared to the existing use of “leadership.” He agreed there needs to be greater distinctions between these various titles.

Some comments were made about there not being a strong sense of what differentiates Principal Lecturers from Senior Lecturers at the UW. It was noted the term “aspirational” captures the idea that the positions of Senior and Principal Lecturer are part of a career track for lecturers. A member noted a “preamble” could be inserted into 24.34.B that explicitly states promotion to those positions is aspirational – the idea being that greater clarity might be brought to these titles, and that an argument be made a natural progression through the titles is intended in the code. A member noted it is important if it is truly aspirational, and FCFA should decide on this going forward. Janes agreed and noted unanimity on behalf of FCFA on this topic is important (no vote was taken).

There was a recommendation that A.3 be duplicated into B.3 for Principal Lecturers (minus the clause about research).

A member noted some Principal Lecturers drive innovations in pedagogy in their department, school, and perhaps their field. Another member agreed and noted, in thinking about the professoriate, Full Professors are expected to contribute to their field to the point that they improve the work of others in the field. He explained one element of being a Principal Lecturer might be defined as improving the ability of others to thrive in their positions.

As a final point, a member noted the word “have” in B.2 is grammatically incorrect given the added language.

24.34.B.6

Jacoby explained the added language in the Section is intended to mandate that appointments with the title of instructor do not go beyond three years before the employee is considered for one of the non-temporary titles described within 24-34.B; he explained temporary appointments should be delineated as temporary. It was explained the added language change was meant to ensure that people in positions for certain periods of time be searched out. Jacoby asked for feedback from members.

It was clarified that the change in B.6 was not an attempt to codify the Provost’s Guidelines into Faculty Code, but to highlight people on less than 50% appointments. A member asked about the proposed changes in B.6., as not all the appointments listed are lecturer appointments.

A member noted the changes do not deal with the above 50% appointments, and that is the primary issue (ensuring competitive searches, ensuring a career path is defined for lecturing titles, and other elements denoted in the Provost’s Lecturer Appointment Guidelines). It was noted the changes in B.6

could theoretically be folded into the larger initiative, but not be the main component. Another member agreed codification of the principles outlined in the Provost's Lecturer Appointment Guidelines should be the main priority of code changes at this stage of development. Further discussion surfaced a need for clarity as far as an enumerated list of objectives relating to codification of that document, which was noted would be worked towards before the time of the next FCFA meeting. It was noted there are two more FCFA meetings that can be utilized for finalizing the legislative "package" before time runs out to put legislation through the SEC and Faculty Senate. The deadline was noted as March 26, 2018.

5) Good of the order

Janes noted he and other council members would work to facilitate code language development/defining of legislative objectives before the time of the next FCFA meeting. Jacoby was thanked for his work drafting new code language for the council to review in the meeting.

Remaining tasks relating to FCFA's legislative "lecturer package" were defined:

- ❖ Redoing the definitions for Senior and Principal Lecturer and deciding whether promotion to those titles is "aspirational"
- ❖ A clarification on the voting matrix in relation to lecturers

6) Adjourn

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

Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present: **Faculty:** Margaret Adam, Joseph Janes (chair), Gordon Watts, Purnima Dhavan, Jacob Vigdor, Kamran Nemati, Dan Jacoby, Tom Hazlet, Miceal Vaughan
President's designee: Cheryl Cameron
Ex-officio reps: Judith Henchy, Ziyang Bai, Bryan Crockett
Guests: George Sandison, Mike Townsend

Absent: **Faculty:** Steve Buck, Aaron Katz, Eric Bugyis, Kurt Johnson
Ex-officio reps: N/A

Exhibits

Exhibit 1 – Draft revisions chapter 24 051517 R2_020618_with24-54changes_012318.doc

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

A. Qualifications for Appointment at Specific Ranks

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

B. Qualifications for Appointments with Specific Titles

1. Lecturer and artist in residence are *instructional* titles that may be conferred on persons who have special instructional roles. Appointments may be renewed pursuant to [Section 24-53](#).
2. Senior lecturer and senior artist in residence are *instructional* titles that may be conferred on persons who have special instructional roles and who ~~have~~ extensive-demonstrate the training, competence, ~~and~~ experience in their discipline sufficient to demonstrate the capacity for instructional leadership at the departmental or university level. Appointments may be renewed pursuant to [Section 24-53](#).
3. Principal lecturer is an *instructional* title that may be conferred on persons whose excellence in instruction is recognized through appropriate awards, distinctions, or major contributions to their field that signify capacity to provide instructional leadership or expertise at the university level or beyond. Appointments may be renewed pursuant to [Section 24-53](#).
4. Appointment to one of the ranks in [Subsection A](#) with a *research* title requires qualifications corresponding to those prescribed for that rank, with primary emphasis upon research. Tenure is not acquired through service in research appointments.

Research professor and research associate professor appointments are term appointments for a period not to exceed five years. The question of their renewal shall be considered by the voting faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held, except that the voting faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the appointment

Commented [DJ1]: The rationale for these (SR and Principal Lecturer) additions is to recognize that as their ranks increase, lecturers are and will be called upon to provide greater levels of service and leadership assisting lecturers junior to them, as well as in other academic capacities. One clear difficulty here involves the extent to which lecturers are currently employed for non-instructional purposes... Which takes us back to questions about how or if we can clarify job titles

of a research professor. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#).

Research assistant professor appointments are for a term not to exceed three years with renewals and extensions to a maximum of eight years (see [Section 24-41, Subsection H.](#)) The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of [Section 24-41](#).

Research associate appointments are for a term not to exceed three years, with renewals to a maximum of six years. The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#).

Research faculty titles and the qualifications for them are described in [Section 24-35](#).

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

Professor of practice appointments are term appointments for a period not to exceed five years. ~~The question of their renewal~~ shall be considered by the voting faculty who are superior in academic rank and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of [Section 24-53](#). This title is available to address a unique appointment need and is intended to be sparingly used. Tenure is not acquired through service in this title.

Formatted: Font: 14 pt

- 6. Appointment with the title of *instructor* is made to a person who has completed professional training, in many fields marked by the Ph.D., and is fulfilling a temporary, clinical, or affiliate instructional need, or is in a temporary transition period between post-doctoral training and mentoring and entry into the professorial ranks. These appointments are limited to acting, affiliate, or clinical. Where the voting faculty wishes to extend reappointment beyond a total of three years, incumbent must be considered for one of the non-temporary titles described within this section (24-34B).

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

7. An *affiliate* appointment requires qualifications comparable to those required for appointment to the corresponding rank or title. It recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges or schools of the University. Affiliate appointments are annual; ~~the question of their~~ renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
8. An *adjunct* appointment is made only to a faculty member (including one in a research professorial rank) already holding a primary appointment in another department. This appointment recognizes the contributions of a member of the faculty to a secondary department. Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the secondary department. These appointments are annual; the question of their renewal shall be considered each year by the faculty of the secondary department.
9. A *joint* appointment recognizes a faculty member's long-term commitment to, and participation in, two or more departments. A joint appointment may be discontinued only with the concurrence of the faculty member and the appointing departments. One department shall be designated the primary department and the others secondary, and this designation can be changed only with the concurrence of the faculty member and the appointing departments. Personnel determinations (salaries, promotions, leave, etc.) originate with the primary department, but may be proposed by the secondary department(s), and all actions must have the concurrence of the secondary department(s). A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes. The agreement can be revised with the concurrence of the faculty member and the department involved.
10. A *clinical* appointment in the appropriate rank or title is usually made to a person who holds a primary appointment with an outside agency or non-academic unit of the University, or who is in private practice. Clinical faculty make substantial contributions to University programs through their expertise, interest, and motivation to work with the faculty in preparing and assisting with the instruction of students in practicum settings. Clinical appointments are annual; ~~the question of their~~ renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.
11. Appointment with the title of *teaching associate* is made to a non-student with credentials more limited than those required of an instructor. Teaching associate appointments are annual, or shorter; ~~the question of their~~ renewal shall be considered each year by the faculty of the department (or

Formatted: Font: 14 pt, Font color: Red

undepartmentalized college or school) in which they are held. Where reappointment is desired to extend beyond a total of three years, incumbent must be considered for one of the non-temporary titles described within this section (24-34B).

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

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

Formatted Table

16. No academic title or job classification is authorized outside this list of approved titles.

Formatted: Font: 14 pt

Section 13-31, April 16, 1956; S-A 23, February 22, 1959; S-A 32, May 8, 1967; S-A 33, June 13, 1967; S-A 37, February 8, 1971; S-A 64, May 29, 1981; S-A 78, December 14,

1988; S-A 81, January 30, 1990; S-A 94, October 24, 1995; S-A 97, January 10, 1997; S-A 103, March 6, 2001; S-A 108, June 21, 2002; S-A 109, June 5, 2003: all with Presidential approval; RC, April 18, 2006; S-A 124, July 5, 2011; S-A 133, June 11, 2014: both with Presidential approval.

Section 24-41 Duration of Nontenure Appointments

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

1. During the second year of the initial appointment, the dean of the assistant professor's college or school shall decide whether:
 - a. The appointment is to be renewed under the above provision for reappointment;
 - b. The appointment is not to be renewed beyond the initial three-year period, in which case the appointment will terminate at the end of the third year; or
 - c. The decision concerning the appointment is to be postponed to the following year.
2. Should the above decision result in a postponement, during the third year of the initial appointment the dean shall decide whether:
 - a. The appointment is to be renewed under the above provision for reappointment, or
 - b. The appointment is not to be renewed; if it is not, the basic appointment is extended to include a fourth and terminal year.
3. The dean shall inform the professor in writing within 30 days of any decision made pursuant to this section.

B. Lecturer and Artist in Residence

1. ~~Appointment as a full-time lecturer or artist in residence shall be for a term not to exceed five years. The normal appointment period of lecturers shall be for a minimum of three years with exceptions to be reviewed by the Provost. Appointment as a full-time lecturer or artist in residence shall be for a term not to exceed five years.~~

~~The Where circumstances warrant the normal appointment period of a part-time lecturer-instructor, teaching associate or artist in residence may be approved by the Provost shall be for one a period of year or less with than one year exceptions to be reviewed by the Provost.~~

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

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

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

3. Except as provided in [Subsection B.4](#) below, at least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment of a full-time lecturer, artist in residence, senior lecturer, principal lecturer, or senior artist in residence, the dean shall determine, pursuant to [Section 24-53](#), whether this appointment shall be renewed and shall inform the faculty member in writing of the decision.
4. A renewal decision in accord with [Subsection B.3](#) above is not required where an initial appointment of a full-time lecturer, artist in residence, senior artist in residence, senior lecturer, or principal lecturer is for one year or less and the appointment is identified at the time of appointment as not eligible for renewal.
5. Part-time appointments as lecturer, artist in residence, senior lecturer, principal lecturer, and senior artist in residence are for the period stated in the letter of appointment. If such appointments are to be renewed the procedures in [Section 24-53](#) shall be followed in a timely manner with knowledge of funding availability and staffing needs.

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

2. Upon the completion of a multi-year appointment, a full-time lecturer or artist in residence shall, prior to expiration of the existing appointment, be considered for promotion to senior lecturer or senior artist in residence, respectively, following the procedures detailed in Section 24-54.

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

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

Commented [DJ2]: Do we mean contract or appointment? Multiyear contract seems unnecessarily restrictive.

Commented [DJ3]: Would this imply that consideration to employment to senior would occur as early as 2 years after initial appointment at rank?

Commented [DJ4]: There is little reason to insist that part-time employment must be on a short term basis, when it is more likely that longer terms will secure better morale and service.

Formatted: Font: 14 pt

Formatted: Font: 14 pt

- F.** The first appointment or the reappointment of a research assistant professor is for a basic period of three years, subject to earlier dismissal for cause. Research assistant professors may not be reappointed more than once, except that a research assistant professor who does not receive promotion in rank must receive a terminal year of appointment. Procedures governing the reappointment of research assistant professors are as follows:
- 1.** During the second year of the initial appointment, the dean of the research assistant professor's college or school shall decide whether:
 - a.** The appointment is to be renewed under the above provision for reappointment;
 - b.** The appointment is not to be renewed beyond the initial three-year period, in which case the appointment will cease at the end of the third year; or
 - c.** The decision concerning the appointment is to be postponed to the following year.
 - 2.** Should the above decision result in a postponement, during the third year of the initial appointment the dean shall decide whether:
 - a.** The appointment is to be renewed under the above provision for reappointment or
 - b.** The appointment is not to be renewed; if it is not renewed, the basic appointment is extended to include a fourth and terminal year.
 - 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.
- G.** 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 24-53](#), 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.

- H. Notwithstanding the provisions of this subsection, research assistant professors are subject to removal during the term of their appointment for cause (see [Chapter 25, Section 25-51](#)), for termination of funding, or for reasons of program elimination (see [Chapter 25, Section 25-52](#).)
- I. Research professors and research associate professors are not subject to removal during the term of their appointment except by removal for cause (see [Chapter 25, Section 25-51](#)), for termination of funding as defined in [Subsection J](#), or for reasons of program elimination (see [Chapter 25, Section 25-52](#).)
- J. 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.
- K. 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 the individual will seek external funding to support his or her appointment. Such appointments shall be made on an annual or shorter basis, and may be renewed annually upon evidence of research grant or contract pursuit activity. Upon receipt of salary funding support, said appointments shall be converted to initial three-year appointments in conformance with [Subsection H](#).
- L. The procedures prescribed in [Section 24-53](#) for renewal of appointments and in [Section 24-54](#) for Procedure for Promotion shall govern actions taken under this section.

Section 13-31, April 16, 1956; S-A 31, December 28, 1966; S-A 41, April 3, 1972; S-A 42, June 9, 1972; S-A 49, December 4, 1975; S-A 62, December 2, 1980; S-A 64, May 29, 1981; S-A 67, December 5, 1983; S-A 68, April 19, 1984; S-A 78, December 14, 1988; S-A 81, January 30, 1990; S-A 98, May 12, 1998; S-A 102, July 7, 2000; S-A 108, June 21, 2002: all with Presidential approval; RC, June 19, 2008; S-A 124, July 5, 2011; S-A 127, June 11, 2012; S-A 133, June 11, 2014: all with Presidential approval.

Section 24-51 Responsibility for Appointments

- A. The President and the appropriate college or school faculty share responsibility for recommending faculty appointments to the Regents. Full and discriminating consideration by that faculty of the scholarly and professional character and qualifications of a proposed appointee is essential in an effective appointment procedure.
- B. The appropriate faculty, therefore, shall carefully judge the scholarly and professional character and qualifications of a prospective appointee, shall determine from all available evidence his or her suitability for employment, and shall provide the Regents, through the President, with the information needed for a wise decision.

Section 13-31, April 16, 1956; S-A 83, April 30, 1991: both with Presidential approval.

Section 24-52 Procedure for New Appointments

- A. Faculty recommendations of appointments are ordinarily rendered through committees, and the procedure depends upon the level of appointment.
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.
 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.
 3. A committee responsible for recommending the appointment of a dean should be an ad hoc committee appointed by the President.
- B. The duty of an appointment committee is to search for suitable candidates, to study and determine their qualifications (Sections [24-32](#) to [24-36](#)), 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:
1. The department chair, if the appointment is to be a departmental one other than that of chair, or
 2. The appropriate dean, if the appointment is to be one of a department chair, or
 3. The President, if the appointment is to be one of a dean.
- C. In making new appointments administrative officers shall act in the manner prescribed below.
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.

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. After considering the evidence, the department may then either reaffirm its original recommendation, or transmit a new one. After the department's final recommendation has been sent to the dean, the dean shall make a decision concerning the appointment and, if an appointment is to be recommended, shall transmit it together with the final recommendation of the department and the recommendation of the chair to the President.

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

Section 13-31, April 16, 1956; S-A 24, June 23, 1959; S-A 126, June 11, 2012: all with Presidential approval.

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 [appointment as Associate Professor or Professor, at the associate full or 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 [in](#)

Formatted: Font: 14 pt

professorial ranks 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 promotion among ~~lecturer instructional titles, the equivalent report is produced by faculty instructional titles faculty of senior higher rank not and Associate Professors or Professors, less than those of associate professor or senior lecturer.~~ 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 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. 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, 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.

- 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.

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

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.

If the 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. 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.

[An unfavorable promotion decision regarding a faculty member with an instructional title does not preclude renewal of appointment as described in Section 24-41, Subsection B.3.](#)

- 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 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-A 126, June 11, 2012; S-A 130, June 14, 2013: all with Presidential approval. [See also Executive Order [No. 45](#).]*