

University of Washington
Faculty Council on Faculty Affairs
June 6th, 2017
11:00 a.m. – 12:30 p.m.
Odegaard Undergraduate Library 320

Meeting Synopsis:

1. Call to order
 2. Review of the minutes from May 9th, 2017
 3. Librarians proposal
 4. Lecturer issues
 5. Good of the order
 6. Adjourn
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1) Call to order

The meeting was called to order at 11:05 a.m.

2) Review of the minutes from May 9th, 2017

The minutes from May 9th, 2017 were approved as amended.

3) Announcements

It was noted FCFA's Class A legislation on lecturer publications is within its voting period for all voting faculty.

Watts thanked Cameron for providing lunch for members, and thanked all FCFA members for their contribution to the council's work and discussions over the year. He explained much of the work during 2016-2017 will act as necessary groundwork to inform legislation and initiatives in 2017-2018. Janes confirmed that he plans to chair the council during 2017-2018.

It was noted a member previously asked that a document be drawn up tracking all Elected Faculty Council (EFC) discussions concerning FCFA initiatives. Watts noted that document has been started and is available for viewing/editing on the council's Google Drive. The Foster School of Business EFC will host the next presentation by FCFA representatives to discuss draft part-time lecturer voting legislation; following that meeting, FCFA will begin contacting individual EFCs in an effort to hold discussions.

4) Librarians proposal

A formal proposal was submitted to the council for changes to the Faculty Code as part of altering the employee status of the UW librarians from "academic personnel" to "faculty." It was noted the proposal was drafted and/or revised in consultation with several FCFA members. Vaughan provided a brief overview of the draft changes (Exhibit 1).

It was reported the Associated Librarians of the University of Washington (UW) held a vote to revise the Library Personnel Code to add terminology to bring the document in line with the desired change for “faculty status.” Major discussions are still ongoing surrounding employee benefits, sick leave, and vacation time – as these elements differ considerably between faculty and other university employees. A member noted the code changes will require careful review by the FCFA and the Advisory Committee on Faculty Code and Regulations (aka. Code Cops).

It was noted many major American universities have librarians with faculty status. In Washington state librarians have faculty status at most major public universities. At the UW, librarians are classified as “academic personnel,” and the university takes what has been described as a “hybrid” approach to the subject.

There was some discussion of the need for ALUW to sell the proposal widely and garner support from administration and widespread approval from the institution’s librarians. The FCFA has indicated support for the general proposal in several instances, though concerns were voiced during each review.

There was some discussion of tenure and promotion criteria for librarians after they become members of the faculty, especially for librarians who do not teach. A member explained there is a set of professional criteria relevant to librarians, which varies based on the kind of role the employee is in, their background, and other factors.

It was noted there is a belief the change is cost-neutral, though members did agree there are likely to be budgetary implications involved with implementation. It was noted librarians are currently authorized 10% promotion raise amounts, similar to faculty.

There was some discussion of Activity-based Budgeting (ABB) and how librarians would be incorporated into the budgeting model. It was noted this is not known at this point, and a discussion is not likely until a concrete proposal is submitted. One member pointed out support for the initiative on behalf of UW’s librarians is not universal, as only a fraction of the population voted on the ALUW proposal.

There was some discussion of the current librarian disciplinary process and how closely it resembles the faculty disciplinary process described in the Faculty Code. A member commented the process is addressed in the Library Personnel Code, and it is not an exact replica of the faculty process. Differences between personnel committees (hiring, promotion) were also noted. A member clarified UW librarians are competitively-recruited. Discussion centered on the organizational facets of implementing faculty status for librarians. Discussion surfaced the belief that librarians would be housed within their own unit (UW Libraries), which would operate as a “school,” and include bylaws, an Elected Faculty Council, and generally replicate the mechanisms present for other UW schools.

Watts explained in order to make progress on the topic before FCFA reconvenes, pertinent documents should be circulated and read carefully by a subset of FCFA members yet to be identified. It was noted the leaders of the initiative need to track every section of the Faculty Code that will require revision as part of the proposal.

5) Lecturer issues

Draft modifications to code language in Faculty Code sections 24.34.B, 24.41.B, 24.41.C, and 24.54.D were made by Janes and presented to the council (Exhibit 2). He explained he took the discussion from

the last FCFA meeting and attempted envisioning a career path for the lecturing titles. He suggested a Class C resolution be used to garner feedback from the faculty on proposed ideas before submission of any legislation.

Janes explained one approach for temporary instructors (e.g. one quarter one course per-year) is to utilize the “acting” title modifier. Janes explained subsection 24.41.B.13. includes the “acting” modifier for the instructor title, and lecturer and artist in residence have been added to the section as part of the draft changes.

Under the draft model, the first appointment of a full-time (FT) lecturer would be an annual appointment under the “acting lecturer” title (a non-competitive hire). An acting lecturer may be reappointed under the title for up to three terms, after which they are granted an opportunity for promotion. A member recommended conducting competitive searches even for acting lecturers to allow the resulting promotion process to be more straightforward. Another member pointed out this change would result in elimination of non-competitive lecturer hires. There was some discussion of potential to “game” the above hiring/promotion model.

In relation to subsection 24.41.B – Janes explained how he altered the code language to cement that appointment of a FT lecturer is for a minimum of three years, maximum of five, with any exception reviewed by the Provost.

Subsection 24.52.B relates to hiring. Janes explained this seems to be the place to add “competitive hiring” language in the code, which currently is absent from the entire document. It was noted to add the terminology one would also have to define a “competitive search.”

Watts recommended a set of steps be developed to further evaluate the proposal. He recommended a Class C resolution be developed and Class A legislative changes be made ready and held until the Class C is brought to the Faculty Senate. If the approach is favorable, FCFA will be in a position to forward the accompanying legislation quickly.

Discussion was halted due to time constraints.

6) Good of the order

Members were thanked again for their service on FCFA during 2016-2017.

7) Adjourn

Watts adjourned the meeting at 12:30 p.m.

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

Present: **Faculty:** David Goldstein, Joseph Janes, Kurt Johnson, Aaron Katz, Purnima Dhavan, Jacob Vigdor, Kamran Nemati, Miceal Vaughan
Ex-officio reps: Judith Henchy, Julius Doyle, George Sandison
President’s designee: Cheryl Cameron
Guests: Mike Townsend, Jason Wright

Absent:

Faculty: Alissa Ackerman, Margaret Adam, Steve Buck, Chandan Reddy, Gordon Watts (chair), Eric Bugyis

Ex-officio reps: Freddy Mora, JoAnn Taricani

Exhibits

Exhibit 1 – Code revisions Sections 21-24 revised 5-31

Exhibit 2 – Draft revisions chapter 24 051517

Section 21-31 Membership in the Faculty

The University faculty consists of:

- The President,
- The Provost,
- The professors,
- The associate professors,
- The assistant professors,
- The librarians
- The associate librarians
- The assistant librarians
- The principal lecturers,
- The senior lecturers and senior artists in residence,
- The professors of practice,
- The lecturers and artists in residence,
- The instructors,
- The teaching and research associates,

whether serving under visiting, acting, research, clinical, or affiliate appointment, whether serving part-time or full-time, and whether serving in an active or emeritus capacity. The faculty, beginning with the professor, are listed in order for purposes of determining voting eligibility based on superior rank.

Section 13-31, April 16, 1956; S-A 29, June 8, 1964, S-A 32, May 8, 1967, S-A 78, December 14, 1988: all with Presidential approval; RC, February 1, 2008; S-A 124, July 5, 2011; S-A 133, June 11, 2014: both with Presidential approval; RC, September 30, 2014.

Section 21-32 Voting Membership in the Faculty

A. Except as provided in [Subsection B](#) of this section the voting members of the University faculty are those faculty members holding the rank and/or title of:

- Professor, 50% appointment or greater,
- Research professor, 50% appointment or greater,
- Associate professor, 50% appointment or greater,
- Research associate professor, 50% appointment or greater,
- Assistant professor, 50% appointment or greater,
- Research assistant professor, 50% appointment or greater,
- Librarian, 50% appointment or greater,
- Associate librarian, 50% appointment or greater,
- Assistant librarian, 50% appointment or greater
- Full-time principal lecturer,
- Full-time senior lecturer,
- Full-time senior artist in residence,
- Full-time lecturer,
- Full-time artist in residence, or

- A retired assistant professor, associate professor, or professor during the quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor, or research professor during the quarter(s) he or she is serving on a part-time basis.

B. Notwithstanding the rank or title held, the following are **not** voting members of the faculty:

- Persons serving under acting or visiting appointments,
- Persons on leave of absence,
- Persons serving under clinical or affiliate appointments,
- Persons serving under professor of practice appointments,
- Persons of emeritus status unless serving on a part-time basis,
- Persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

[For definitions of faculty titles, see [Section 24-34.](#)]

C. Research faculty may vote on all personnel matters as described in the *Faculty Code* except those relating to the promotion to and/or tenure of faculty to the following ranks and titles:

- Senior artist in residence
- Senior lecturer,
- Principal Lecturer,
- Associate professor,
- Professor,
- Associate professor WOT,
- Professor WOT.
- **Associate librarian WOT**
- **Librarian WOT**

Section 13-31, April 16, 1956; S-A 32, May 8, 1967; S-A 37, February 8, 1971; S-A 45, January 17, 1975; S-A 78, December 14, 1988; S-A 98, May 12, 1998; S-A 103, March 6, 2001; S-A 108, June 21, 2002; S-A 124, July 5, 2011; S-A 133, June 11, 2014: all with Presidential approval.

Section 23-43 Campus, College, and School Faculties other than the Graduate Faculty and

Librarian Faculty: Powers and Duties

In accord with Executive Orders [No. IV](#) and [No. V](#), and [Chapter 13, Section 13-31, Subsection A.3](#), the President and the University faculty grant to the faculty of each campus, college, and school, with exception of the graduate faculty and librarian faculty, the powers and duties enumerated below. This authority is subject, however, to the power of the Senate to determine policies which affect the general welfare of the University ([Chapter 22, Section 22-32, Subsection B](#)) and to the procedures set forth in Sections [23-47](#) and [23-48](#) for the coordination of campuses, colleges, and schools. Except for the graduate faculty, the faculty of each campus, college, or school:

- A. Shall, with respect to academic matters:
 - 1. Determine its requirements for admission and graduation;
 - 2. Determine its curriculum and academic programs;
 - 3. Determine the scholastic standards required of its students;
 - 4. Recommend to the Board of Regents those of its students who qualify for the University degrees;
 - 5. Exercise the additional powers necessary to provide adequate instruction and supervision of its students;
- B. Shall, with respect to personnel matters, make recommendations to its chancellor or dean in accord with the provisions of [Chapter 24](#) and of [Chapter 25, Section 25-41](#);
- C. May, if it is departmentalized, delegate to the faculties of its several departments any of the powers and duties specified in Subsections [A](#) and [B](#) of this section.

Section 13-31, April 16, 1956; S-A 115, June 15, 2007: both with Presidential approval.

Section 23-44 The Graduate Faculty: Powers and Duties

In accord with Executive Order [No. IV](#), and [Chapter 13, Section 13-31, Subsection A.3](#), the President and the University faculty confer upon the graduate faculty the powers and duties enumerated below. The graduate faculty shall:

- A. Determine requirements for the admission of graduate students;
- B. Recommend to the Board of Regents the designations of graduate degrees;
- C. Approve the requirements for graduate degrees;
- D. Determine which departments or undepartmentalized colleges or schools are qualified (Executive Order [No. VII](#)) to give courses of study leading to graduate degrees;

- E. Determine those courses for which students may receive credit toward a graduate degree;
- F. Recommend to the Board of Regents those graduate students who qualify for degrees;
- G. Determine the scholastic standards required of graduate students;
- H. Promote research by members of the faculty.

The libraries constitute a vital instructional arm of the University of Washington and exist primarily to contribute to the university's teaching and research functions. In addition, the libraries seek to serve the citizens of the state of Washington, consistent with their primary function and within the limits of their resources.

[WAC [Section 478-168-020](#): Regulations for the University of Washington Libraries]

The Librarian faculty shall:

Acquire, catalog, preserve, license and provide access to information resources vital to the campus research and teaching mission.

Provide information instruction to assist in teaching, research and clinical care.

Further the prestige of the University Libraries and the profession of librarianship through local, national and international projects, training, research, publishing and other scholarly activities.

Provide campus, local, national and international leadership in emerging fields of information dissemination and management: open access, digital scholarship, data management.

Provide campus, local, national and international leadership on evolving information literacy pedagogies and student learning assessments.

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. Appointment to one of the ranks in Subsection A with a *librarian* title requires professional qualifications and experience equivalent to those prescribed for that rank. The *librarian* title is conferred on those holding a graduate degree from a program accredited by the American Library Association or an equivalent graduate library science/information studies degree.

Assistant librarian is a term appointment. The first appointment or the reappointment of an assistant librarian 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. The question of their renewal shall be considered by the voting librarian faculty who are superior in academic rank to the person being considered.

Tenure is acquired in accordance with the provisions of Chapter 24-54. Librarian faculty titles and the qualifications for them are described in Section 24-36.

- 2 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.
3. 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

training, competence, and experience in their discipline. Appointments may be renewed pursuant to [Section 24-53](#).

4. 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. Appointments may be renewed pursuant to [Section 24-53](#).
5. 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 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](#).

6. 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.

7. 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.
8. 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.
9. 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.
10. 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.

- 11** 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.
- 12** 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 undepartmentalized college or school) in which they are held.
- 13** 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.
- 14** The *acting* title denotes a temporary appointment for properly qualified persons in the instructor title or at the professorial ranks. It commonly is 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 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 rank

or 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.

15 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.

16 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.

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 24-35 Research Personnel Appointments

A. Research titles designate appointments for faculty whose primary responsibility is research. The research titles are:

- Research professor
- Research associate professor
- Research assistant professor
- Research associate

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

C. Research associate is considered a junior rank equivalent to instructor. This junior faculty appointment, which requires the same qualifications as those of an instructor, normally serves to advance the competence of a person who has recently completed higher professional training, in most fields marked by a doctoral degree. Appointees will work under the direction of principal investigators for the benefit of the research

programs, the department's educational program, and their own professional growth.
Research associates may not be principal investigators on research grants or contracts.

S-A 64, May 29, 1981; S-A 81, January 30, 1990: both with Presidential approval.

Section 24-36 Librarian Faculty Appointments

A. Librarian faculty titles designate appointments for faculty whose primary responsibility is academic librarianship. Librarians at the University of Washington are responsible for developing local library resources and collections, for providing access to information resources world-wide, and for facilitating use by students, faculty and staff of this accumulation of the world's knowledge.

The Librarian titles are:

Librarian

Associate librarian

Assistant librarian

Librarian rank is for librarians who have at least eight years of demonstrated professional competence, and have a record of substantial constructive impact on library services through active decision-making, setting priorities and policies, and developing programs. Librarian Professors exert leadership or influence within the University Libraries, and may do so within the University or research and learning community. They serve on, and contribute to committees, task forces, or other special projects, within the University Libraries, the University, research or learning communities or user communities.

Associate Librarian rank is for librarians who generally have at least six years of demonstrated competence. They make sustained and significant contributions in professional activities beyond the immediate work environment, contributing to the University Libraries, the University, the research and learning community, user communities or the profession.

Assistant Librarian is considered a junior rank for librarians who have received the appropriate graduate degree from a program accredited by the American Library Association or an equivalent graduate library science/information studies degree

Section 24-40 Faculty Without Tenure By Reason of Funding (WOT)

- A.** A professor or associate professor, **a librarian or associate librarian** without tenure by reason of funding (WOT) is qualified for tenure by virtue of rank. Such a faculty member holds his or her appointment on a continuing basis. The term of appointment of an assistant professor WOT is governed by Section 24-41, Subsections [A](#) and [D](#).
- B.** Faculty appointed WOT do not hold tenure because all or part of his or her annual University-administered salary is derived from sources other than regularly appropriated state funds. Except for this distinction, WOT faculty members have the same rights, responsibilities, and obligations as tenure-track and tenured faculty members at those ranks. The description of their duties and qualifications for promotion and salary increases for reasons of merit are the same. Except for termination of funding as defined in [Section 24-41, Subsection J](#), or for reasons of program elimination (see [Chapter 25, Section 25-52](#)), such faculty members are not subject to removal, or discriminatory reduction in salary, except for cause (see [Chapter 25, Section 25-51](#).)
- C.** Faculty members WOT are expected to be integrated fully into the research, instructional, and service activities of their departments, schools, and colleges, warranting their status as voting members of the University. This expectation is the basis for their appointment being continuing and distinguishes such faculty from other non-tenured and term appointments (see [Section 24-41](#).)
- D.** Faculty members WOT have their salaries supported from a variety of department, school, and college resources, including, but not limited to, state funds, grant and contract funds, departmental, clinical and service funds. As defined in [Section 24-57](#), faculty member's WOT shall have a written understanding with the chair describing their duties to be performed to meet the department's missions. This understanding will specify the sources, distributions and levels of funds supporting their salaries for these purposes. Salary funding shall be related to the faculty member's involvement in these departmental activities. Classroom instructional duties shall be supported from departmentally administered funds.
- E.** To maintain the integration of WOT faculty members in the ongoing activities of the appointing unit during a temporary lapse in funding sources, appointing departments, schools, or colleges shall develop a process to identify and evaluate the availability of alternative salary sources. This process shall be recorded with the dean's office of the appropriate unit and the dean's office shall forward the policy to the Secretary of the Faculty. Should alternative resources be made available, a new version of the understanding specified in [Subsection D](#) shall be required.

S-A 102, July 7, 2000; S-A 105, May 6, 2002: both with Presidential approval; RC, July 5, 2011.

Section 24-45 Appointment of Part-Time Professors and Librarians

- A.** The University may appoint faculty to professorial, **librarian** or research professorial ranks (see Section 24-34, Subsections [A.1](#) through [A.3](#) and [Subsection B.3](#)) on less than a full-time basis. The percentage of appointment at the time of hire shall be documented by the department chair (or dean in an undepartmentalized school or college) and clearly communicated in writing to the faculty member.
- B.** The first appointment of a part-time assistant professor **or assistant librarian** at 50% or greater of full-time shall be for a basic period of three years, subject to earlier dismissal for cause. In Spring Quarter of the second year of appointment, the dean of the assistant professor's college or school shall decide whether:
- 1.** The appointment is to be renewed;
 - 2.** The appointment is not to be renewed beyond the three-year period, in which case the assistant professor will be notified that the appointment ceases at the end of the third year; or
 - 3.** The decision concerning reappointment is postponed to the following year, in which case the assistant professor will be notified that the three-year appointment is extended to include a fourth year.
- C.** Should the decision in [Subsection B](#) above result in a postponement, during Spring Quarter of the third year the dean shall decide whether:
- 1.** The appointment is to be renewed for a further period consistent with [Subsection D](#) below; or
 - 2.** The appointment is not to be renewed, in which case the assistant professor **or assistant librarian** shall be notified that the appointment ceases at the end of the fourth year.
- D.** Should the initial appointment of a part-time assistant professor **or assistant librarian** be renewed pursuant to [Subsection B](#) or [C](#) above, the following renewal periods pertain to the second appointment:
- 1.** For part-time assistant professors **or assistant librarians** who hold appointments of 90% time and above, the second appointment period shall be for three years.

2. For part-time assistant professors **or assistant librarians** who hold appointments between 70% and 89%, the second appointment shall be for four years.
3. For part-time assistant professors **or assistant librarians** who hold appointments between 60% and 69%, the second appointment shall be for five years.
4. For part-time assistant professors **or assistant librarians** who hold appointments between 50% and 59%, the second appointment shall be for six years.

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

- E. At any time during the appointment, the faculty member may change his or her percentage of appointment with the written agreement of the dean. In the event of a change, the time for mandatory review shall be stated in the agreement consistent with [Subsection D](#) above.

S-A 98, June 2, 1998 with Presidential approval; RC, July 5, 2011.

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 training, competence, and experience in their discipline. 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. 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 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.

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.
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 undepartmentalized college or school) in which they are held.
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.

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

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 less than 50% of full-time status shall 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.
- 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 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, 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.

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.](#)]