

UNIVERSITY OF WASHINGTON
Minutes
Appointment Tenure and Promotion (APT)
Tuesday, November 2, 2010
CP 103 12:30-1:30pm

Attendance: Emily N. Ignacio, Chair; Yonn Dierwechter, Marian Harris, Belinda Louie, June Lowenberg, Greg Rose, and Ankur Teredesai

1. The minutes from June 2, 2010 and October 12, 2010 minutes were approved.

APT reviewed the minutes from June 2, 2010 minutes. They discussed how to review a case when they are representing the a faculty member from the same program.

Action: The APT reviewed the June 2, 2010 minutes which highlight the potential for a conflict when an APT member reviews a file from the same program. APT agreed to abstain from a vote on that particular review.

2. Brief updates

- a. Emily Ignacio, APT Chair informed the committee of the Executive Council meeting on October 12, 2010. At the EC meeting she discussed the issue of what constitutes extra-meritorious versus meritorious across programs. Faculty Affairs will also address this issue.

- b. From 11/1/10 meeting between Ignacio and Shelby Fritz

The letter needs to be in to Fritz by December 3, 2010. There are four people up for promotion to full professor. In addition, there are two are non-mandatory tenure cases.

Joint workshops: Fritz suggested that senior faculty come to discuss their experience with APT procedures. Most likely the sessions will be held February 18, 2010 and mid-March.

Belinda Louie suggested Joe Sharkey be invited to give a workshop on narrative writing.

June Lowenberg thought APT should also discuss how best to mentor Junior Faculty in the review process.

- c. Ignacio noted that last year APT wanted to approach Beth Rushing, Vice

Chancellor for Academic Affairs, with an official letter to explain the gap or lack of funds available for conference travel. The lack of funds for travel may relate to faculty member's reviews.

- d. Fritz will work with APT and Faculty Affairs on the review procedure checklist for APT. Fritz will also speak with program directors about the procedures they follow for third-year reviews and annual reviews.
- e. APT will clean up the language in the UWT Handbook to be closer to the University Faculty Code, which requires the following four things in [24-57](#): Assessment of Teaching, Annual Activity Report, Regular Conference with Faculty, Documentation.

Action: APT clarified that faculty who are reviewing a case in their respective programs shall follow the requirements in the UW Faculty Code 24-57 requirements.

3. Discussed by-laws and UWT Handbook discrepancies (as addressed in the Catalyst group page.)

- a. Zoe Barsness, past Chair of APT (2009-2010) met with Marcie Killien, Secretary of the Faculty in July 2010. The notes discussed the "annual review process."
- b. APT voted to approve that the "Annual review" procedures shall follow the requirements in the UW Faculty Code 24-57 requirements.**
- c. APT voted regarding the third year review procedures – 24-41, that APT shall follow the requirements in the UW Faculty Code 24-57 requirements.**

Action: APT will to bring the UWT Handbook issues back to the EC.

4. The meeting adjourned at 1:39 p.m.