

UNIVERSITY OF WASHINGTON
Appointment Tenure and Promotion (APT)
Tuesday, April 06, 2010
GWP 303
1:30- 2:30 p.m.

Attendance: Zoe Barsness, Chair; Denise Drevdahl, Emily Ignacio

1. Recommendations for revision of UWT bylaws and reconciliation of APT process information provided to committees and candidates
 - a. Star Murray, Office Assistant, will set up a Catalyst shared space for APT.
 - b. APT will compare the VCAA checklist to the requirements and language on the HR webpage, APT committee feedback, and faculty bylaws to verify the consistency and compliancy with the UWT bylaws. The checklist will then be posted to Catalyst shared space for all members of the ATP to review. Any recommendations will go to the Faculty Assembly Executive Council.
 - o Denise Drevdahl will provide a comparison and discrepancies from the VCAA checklist, HR webpage, our committee, and faculty bylaws to recommend the checklist be updated in ways (optional, required).
2. A draft memo will recommend changes to the bylaws and the UWT handbook.
 - a. Murray will provide a copy of the UWT Handbook and email it to the APT list serve.
 - b. One suggestion was to change the language by adding program directors and deans to UWT Handbook, page 7.
 - c. Council size and composition:
 1. Priorities
 - a. Faculty Assembly Standing Committee should leave the current seven members, one from each program.
 - b. Create a structure that facilitates institutional memory and consistency.
 2. Terms should be changed from two to three years.
 3. 1/3 of the membership turns over every term
 4. The past chair stays on in their third year.
 5. A member in their second year should serve as Chair.
 6. Emily Ignacio revisited the importance of compliance with the UWT bylaws. APT agreed that a memo will go to the EC with very strong statement that the APT committee must be fully staffed to be compliant with the UWT Faculty Bylaws.
 7. APT will recommend that programs are strongly encouraged to staff the APT with representation across programs. This must be in compliance with APT and this language must be clearer in the UWT Bylaws.

8. After discussing the limitations of constraints staffing faculty on APT, this recommendation will be revisited at the Faculty Assembly Annual Retreat: “APT strongly encourages and recommends that APT Faculty members be full professors, and members will serve three years.”

Action: APT tabled the discussion of the rank composition of the faculty until the fall retreat of 2010, when we can solicit the opinions of the wider faculty.

Action: At the 2010 Fall Retreat, APT will solicit the opinions of the wider faculty regarding the rank composition of the ATP faculty.

3. Peer review of teaching: Discussion

APT will recommend to the Executive Council (EC) to send out a source list as a guide to help faculty in the review process. This will include hot points, concerns, confusion, and things found to be problematic in the APT review packet. As second question that has been raised is what constitutes a record of peer reviewed teaching. Another specific issue already addressed was once faculty folder has submitted a portfolio it is considered closed. 4. Next steps: Barsness will bring this up at the EC meetings:

- (1) VCAA Beth Rushing APT process meetings have not included APT’s input or a call for participation from APT.
- (2) APT will bring agenda items for next year to the EC.
- (3) Membership on the APT committee has been allowed to be out of compliance with the UWT bylaws all year.

4. Adjourn 2:40 p.m.**

**Items to be addressed at a later date:

- a. At the next meeting APT will meet at approve the minutes from February.
- b. To do for the rest of the year: checklist, recommending to EC, and updating APT webpage