

APT Activities 2017-18

1. Reviewed 16 cases overall; 7 for tenure and Promotion to Associate Professor; 1 for Promotion to Professor; and 8 for Promotion to Senior Lecturer.
2. APT developed a policy for reviewing cases where faculty are hired into UWT or appointed at higher ranks than what they hold at this or other institutions. Policy was approved by EC on October 13, 2017 and is reproduced below.

To: Jill Purdy, Interim EVCAA & Ali Modarres, Chair, Dean's Council

Cc: Alison Hendricks, Lauren Montgomery

From: APT Committee (Sivadas, Gawel, Stevens, Rios, Dierwechter, Furman, Nascimento)

Re: Review of Select New Appointments

The Appointment, Promotions, and Tenure committee met and pursuant to its charge and in keeping with the practices of other units in the UW has decided it shall review and make an advisory recommendation to the EVCAA and Chancellor on certain new faculty appointments. The APT committee shall review cases when an appointment offer is made to a faculty member at a higher rank than the rank they are holding at another institution. 1. For tenured ranks, the APT committee shall review cases and give recommendations where a faculty member who holds the rank of an Associate Professor rank at another institution is appointed as a Full Professor at any unit within UW Tacoma. And likewise the APT committee shall review cases if an Assistant Professor at another institution is appointed as a tenured Associate Professor at UW Tacoma. 2. For lecturer ranks, the APT committee shall review new appointments of senior lecturers who currently hold the rank of lecturer at this or another institution. 3. At this point, we do not seek to review any new appointments of faculty who are brought in at the same rank as what they were holding at another institution and nor shall we seek to review appointments at the "first rung" of the ladder (such as Assistant Professor or Lecturer). We promise a timely and quick review of such cases. Keeping with the practices of other units in UW, we request the following documentation to be provided to us in these cases: a. The Dean/Director's memo requesting appointment and justification for the hire and which includes unit faculty (and in the case of tenured appointments senior faculty) vote results, CV, application materials, and letters of recommendation. b. Offer letter (without any salary information).

Thank You.

Sincerely, Eugene Sivadas Chair, APT Committee On Behalf of the APT Committee

APT Minutes and Notes (2017-18)

Minutes Meeting Oct 5th 2017

Attending: Christine Stevens, Richard Furman, Yonn Dierwechter, Eugene Sivadas, Jim Gawel, Jose Rios.

Minutes

1. The Committee scheduled the meeting of review mandatory cases to November 16, 3:30-5PM and if the time allocated does not allow all cases to be reviewed, a second meeting shall be held on November 17, from 10AM-11:30 AM.
2. The committee authorized the Executive Council to oversee the awarding of honorary degrees since it does not fall with the purview of the APT.
3. The committee reviewed a request from the Executive Council on whether it was okay to delete Chapter 2 of Appendix C. This chapter outlines the process for adding additional materials to the tenure files at later stages of the process. The committee felt that the information contained here was important but this be moved into the main document and not as an appendix. The suitable place for this was in the section which outlines all materials and just above the "Voting" section. The committee was unable to locate any reference to this anywhere else in the faculty code.
4. The committee discussed but due to various potential concerns, decided against having Directors/Deans appear the committee's meetings where it discusses cases. The committee shall continue to seek clarifications from Deans/Directors if it so felt the need and expects answers to its queries in a timely manner.
5. The committee discussed its role in Appointments. Eugene shared a document from the UW Engineering School and his conversation with the Chair of the Engineering school's Council on Promotion. The committee decided it shall take inspiration from the same and pursuant to its charge focus narrowly on cases where an appointment offer is being made to a candidate at a rank higher than the one they are currently occupying. Eugene will relay this information of the committee's decision to relevant parties after sharing a draft of the email with the committee.
6. The committee decided that it shall vote on all promotion and tenure cases using a secret ballot.

Addendum: In November 2017, the APT committee after several iterations via email created a set of detailed guidelines. These were approved by the EC.

Feb 9, 2017 APT Meeting Minutes

Attending: Christine Stevens, Charles Emler, Yonn Dierwechter, Eugene Sivadas, Jim Gawel, Jose Rios.

In November, we had provided the following documentation guidelines to Deans and Directors and it is posted on Faculty Assembly website. This meeting was in a sense Phase 2 of items we tackled and was based on a re-review of November 17th guidelines

http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/DOCUMENTATION_GUIDELINES_FROM_APT_COMMITTEE_2017_rev_Nov2017_final.pdf

3. At the faculty assembly APT site, we have the promotion criterion for all 7 programs for tenure track faculty. Since many programs have developed similar criterion for lecturers we should add that to the website. **Each APT rep was to directly email the lecturer promotion criterion to Ruth so that she can post those. Please do this at the earliest.**

4. Agenda items discussed
Length of narrative (and how to enforce). Should it be longer for tenure-track since they have to showcase scholarship as well? this was raised at EC meeting by Interim EVCAA.
1. **Early Promotion Issues (Length of time in rank for lecturer and tenure track ranks where it would be considered early and outlining "higher" expectations for early promotion)--our Nov 17 letter does say that Review committee, Candidate, and Dean need to justify this but seems we need more clarity.**
2. **Getting Units to Develop Lecturer Promotion Criterion (many units have but some do not have these)**
3. **Nature of External Reviewers--More clarity/tightening requirements (once we discuss we can send a note so that there is air tight clarity). Also are there any written guidelines on the same, if so we should work on posting this on FA website after we have revisited it. We have provided some guidelines in our Nov2017 memo.**
4. **Guidance to Dean's on their letters--what APT would like to see.**
5. **Tutorial for Rev Committee and Candidates (face to face or host zoom meeting--can host up to 100 people).**
6. **Election of APT Chair for 2018-19. EC now wants all standing committees to hold elections in Winter quarter.**

Based on this a revised set of APT Guidelines were approved by EC on February 23, 2018. These guidelines can be found at

http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/GuidelinesAPTupdatedFeb2018_EC_approved.pdf

APT Sessions:

APT hosted two back-to-back sessions on May 4th, 2018 from 10-1230 PM. This is different from the sessions that we have hosted this AY or historically. In the prior sessions (one face-to-face and one on zoom) we have focused on the mechanics of promotion to higher ranks (how to form a review committee, how to write compelling narratives, rules and tips on external reviewers etc.). **These sessions on May 4 were very different.**

Session 1: 10-11:15 AM (Panel Discussion on How do I know I am ready to apply for Promotion to Full Professor)

Session 2: 11:15AM-12:30 PM (Panel Discussion on How do I know I should apply for Promotion to Principal Lecturer).

Panel 1 participants (Charlie Emlet, Yonn Dierwechter, Greg Benner, Jennie Quinn, Divya McMillin, Interim EVCAA Jill Purdy, Raj Katti, Rachel Endo, Anne Bartlett). Audience: Associate Professors

Panel 2 participants (Tom Diehm--Principal Lecturer, SWCJ and David Goldstein--PL-UWB).

June 11, 2018

DEI in P&T Discussed and approved by APT in 2016- 17. Incorporated DEI in P&T Guidelines. DEI in Hiring Voted by EC in June 2018. The DEI language as part of the search process was approved by EC at the June 4th meeting.