

## Appointment, Promotion, and Tenure (APT) Standing Committee Charge, 2024-2025

### UWT Bylaws:

Charge - The Faculty Committee on Appointment, Promotion and Tenure shall **advise the Chief Academic Officer** on cases involving promotion and tenure of the faculty in accordance with Sections 24-54.C and 25-41.B of the University of Washington Faculty Code. The Committee **coordinates discussion** of appointment, promotion, and tenure procedures and expectations across academic units and with administration. It shall also be the responsibility of the Faculty Committee on Appointment, Promotion and Tenure to review and, if necessary, **propose changes to policies and procedures** related to campus-level implementation of University appointment, promotion, and tenure policy in accordance with Section 13-23.A.5 and 13-31.A.4 and A.5 of the University of Washington Policy Directory. Proposed changes shall be referred to the Executive Council, which shall determine whether to refer the proposed changes to the Faculty Assembly for approval or may adopt them as provided in Article V, Section 1, Part C of these bylaws. **(emphasis added)**

Dear Professors Goda, Dierwechter, Feuerborn, Hanneman, Kim, Seow, Stevens:

Thank you for serving on the Appointment, Promotion, and Tenure Committee (APT). Based on the provisions of our Faculty Assembly bylaws, the work of the 2023-2024 Faculty Affairs committee, feedback at our Faculty Retreat on September 27, 2024, and our meetings together, we are providing here the FAC annual charge.

AY 2024-2025 Charge: as above, with specific guidance:

1. **“advise the Chief Academic Officer”**
  - a. Assemble and review for **completion of candidate files**, including narrative, CV, publication and research outputs, teaching evaluations, and external letters
  - b. Check and confirm that timeline and **integrity of the process** has been respected, in accordance with campus and university policies
  - c. Assess **procedural standard of unit-level APT committee** (or its equivalent), where discipline specific, expert substantive review takes place
  - d. **Seek clarification** in any instances of discrepancies or negative decisions, and include this documentation in decisions for EVCAA
  - e. **Communicate decisions** in a timely fashion to candidates and their Dean, following policy guidance and university practice, providing opportunity for response and documentation according to current policy
  - f. **Share assessment** of mandatory and non-mandatory promotion files and forward to EVCAA, with a focus on procedural integrity and including overall substantive evaluation, aligned with campus and university deadlines

**Deliverable:** *Record of votes and procedural documentation, December 2024/January 2025*

**Deliverable:** *Update to EC once per quarter, ongoing*

2. **“coordinate discussion...across academic units and with administration”**

- a. Confirm **representation and schedule** for APT committee-level review, to include members from all academic units and with key milestones clearly established
- b. Conduct **synoptic review of campus practice**, to include
  - i. Committee workload and expectations, especially through the fall term
  - ii. APT standing committee and task force reports ([2022](#) and [2024](#))
- c. **Establish guidelines** for APT Standing Committee standards of practice, working with Academic Affairs and Academic Human Resources to draft an APT Committee Handbook: clarifying expectations, norms, practices, and standards, for continuity and efficiency
  - i. Codify a schedule for future Chairs and members of the campus faculty APT Standing Committee
  - ii. Name explicit norms and expectations around file review and shared committee discussion, to protect and elevate the discourse within a dedicated academic community, in a spirit of continuous learning and mutual respect
  - iii. Draft guidelines for all aspects of committee work and documentation, including how to write a review letter, where and how to share concerns, practices of confidentiality, and aligning goals and responsibilities in treating the careers of colleagues as well as shared interests with respect and care

**Deliverable:** *Draft Handbook to EC for review, Friday 3/7/25 - Class B legislation*

**Deliverable:** *Update to EC once per quarter, ongoing – Winter/Spring*

3. **“propose changes to policies and procedures”**

- a. Identify **needed revisions to UWT bylaws** for APT committee-level review and campus-level practice and policy, to strengthen and protect process and outcomes; review task force recommendations, and past initiatives to amend faculty bylaws, to propose
  - i. Nature of review at each level – procedural, substantive, both
  - ii. Definitive voting and membership standards
    - a. Committee eligibility by rank and title
    - b. Voting eligibility by rank and title
  - iii. Other issues as determined by the committee
- b. Draft and provide **Class A legislation** to amend the UWT Faculty Assembly Bylaws on procedures for Appointment, Promotion, and Tenure
  - i. Share proposed amendments with the Secretary of the Faculty and the UW subcommittee on Code compliance, to assure alignment with UW Faculty Code
  - ii. Submit proposed amendments for EC deliberation and vote

**Deliverable:** *Bylaw Amendments for EC review, Monday 4/28/25 - Class A legislation*

**Deliverable:** *Update to EC once per quarter, ongoing – Winter/Spring*

We look forward to continuing our collaborative work to strengthen our campus for our faculty, staff, and students.

Anne Taufen  
Faculty Assembly Chair

Andrea Hill  
Faculty Assembly Vice-Chair

Charge Letter Approved by the UWT Executive Council 10/28/2024