



UNIVERSITY OF WASHINGTON

OFFICE OF THE PROVOST

November 12, 2008

To: Deans & Chancellors

From: Cheryl A. Cameron
Vice Provost for Academic Personnel

Re: Reappointment and Promotion Process Review

This is my annual communication to review the reappointment and promotion processes that you will need to follow this academic year.

Reappointments:

Our first time-sensitive reappointment decisions occur before the end of Autumn Quarter. Full-time lecturers, artists in residence, senior lecturers, senior artists in residence, and principal lecturers whose current annual or multi-year appointment will expire at the end of the 2008-09 academic year must be reviewed for reappointment and informed in writing of the reappointment decision no later than December 15, 2008 (December 31, 2008 for 12 month appointees). Section 24-41C of the Faculty Code provides that this reappointment decision and notice is not required where the initial appointment of these appointees is for one year or less and the appointment is identified at the time of appointment as not eligible for renewal.

As you are aware, we are facing a budget cut of approximately \$10 million this year, and likely additional cuts in the next biennium. Given these uncertain financial times, it is essential for you to consider whether to defer the renewal of annual faculty appointments or reduce the length of renewed multi-year appointments until there is firmer information regarding the budget.

The Faculty Code establishes procedural requirements that must be followed in deciding whether or not to renew an appointment. Section 24-53 provides that the voting faculty members of a department/program or undepartmentalized school or college who are superior in rank must review and vote on the renewal recommendation. That faculty advice is transmitted to the Chair or Program Director, who provides an independent recommendation to the Dean or Chancellor. It is the Dean or Chancellor who ultimately decides whether or not an appointment should be renewed for a subsequent year or multi-year

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period, or whether a notice of non-renewal should be issued. This procedure must be followed for each annual appointee or faculty member on a multi-year contract who is in his or her final year of the multi-year period. These considerations by the faculty and Chair or Program Director should occur in the near future in order for the Dean or Chancellor to make reappointment decisions by the December timeline.

Please remember that whether or not the faculty and the unit head recommend reappointment based upon the merits of the faculty member's work, the Dean or Chancellor may inform the faculty member of his or her non-renewal, to be effective June 15, 2009 (June 30, 2009 for 12 month appointees). Failure to affirmatively notify a faculty member by the December timeline results in a presumption of renewal, allowing the faculty member to believe he or she will be reappointed for the 2009-10 academic year.

For those faculty members with multi-year appointments who you desire to renew, you should consider the length of the renewal period. In uncertain budget years, five year appointments might not always be best practice. You could consider committing for shorter periods than five years, or even just one year.

Another important note is that notification of a faculty member's non-renewal, this December, does not preclude a Dean or Chancellor, at a later date when we have a better understanding of the budget, from extending to that faculty member an offer of appointment to be effective for the 2009-10 academic year. The positive side of giving a non-renewal notice now is that it preserves flexibility to meet budgetary constraints. The negative side, of course, is that it creates concerns among faculty members who then have no guarantee of reemployment for the next academic year. It also means that some of those individuals may very well choose to accept appointments elsewhere for the next academic year, when indeed, it is the University's long-term desire that they remain at the University. As you look to make strategic budget decisions you should balance the resource limitations of your unit with the personnel needs required to achieve your mission and goals.

Attached for your assistance is a draft form letter that may be used by Deans and Chancellors to notify faculty members of their non-renewal for budgetary reasons. Please remember, however, that it is essential that the unit faculty votes and that the review process be followed in advance of sending this letter.

Other Reappointments:

Research Professors and Research Associate Professors who hold appointments that will expire at the end of the 2008-09 academic year must be reviewed for reappointment in Autumn Quarter and informed of the reappointment decision no later than December 31, 2008.

Research Associates and Senior Fellows should also be considered for reappointment consistent with their appointment arrangements. Please recall that except in exceptional circumstances, appointments may not be renewed for a period beyond six years of the completion of the Ph.D. or terminal degree. Requests for exception must be submitted to

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Academic Human Resources and articulate the rationale for the proposed exception (e.g. career change or specialization).

Assistant Professors (including Research Assistant Professors) in their second year of the initial appointment must be reviewed for reappointment to a second three year appointment. This review must be completed by the end of Spring Quarter and the faculty member provided notice of the decision before June 15, 2008. The guidelines for this process can be found in the Faculty Code at Sections 24-41 B&G, and 24-53.

Affiliate, adjunct, clinical, teaching associate, visiting and acting appointments are annual and require a renewal consideration by the department/program (or un-departmentalized college or school) faculty. While the Faculty Code does not provide a date by which these considerations must be completed, you are encouraged to be as timely as the circumstances permit, but certainly prior to the end of Spring Quarter.

Part-time appointments at the rank of lecturer, artist-in-residence, senior lecturer, senior artist-in-residence, and principal lecturer that are to be renewed should also be completed in as timely a manner as possible based on your knowledge of funding availability and staffing needs.

Promotion:

Each year we look forward to the opportunity to review the accomplishments of our faculty members and consider them for promotion. We conduct mandatory promotion reviews for those tenure track, WOT, and research assistant professors in the final year of their second reappointment period. In July 2008, you received a list of the faculty members who are considered by Academic Human Resources to be subject to mandatory promotion reviews this year. The department/program, college, school, and campus review should be conducted so that these mandatory promotion recommendations will be received by Academic Human Resources no later than December 15, 2008.

We have several other non-mandatory promotion reviews that you may be conducting including other professorial and regular faculty (e.g., Associate Professors and Lecturers). If you have lecturers with continuing appointments or who are renewed and who you are considering for review for promotion to senior lecturer, it is important for you to first examine the circumstances of their original appointment. The Faculty Code, Section 24-41C, provides that “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.” Lecturers who were not hired as a result of a national search are generally not eligible for multi-year appointments. Therefore, consistent with the normal appointment provisions of the Faculty Code, annually appointed lecturers are generally not eligible for promotion unless they were initially hired pursuant to a national search, or a search waiver was granted at the time of their initial hire. National searches are important because they provide all qualified candidates an equal opportunity to apply for the position. This requirement is rooted in federal and state employment law. To assist us in more carefully monitoring the promotion eligibility of lecturers, please review that the appropriate job class code has been assigned. If

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you have circumstances that you believe warrant an exception, please feel free to submit them to Academic Human Resources for review before a promotion process is initiated. The job class code for annual and multi-year competitively hired lecturers is 0179, and the job class code for annual noncompetitively hired lecturers is 0115. Please coordinate your department/program, school, college and campus reviews so that the non-mandatory promotion recommendations of professorial and regular faculty will be received by Academic Human Resources no later than February 2, 2009.

Affiliate and clinical promotion reviews should be conducted to ensure that your recommendations are received by Academic Human Resources no later than March 2, 2009.

I'm sure that you appreciate the volume of promotion recommendations we receive annually (there are several hundred), and thus the need for established timelines. We too recognize that there will be circumstances that will in some cases interfere with your ability to comply with these timelines. In such exceptional circumstances, I encourage you to communicate with me or Academic Human Resources so that alternative timelines can be arranged.

As soon as possible after the receipt of your promotion recommendations the Provost will inform you of the decision in each promotion case. For mandatory promotions to associate professor, our goal is to notify you by early February 2009. Upon receipt of these notifications, please feel free to inform the faculty member of the outcome of the promotion consideration. Official notification from the President to the faculty member comes later.

If you have any questions regarding reappointments and promotions, please feel free to communicate with me or have your administrator communicate with Academic Human Resources.

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Sample Non-renewal Notice

As required by Section 24-41 C of the Faculty Code, I am writing with regard to the renewal of your appointment for the 2009-10 academic year. The Code requires me to notify you by December 15 (December 31 for 12 month appointees) whether or not your appointment will be renewed.

As I am sure you are aware, the University has experienced a budget cut in this academic year and expects that further budget reductions will be forthcoming for the 2009-10 academic year. While every effort is being made to preserve our core educational mission, it will be inevitable that reductions will be borne by instructional programs.

Therefore, I must inform you that your appointment as a _____ cannot be confirmed for the 2009-10 academic year. If we receive budgetary assurances from the State that funds will be available to support your appointment in the 2009-10 academic year, I may be able to offer you reappointment at a later date. If not, your current appointment as a _____ in the Department of _____ will end on June 15, 2009 (June 30, 2009 for 12 month appointees).

I wish it were not necessary to send this notification, but I must preserve budgetary flexibility in order to meet any impending budget cuts that may be imposed. It is my sincere hope that the financial stability of the State and Nation will recover to allow for the reconsideration of your reappointment.