

REGULAR FACULTY CONFERENCE

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University Handbook Chapter 24

APPOINTMENT AND PROMOTION OF FACULTY MEMBERS

Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations

Goal: Open communication ... to insure informed decision making, to protect the rights of the individual and to aid the faculty in the development of their professional and scholarly careers.

Basis:

1) Each faculty member must be allowed to pursue those areas of inquiry which are of personal scholarly interest;

AND

2) Each faculty member must be informed of the expectations a department holds for him or her and of the manner in which his or her activities contribute to the current and future goals of the department, school, college, and University.

Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations (continued)

A. Assessment of Teaching Effectiveness

B. Yearly Activity Report

C. Regular Conference with Faculty

The chair, or where appropriate the dean or his/her designee, shall confer individually with

-- Lecturers and Assistant Professors ***each year***;

-- Associate Professors at least ***every two years***; and

-- Professors at least ***every three years***.

Purpose: Help individual faculty members plan and document their career goals.

Distinct from the merit review

Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations (continued)

Topics to be discussed:

- 1) department's present needs and goals with respect to the department's mission statement and the faculty member's present teaching, scholarly and service responsibilities and accomplishments;
- 2) shared goals for the faculty member's teaching, scholarship and service in the forthcoming year (or years) in keeping with the department's needs and goals for the same period; and
- 3) a shared strategy for achieving those goals.

To be included

- specific duties and responsibilities expected of each faculty member
- specific resources available to each faculty member;
- specific suggestions, as necessary, to improve or aid the faculty member's work.

Written record--letter or memo to faculty or to file is required.

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Assistant Professors (Annually)

Focus -- Plan for and Progress toward Promotion & Tenure

--years 1 and 2 -- re-appointment

--because re-appointment takes place in Spring Quarter of second year,
conference should be no later than early winter in second year;

--years 3 and 4 -- continuing career development

--year 5 -- preparing submittal

Because the goal is to assist the faculty member, the Chair must be inquisitive and supportive -- and should look for ways to assist (questions about course loads, publication schedules, tenure clock adjustments, etc., are appropriate).

Lessons

--Faculty members not making progress may be embarrassed -- ask for evidence

--Support for faculty to attend conferences, etc., to develop networks of external peer reviewers is essential.

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Associate and Full Professors

Associate Professors -- Biennially

Focus -- Plan for and Progress toward Promotion

The goal of the University of Washington is that every ladder rank faculty member eventually attains the rank of Professor.

If this expectation is part of the culture of the Department (or Unit), emphasized with Assistant Professors from "day 1," then these meetings and the continuing expectations for performance are no surprise.

One thing to be discussed should be the unit's sabbatical policy-- and timing and procedures to qualify for sabbatical leave.

Professors -- Triennially

Focus is on continuing productivity, but also on engagement -- how do senior faculty contribute to the culture and advancement of the unit?