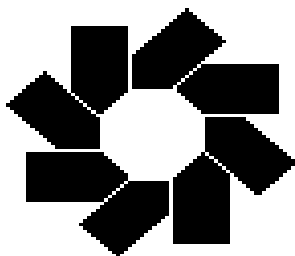


University of Washington
FACULTY SENATE
Box 351271



Class A Bulletin No. 139

May 20, 2016

GENERAL LEGISLATIVE ACTION

At its meeting on 19 May 2016, the Faculty Senate voted (62% for, 38% against) to submit for a vote of the entire voting faculty a set of amendments to Chapters 24 and 25 of the *Faculty Code*; these amendments include:

1. The current faculty salary policy and procedures related to faculty evaluation are revised and/or replaced with a new faculty salary and evaluation system.
2. Chapter 24 (Appointment and Promotion of Faculty Members) and Chapter 25 (Tenure of the Faculty) of the current *Code* are combined and re-organized into a single chapter (new Chapter 24).

Please vote by June 10, 2016

History

The proposed amendments represent significant and substantive changes to our *Faculty Code*. They are the culmination of four years of discussion, begun in Spring 2012 with the formation of a joint Faculty-Administrative working group, co-chaired by Dean Robert Stacey and then Senate Chair Jack Lee. Their proposal was forwarded to the Faculty Council on Faculty Affairs (FCFA) for review in Spring 2014; after further revisions FCFA approved the legislation and forwarded it to the Senate Executive Committee in November 2015. Additional revisions were made to the proposed legislation based on feedback from various faculty and administrative groups before the legislation in the current form was passed by the Faculty Senate in May 2016. The full legislative history is available by reviewing the minutes of the Faculty Senate Executive Committee and the Faculty Senate available at: <http://www.washington.edu/faculty/senate/issues/>.

Purpose and Rationale in Support of the Proposed Legislation

The proposed changes to the faculty salary policy and related procedures are aimed at improving the recruitment, reward, and retention of the best faculty members. The revision grew out of a belief that the current policy is not adequately achieving the goal of faculty retention. In particular, salary compression is widespread, with the salaries of new hires close to or sometimes exceeding those of long-serving senior faculty, and UW salaries falling behind those of peer institutions. The proposed new salary system addresses salary compression over time by shifting priorities for distribution of available funds from new hires, TAs, new programs, etc. to salaries of continuing faculty. Accompanying this salary system is a plan for more robust collegial performance reviews providing increased voice of the faculty on salary recommendations.

Merit-based salary system replaced with Tier-advancement salary system. The proposed new policy replaces the current system of annual regular and additional merit raises with a tier-advancement system for members of the faculty who hold positions with tenure or multi-year appointments. Under this system, a faculty member who perform at or above the typical performance in their field is expected to advance a tier, with an accompanying salary increase, on an average of every 4 years. Faculty can increase their salaries more rapidly by achieving tier advancements in shorter than average time intervals to the

maximum of tiers in their rank/title. The number of possible tier advancements varies by rank and title. In addition to tier advancements, faculty will receive annual market adjustments based in the CPI-U (ranging from 0-4%/year) and rank promotion increases. Non-tier eligible faculty will receive market adjustments. There is a provision that all faculty with satisfactory performance may receive additional variable salary adjustments when funds are available; these are not guaranteed. The percentages associated with the various types of salary increases are set by the President through Executive Orders. [[Section 24-35](#) Tiers and Tier Advancement; [Section 24-71](#) Faculty Salary System: Policy and Principles; [Section 24-72](#) Procedures for Allocating Salary Increases]

Merit Reviews replaced with Collegial Performance Reviews. The current system of annual merit reviews is replaced with collegial performance reviews that occur annually for non-tier eligible faculty and less often (average of every four years) for tier-eligible faculty; these reviews are intended to be less frequent, but more careful and extensive reviews by peers than typically occur with the current merit reviews, but (except for Tiers 7-9 for Full Professors) do not require external letters as do promotion reviews. Criteria for tier advancements based on these reviews are stated in general terms; units are expected to develop their own unique criteria to apply. Some argue that this review system is more complicated to implement and track and may increase workload for staff and some faculty within the units; others are concerned that the lack of specific criteria for tier advancement within the policy may lead to inconsistent practices and/or inequities when implemented. [[Section 24-62](#) Collegial Performance Review; [Section 24-63](#) Consequences of Unsatisfactory Performance]

Campus/School/College flexibility. The proposed legislation allows units (with approval by the faculty, the Dean, and the Provost) to make changes to the salary policy and procedures to fit unit-specific needs and resources. This flexibility is accomplished by allowing units to elect exemption (“opt out”) from the tier advancement system and/or to adopt alternate formulas (“customize”) to decrease or increase raise percentages from those specified by the President’s Executive Order. There is also a provision for the President to alter salary increase percentages in circumstances of severe financial stress for the university or the academic unit [[Section 24-35](#), Subsection L College, School, or Campus Exemption from the Tier System; [Section 24-72](#), Subsection B Alternative Formulas; [Section 24-72](#), Subsection C Severe Financial Stress]

Merger of Chapters 24 and 25. The merger and reorganization of Chapters 24 and 25 is believed to add clarity to various policies and processes affecting faculty, including those related to the proposed salary policy and procedures.

Arguments in opposition to the proposed legislation

To assist you in arriving at an informed judgement on the matter, the *Faculty Code* requires a statement of arguments against the proposed legislation. These have included:

If there is no new money coming into the university, the shift in priorities to salaries of continuing faculty will require cutbacks in other important areas (senior hires, faculty size, retention raises, TAs, new programs, IT, etc. Teaching loads for continuing faculty could increase if there is a decrease in the size of the faculty if there is no reduction in course offerings.

The options for customization and exemption from the tier system means that the UW faculty will no longer have a single salary policy, but many. This diversity will undermine faculty unity and the power to advocate internally and externally for competitive compensation. The options also make ongoing implementation and management of the policy more costly and more difficult to track, at the unit and the university level. The description of the policy and processes are complicated, hard to understand, and therefore may lead to more disputes/adjudications related to non-compliance with the policy and processes.

You are asked to vote now on this legislation without knowing what specific salary policy options your unit may adopt. The legislation allows units to change their policies as often as annually creating ongoing

uncertainty about what compensation will be when an individual faculty member is eligible for review and consideration for a salary increase.

The limits on the number of possible tiers at some ranks and titles is unfair to long serving, highly performing faculty who choose to focus their careers on teaching and service or types of scholarship that are less likely to lead to promotion to Full Professor or Principal Lecturer. After the top tier is reached within these ranks and titles, the only guaranteed raises are annual market adjustments which may be as low as zero.

While tier-ineligible faculty (those ineligible because of the type of appointment they hold and those who are appointed in units that opted out/are exempt from the tier system) may receive variable raises, the amount, criteria for, and frequency of these are not specified in the code and are not guaranteed. These faculty may be more vulnerable than under the current policy to experience limited salary advancement. The criteria guiding collegial performance reviews and tier advancements described in the legislation are inconsistent and overly vague. This may lead to unfair and inequitable evaluation of faculty within and between units. The criteria include using tier advancement to remedy salary inequities but it is unclear how the peer reviewers will obtain information on inequities or weigh performance and inequities.

Implementation Plan

If adopted, it is estimated that the new salary system will not be implemented for about four years. The process of transition is described in the legislation. The current merit-based system for salary increases will remain until the year prior to implementation of the new policy. [[Section 24-76](#) Pre-Transition Procedures for Allocating Salary Increases; [Section 24-77](#) Transition Period Salary Policy]

Proposed Amendments to the Faculty Code

- **Current code language that is unchanged, but relocated, is double underlined and/or double strike out**
- **New additions are underlined**
- **New deletions are struck through**

University of Washington
Faculty Code and Governance

Faculty Code

Chapter 24

Appointment, Evaluation, and Promotion, and Salary of the Faculty Members

Part 24-10 Statutory Provisions and Regent Statement

Section 24-11 Statute Relating to Faculty

[For a statute relating to faculty, see RCW 28B.20.200]

Section 24-12 ~~25-01~~ Statute Relating to Tenure Statute Describing Powers and Duties of Regents Relating to Faculty

[For a statute describing powers and duties of regents relating to faculty relating to tenure, see RCW 28B.20.130 (1) and (2).]

Section 24-13 ~~25-11~~ Statement of Policy by the Board of Regents Regent Policy on Tenure of the Faculty

[See *Board of Regents Governance*, Regent Policy No. 2.]

Part 24-20 General Principles and Policies

Section 24-21 ~~24-31~~ General Faculty Appointment Policy

The principal functions of a university are to preserve, to increase, and to transmit knowledge. Its chief instrument for performing these functions is its faculty, and its success in doing so depends largely on the quality of its faculty. The policy of this University should be to enlist and retain distinguished faculty members with outstanding qualifications.

Section 24-22 ~~24-32~~ Scholarly and Professional Qualifications of Faculty Members

The University faculty is committed to the full range of academic responsibilities: scholarship and research, teaching, and service. Individual faculty will, in the ordinary course of their development, determine the weight of these various commitments, and adjust them from time to time during their careers, in response to their individual, professional development and the changing needs of their profession, their programs, departments, schools and colleges, and the University. Such versatility and flexibility are hallmarks of respected institutions of higher education because they are conducive to establishing and maintaining the excellence of a university and to fulfilling the educational and social role of the institution. In accord with the University's expressed commitment to excellence and equity, contributions in scholarship and research, teaching, and service that address diversity and equal opportunity may be included among the professional and scholarly qualifications for appointment, and promotion, and tier advancement outlined below.

47 A. Scholarship

48
49 Scholarship, the essence of effective teaching and research, is the obligation of all members of the
50 faculty. The scholarship of faculty members may be judged by the character of their advanced
51 degrees and by their contribution to knowledge in the form of publication and instruction; it is
52 reflected not only in their reputation among other scholars and professionals but in the performance
53 of their students.

54
55 B. Inquiry and Research

56
57 The creative function of a university requires faculty devoted to inquiry and research, whose
58 attainment may be in the realm of scholarly investigation, in constructive contributions in
59 professional fields, or in the creative arts, such as musical composition, creative writing, or original
60 design in engineering or architecture. For each of these realms, contributions that address diversity
61 and equal opportunity may be included. While numbers (publications, grant dollars, students)
62 provide some measure of such accomplishment, more important is the quality of the faculty
63 member's published or other creative work.

64
65 Important elements in evaluating the scholarly ability and attainments of faculty members include
66 the range and variety of their intellectual interests; the receipt of grants, awards, and fellowships;
67 the professional and/or public impact of their work; and their success in directing productive work by
68 advanced students and in training graduate and professional students in scholarly methods. Other
69 important elements of scholarly achievement include involvement in and contributions to
70 interdisciplinary research and teaching; participation and leadership in professional associations
71 and in the editing of professional journals; the judgment of professional colleagues; and
72 membership on boards and committees. In all these, contributions that address diversity and equal
73 opportunity may be included.

74
75 C. Scope of Instruction

76
77 The scope of faculty teaching is broader than conventional classroom instruction; it comprises a
78 variety of teaching formats and media, including undergraduate and graduate instruction for
79 matriculated students, and special training or educational outreach. The educational function of a
80 university requires faculty who can teach effectively. Instruction must be judged according to its
81 essential purposes and the conditions which they impose. Some elements in assessing effective
82 teaching include:

- 83
- 84 • The ability to organize and conduct a course of study appropriate to the level of instruction
85 and the nature of the subject matter;
- 86
- 87 • The consistency with which the teacher brings to the students the latest research findings
88 and professional debates within the discipline;
- 89
- 90 • The ability to stimulate intellectual inquiry so that students develop the skills to examine and
91 evaluate ideas and arguments;
- 92
- 93 • The extent to which the teacher encourages discussion and debate which enables the
94 students to articulate the ideas they are exploring;
- 95
- 96 • The degree to which teaching strategies that encourage the educational advancement of
97 students from all backgrounds and life experiences are utilized;
- 98
- 99 • The availability of the teacher to the student beyond the classroom environment; and

100

- The regularity with which the teacher examines or reexamines the organization and readings for a course of study and explores new approaches to effective educational methods.

A major activity related to teaching is the instructor's participation in academic advising and counseling, whether this takes the form of assisting students to select courses or discussing the students' long-range goals. The assessment of teaching effectiveness shall include student and faculty evaluation. Where possible, measures of student achievements in terms of their academic and professional careers, life skills, and citizenship should be considered.

D. Professional and Public Service

Contributions to a profession through published discussion of methods or through public demonstration of an achieved skill should be recognized as furthering the University's educational function. Included among these contributions are professional service activities that address the professional advancement of individuals from underrepresented groups from the faculty member's field.

- E. The University encourages faculty participation in public service. Such professional and scholarly service to schools, business and industry, and local, state, national, and international organizations is an integral part of the University's mission. Of similar importance to the University is faculty participation in University committee work and other administrative tasks and clinical duties, including the faculty member's involvement in the recruitment, retention, and mentoring of scholars and students in an effort to promote diversity and equal opportunity. Both types of service make an important contribution and should be included in the individual faculty profile.

- F. Competence in professional service to the University and the public should be considered in judging a faculty member's qualifications, but except in unusual circumstances skill in instruction and research should be deemed of greater importance.

Section 24–23 24-33-A Statement of Principle: Academic Freedom and Responsibility

Academic freedom is the freedom to discuss all relevant matters in teaching, to explore all avenues of scholarship, research, and creative expression, and to speak or write without institutional discipline or restraint on matters of public concern as well as on matters related to shared governance and the general welfare of the University.

Faculty members have the right to academic freedom and the right to examine and communicate ideas by any lawful means even should such activities generate hostility or pressure against the faculty member or the University. Their exercise of constitutionally protected freedom of association, assembly, and expression, including participation in political activities, does not constitute a violation of duties to the University, to their profession, or to students and may not result in disciplinary action or adverse merit performance evaluation.

A faculty member's academic responsibility requires the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institution.

Membership in the academic community imposes on students, faculty members, administrators, and regents an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways that injure individuals and damage institutional facilities or disrupt the classes of one's instructors or colleagues. Speakers on campus must not only be protected from violence, but also be given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that clearly and significantly impede the functions of the University.

157
158 Students and faculty are entitled to an atmosphere conducive to learning and to evenhanded treatment in
159 all aspects of the instructor-student relationship. Faculty members may not refuse to enroll or teach a
160 student because of the student's beliefs or the possible uses to which the student may put the knowledge
161 to be gained in a course. Students should not be forced by the authority inherent in the instructional
162 relationship to make particular personal choices as to political action or their own roles in society.
163 Evaluation of students and the award of credit must be based on academic performance professionally
164 judged and not on matters irrelevant to that performance. (Examples of such matters include but are not
165 limited to personality, personal beliefs, race, sex, gender, religion, political activity, sexual orientation, or
166 sexual, romantic, familial, or other personal relationships.)

167
168 It is the responsibility of the faculty members to present the subject matter of their courses as approved
169 by the faculty in their collective responsibility for the curriculum. Within the approved curriculum, faculty
170 members are free to express ideas and teach as they see fit, based on their mastery of their subjects and
171 their own scholarship.

172
173

174 **Section 24-24 23-46-H Right to Information**

175

176 Upon request, the chancellor of a campus, the dean of a college or school, or the chair of a department
177 shall provide a member of his or her faculty with information concerning salaries, teaching schedules,
178 salary and operations budget requests, appropriations, allotments, disbursements, and similar data
179 pertaining to his or her campus, college, school, or department.

180
181

182 **Section 24-25 24-50 Conflict of Interest Regarding Appointment, Employment, and Academic** 183 **Decisions**

184

185 A conflict of interest exists when a person participating in a decision has a substantial connection or
186 interest related to individual(s) affected by the decision that might bias or otherwise threaten the integrity
187 of the decision process or that might be perceived by a reasonable person as biasing or threatening such
188 decisions. This includes familial, romantic, or sexual relationships and financial conflicts of interest. This
189 may also include some professional relationships. No list of rules can provide direction for all the varying
190 circumstances that may arise; good judgement of individuals is essential.

191

192 The procedures set forth in this chapter shall apply in all cases, except that no faculty member,
193 department chair, dean, or other administrative officer shall vote, make recommendations, or in any other
194 way participate in the decision of any matter which may directly affect the employment, appointment,
195 tenure, promotion, salary, or other status or interest of such person's parent, child, spouse, household
196 member, sibling, or in-law a faculty or staff member with whom he or she has a conflict of interest. [See
197 also Executive Order No. 32.]

198

199 In addition, no faculty member, teaching assistant, research assistant, department chair, dean, or other
200 administrative officer shall vote, make recommendations, or in any other way participate in the decision of
201 any matter which may directly affect the employment, promotion, academic status or evaluation of a
202 student with whom he or she has a conflict of interest.

203

204 Conflicts of interest resulting from romantic or sexual relationships are detrimental to the functioning of
205 the University because, if present, the professional authority under which decisions are made may be
206 called into question. The University's responsibilities to the public and to individual members of the
207 University community may be compromised if such conflicts of interest are not avoided.

208

209 The faculty's decision-making responsibilities should not restrict the faculty's rights as citizens, including
210 the personal rights of association and expression, unless the exercise of those freedoms conflicts with the
211 institutional necessity of impartiality in academic and employment decisions. In that case, the faculty
212 member must restrict his or her participation in such decisions.

213
214 State law and University rules preclude a faculty member from participating in decisions which directly
215 benefit a member of his or her family. The same rules should apply to decisions involving sexual or
216 romantic relationships between faculty and students, since these relationships, like formal family
217 relationships, may call into question the ability of the faculty member to assess the performance of
218 another solely on academic or professional merit.

219
220 Romantic or sexual relationships between faculty and students may in some instances infringe on the
221 rights of that student or other students or colleagues. The possibility of sexual harassment may arise, if
222 the faculty member's immediate power to influence a student's academic progress brings into question
223 the ability of the student genuinely to consent freely to the relationship. The possibility of impeding the
224 student's academic or professional progress may also arise if the faculty member is already in a position
225 of significant decision-making authority with respect to the student, since the faculty member must abstain
226 from further participation in such decisions, thereby denying the student access to the faculty member's
227 professional assessment. The possibility of an unwelcome, hostile or offensive academic environment
228 may also arise if the faculty member fails clearly to separate personal interests from his or her
229 professional decision-making.

230
231 Faculty members should be aware that the harms listed above do not arise only from existing
232 relationships, but may also arise if an individual in a position of authority to a student makes overt sexual
233 or romantic advances upon that student. Even if the advances are welcome, the faculty member should
234 remove him or herself from the teaching or supervisory role, which may impede the student's academic
235 progress. If the advances are unwelcome, the student may suffer unneeded stress, and the academic
236 relationship may suffer.

237
238
239 **Section 24-26 25-74 Standard of Conduct**

240
241 A. Obligation to Comply with University Rules and Regulations

242
243 The University is an institution having special public responsibility for providing instruction in higher
244 education, for advancing knowledge through scholarship and research, and for providing related
245 services to the community. As a center of learning, the University also has the obligation to maintain
246 conditions which are conducive to freedom of inquiry and expression in the maximum degree
247 compatible with the orderly conduct of its functions. For these purposes the University is governed by
248 rules and regulations which safeguard its functions, and which, at the same time, protect the rights
249 and freedoms of all members of the academic community. All members of the academic community,
250 including members of the faculty, have an obligation to comply with the rules and regulations of the
251 University and its schools, colleges, and departments.

252
253 B. Allegations of Research Misconduct

254
255 In cases concerning allegations of research misconduct against a member of the faculty, the
256 procedures outlined in Executive Order No. 61 shall apply.

257
258
259 C. Allegations of Unlawful Discrimination, Harassment or Sexual Harassment, or Retaliation

260
261 In cases concerning allegations of unlawful discrimination, harassment or sexual harassment, or
262 retaliation against a member of the faculty, where the dean has determined under Executive Order
263 No. 31 that the allegations require an institutional investigation, the matter shall be referred to the
264 University Complaint Investigation and Resolution Office (UCIRO).

265
266 D. Other Allegations

267

268 In cases where a member of the faculty is alleged to have violated another rule or regulation of the
269 University, its schools, colleges, or departments, the following procedure shall apply:
270

- 271 1. The department chair or the dean in a non-departmentalized school or college shall inform the
272 faculty member of the nature and specific content of the alleged violation and shall offer to
273 discuss the alleged violation with the faculty member and with the party raising the issue. The
274 faculty member and the party raising the issue may each be accompanied by one person. The
275 matter may be concluded at this point by the mutual consent of all parties.
276
- 277 2. If he or she so wishes, the department chair, the dean, or the faculty member may initiate
278 conciliatory proceedings at any time by contacting the University Ombud as provided in Chapter
279 27.
280
- 281 3. If a mutually agreeable resolution is not achieved under Subsections D.1 or D.2 of this section,
282 and if the dean (after consultation in the case of a departmentalized school or college with the
283 department chair and the faculty member) determines that the alleged violation is of sufficient
284 seriousness to justify consideration of the filing of a formal statement of charges that might lead to
285 dismissal, reduction of salary, or suspension for more than one quarter, then:
286
- 287 a. The dean shall appoint a special investigating committee of three faculty members who are
288 not directly involved in the matter being considered.
289
- 290 b. The committee shall assist the dean in the informal and confidential gathering of information
291 and documentation and shall advise the dean in its interpretation.
292
- 293 c. If as a result of the foregoing investigation the dean concludes that further action is not
294 merited, then the matter shall be dropped.
295
- 296 d. A faculty member aggrieved as a result of these activities has potential recourse through the
297 conciliatory proceedings of Chapter 27 and the adjudicative proceedings described in
298 Chapter 28, Section 28-32, Subsection A.
299

300 E. Dean's Written Report Filed with the Provost
301

302 If, after engaging in the procedures specified in Subsection B or D.3 above, the dean concludes
303 that further action is warranted, he or she shall deliver to the Provost a written record stating that
304 reasonable cause exists to adjudicate charges of wrongdoing brought against the faculty member,
305 with enough of the underlying facts to inform the Provost of the reasons for this conclusion. Upon
306 filing of the written report with the Provost, the case shall be decided in the manner prescribed in
307 Chapter 28.

308 **Part 24-30 Appointment Types and Qualifications**

309
310 **Section 24-31 24-34 Qualifications for Appointment at Specific Ranks and Titles**

311
312 A. Qualifications for Appointment at Specific Ranks

- 313
314 1. Appointment with the rank of assistant professor requires completion of professional training, in
315 many fields marked by the Ph.D., and a demonstration of teaching and research ability that
316 evidences promise of a successful career.
317
318 2. Appointment to the rank of associate professor requires a record of substantial success in both
319 teaching and research, except that in unusual cases an outstanding record in one of these
320 activities may be considered sufficient.
321
322 3. Appointment to the rank of professor requires outstanding, mature scholarship as evidenced by
323 accomplishments in teaching, and in research as evaluated in terms of national or international
324 recognition.

325 B. Qualifications for Appointments with Specific Titles

- 326
327 1. Lecturer and artist in residence are *instructional* titles that may be conferred on persons who have
328 special instructional roles. Appointments may be renewed pursuant to Section 24-43.
329
330 2. Senior lecturer and senior artist in residence are *instructional* titles that may be conferred on
331 persons who have special instructional roles and who have extensive training, competence, and
332 experience in their discipline. Appointments may be renewed pursuant to Section 24-43.
333
334 3. Principal lecturer is an *instructional* title that may be conferred on persons whose excellence in
335 instruction is recognized through appropriate awards, distinctions, or major contributions to their
336 field. Appointments may be renewed pursuant to Section 24-43.
337
338 4. Appointment to one of the ranks in Subsection A with a *research* title requires qualifications
339 corresponding to those prescribed for that rank, with primary emphasis upon research. Tenure is
340 not acquired through service in research appointments.

341
342 Research professor and research associate professor appointments are term appointments for a
343 period not to exceed five years. The question of their renewal shall be considered by the voting
344 faculty who are superior in academic rank to the person being considered and are faculty of the
345 department (or undepartmentalized college or school) in which the appointments are held, except
346 that the voting faculty at rank of professor shall consider whether to recommend renewal or non-
347 renewal of the appointment of a research professor. Such consideration shall be conducted in
348 accord with the provisions of Section 24-43.

349
350 Research assistant professor appointments are for a term not to exceed three years with
351 renewals and extensions to a maximum of eight years (see Section 24-44, Subsection E.) The
352 question of their renewal shall be considered by the faculty who are superior in academic rank to
353 the person being considered and are faculty of the department (or undepartmentalized college or
354 school) in which the appointments are held. Such consideration shall be conducted in accord with
355 the provisions of Section 24-44.

356
357 Research associate appointments are for a term not to exceed three years, with renewals to a
358 maximum of six years. The question of their renewal shall be considered by the faculty who are
359 superior in academic rank to the person being considered and are faculty of the department (or
360 undepartmentalized college or school) in which the appointments are held. Such consideration
361 shall be conducted in accord with the provisions of Section 24-43.
362

363 Research faculty titles and the qualifications for them are described in Section 24–32.

- 364
365 5. Appointment with the title of *professor of practice* is made to a person who is a distinguished
366 practitioner or distinguished academician, and who has had a major impact on a field important to
367 the University's teaching, research, and/or service mission.

368
369 Professor of practice appointments are term appointments for a period not to exceed five years.
370 The question of their renewal shall be considered by the voting faculty who are superior in
371 academic rank and are faculty of the department (or undepartmentalized college or school) in
372 which the appointments are held. Such consideration shall be conducted in accord with the
373 provisions of Section 24-43. This title is available to address a unique appointment need and is
374 intended to be sparingly used. Tenure is not acquired through service in this title.

- 375
376 6. Appointment with the title of instructor is made to a person who has completed professional
377 training, in many fields marked by the Ph.D., and is fulfilling a temporary, clinical, or affiliate
378 instructional need, or is in a temporary transition period between post-doctoral training and
379 mentoring and entry into the professorial ranks. These appointments are limited to acting, affiliate,
380 or clinical.

- 381
382 7. An affiliate appointment requires qualifications comparable to those required for appointment to
383 the corresponding rank or title. It recognizes the professional contribution of an individual whose
384 principal employment responsibilities lie outside the colleges or schools of the University. Affiliate
385 appointments are annual; the question of their renewal shall be considered each year by the
386 faculty of the department (or undepartmentalized college or school) in which they are held.

- 387
388 8. An adjunct appointment is made only to a faculty member (including one in a research
389 professorial rank) already holding a primary appointment in another department. This
390 appointment recognizes the contributions of a member of the faculty to a secondary department.
391 Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the
392 secondary department. These appointments are annual; the question of their renewal shall be
393 considered each year by the faculty of the secondary department.

- 394
395 9. A joint appointment recognizes a faculty member's long-term commitment to, and participation in,
396 two or more departments. A joint appointment may be discontinued only with the concurrence of
397 the faculty member and the appointing departments. One department shall be designated the
398 primary department and the others secondary, and this designation can be changed only with the
399 concurrence of the faculty member and the appointing departments. Personnel determinations
400 (salaries, promotions, leave, etc.) originate with the primary department, but may be proposed by
401 the secondary department(s), and all actions must have the concurrence of the secondary
402 department(s). A faculty member who has the privilege of participation in governance and voting
403 in the primary department may arrange with the secondary department(s) either to participate or
404 not to participate in governance and voting in the secondary department(s). This agreement must
405 be in writing and will be used for determining the quorum for faculty votes. The agreement can be
406 revised with the concurrence of the faculty member and the department involved.

- 407
408 10. A clinical appointment in the appropriate rank or title is usually made to a person who holds a
409 primary appointment with an outside agency or non-academic unit of the University, or who is in
410 private practice. Clinical faculty make substantial contributions to University programs through
411 their expertise, interest, and motivation to work with the faculty in preparing and assisting with the
412 instruction of students in practicum settings. Clinical appointments are annual; the question of
413 their renewal shall be considered each year by the faculty of the department (or
414 undepartmentalized college or school) in which they are held.

- 415
416 11. Appointment with the title of teaching associate is made to a non-student with credentials more
417 limited than those required of an instructor. Teaching associate appointments are annual, or

418 shorter; the question of their renewal shall be considered each year by the faculty of the
419 department (or undepartmentalized college or school) in which they are held.

- 420
- 421 12. The emeritus appointment is recommended by departmental action for a regular, WOT, research
422 or clinical faculty member who has retired under the UW Retirement Plan or is receiving benefits
423 as if he or she retired under another state of Washington retirement plan and whose scholarly,
424 teaching, or service record has been meritorious. Such a recommendation requires approval by
425 the college dean and the President of the University. The normal criteria for appointment with the
426 emeritus title are at least ten years of prior service as a member of the faculty and achievement of
427 the rank of professor or associate professor. Under certain circumstances the President may
428 grant emeritus status to an administrator at the level of dean or vice president, or at other levels if
429 deemed appropriate.
- 430
- 431 13. The acting title denotes a temporary appointment for properly qualified persons in the instructor
432 title or at the professorial ranks. It commonly is used for persons who are on the faculty for a year
433 or less or for persons who have not yet completed the requirements for a regular appointment. In
434 the latter case, the acting title is dropped when the requirements are completed. The total service
435 of a faculty member with an acting appointment may not exceed four years in any single rank or
436 title, or six years in any combination of ranks or titles. A faculty member whose appointment as
437 assistant professor has not been renewed may not be given an acting appointment.
- 438
- 439 14. Appointment to one of the ranks in Subsection A with a visiting title indicates that the appointee
440 holds a professorial position at another institution of higher learning and is temporarily employed
441 by the University. An employee who does not hold a professorial position elsewhere, but who is
442 otherwise qualified, may be designated as a visiting lecturer.
- 443
- 444 15. The visiting scholar title is an honorary title awarded to persons who hold professorial (including
445 research titles) positions at other institutions and who are visiting the University but who are not
446 employed by the University during their stay. The purpose of this title is recognition of the visitor's
447 presence at the University, and to make University facilities and privileges (library, etc.) available.
- 448

449 **Section 24–32–24–35 Research Personnel Appointments**

450 **A. Research Titles**

451

452 Research titles designate appointments for faculty whose primary responsibility is research. The
453 research titles are:

- 454 • Research professor
- 455 • Research associate professor
- 456 • Research assistant professor
- 457 • Research associate

458 **B. Research Professor, Research Associate Professor, and Research Assistant Professor**

459

460 Research professors, research associate professors, and research assistant professors are eligible
461 for appointment to the graduate faculty, are expected to take active roles in generating research
462 funding, and are eligible to act as principal investigators for grants and contracts. Research faculty
463 may participate in the regular instructional program but are not required to do so, except insofar as
464 required by their funding source.

465 **C. Research Associate**

466

467 Research associate is considered a junior rank equivalent to instructor. This junior faculty
468 appointment, which requires the same qualifications as those of an instructor, normally serves to
469

474 advance the competence of a person who has recently completed higher professional training, in
475 most fields marked by a doctoral degree. Appointees will work under the direction of principal
476 investigators for the benefit of the research programs, the department's educational program, and
477 their own professional growth. Research associates may not be principal investigators on research
478 grants or contracts.

479

480 **Section 24–33 24-40 Faculty Without Tenure By Reason of Funding (WOT)**

481

482 A. Professor or Associate Professor (WOT)

483

484 A professor or associate professor without tenure by reason of funding (WOT) is qualified for tenure
485 by virtue of rank. Such a faculty member holds his or her appointment on a continuing basis. The
486 term of appointment of an assistant professor WOT is governed by Section 24–44, Subsections A
487 and D.

488

489 B. WOT Faculty Rights, Responsibilities, and Obligations

490

491 Faculty appointed WOT do not hold tenure because all or part of his or her annual University–
492 administered salary is derived from sources other than regularly appropriated state funds. Except for
493 this distinction, WOT faculty members have the same rights, responsibilities, and obligations as
494 tenure–track and tenured faculty members at those ranks. The description of their duties and
495 qualifications for promotion and salary increases for reasons of merit are the same. Except for
496 termination of funding as defined in Section 24–44, Subsection J, or for reasons of program
497 elimination (see Section 24–83), such faculty members are not subject to removal, or discriminatory
498 reduction in salary, except for cause (see Section 24-82.)

499

500 C. WOT Faculty—Integration into Research, Instruction, and Service

501

502 Faculty members WOT are expected to be integrated fully into the research, instructional, and service
503 activities of their departments, schools, and colleges, warranting their status as voting members of
504 the University. This expectation is the basis for their appointment being continuing and distinguishes
505 such faculty from other non–tenured and term appointments (see Section 24–44.)

506

507 D. WOT Faculty—Funding Support

508

509 Faculty members WOT have their salaries supported from a variety of department, school, and
510 college resources, including, but not limited to, state funds, grant and contract funds, departmental,
511 clinical and service funds. As defined in Section 24–61, faculty member's WOT shall have a written
512 understanding with the chair describing their duties to be performed to meet the department's
513 missions. This understanding will specify the sources, distributions and levels of funds supporting
514 their salaries for these purposes. Salary funding shall be related to the faculty member's involvement
515 in these departmental activities. Classroom instructional duties shall be supported from
516 departmentally administered funds.

517

518 E. WOT Faculty—Identifying and Evaluating Alternative Salary Sources

519

520 To maintain the integration of WOT faculty members in the ongoing activities of the appointing unit
521 during a temporary lapse in funding sources, appointing departments, schools, or colleges shall
522 develop a process to identify and evaluate the availability of alternative salary sources. This process
523 shall be recorded with the dean's office of the appropriate unit and the dean's office shall forward the
524 policy to the Secretary of the Faculty. Should alternative resources be made available, a new version
525 of the understanding specified in Subsection D shall be required.

526 **Section 24–34 24-36 Qualifications for Extension Appointments**

527

528 Persons giving instruction in extension classes offered for academic credit shall have scholarly and
529 professional qualifications equivalent to those required for the teaching of regular University classes.
530

531

532 **Section 24–35 Tiers and Tier Advancement**

533

534 A. Tiers Generally

535

536 Tiers are levels within ranks and titles that reflect continuing achievement in scholarship and
537 research, teaching, and service, commensurate with the expectations for faculty members with a
538 given rank and title in the appointing unit, as more fully described below.
539

540

541 B. Professorial Tiers

542

543 Within the professorial ranks the following tiers are established:

544

545 • Assistant Professor 1,2

546

547 • Associate Professor 1,2,3

548

549 • Professor 1,2,3,4,5,6,7,8,9
546

547

548 C. Lecturer Tiers

549

549 Within the Lecturer titles the following tiers are established:

550

551 • Full-time Lecturer 1,2

552

553 • Full-time Senior Lecturer 1,2,3

554

555 • Principal Lecturer 1,2,3,4,5,6
553

554

555 D. Artist in Residence Tiers

556

556 Within the Artist in Residence titles the following tiers are established:

557

558 • Artist in Residence 1,2

559

560 • Senior Artist in Residence 1,2,3
559

560

561 E. Eligibility for Tier Advancement

562

562 To be eligible for tier advancements, a faculty member must be appointed in the tenure, without
563 tenure by reason of funding, or research professorial tracks, or appointed to a rank or title listed in
564 Subsections B, C, or D above that is eligible for multi-year appointments (whether or not the
565 individual's current appointment is multi-year).
566

566

567 F. Initial Appointment Tier

568

569 An initial appointment for a tier-eligible faculty member is ordinarily to Tier 1 within the given rank or
570 title. A promotion for a tier-eligible faculty member is to Tier 1 within the given rank or title. However,
571 an individual with significant prior experience who is initially appointed to a rank of Associate
572 Professor, Senior Lecturer, Senior Artist in Residence, or higher should be assigned an initial tier
573 that is commensurate with his or her career stage and salary compared to market conditions and
574 to the other members of the academic appointing unit at the same rank or title. The initial tier shall
575 be assigned by the chair (or, in an undepartmentalized college, the dean), subject to approval by
576 the dean in consultation with the elected faculty council.
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G. Advancement of a Tier-Eligible Assistant Professor

A tier-eligible Assistant Professor who is reappointed for a second three-year term (as described in Section 24-44, Subsection A) shall be advanced to Tier 2, effective at the start of the second three-year term.

H. Advancement of All Other Tier-Eligible Faculty

For all tier-eligible faculty members other than Assistant Professors, to receive an advancement from one tier to a higher tier (with the exception of advancement to Professor Tiers 7 and higher, described in subsection I below) depends on a finding that the individual faculty member's recent record of performance reflects continued achievement in scholarship and research, teaching, and service at a level that is commensurate with the high expectations of the university and of the faculty member's academic appointing unit for a faculty member at a similar stage of his or her university career. The relative weights of these criteria for each individual faculty member may be adjusted from time to time as described in Section 24-22. A tier advancement should be awarded when a faculty member's accomplishments since the most recent previous appointment, promotion, or tier advancement are commensurate with that of a typical UW faculty member in the field over the course of about four years. Because this is a performance-based system, the rate of tier advancement will differ from one individual to the next, with some being advanced more frequently than the average and some less, when compared with the achievement of the appropriate comparators over the course of about four years. For the same reason, individuals may experience different frequencies of tier advancement at different times during their career.

I. Advancement to Professor Tier 7 or Higher

Advancement to Professor Tier 7 is based on an evaluation of the faculty member's cumulative record of performance, and depends on evidence of exceptional distinction in scholarship, teaching, and service as attested by the judgment of the individual's departmental colleagues at the rank of Professor and by external letters of review. Advancement to Professor Tier 8 or higher depends on evidence of continuing exceptional distinction, as attested by the judgment of the individual's departmental colleagues at the rank of Professor. (External letters of review are not required for tiers higher than 7.) A Professor who has advanced to Tier 7 or higher shall be entitled to the designation "Eminent Professor."

J. Tier Advancement—Unusual Circumstances

In unusual circumstances, a department (or undepartmentalized college or school) may recommend that an individual be advanced to a tier higher than those listed in subsections B, C, and D above. Such an advancement requires explicit permission of the Provost.

K. Administrator Exemption from the Tier System

A faculty member serving in an administrative position, including chairs and deans, with responsibilities that include authority over non-administrative faculty members' salary adjustments, tier advancements, promotions or reappointments shall be exempt from the tier system. For compelling reasons, a faculty member serving in an administrative position that does not include authority over non-administrative faculty members' salary adjustments, tier advancements, promotions, or reappointments may request from the dean and Provost an exemption from the tier system. When the faculty member's administrator exemption ends the faculty member shall be assigned a tier that is commensurate with his or her career stage and salary compared to market conditions and to the other members of the academic appointing unit at the same rank. The tier shall be assigned by the Provost, in consultation with the faculty member's chair, dean or chancellor, and elected faculty council.

634 L. College, School, or Campus Exemption from the Tier System

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Any college, school, or campus may choose to exempt its faculty from the tier system, or to reverse a previous decision to exempt its faculty from the tier system. This is done using the following procedure.

1. The dean or chancellor, in consultation with the elected faculty council, develops a proposal for tier exemption, or a proposal to reverse a previous tier exemption, together with a detailed justification. The proposal shall include a transition timeline and effective dates, a plan and schedule for collegial performance reviews, and a plan to minimize inequities that might otherwise result from the change. In addition, the proposal shall include the details of the proposed salary allocations for the first year of implementation.
2. The proposal and its justification shall then be made available to the faculty of the school, college, or campus for comment for a period of no less than 30 days, after which the voting faculty of the school, college, or campus shall vote to approve or deny the proposed exemption or reversal according to the procedures described in Chapter 23, Section 23-46.
3. If the result of the faculty vote is to approve the proposal, it is sent to the Provost and the Senate Committee on Planning and Budgeting, together with the justification and the result of the faculty vote.
4. After consulting with the Senate Committee on Planning and Budgeting, and dean or chancellor when appropriate, the Provost may, as soon as practicable, approve the proposed change or veto the proposed change for reasons of financial or operational feasibility or equity, and shall provide in writing the explanation for the veto.
5. Faculty in any college, school, or campus that chooses to exempt its faculty from the tier system are not eligible for tier advancements.
6. Tier eligibility for faculty with joint appointments shall be governed by their primary appointment.

665 **Part 24-40 Appointment Policies and Procedures**

666
667 **Section 24-41 24-51 Responsibility for Appointments**

668
669 A. Recommendation of Faculty Appointments

670
671 The President and the appropriate college or school faculty share responsibility for recommending
672 faculty appointments to the Regents. Full and discriminating consideration by that faculty of the
673 scholarly and professional character and qualifications of a proposed appointee is essential in an
674 effective appointment procedure.

675
676 B. Assessment of Suitability of Prospective Appointees

677
678 The appropriate faculty, therefore, shall carefully judge the scholarly and professional character and
679 qualifications of a prospective appointee, shall determine from all available evidence his or her
680 suitability for employment, and shall provide the Regents, through the President, with the information
681 needed for a wise decision.

682
683
684 **Section 24-42 24-52 Procedure for New Appointments**

685
686 A. Committee Role in Appointment Recommendations

687
688 Faculty recommendations of appointments are ordinarily rendered through committees, and the
689 procedure depends upon the level of appointment.

- 690
691 1. For recommendation of a departmental appointment other than that of chair, the department
692 members act as an advisory appointment committee. A department may delegate this
693 responsibility to a departmental committee.
694
695 2. A committee responsible for recommending the appointment of a department chair should be an
696 ad hoc committee appointed by the dean of the appropriate college, or if the President so desires,
697 by the President.
698
699 3. A committee responsible for recommending the appointment of a dean should be an ad hoc
700 committee appointed by the President.

701
702 B. Duty of Appointment Committee

703
704 The duty of an appointment committee is to search for suitable candidates, to study and determine
705 their qualifications (Sections 24-22, 24-23, 24-31, 24-32 and 24-34), and to obtain and evaluate all
706 data related to the problem of appointment. When, after such a study, the committee finds a
707 candidate or candidates who appear to be qualified it shall transmit its information and
708 recommendation to:

- 709
710 1. The department chair, if the appointment is to be a departmental one other than that of chair, or
711
712 2. The appropriate dean, if the appointment is to be one of a department chair, or
713
714 3. The President, if the appointment is to be one of a dean.

715
716 C. Administrator Role in Appointment Recommendations

717
718 In making new appointments administrative officers shall act in the manner prescribed below.

- 719
720 1. If the appointment is to be a departmental one other than that of chair, the chair shall submit all

721 available information concerning candidates suggested by the department, the chair, or the dean
722 to the voting members of the department faculty. The voting faculty of an academic unit may, by
723 majority vote, delegate authority to recommend the appointment of affiliate or clinical faculty,
724 research associates, or annual or quarterly part-time lecturers to an elected committee of its
725 voting faculty. In an undepartmentalized college or school, this delegation may be made to an
726 elected committee of its voting faculty. The delegation shall expire one calendar year after it is
727 made.

728
729 Recommendations in favor of appointment, based on a majority vote of the voting members of the
730 faculty or of the elected committee with delegated authority, shall be sent with pertinent
731 information to the appropriate dean. If the chair concurs in the department recommendation, the
732 dean shall make a decision concerning the appointment and, if it is favorable, shall transmit it
733 together with the vote of the department and the recommendation of the chair to the President. In
734 the unusual case where the chair does not concur in the department recommendation, he or she
735 may communicate objections to the dean and may also submit a separate recommendation to the
736 dean from among the candidates who have been considered by the department. If the dean
737 concurs in the chair's recommendation, or has additional information which raises doubts
738 concerning the department's recommendation, or finds that the President has such information,
739 the dean shall refer the matter again to the department along with an explanation and comments.
740 After considering the evidence, the department may then either reaffirm its original
741 recommendation, or transmit a new one. After the department's final recommendation has been
742 sent to the dean, the dean shall make a decision concerning the appointment and, if an
743 appointment is to be recommended, shall transmit it together with the final recommendation of the
744 department and the recommendation of the chair to the President.

- 745 2. If the appointment is to be one of a department chair, the dean shall deal directly with the
746 appointment committee in making the decision. The department concerned shall be consulted in
747 making the appointment, but a formal vote is not required.
- 748
749 3. If the appointment is to be one of a dean, the President shall deal directly with the appointment
750 committee in making the decision.

751 752 753 **Section 24–43 24-53 Procedure for Renewal of Appointments**

754
755 When it is time to decide upon renewal of a nontenure appointment to the faculty (Section 24–44 whether
756 tier-eligible or not, the procedure described below shall be followed.

757 758 A. Faculty Recommendation

759
760 The voting members of the appropriate department (or undepartmentalized college or school) who
761 are superior in academic rank or title to the person under consideration shall decide whether to
762 recommend renewal or termination of the appointment. Research faculty shall be considered by
763 voting faculty who are superior in rank to the person under consideration, except that the voting
764 faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the
765 appointment of a research professor. Faculty with instructional titles outlined in Section 24–31,
766 Subsection B shall be considered by voting faculty who hold a professorial rank or instructional title
767 superior to the person under consideration. The voting faculty of an academic unit may, by majority
768 vote, delegate authority to recommend the renewal of affiliate or clinical faculty, research associate,
769 or annual or quarterly part-time lecturer appointments to an elected committee of its voting faculty. In
770 an undepartmentalized college or school, this delegation may be made to an elected committee of its
771 voting faculty. The delegation:

- 772
773 1. Does not alter faculty rank requirements for considering appointment renewals, and
774
- 775 2. Shall expire one calendar year after it is made.
776

777 B. The Chair's Recommendation to the Dean

778

779 If this recommendation is a departmental one, the chair shall transmit it to the dean. If the chair does
780 not concur in the recommendation he or she may also submit a separate recommendation.

781

782 C. The Dean's Decision

783

784 The dean shall decide the matter within the time prescribed in Section 24–44 and inform the faculty
785 member concerned of the decision.

786

787 D. Written Statement of Reasons for Non-Renewal

788

789 If a faculty member requests a written statement of the reasons for the non–renewal of his or her
790 appointment, the dean shall supply such a written statement within 30 days.

791

792

793 **Section 24–44 24-41 Duration of Nontenure Appointments**

794

795 A. Assistant Professor

796

797 The first appointment or the reappointment of an assistant professor is for a basic period of three
798 years, subject to earlier dismissal for cause. Although neither appointment period shall extend beyond
799 the academic year in which a decision on tenure is required, the year in which a negative tenure
800 decision is made must be followed by a terminal year of appointment. If the assistant professor is
801 reappointed, the period of reappointment must include a tenure decision. Assistant professors holding
802 positions funded by other than state funds shall be treated in the same way except that the
803 appointment may be to a position without tenure by reason of funding as provided in Subsection D.
804 Procedures governing the reappointment of assistant professors are as follows:

805

806 1. During the second year of the initial appointment, the dean of the assistant professor's college or
807 school shall decide whether:

808

809 a. The appointment is to be renewed under the above provision for reappointment;

810

811 b. The appointment is not to be renewed beyond the initial three–year period, in which case the
812 appointment will terminate at the end of the third year; or

813

814 c. The decision concerning the appointment is to be postponed to the following year.

815

816 2. Should the above decision result in a postponement, during the third year of the initial
817 appointment the dean shall decide whether:

818

819 a. The appointment is to be renewed under the above provision for reappointment, or

820

821 b. The appointment is not to be renewed; if it is not, the basic appointment is extended to
822 include a fourth and terminal year.

823

824 3. The dean shall inform the professor in writing within 30 days of any decision made pursuant to
825 this section.

826

827 B. Lecturer and Artist in Residence

828

829 1. Appointment as a full–time lecturer or artist in residence shall be for a term not to exceed five
830 years.

831

832 The normal appointment period of a part-time lecturer or artist in residence shall be for one year
833 or less with exceptions to be reviewed by the Provost.

- 834
835 2. Appointment as a full-time senior lecturer, principal lecturer, or senior artist in residence shall be
836 for a term not to exceed five years. The normal appointment period of senior and principal
837 lecturers shall be for a minimum of three years with exceptions to be reviewed by the Provost.

838
839 The normal appointment period of a part-time senior lecturer, principal lecturer, or senior artist in
840 residence shall be for one year or less with exceptions to be reviewed by the Provost.

- 841
842 3. Except as provided in Subsection B.4 below, at least six months (or three months in the case of
843 an initial annual appointment) before the expiration date of an appointment of a full-time lecturer,
844 artist in residence, senior lecturer, principal lecturer, or senior artist in residence, the dean shall
845 determine, pursuant to Section 24-43, whether this appointment shall be renewed and shall
846 inform the faculty member in writing of the decision.

- 847
848 4. A renewal decision in accord with Subsection B.3 above is not required where an initial
849 appointment of a full-time lecturer, artist in residence, senior artist in residence, senior lecturer, or
850 principal lecturer is for one year or less and the appointment is identified at the time of
851 appointment as not eligible for renewal.

- 852
853 5. Part-time appointments as lecturer, artist in residence, senior lecturer, principal lecturer, and
854 senior artist in residence are for the period stated in the letter of appointment. If such
855 appointments are to be renewed the procedures in Section 24-43 shall be followed in a timely
856 manner with knowledge of funding availability and staffing needs.

- 857
858 G6. A full-time lecturer, artist in residence, or senior lecturer may, prior to expiration of an existing
859 appointment, be considered for appointment as, or promotion to, a senior lecturer, senior artist in
860 residence, or principal lecturer, respectively.

861
862 D-C. Assistant Professors on Other than State-Appropriated Funds

863
864 Notwithstanding the provisions of Subsection A, appointments of assistant professors who are
865 supported by other than state-appropriated funds are subject to termination should the supporting
866 agency fail to continue the funding for the appointment, provided that the assistant professor
867 supported by other than state-appropriated funds is advised in writing prior to commencement of his
868 or her appointment that such appointment is at all times subject to the continued availability of grant
869 or contract funds.

870
871 E-D. Less than 50% of Full-Time Status

872
873 The first appointment or the reappointment of a faculty member to less than 50% of full-time status
874 shall be made on an annual, or shorter, basis. A faculty member who is appointed to a position with
875 less than 50% of full-time status shall not accumulate eligibility toward tenure.

876
877 F-E. Research Assistant Professor

878
879 The first appointment or the reappointment of a research assistant professor is for a basic period of
880 three years, subject to earlier dismissal for cause. Research assistant professors may not be
881 reappointed more than once, except that a research assistant professor who does not receive
882 promotion in rank must receive a terminal year of appointment. Procedures governing the
883 reappointment of research assistant professors are as follows:

- 884
885 1. During the second year of the initial appointment, the dean of the research assistant professor's
886 college or school shall decide whether:

- 888 a. The appointment is to be renewed under the above provision for reappointment;
889
890 b. The appointment is not to be renewed beyond the initial three-year period, in which case the
891 appointment will cease at the end of the third year; or
892
893 c. The decision concerning the appointment is to be postponed to the following year.
894
895 2. Should the above decision result in a postponement, during the third year of the initial
896 appointment the dean shall decide whether:
897
898 a. The appointment is to be renewed under the above provision for reappointment or
899
900 b. The appointment is not to be renewed; if it is not renewed, the basic appointment is extended
901 to include a fourth and terminal year.
902
903 3. Not later than the end of the third year of a second appointment, the dean of the research
904 assistant professor's college or school shall decide whether:
905
906 a. The research assistant professor is to be appointed as research associate professor,
907 associate professor without tenure by reason of funding or associate professor with tenure;
908
909 b. The appointment is to cease at the end of the following year; or
910
911 c. The decision concerning the appointment is to be postponed to the following year. In cases b
912 and c the appointment is extended by one year.
913
914 4. Should the above decision result in a postponement, during the extension year of a second
915 appointment, the dean of the research assistant professor's college or school shall decide
916 whether:
917
918 a. The research assistant professor is to be appointed as research associate professor,
919 associate professor without tenure by reason of funding or associate professor with tenure, or
920
921 b. The appointment is to cease; in which case the basic appointment is extended by one year.
922
923 5. The dean shall inform the professor in writing within 30 days of any decision made pursuant to
924 this section.
925

926 G.F. Research Associate Professor, Research Professor or Professor of Practice

927
928 At least six months (or three months in the case of an initial annual appointment) before the expiration
929 date of an appointment of a Research Associate Professor, Research Professor, or Professor of
930 Practice, the dean shall determine, pursuant to Section 24-43, whether this appointment shall be
931 renewed and shall inform the faculty member in writing of the decision. A renewal decision is not
932 required where an initial appointment of a Research Associate Professor, Research Professor, or
933 Professor of Practice is for one year or less and the appointment is identified at the time of
934 appointment as not eligible for renewal.
935

936 H.G. Research Assistant Professor—Reasons for Removal

937
938 Notwithstanding the provisions of this subsection, research assistant professors are subject to
939 removal during the term of their appointment for cause (see Section 24-82), for termination of funding,
940 or for reasons of program elimination (see Section 24-83.)
941

942 I.H. Research Professor and Research Associate Professor—Reasons for Removal

943

944 Research professors and research associate professors are not subject to removal during the term of
945 their appointment except by removal for cause (see Section 24-82), for termination of funding as
946 defined in Subsection I, or for reasons of program elimination (see Section 24-83.)

947
948 J.I. Termination of Funding

949
950 Termination of funding is defined as failure, for a continuous period of more than 12 months, to obtain
951 funding sufficient to provide at least 50% of the faculty member's base annual salary. The University
952 is not obligated to provide replacement funding during lapses of a faculty member's external support.

953
954 K.J. Research Assistant Professor—Unusual Cases

955
956 In unusual cases, an individual may be appointed to the title of research assistant professor when
957 there is no known funding to support the appointment. The department and dean shall determine that
958 the individual will seek external funding to support his or her appointment. Such appointments shall
959 be made on an annual or shorter basis, and may be renewed annually upon evidence of research
960 grant or contract pursuit activity. Upon receipt of salary funding support, said appointments shall be
961 converted to initial three-year appointments in conformance with Subsection G.

962
963 L.K. Procedures for Renewal and Promotion

964
965 The procedures prescribed in Section 24–43 for renewal of appointments and in Section 24–55 for
966 Procedure for Promotion shall govern actions taken under this section.

967
968
969 **Section 24–45 Appointment of Part-Time Professors**

970
971 **A. Documentation of Part-Time Professorial Appointments**

972
973 The University may appoint faculty to professorial or research professorial ranks (see Section 24–31,
974 Subsections A.1 through A.3 and Subsection B.) on less than a full-time basis. The percentage of
975 appointment at the time of hire shall be documented by the department chair (or dean in an
976 undepartmentalized school or college) and clearly communicated in writing to the faculty member.

977
978 **B. Part-Time Assistant Professor—First Appointment Period**

979
980 The first appointment of a part-time assistant professor at 50% or greater of full-time shall be for a
981 basic period of three years, subject to earlier dismissal for cause. In Spring Quarter of the second
982 year of appointment, the dean of the assistant professor's college or school shall decide whether:

- 983
984 1. The appointment is to be renewed;
985
986 2. The appointment is not to be renewed beyond the three-year period, in which case the assistant
987 professor will be notified that the appointment ceases at the end of the third year; or
988
989 3. The decision concerning reappointment is postponed to the following year, in which case the
990 assistant professor will be notified that the three-year appointment is extended to include a fourth
991 year.

992
993 **C. Part-Time Assistant Professor—Reappointment Postponement**

994
995 Should the decision in Subsection B above result in a postponement, during Spring Quarter of the
996 third year the dean shall decide whether:

- 997
998 1. The appointment is to be renewed for a further period consistent with Subsection D below; or
999

1000 2. The appointment is not to be renewed, in which case the assistant professor shall be notified that
1001 the appointment ceases at the end of the fourth year.

1002
1003 D. Part-Time Assistant Professor—Second Appointment Period
1004

1005 Should the initial appointment of a part-time assistant professor be renewed pursuant to Subsection
1006 B or C above, the following renewal periods pertain to the second appointment:

- 1007
- 1008 1. For part-time assistant professors who hold appointments of 90% time and above, the second
1009 appointment period shall be for three years.
 - 1010
 - 1011 2. For part-time assistant professors who hold appointments between 70% and 89%, the second
1012 appointment shall be for four years.
 - 1013
 - 1014 3. For part-time assistant professors who hold appointments between 60% and 69%, the second
1015 appointment shall be for five years.
 - 1016
 - 1017 4. For part-time assistant professors who hold appointments between 50% and 59%, the second
1018 appointment shall be for six years.
 - 1019

1020 In all cases, a mandatory review for promotion and tenure (or in the case of WOT faculty, for
1021 promotion and continuous appointment) must occur no later than the end of the last year of
1022 appointment as specified in Subsections D.1 through D.4 above.

1023
1024 E. Change in Part-Time Appointment Percentage
1025

1026 At any time during the appointment, the faculty member may change his or her percentage of
1027 appointment with the written agreement of the dean. In the event of a change, the time for mandatory
1028 review shall be stated in the agreement consistent with Subsection D above.

1029 **Part 24-50 Promotion and Tenure**

1030
1031 **Section 24-51 ~~25-31~~ Definition of Tenure**

1032
1033 Tenure is the right of a faculty member to hold his or her position without discriminatory reduction of
1034 salary, and not to suffer loss of such position, or discriminatory reduction of salary, except for the reasons
1035 and in the manner provided in the Faculty Code.

1036
1037
1038 **Section 24-52 ~~25-32~~ Criteria for Tenure**

1039 A. Tenured Appointment

1040
1041
1042 Unless he or she is disqualified under any other provision of this section, a full-time member of the
1043 faculty has tenure if:

- 1044
1045 1. He or she is a professor or associate professor; or
1046
1047 2. He or she has held full-time rank as assistant professor in the University for seven or more years
1048 and has not had his or her term of appointment extended by the Provost or received notice
1049 terminating his or her appointment.

1050
1051 B. Recommendation for Tenure Concurrent with Promotion to Associate Professor

1052
1053 Generally, recommendation for tenure (Section 24-54) is made concurrently with recommendation for
1054 promotion to the rank of associate professor (except in the circumstances listed in the subsequent
1055 paragraphs of this section.)

1056
1057 C. Appointments that Do Not Acquire Tenure

1058
1059 A faculty member does not acquire tenure under:

- 1060
1061 1. An acting appointment, or
1062
1063 2. A visiting appointment, or
1064
1065 3. Any appointment as lecturer, artist in residence, senior lecturer, senior artist in residence,
1066 principal lecturer, or
1067
1068 4. An appointment as teaching associate, or
1069
1070 5. An appointment as professor of practice, or
1071
1072 6. Any appointment specified to be without tenure, or
1073
1074 7. An adjunct appointment, or
1075
1076 8. A research appointment, or
1077
1078 9. A clinical appointment, or
1079
1080 10. An affiliate appointment, or
1081
1082 11. Any other appointment for which the University does not provide the salary from its regularly
1083 appropriated funds, unless the President notifies the appointee in writing that tenure may be
1084 acquired under such appointment.

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D. Appointments to Associate Professor or Professor "Without Tenure"

Appointments to the rank of associate professor or professor "without tenure," as specified in Subsection C.6 above, are limited to not more than two consecutive appointments, each of three years' duration. The first appointment is for a basic period of three years, subject to earlier dismissal for cause. During the second year of the initial appointment, the appointment will be considered for renewal consistent with the provisions of Section 24-44, Subsection A for assistant professors. If the associate professor or professor is reappointed, the three-year period of reappointment must include a tenure decision and terminal year in the event that tenure is not granted. To meet this expectation, the tenure review must be conducted no later than the second year of the second three-year appointment; during this second term of appointment, postponement of the tenure decision is not an option. In the case where tenure is not granted in the mandatory fifth year, the sixth year will be the terminal year of appointment. The part-time renewal periods provided for assistant professors in Section 24-45, Subsection D do not apply to associate professors and professors without tenure.

Appointments to the rank of associate professor or professor "without tenure by reason of funding," as specified in Subsection C.11 above, are continuing appointments governed by Section 24-33.

E. Retaining Tenure When Resigning a Portion of Appointment

A faculty member with tenure may resign a portion of his or her appointment with the agreement of his or her department chair, dean, and the President, while retaining tenure in his or her part-time appointment.

F. Part-Time Assistant Professor—Eligibility for Tenure

A part-time assistant professor appointed pursuant to Section 24-45 accumulates eligibility for tenure under Subsection A of this section.

G. Leaves of Absence

Time spent on leaves of absence from the University does not count in the accumulation of time toward tenure.

Section 24-53 25-33 Tenure of Faculty Members in Administrative Positions

The tenure of a faculty member who holds an administrative position, such as that of dean or department chair, extends only to the faculty position which she or he holds conjointly with such administrative position.

Section 24-54 25-41 Granting of Tenure: Policy and Procedure

[For "Documentation of Qualifications and Recommendations for Promotion, Tenure, and Merit Increases," see Executive Order No. 45].

A. Careful Consideration of Qualifications

Tenure should be granted to faculty members of such scholarly and professional character and qualifications that the University, so far as its resources permit, can justifiably undertake to employ them for the rest of their academic careers. Such a policy requires that the granting of tenure be considered carefully. It should be a specific act, even more significant than promotion in academic rank, which is exercised only after careful consideration of the candidate's scholarly and professional character and qualifications.

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B. Recommendation Process

Consistent with the timelines set in Section 24-52, Subsection A.2 for full-time assistant professors and Section 24-45 for part-time assistant professors, and Section 24-52, Subsection D for associate professors or professors "without tenure," a decision shall be made in the following manner:

A recommendation that the faculty member be granted or denied tenure shall be sent to the dean of the school or college. This recommendation shall be based upon a majority vote of the eligible professors and associate professors of the department, or of the school or college if it is not departmentalized. If the chair does not concur in the recommendation she or he may also submit his or her own recommendation.

The dean, advised as prescribed in Section 24-55, Subsection C shall then make his or her recommendation to the Provost, and if tenure is to be granted it shall be conferred by the President acting for the Board of Regents.

If the faculty member's tenure is granted, the President shall so notify him or her in writing. If tenure is denied, the dean shall notify the individual in writing that the appointment will terminate at the end of the succeeding academic year.

A faculty member whose tenure is denied may engage in the administrative and conciliatory proceedings described in Chapter 27, and may file a petition for review as provided in Section 24-87.

If a tenure decision is postponed for reconsideration, the assistant professor's dean shall cause him or her to be notified in writing that the appointment will terminate at the end of the second succeeding academic year unless reconsideration in the meantime shall have resulted in the granting of tenure.

C. Tenure Review Separate from Promotion

If it is desired to appoint to a position with tenure other faculty members referred to in Section 24-52, Subsection C, the procedures for recommendation and granting described in Subsection B above shall be followed, except that a denial of tenure shall not of itself lead to termination of appointment.

Section 24-55 24-54 Procedure for Promotions

~~Annually, all eligible members of the faculty shall be informed of the opportunity to be considered for promotion by their department chair (or chair's designee or the dean of an undepartmentalized school or college, or the dean's designee). At the request of the faculty member, or if the promotion decision is mandatory, a promotion review shall be conducted following the procedure below.~~

A faculty member eligible for promotion (whether tier eligible or not) shall receive a promotion review if recommended by a collegial performance review (Section 24-62), or at the request of the faculty member, or if the promotion decision is mandatory. The promotion review shall be conducted following the procedure below.

A. Consideration for Promotion

The voting members of the appropriate department (or undepartmentalized college or school) who are superior in academic rank or title to the person under consideration shall decide whether to recommend the promotion. Research faculty shall be considered by voting members of the appropriate department, or undepartmentalized college or school, who are superior in academic rank to the person under consideration. Faculty with instructional titles outlined in Section 24-31, Subsection B shall be considered by voting members of the appropriate department or undepartmentalized college or school who hold an eligible professorial appointment or an

1195 instructional title superior to that of the candidate being considered. In this decision they shall take
1196 into account the qualifications prescribed in Sections 24-21, 24-22, 24-23, 24-31, and 24-32 for the
1197 various academic ranks and titles. Promotion shall be based upon the attainment of these
1198 qualifications and not upon length of service. In arriving at recommendations for promotion, faculty,
1199 chairs, and deans shall consider the whole record of candidates' qualifications described in Section
1200 24-22.

1201
1202 B. Promotion Record

1203
1204 The record of the candidate being considered for promotion shall be assembled following the
1205 guidelines of the candidate's college and unit. The candidate is responsible for assembling the
1206 promotion record, which shall include a self-assessment of the candidate's qualifications for
1207 promotion. External letters of review shall be kept confidential from the candidate.

1208
1209 For departments (or college/school if undepartmentalized) where an initial report and/or
1210 recommendation on the qualifications of the candidate for promotion is produced by a subcommittee
1211 of the faculty senior in rank and title, the report shall be written. The department chair (or chair's
1212 designee or the dean of an undepartmentalized school or college, or the dean's designee) shall
1213 provide the candidate with a written summary of the committee's report and recommendation. For
1214 purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted from
1215 the candidate's summary. The candidate may respond in writing within seven calendar days. The
1216 chair or dean shall forward the candidate's response, if any, together with the committee's report to
1217 the voting faculty.

1218
1219 The voting faculty of the candidate's department (or college/school if undepartmentalized) superior in
1220 rank and title to the candidate shall then meet to discuss the candidate's record. A vote on the
1221 promotion question shall occur following the discussion.

1222
1223 The department chair (or the chair's designee or the dean of an undepartmentalized school or college
1224 or the dean's designee) shall write a formal report of these proceedings for the candidate,
1225 summarizing the discussion and recommendation. For purposes of confidentiality, specific attributions
1226 shall be omitted and vote counts may be omitted from this report. The candidate may then respond in
1227 writing to the department chair (or dean in an undepartmentalized school or college) within seven
1228 calendar days.

1229
1230 If the faculty recommendation is a departmental one, and is favorable, or if the promotion decision is
1231 mandatory, or if the candidate has written a response to the departmental vote, the chair shall
1232 transmit all documents produced in this promotion process to the appropriate dean, with his or her
1233 independent analysis and recommendation. The chair may, at his or her discretion, share the chair's
1234 recommendations with the candidate.

1235
1236 C. Advisory Group to the Dean

1237
1238 The dean shall be advised by a committee or council of the college or school. This advisory group,
1239 elected by the faculty of the college or school, shall consider each case presented to it and submit its
1240 recommendations with reasons therefor to the dean. If the recommendation of the committee or
1241 council is not favorable, or if it conflicts with the faculty vote, then the council or committee
1242 recommendation with reasons therefor shall be provided to the candidate. For purposes of
1243 confidentiality, specific attributions shall be omitted and vote counts may be omitted from this report.
1244 In a departmentalized school or college, when a candidate for promotion is under consideration, any
1245 member of the committee or council who is also a member of the candidate's department may be
1246 excused.

1247
1248 D. The Dean's Decision or Recommendation

1249
1250 After receiving the recommendation of this committee or council the dean shall decide the matter.

1251 Prior to the issuance of a decision or recommendation by the dean that is not favorable, the dean
1252 shall provide the candidate with his or her initial recommendation and reasons therefor. In such
1253 cases, the dean or the dean's designee shall then discuss the case with the candidate. The candidate
1254 may then respond in writing to the dean within seven calendar days of the discussion.
1255

1256
1257 If the recommendation of the dean is favorable, or if the promotion decision is mandatory, the dean
1258 shall transmit his or her recommendation and the candidate's response, if it exists, to the candidate
1259 and to the Provost. For purposes of confidentiality, specific attributions shall be omitted and vote
1260 counts may be omitted from the report to the candidate.

1261
1262 If the promotion decision of the dean is not favorable and not mandatory, and the candidate has
1263 written a response to the dean, the dean shall transmit his or her decision and the candidate's
1264 response to the Provost for information purposes.
1265

1266 E. Written Statement of Decision

1267
1268 After the case is decided, the dean shall ensure that the candidate is informed in writing in a timely
1269 way of the result of the case and, if the result is not favorable, the reasons therefor.

1270 **Part 24-60 Evaluation of Faculty Members**

1271 **Section 24-55 Procedure for Salary Increases Based Upon Merit**

1272 ~~Faculty at the University of Washington shall be reviewed annually by their colleagues, according to the~~
1273 ~~procedures detailed in this section, to evaluate their merit and to arrive at a recommendation for an~~
1274 ~~appropriate merit salary increase. Such reviews shall consider the faculty member's cumulative record,~~
1275 ~~including contributions to research/scholarship, teaching, and service, and their impact on the~~
1276 ~~department, school/college, University, and appropriate regional, national, and international communities.~~

1277 ~~The evaluation of a faculty member's merit and salary shall be arrived at after review of the individual's~~
1278 ~~performance in relation to that of their colleagues and by comparison of individuals' present salaries to~~
1279 ~~those of their peers. In evaluating a faculty member's eligibility for merit-based salary increases (Section~~
1280 ~~24-70, Subsections B.1 and B.4; Section 24-71, Subsections A.1 and B.1) and for "market gap" salary~~
1281 ~~increases (Section 24-71, Subsection B.2), the following procedure shall be followed.~~

1282 ~~A. In arriving at their recommendations for salary decisions the appropriate faculty, department (unit)~~
1283 ~~chairs, and deans shall each consider the following:~~

- 1284 ~~1. The cumulative record of the candidate, taking into account the qualifications prescribed in~~
1285 ~~Sections 24-32, 24-33, 24-34, and 24-35 for the various academic ranks and titles;~~
1286 ~~2. The candidate's current salary;~~
1287 ~~3. Documentation of the review conference required by Section 24-57, Subsection D; and~~
1288 ~~4. Any documents produced under Subsection H of this section.~~

1289 ~~Salary recommendations shall seek to minimize salary inequities. Salary compression and other~~
1290 ~~inequities, including those resulting from variations in the level of merit funds available over time, may~~
1291 ~~be considered in making merit salary recommendations.~~

1292 ~~B. The merit and salary of each faculty member below the rank and title of professor shall be considered~~
1293 ~~by the voting members of the department, or undepartmentalized college or school, who are his or~~
1294 ~~her superiors in academic rank and title, and they shall recommend any salary increase which they~~
1295 ~~deem merited.~~

1296 ~~C. The chair of a department, or the dean of an undepartmentalized school/college, shall consider the~~
1297 ~~merit and salary of each full professor in his or her unit. Before forwarding his or her~~
1298 ~~recommendations the chair (or dean in an undepartmentalized school/college) shall seek the advice~~
1299 ~~of the full professors according to a procedure approved by the voting members of the unit.~~

1300 ~~D. If the recommendation is a departmental one, the chair shall transmit it to the dean with any~~
1301 ~~supporting data the dean may request. If the chair does not concur in the recommendations he or she~~
1302 ~~may also submit a separate recommendation.~~

1303 ~~E. The dean shall review the department's recommendation and forward his or her recommendation~~
1304 ~~regarding faculty merit and salary to the President.~~

1305 ~~F. The dean of each college/school shall review the record and salary of the chair of each department~~
1306 ~~and shall recommend an appropriate salary increase to the President.~~

1307 ~~G. The President shall authorize the salary increases of the faculty, and of each dean.~~

1308 ~~H. At the option of the faculty member affected, and mandatorily in the event of two consecutive annual~~
1309 ~~ratings of no merit (as a result of reviews under this section), the chair of the faculty member's~~
1310 ~~department (or dean of an undepartmentalized school or college) shall, after consultation with the~~
1311 ~~faculty member, appoint an ad hoc committee of department (or school/college) faculty superior (or,~~
1312 ~~in the case of full professors, equal) in rank or title to the faculty member. This committee shall meet~~

1326 ~~at its earliest convenience with the faculty member and review more fully the record and merit of that~~
1327 ~~faculty member.~~

1328
1329 ~~The committee shall, upon completion of its review, report in writing the results to the faculty member~~
1330 ~~and to his or her department chair (or dean in an undepartmentalized school/college) and the~~
1331 ~~committee shall advise them what actions, if any, should be undertaken to enhance the contributions~~
1332 ~~and improve the merit ranking of this colleague, or to rectify existing misjudgments of his or her merit~~
1333 ~~and make adjustments to correct any salary inequity. The faculty member may respond in writing to~~
1334 ~~this report and advice within 21 calendar days to the department chair (or dean) and committee~~
1335 ~~(unless upon the faculty member's request and for good cause the response period is extended by~~
1336 ~~the chair or dean). The committee's report and advice, the faculty member's written response (if any),~~
1337 ~~the response by the chair, and any agreement reached by the faculty member and the chair shall be~~
1338 ~~incorporated into a written report.~~

1339
1340

1341 **Section 24-61 24-57 Procedural Safeguards for Promotion, Tenure, Tier Advancement and**
1342 **Collegial Performance Review Merit-Based, and Tenure Consideration**

1343

1344 All procedures regarding promotion, merit-based salary, and tenure considerations outlined in the
1345 relevant sections of the *Faculty Code* must be followed. This section describes procedures for gathering
1346 information to be used in collegial performance reviews (Section 24-62), and in promotion, tenure and tier
1347 advancement decisions, and for safeguarding the rights of faculty members and the welfare of the
1348 university. Open communication among faculty, and between faculty and administration, must be
1349 maintained in order to insure informed decision making, to protect the rights of the individual and to aid
1350 the faculty in the development of their professional and scholarly careers.

1351

1352 Each faculty member must be allowed to pursue those areas of inquiry which are of personal scholarly
1353 interest; at the same time, however, each faculty member must be informed of the expectations a
1354 department holds for him or her and of the manner in which his or her activities contribute to the current
1355 and future goals of the department, school, college, and University. In order to enable the faculty member
1356 to establish priorities in the overall effort of professional career development and to fulfill the University's
1357 obligations of fair appraisal and continual monitoring of faculty development, the following procedural
1358 safeguards processes shall be adopted implemented in each department, school, or college.

1359

1360 A. Assessment of Teaching Effectiveness

1361

1362 Each faculty member with teaching responsibilities shall have at least one course evaluated by
1363 students in any academic year during which that member teaches one or more courses. To
1364 implement the provision stipulated in Section 24-22, Subsection C, the standardized student
1365 assessment of teaching procedure which the University makes available may be used for obtaining
1366 student evaluation of teaching effectiveness, unless the college, school, or department has adopted
1367 an alternate procedure for student evaluation, in which case the latter may be used. The teaching
1368 effectiveness of each faculty member with teaching responsibilities also shall be evaluated by
1369 colleagues using procedures adopted within the appropriate department, school, or college, and
1370 collegial teaching evaluations shall be considered when any decision is made regarding renewal of
1371 appointment, promotion, tenure, or tier advancement of a faculty member.

1372

1373 The collegial evaluation of teaching effectiveness shall be conducted prior to recommending any
1374 renewal of appointment or promotion of a faculty member. In addition, Ffor faculty at the rank of
1375 assistant professor, or associate professor or professor "without tenure" under Section 24-52,
1376 Subsection D, or professor "without tenure" under the same subsection, or with the instructional title
1377 of lecturer, the collegial teaching evaluation shall be conducted every year. For other faculty at the
1378 rank of associate professor or professor or with the title of senior lecturer, principal lecturer, or
1379 professor of practice, †The collegial teaching evaluation shall be conducted at least every three two
1380 years for associate professors and senior lecturers, and at least every four years for professors and

1381 principal lecturers. A written report of this evaluation shall be maintained by the appointing unit and
1382 shared with the faculty member.

1383

1384 B. Yearly Activity Report

1385

1386 Each department (or undepartmentalized college) shall adopt a suggested format by which each
1387 faculty member will have the opportunity to provide information on professional activities carried out
1388 during the prior year. These reports shall be prepared in writing by each faculty member and
1389 submitted to the chair (or dean) in a timely fashion each year, and shall be used as reference and as
1390 a source of information for consideration of satisfactory performance, promotion, merit salary, or
1391 tenure. These forms shall be used as evidence for recommendation of promotion, merit salary, or
1392 tenure, reappointment, or tier advancement. Such information may be updated by a faculty member
1393 at any time during the academic year.

1394

1395 C. Regular-Planning Conference with Faculty

1396

1397 Each year the chair, or where appropriate the dean or his the chair's or her dean's designee, shall
1398 confer individually with all full-time lecturers, assistant professors, and associate professors and
1399 professors "without tenure" appointed under Chapter 25, Section 25-32Section 24-52, Subsection D.

1400

1401 The chair must ensure that this conference occurs early enough that a collegial review can occur if a
1402 reappointment is required.

1403

1404 Unless otherwise required by another provision of the *Faculty Code*, the chair (or dean or his or her
1405 designee) shall confer individually with the other associate professors and senior lecturers at least
1406 every two years, and with the other professors, and principal lecturers, and professors of practice at
1407 least every ~~three~~ four years, the conference shall occur sooner than the required time if requested by
1408 the individual faculty member. The purpose of the regular-conference is to help individual faculty
1409 members plan and document their career goals-; and to assess when it is appropriate to initiate a
1410 collegial review of their performance. While the documentation of those goals will be part of the
1411 faculty member's record for subsequent ~~determinations of merit~~ collegial performance reviews, the
1412 regular planning conference should be distinct from the ~~merit~~ collegial performance review pursuant
1413 to ~~Section 24-55~~ Section 24-62.

1414

1415 At each such conference, the chair, dean, or his or her designee, and the faculty members shall
1416 discuss:

1417

1418 1. The department's present needs and goals with respect to the department's mission statement
1419 and the faculty member's present teaching, scholarly and service responsibilities and
1420 accomplishments;

1421

1422 2. Shared goals for the faculty member's teaching, scholarship and service in the forthcoming year
1423 (or years, as appropriate) in keeping with the department's needs and goals for the same period;
1424 and

1425

1426 3. A shared strategy for achieving those goals-; and

1427

1428 4. The chair, dean, or designee's career advice and the possible timing of collegial performance
1429 reviews, based on the faculty member's recent performance and accomplishments, the
1430 department's needs and goals, and the faculty member's responsibilities.

1431

1432 The chair, dean, or his or her designee and the faculty member shall discuss and identify any specific
1433 duties and responsibilities expected of, and resources available to, the faculty member during the
1434 coming year(s), taking into account the academic functions described in Section 24-32. The chair,

1435 dean or his or her designee should make specific suggestions, as necessary, to improve or aid the
1436 faculty member's work.

1437

1438 D. Documentation

1439

1440 The chair, dean, or his or her designee, shall, in a timely manner, document in writing, with a copy to
1441 the faculty member, that such conferences occurred, and shall list the subject matter discussed.

1442

1443 This conference document shall also articulate in sufficient detail the discussed commitments and
1444 responsibilities of the faculty member for the coming year(s) and how these commitments and
1445 responsibilities are consistent with institutional standards for promotion and tenure as defined in this
1446 chapter.

1447

1448 Should the faculty member not agree with the summary or statements in this conference document,
1449 he or she shall indicate so in writing. The failure of a faculty member to object in writing to the chair's
1450 (or dean's) conference document within ten days of receiving it (unless upon the faculty member's
1451 request and for good cause the period is extended by the chair or dean) shall constitute his or her
1452 official acceptance of its terms and conditions.

1453

1454 If the faculty member disagrees with the conference document, the chair (or dean) shall either
1455 withdraw it and issue a revised one to which both parties can agree, or reaffirm the accuracy of the
1456 original conference document.

1457

1458 In the event the faculty member disagrees with the resulting conference document, the chair of the
1459 faculty member's department (or dean of an undepartmentalized school or college) shall appoint an
1460 ad hoc committee comprised of three department (or school/college) faculty superior (or in the case
1461 of full professors, equal) in rank or title to the faculty member, or faculty members from the
1462 Conciliation Board, and selected in the following manner. The faculty member and the chair, or dean,
1463 shall each select one member of the ad hoc committee and those two members shall select the third
1464 member. At its earliest convenience, the ad hoc committee shall review fully the records relating to
1465 the conference, meet with the faculty member, and meet with the chair, dean, or his or her designee.

1466

1467 The chair, dean, or his or her designee, and the faculty member shall then meet with the ad hoc
1468 committee to discuss the issues, with the purpose of achieving a resolution. In the event resolution is
1469 not achieved, the committee shall, in a timely manner, report in writing the results of its review to the
1470 faculty member, to his or her department chair or dean, and to the designee, if any. The committee's
1471 report and advice, if any; the faculty member's written response, if any; the response by the chair,
1472 dean, or his or her designee, if any; and any agreement between the faculty member and chair, dean,
1473 or his or her designee shall be incorporated into a written report that shall be placed in the faculty
1474 member's personnel file and shall be considered during the subsequent collegial performance review.

1475

1476 A faculty member's record upon the stated duties and responsibilities in the conference document will
1477 be assessed in accordance with Section 24-55-62 Nothing in this section is intended to alter the
1478 institutional standards for promotion and tenure as defined in Chapter 24.

1479

1480 [The University Handbook included Board of Regents Governance, Regent Policy No. 8, and
1481 Executive Orders No. 29, No. 45, and No. 64 as footnotes to this section.]

1482

1483

1484 **Section 24–62 Collegial Performance Review**

1485

1486 All faculty at the University of Washington whether tier eligible or not, unless exempted from the tier
1487 system under Section 24-35 Subsection K., shall be reviewed annually by their colleagues, according to
1488 the procedures detailed in this section, to evaluate their merit performance and to arrive at a

1489 recommendations for an appropriate merit salary increase reappointment and the timing of promotions
1490 and tier advancements. Such reviews shall consider the faculty member's cumulative record, including
1491 contributions to research/scholarship, teaching, and service, and their impact on the department,
1492 school/college, University, and appropriate regional, national, and international communities. In all these,
1493 contributions that address diversity and equal opportunity may be included. Collegial performance
1494 reviews are initiated when requested by the chair, dean, or his or her designee, or the faculty member, or
1495 if a faculty member is being considered for a possible tier advancement or promotion in rank; or if it is
1496 time for a faculty member to be considered for reappointment; or if it has been five years since the last
1497 previous collegial performance review. A collegial review should occur about once every four years for
1498 most tier-eligible faculty not up for reappointment or a tenure decision (see Section 24-35, Subsection H).

1499
1500 The purpose of a collegial performance review is:

- 1501
- 1502 • To determine whether the performance of a faculty member is satisfactory or unsatisfactory;
- 1503 • To consider a faculty member for a possible tier advancement;
- 1504 • To consider reappointment of faculty members;
- 1505 • To consider recommending a faculty member for a possible promotion in rank.
- 1506 • To consider performance for recommending a faculty member for variable adjustment.
- 1507

1508 A collegial performance review shall be conducted following the procedure below.

1509

1510 A. Reviewers' Voting Status

1511

1512 Reviewers must be voting members of the department (or undepartmentalized college or school) of
1513 the individual being reviewed.

1514

1515 B. Reviewers' Academic Rank or Title

1516

1517 Reviewers must be superior in academic rank or title to the individual being reviewed, except that
1518 professors and principal lecturers shall be reviewed by members of equal or greater rank and title.

1519

1520 C. Optional Delegation to a Performance Review Committee

1521

1522 The voting faculty of a unit may, by majority vote, delegate the authority to carry out collegial
1523 performance reviews of all or some faculty to one or more committees of three or more faculty
1524 members. This delegation is subject to the following rules:

- 1525
- 1526 1. The vote must stipulate which ranks and titles the committee being formed will review.

1527

1528 ~~The faculty vote must stipulate that the committee is empowered to carry out an initial review~~
1529 ~~and make recommendations which are then voted upon by the eligible faculty of the unit as~~
1530 ~~described in Section G below.~~

- 1531
- 1532 2. This delegation does not alter the faculty rank or title requirements for collegial performance
1533 evaluations described in Section B above.

- 1534
- 1535 3. The faculty shall vote whether to affirm or amend this delegation biennially.

1536

1537 D. Unit Guidelines

1538

1539 The unit shall develop guidelines for the collegial performance review. The guidelines shall specify
1540 responsibilities for assembly of the record, including a self-assessment.

1541

1542 E. Performance Assessment

1543

1544 In evaluating the quality of an individual's performance and in assessing whether that performance
1545 is satisfactory, reviewers shall take into account the qualifications prescribed in Sections 24-22,
1546 24-23, 24-31, and 24-32, and Executive Order 45 for the various academic ranks and titles.
1547 Performance shall be measured upon the attainment of these qualifications and not upon length of
1548 service and shall consider the whole record of the individual's qualifications described in Section
1549 24-22, including:

- 1550
- 1551 1. The most recent assessment of teaching effectiveness, as provided in Section 24-61,
1552 Subsection A;
- 1553
- 1554 2. The most recent collegial performance review.
- 1555
- 1556 3. The individual's most recent activity report, as described in Section 24-61, Subsection B;
1557
- 1558 4. Documentation of the planning conference, as provided in Section 24-61, Subsection D;
1559
- 1560 5. The individual's self-assessment.
1561

1562 F. Initial Committee Report

1563

1564 For departments (or college/school if undepartmentalized) where an initial report is produced by a
1565 committee, the department chair (or chair's designee or the dean of an undepartmentalized school
1566 or college, or the dean's designee), shall provide the individual being reviewed with a written
1567 summary of the committee's report and recommendation. For purposes of confidentiality, specific
1568 attributions shall be omitted and vote counts may be omitted from the summary given to the
1569 individual being reviewed. The individual being reviewed may respond in writing within seven
1570 calendar days. The head of the unit shall forward any such response, together with the committee's
1571 report, to all qualified reviewers.

1572

1573 G. Consideration of Record and Possible Actions

1574

1575 The faculty members who are eligible to review the individual under consideration shall then
1576 consider the individual's record and/or the recommendation of a review committee. Following the
1577 consideration, there shall be a vote by all eligible voting faculty members of the department or
1578 school/college on whether the individual's performance is satisfactory and on whether one or more
1579 of the following actions should be taken.

- 1580
- 1581 1. The faculty member should be given one or more tier advancements based on the criteria of
1582 this section;
- 1583
- 1584 2. The faculty member should be considered for a possible promotion in rank and title, following
1585 the procedures of Section 24-55;
- 1586
- 1587 3. The faculty member should be reappointed, following the procedures of Section 24-43.
1588

1589 H. Written Summary

1590

1591 The department chair (or the chair's designee or the dean of an undepartmentalized school or
1592 college or the dean's designee, or chair of the delegated committee) shall write a formal report of
1593 these proceedings for the candidate, summarizing the discussion and recommendation. For
1594 purposes of confidentiality, specific attributions shall be omitted and vote counts may be omitted
1595 from this report. The candidate may then respond in writing to the department chair (or dean in an
1596 undepartmentalized school or college) within seven calendar days.

1597

1598 I. Recommendation for Tier Advancement

1599

1600 If the recommendation is for tier advancement, the chair shall transmit it to the dean or chancellor
1601 with the candidate's response, if any, and any supporting data the dean or chancellor may request.
1602 If the chair does not concur in the recommendation for tier advancement, he or she may also
1603 submit a separate recommendation.

1604
1605 J. Final Decision on Tier Advancement

1606
1607 Final decisions on tier advancement that are supported by a favorable vote of the faculty shall be
1608 made by the dean, after an advisory review by the elected faculty committee or council. The dean,
1609 in making a decision, can consider the individual candidate's performance and record of tier
1610 advancements. Also, the dean may limit the number tier advancements for faculty other than
1611 assistant professors that occur sooner than four years since the last advancement on the basis of
1612 available financial resources. After the case is decided, the dean shall ensure that the candidate is
1613 informed in writing in a timely way of the result of the case and, if the result is not favorable, the
1614 reasons therefor.

1615
1616 K. Administrative Position Performance Review

1617
1618 Notwithstanding the procedures described in this section, faculty members serving part-time or full-
1619 time in administrative positions shall have their administrative performance evaluated by their
1620 administrative supervisors.

1621
1622
1623 **Section 24-63 24-55.H. Consequences of Unsatisfactory Performance**

1624
1625 In the event of a finding of unsatisfactory performance, the individual shall not be eligible for market
1626 adjustments, variable adjustments, or retention increases under Section 24-72, Subsections H, I, or K.

1627
1628 A. Planning Conference

1629
1630 The individual shall have a planning conference with his or her chair (or dean in an
1631 undepartmentalized school or college) every year until the finding has been reversed; and the
1632 individual shall receive a collegial performance review every year until the finding has been reversed.

1633
1634 B. Committee Formed

1635
1636 At the option of the faculty member affected, and mandatorily in the event of two consecutive annual
1637 ratings of no merit determinations of unsatisfactory performance (as a result of reviews under this
1638 section Section 24-62), the chair of the faculty member's department (or dean of an
1639 undepartmentalized school or college) shall, after consultation with providing the faculty member an
1640 opportunity to provide input, appoint an ad hoc committee of at least two department (or
1641 school/college) faculty superior (or, in the case of full professors, equal) in rank or title to the faculty
1642 member.

1643
1644 C. Committee Review and Evaluation

1645
1646 This committee shall meet at its earliest convenience with the faculty member and review more fully
1647 and evaluate the record and merit of performance concerns relating to that faculty member.

1648
1649 D. Written Report from Committee

1650
1651 The committee shall, upon completion of its review, report in writing the results to the faculty member
1652 and to his or her department chair (or dean in an undepartmentalized school/or college) and the
1653 committee shall advise them what actions, if any, should be undertaken to enhance;

1654
1655 1. Enhance the contributions and improve the merit ranking collegial performance evaluation of this
1656 colleague, or to rectify

1657
1658 2. Rectify existing misjudgments of his or her merit performance and make adjustments to correct
1659 any associated salary inequity decision.

1660
1661 E. Written Faculty Member Response

1662
1663 The faculty member may respond in writing to this report and advice within 21 calendar days to the
1664 department chair (or dean) and committee (unless upon the faculty member's request and for good
1665 cause the response period is extended by the chair or dean).

1666
1667 F. Meeting with Faculty Member

1668
1669 Upon receipt of the committee's report and advice, the faculty member's written response (if any), the
1670 response by the chair, and any agreement reached by (or dean in an undepartmentalized school or
1671 college) shall meet with the faculty member and. Where the committee report reaffirms the
1672 unsatisfactory performance of the faculty member, this meeting shall serve to inform the faculty
1673 member of standard conduct violations, including but not limited to incompetence or neglect of duty
1674 as appropriate, and fulfill the requirements of Sections 24-26, Subsection B. If a mutually agreed
1675 upon plan to address the unsatisfactory performance cannot be finalized, the chair shall be
1676 incorporated into a written report refer the matter to the dean for review.

1677
1678 G. Dean's Decision

1679
1680 If the dean determines that the performance concerns are of sufficient seriousness to justify -
1681 consideration of the filing of a formal statement of charges, the provisions of Section 24-26
1682 Subsection D shall next be followed.

1683 **Part 24-70 Faculty Salary Policy and Procedures**

1684
1685 **Section 24-71 24-70 Faculty Salary System: Policy and Principles**

1686
1687 A. Purpose

1688
1689 Faculty at the University of Washington shall be salaried on a merit-based system that reflects the
1690 University's standing among its peer institutions. Under this system, all faculty deemed meritorious
1691 shall be regularly rewarded for their contributions to their department, school/college, and university.
1692 Resources permitting, the University shall provide its meritorious faculty with salaries commensurate
1693 with those of their peers elsewhere.

1694
1695 The fundamental purpose of the University of Washington Faculty Salary Policy is to allow the
1696 University to recruit, retain, motivate, and reward the best faculty. To accomplish these objectives, the
1697 faculty must have confidence that their continuing and productive contributions to the goals of their
1698 units and to the University's missions of teaching, research, and service will be rewarded throughout
1699 their careers. To compete for the best faculty, the University must be competitive with its peers. To
1700 retain the best faculty requires a similarly competitive approach. Therefore, the University places as
1701 one of its highest priorities rewarding faculty who perform to the highest standards and who continue
1702 to do so throughout their appointments at the University. This policy is designed to provide for a
1703 predictable salary progression for faculty members whose performance continues to reflect
1704 achievement in scholarship and research, teaching, and/or service, commensurate with the
1705 expectation for faculty members with a given rank and title in their appointing unit, as fully described
1706 below.

1707
1708 Salary funds must be used to attract, retain, and reward faculty, while recognizing that disciplinary
1709 variations exist in the academic marketplace. Accordingly, the University's Salary Policy must allow
1710 for differential allocations among units. This provides the necessary flexibility to address the market
1711 gaps that develop between UW units and their recognized peers, acknowledges existing and future
1712 differentials in unit performance and contribution, and also recognizes that differing funding sources
1713 and reward structures exist among schools and colleges. The policy must ensure that equity
1714 considerations and compression are also addressed as needed. The University's Salary Policy is
1715 founded upon the principle that individual salary decisions must be based on performance reviews
1716 conducted by faculty colleagues.

1717
1718 B. Salary Increases

1719
1720 Advancement in salary can be effected in several distinct, but not mutually exclusive, ways. Except as
1721 otherwise provided in Section 24-72, a salary increase:

- 1722
- 1723 1. Shall attend promotion in rank (approved in accord with Section 24-55);
 - 1724
 - 1725 2. Shall attend each tier advancement (approved in accord with Section 24-62);
 - 1726
 - 1727 3. Shall be provided as part of a market adjustment (in accord with Section 24-72, Subsection H);
 - 1728
 - 1729 4. May be provided as part of a variable adjustment (in accord with Section 24-72, Subsection I);
 - 1730
 - 1731 5. Shall be provided to raise individuals' salaries to the minimum salary for each faculty rank (in
1732 accord with Section 24-72, Subsection J);
 - 1733
 - 1734 6. May be offered in response to a potential or actual external offer of appointment (upon review in
1735 accord with Section 24-72, Subsection K);
 - 1736
 - 1737 7. May be offered at any time (in accord with Section 24-72, Subsection F) to a faculty member with
1738 an administrator exemption (as described in Section 24-35, Subsection K);

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- 8. Shall be considered at the time of reappointment, and may be offered at other times, for faculty members who are not defined as tier-eligible under Section 24-35, Subsection B through E.

Section 24–72 24-74 Procedures for Allocating Salary Increases

A. Default Formulas

The President shall establish by executive order default formulas for the determination of salary increases to accompany promotions in rank and title; salary increases to accompany tier advancements; and market adjustments. These formulas shall remain in effect for all units in the university unless modified as described in Subsection B or C below.

B. Alternate Formulas

Any college, school, or campus may develop alternate formulas for the determination of salary increases to accompany tier advancements, and market adjustments. This is done using the following procedure.

1. The dean or chancellor, in consultation with the elected faculty council, develops recommended formulas for market adjustments and tier advancement salary increases in the college. These formulas may be the same for all academic appointing units in the college, or they may differ by academic appointing unit. The consultation should include detailed consideration of salaries in each affected unit of the college, school, or campus, as well as information about salaries in appropriate units at peer institutions. The recommendation shall specify to which units the formulas apply, when the formulas are to take effect, whether the formulas are to have an expiration date, and if so when. For any formula that has an expiration date, the formula will revert to the university default in effect at the time of expiration. If the formula does not apply to all units in the school, college, or campus, then the affected unit(s) shall vote and that vote shall be made known to the whole college as part of the material made available in Subsection B.2 below.
2. The proposed formulas and the financial justification shall then be made available to the faculty of the school, college, or campus for comment for a period no less than 30 days, after which the voting faculty of the school, college, or campus shall vote to approve or deny the proposed change according to the procedures described in Chapter 23, Section 23-46. All voting must be completed at least three months prior to the proposed effective date of the change.
3. If the result of the faculty vote is to approve the proposed formulas, the proposal is sent to the provost and the Senate Committee on Planning and Budgeting, together with the justifying financial data and the result of the faculty vote.
4. After consulting with the Senate Committee on Planning and Budgeting, and dean or chancellor when appropriate, the provost may, as soon as practicable, approve the proposed change or veto the proposed change for reasons of financial or operational feasibility or equity, and shall provide in writing the explanation for the veto.

C. Severe Financial Stress

1. If at any time, distributing salary increases according to the formulas established in accordance with Subsection A or B would, in the judgment of the President, impose severe financial stress on the university, a school, college, campus, or academic appointing unit, and notwithstanding any other provision of the *Faculty Code*, the President may change one or more of the formulas or the variable adjustments temporarily to as low as zero, or may temporarily delay tier advancement

1794 increases or rank promotion increases, or may extend a previously established change or delay,
1795 by following the procedure below.

1796
1797 a. The Provost presents a recommendation for a change in formula, or for a delay in tier
1798 advancement increases or rank promotion increases for a specified time, to the Senate
1799 Committee on Planning and Budgeting, together with as much budgetary data as then
1800 available to support the recommendation. The recommendation shall specify when the
1801 change or delay is to take effect and for how long.

1802
1803 b. Within fifteen days the Senate Committee on Planning and Budgeting conducts an advisory
1804 vote to endorse, reject, or modify the Provost's recommendation.

1805
1806 c. The Provost's recommendation and the result of the Senate Committee on Planning and
1807 Budgeting's advisory vote are then promptly made available to the affected faculty for
1808 comment by the Secretary of the Faculty for a period no more than 30 days.

1809
1810 d. The President then decides whether and how much to modify the salary formulas, or whether
1811 and how long to delay tier advancement increases or rank promotion increases, and reports
1812 the decision and its justification to the Faculty Senate.

1813
1814 2. If tier advancement increases and/or rank promotion increases are delayed, units may proceed to
1815 award tier advancements and rank promotions as usual, but any accompanying salary increases
1816 shall not be awarded until the delay period expires. At that time, faculty members who received
1817 tier advancements or rank promotions during the delay period shall receive non-retroactive salary
1818 increases according to the formulas put in effect for the period following the delay period.

1819
1820 D. Promotion Raises

1821
1822 Each faculty member who receives a promotion in rank shall receive a salary increase, to be effective
1823 on the same date as the promotion, in an amount determined by the formula in effect on the date the
1824 promotion takes effect, except as otherwise provided in Subsections A–C above.

1825
1826 E. Tier Advancement Raises

1827
1828 Each tier-eligible faculty member who receives a tier advancement shall receive a salary increase, to
1829 be effective on the same date as the tier advancement, in an amount determined by the formula in
1830 effect on the date the advancement takes effect, except as otherwise provided in Subsections A–C
1831 above.

1832
1833 F. Salary Adjustments for Faculty with Administrator Exemptions

1834
1835 Salary adjustments may be offered at any time to a faculty member with an administrator exemption
1836 as described in Section 24-35, Subsection K.

1837
1838 G. Non-Tier Faculty Salary Adjustments

1839
1840 Faculty members who are not defined to be tier-eligible under Section 24-35, Subsections B through
1841 E, shall be considered for a salary adjustment at the time of reappointment. In addition they may be
1842 considered for a salary adjustment at other times.

1843
1844 H. Market Adjustments

1845
1846 1. A market adjustment is a salary increase to mitigate the effects of general economic and price
1847 escalations in the region. A market adjustment formula, reflecting these escalations, shall be
1848 established by the President.

1849

1850 2. Except as provided in Subsection C above, each year every faculty member (whether tier eligible
1851 or not) who has been deemed to be performing satisfactorily in their last collegial performance
1852 review shall receive a market adjustment determined by the market adjustment formula.

1853
1854 3. If, in any given year, the market adjustment formula would produce a market adjustment that is
1855 zero or negative, no market adjustment shall be given.

1856
1857 I. Variable Adjustments

1858 1. Variable adjustments are salary increases that can be used for a variety of purposes. Typical
1859 uses for variable adjustments include, but are not limited to, the following:

1860
1861 a. To address salary compression or inversion within a unit;

1862
1863 b. To address a “salary gap” between a unit and its academic peers inside or outside the
1864 university;

1865
1866 c. To correct inappropriate salary differences among individual faculty members whose
1867 accomplishments and career stages are comparable;

1868
1869 d. To provide an additional increase to all satisfactorily performing faculty at a time when the
1870 market adjustment is not sufficient to keep pace with average salary advances at peer
1871 institutions.

1872
1873 e. To reward performance.

1874
1875 2. In any given year, a variable adjustment may be initiated in the following ways:

1876
1877 a. The Provost, after consulting with the Senate Committee on Planning and Budgeting, may
1878 require one or more colleges, schools, or campuses to allocate certain funds for variable
1879 adjustments, and may specify such requirements, conditions, and limitations on their
1880 distribution as he or she deems appropriate.

1881
1882 b. A dean or chancellor, after consulting with the elected faculty council and department chairs,
1883 may propose the allocation of certain funds for variable adjustments in a college, school, or
1884 campus and may specify such requirements, conditions, and limitations on their distribution
1885 as he or she deems appropriate. Where variable adjustments are used to reward
1886 performance, the proposal shall include a schedule and plan for collegial performance
1887 reviews. The consultation with the elected faculty council shall include making available to
1888 the council detailed information about salaries in each unit of the college or school, as well as
1889 information about salaries in appropriate units at peer institutions as available.

1890
1891 3. The Provost, after consulting with the Senate Committee on Planning and Budgeting, may
1892 authorize or deny the variable adjustment allocation proposed by a dean or chancellor or may
1893 modify it or make it subject to such requirements, conditions, and limitations as he or she deems
1894 appropriate.

1895
1896 4. Variable adjustment funds need not be distributed as equal percentages to all units, or to all
1897 individuals within a unit.

1898
1899 5. If variable adjustments are authorized in a department or an undepartmentalized school or
1900 college, the voting faculty members of the unit shall vote on the procedure and principles to be
1901 applied in recommending distribution of the funds consistent with the requirements, conditions,
1902 and limitations described in paragraphs 2 and 3 above.

1903
1904

1905 6. Except as otherwise provided in Subsections I.2 and I.3 above, a new collegial performance
1906 review is not required for the awarding of a variable adjustment. However, a faculty member
1907 whose performance was found to be unsatisfactory in his or her last collegial performance review
1908 is not eligible for a variable adjustment. Moreover, a dean or department chair can require a
1909 performance review at any time, including annually if variable adjustments are routinely used to
1910 reward performance.

1911
1912 7. If the variable adjustment is used to reward performance, then in arriving at their
1913 recommendations for allocation to individuals, the appropriate faculty, department (unit) chairs,
1914 deans, and chancellors shall each consider the following:

- 1915 a. the candidate's cumulative record;
1916
1917 b. the candidate's current salary;
1918
1919 c. the written summary of the most recent collegial performance review;
1920
1921 d. any relevant documentation produced since that review, such as annual reports, planning
1922 conference documentation, and teaching evaluations;
1923
1924 e. any documents produced under Section 24-63.
1925

1926 Variable adjustments used to reward performance shall seek to minimize salary inequities. Salary
1927 compression and other inequities, including those resulting from variations in the level of funds
1928 available over time, may be considered in making variable adjustment recommendations.
1929

1930
1931 8. If a variable adjustment is used to reward performance, a recommendation for the variable
1932 adjustment for each individual shall be arrived at as follows:

- 1933 a. The variable adjustment for each faculty member below the rank and title of professor shall
1934 be recommended by the voting members of the department, or undepartmentalized college
1935 or school, who are his or her superiors in academic rank and title.
1936
1937 b. The variable adjustment for each full professor shall be recommended by the chair of a
1938 department, or the dean of an undepartmentalized school/college. Before forwarding his or
1939 her recommendations the chair (or dean in an undepartmentalized school/college) shall seek
1940 the advice of the full professors according to the procedure adopted in paragraph 5 above.
1941

1942
1943 9. The distribution recommendation will be forwarded to the dean for review who, if he or she
1944 approves, will then forward the recommendation to the Provost for final approval.
1945

1946 J. Minimum Salaries

1947 Every two years, the Provost shall, after consultation with the Senate Committee on Planning and
1948 Budgeting, determine the minimum salary for each faculty rank. This determination shall take account
1949 of the recent salaries of beginning assistant professors at the University of Washington, and shall
1950 endeavor to reflect in the floors for other ranks the general expectation of salary advancement for
1951 faculty.
1952

1953
1954 K. Retention Increases

1955 To
1956 A department chair (or dean in an undepartmentalized college) may at any time propose a salary
1957 increase to retain a current faculty member, based on subject to the recommendation approval of the
1958 dean and Provost. Prior to preparing a response, the dean shall first consult with the unit's chair. The
1959 voting faculty of each academic unit shall be provided the opportunity to cast an advisory vote on the
1960 recommend an appropriate response; alternatively, the voting faculty may establish, consistent with

1961 the procedures of Chapter 23, Section 23-45, a different policy regarding the level of consultation
1962 they deem necessary before a competitive salary offer may be made. This policy shall be recorded
1963 with the dean's office of the appropriate unit and a copy forwarded to the Secretary of the Faculty.
1964 The faculty shall vote whether to affirm or amend this policy biennially. Any retention salary increase
1965 for a tier-eligible faculty member should ordinarily be accompanied by one or more tier advancements
1966 commensurate with the tier raise formula then in effect.

1967
1968
1969 **Section 24-73 Transition to the New Salary Policy**
1970

1971

New temporary section.

1972
1973 A. Transition Timeline
1974

1975 Once the new faculty salary policy has been approved by the faculty and signed by the President, the
1976 President shall establish a Transition Period, to start no later than the beginning of Autumn Quarter of
1977 the third academic year after the academic year during which the President signs the enabling
1978 legislation. This timeline may be extended for up to two years by the President after consultation with
1979 the Senate Committee on Planning and Budgeting. In this section, the following terms are used:

- 1980
- 1981 1. The Pre-Transition Period is the period from the time the new salary policy is signed by the
1982 President until the start of the Transition Period.
 - 1983
 - 1984 2. The Transition Period begins on a date determined by the president, and ends at the start of the
1985 next Autumn Quarter after that.
 - 1986
 - 1987 3. The Implementation Date of the new salary policy is the beginning of the next Autumn Quarter
1988 following the start of the Transition Period; and the Implementation Year is the academic year
1989 starting on the Implementation Date.

1990
1991 B. Salaries During Transition
1992

1993 The university's faculty salary policy shall be governed as follows:

- 1994
- 1995 1. During the Pre-Transition Period, faculty salaries shall be governed by the Pre-Transition Salary
1996 Policy, described in Sections 24-74 through 24-76 below. During the Pre-Transition Period, there
1997 shall be no Market Adjustments, no Tier Advancements or Tier Raises, and no Variable
1998 Adjustments.
 - 1999
 - 2000 2. During the Transition Period, faculty salaries shall be governed by the Transition Salary Policy,
2001 described in Section 24-77 below.
 - 2002
 - 2003 3. Starting from the Implementation Date of the new salary policy, Sections 24-73 through 24-77
2004 shall be deleted from the Faculty Code and shall cease to be effective, and the salary policy shall
2005 be governed by the remaining provisions of this chapter of the Faculty Code.

2006
2007
2008 **Section 24-74-24-55 Pre-Transition Procedure for Salary Increases Based Upon Merit**
2009

2010 Faculty at the University of Washington shall be reviewed annually by their colleagues, according to the
2011 procedures detailed in this section, to evaluate their merit and to arrive at a recommendation for an
2012 appropriate merit salary increase. Such reviews shall consider the faculty member's cumulative record,
2013 including contributions to research/scholarship, teaching, and service, and their impact on the
2014 department, school/college, University, and appropriate regional, national, and international communities.
2015

2016 The evaluation of a faculty member's merit and salary shall be arrived at after review of the individual's
2017 performance in relation to that of their colleagues and by comparison of individuals' present salaries to
2018 those of their peers. In evaluating a faculty member's eligibility for merit-based salary increases Section
2019 24--75, Subsections B.1 and B.4; Section 24--76, Subsections A.1 and B.1 and for "market gap" salary
2020 increases Section 24--74 76, Subsection B.2, the following procedure shall be followed.

2021
2022 A. Considerations for Merit Salary Increases

2023
2024 In arriving at their recommendations for salary decisions the appropriate faculty, department (unit),
2025 chairs, and deans shall each consider the following:

- 2026
2027 1. The cumulative record of the candidate, taking into account the qualifications prescribed in
2028 Sections 24--22, 24--23, 24--31, and 24--32 for the various academic ranks and titles;
2029
2030 2. The candidate's current salary;
2031
2032 3. Documentation of the review conference required by Section 24--61, Subsection E; and
2033
2034 4. Any documents produced under Subsection H of this section.

2035
2036 Salary recommendations shall seek to minimize salary inequities. Salary compression and other
2037 inequities, including those resulting from variations in the level of merit funds available over time, may
2038 be considered in making merit salary recommendations.

2039
2040 B. Faculty Recommendation

2041
2042 The merit and salary of each faculty member below the rank and title of professor shall be considered
2043 by the voting members of the department, or undepartmentalized college or school, who are his or
2044 her superiors in academic rank and title, and they shall recommend any salary increase which they
2045 deem merited.

2046
2047 C. Review of Full Professors

2048
2049 The chair of a department, or the dean of an undepartmentalized school/college, shall consider the
2050 merit and salary of each full professor in his or her unit. Before forwarding his or her
2051 recommendations the chair (or dean in an undepartmentalized school/college) shall seek the advice
2052 of the full professors according to a procedure approved by the voting members of the unit.

2053
2054 D. Chair's Recommendation

2055
2056 If the recommendation is a departmental one, the chair shall transmit it to the dean with any
2057 supporting data the dean may request. If the chair does not concur in the recommendations he or she
2058 may also submit a separate recommendation.

2059
2060 E. Dean's Recommendation for Faculty

2061
2062 The dean shall review the department's recommendation and forward his or her recommendation
2063 regarding faculty merit and salary to the President.

2064
2065 F. Dean's Recommendation for Chairs

2066
2067 The dean of each college/school shall review the record and salary of the chair of each department
2068 and shall recommend an appropriate salary increase, if any, to the President.

2069
2070 G. President's Authorization

2071

2072 The President shall authorize the salary increases of the faculty, and of each dean.

2073

2074 H. Committee Review of No Merit Rating

2075

2076 At the option of the faculty member affected, and mandatorily in the event of two consecutive annual
2077 ratings of no merit (as a result of reviews under this section), the chair of the faculty member's
2078 department (or dean of an undepartmentalized school or college) shall, after consultation with the
2079 faculty member, appoint an ad hoc committee of department (or school/college) faculty superior (or,
2080 in the case of full professors, equal) in rank or title to the faculty member. This committee shall meet
2081 at its earliest convenience with the faculty member and review more fully the record and merit of that
2082 faculty member.

2083

2084 The committee shall, upon completion of its review, report in writing the results to the faculty member
2085 and to his or her department chair (or dean in an undepartmentalized school/college) and the
2086 committee shall advise them what actions, if any, should be undertaken to enhance the contributions
2087 and improve the merit ranking of this colleague, or to rectify existing misjudgments of his or her merit
2088 and make adjustments to correct any salary inequity. The faculty member may respond in writing to
2089 this report and advice within 21 calendar days to the department chair (or dean) and committee
2090 (unless upon the faculty member's request and for good cause the response period is extended by
2091 the chair or dean). The committee's report and advice, the faculty member's written response (if any),
2092 the response by the chair, and any agreement reached by the faculty member and the chair shall be
2093 incorporated into a written report.

2094

2095

2096 **Section 24-75 24-70 Pre-Transition Faculty Salary System: Policy and Principles**

2097

2098 A. Purpose

2099

2100 Faculty at the University of Washington shall be salaried on a merit-based system that reflects the
2101 University's standing among its peer institutions. Under this system, all faculty deemed meritorious
2102 shall be regularly rewarded for their contributions to their department, school/college, and university.
2103 Resources permitting, the University shall provide its meritorious faculty with salaries commensurate
2104 with those of their peers elsewhere.

2105

2106 B. Salary Increases

2107

2108 Advancement in salary can be effected in several distinct, but not mutually exclusive, ways. A salary
2109 increase:

2110

2111 1. Shall be granted to provide an initial minimum equal-percentage salary increase to all faculty
2112 following a successful merit review conducted in accord with procedures of Section 24-74;

2113

2114 2. Shall attend, in addition to awards under Subsection B.1 above, promotion in rank approved in
2115 accord with Section 24-55;

2116

2117 3. Shall be awarded to raise individuals' salaries to the minimum salary for each faculty rank in
2118 accord with Section 24-76, Subsection A.3;

2119

2120 4. May be awarded as an additional merit salary increase beyond that available under Subsection
2121 B.1 following review procedures of Section 24-74;

2122

2123 5. May be awarded as a result of unit-level adjustment in accord with Section 24-76, Subsection
2124 B.2;

2125

2126 6. May be offered in response to a potential or actual external offer of appointment upon review in
2127 accord with Section 24-76, Subsection B.3; and

- 2128
2129 7. May be allocated as a University-wide increase in the faculty salary base that shall be distributed
2130 in equal dollar amounts or equal percentage salary increases to all meritorious faculty.
2131
2132

2133 **Section 24-76 24-71 Pre-Transition Procedures for Allocating Salary Increases**

2134
2135 A. Provost's Consultation

2136
2137 The Provost shall consult with the Senate Committee on Planning and Budgeting and shall
2138 subsequently recommend to the President the allocation of available funds for salary increases, for
2139 distribution among all categories listed in Section 24-75, Subsection B. The President shall make the
2140 final decision on these allocations and shall report the decision to the Faculty Senate.
2141

- 2142 1. This allocation shall each year make available funds to provide an initial minimum equal-
2143 percentage salary increase to all faculty deemed meritorious under Section 24-74.
2144
2145 2. This allocation shall each year make available funds to provide salary increases to all faculty
2146 awarded promotions approved in accord with Section 24-55.
2147
2148 3. Every two years, the Provost shall, after consultation with the Senate Committee on Planning and
2149 Budgeting, determine the minimum salary for each faculty rank. This determination shall take
2150 account of the recent salaries of beginning assistant professors at the University of Washington,
2151 and shall endeavor to reflect in the floors for other ranks the general expectation of salary
2152 advancement for faculty.
2153

2154 B. Provost Distributions and Authorizations

2155
2156 The Provost may distribute, in the course of a biennium, funds allocated by the President:
2157

- 2158 1. To provide additional merit salary increases beyond those awarded under Subsection A.1. This
2159 allocation shall be distributed as equal-percentage increases to all units to fund merit increases
2160 for faculty in accord with Section 24-74.
2161
2162 2. To address the market "gap" of an individual unit. Allocation of such funds to units shall follow
2163 close consideration of individual units and consultation with the Senate Committee on Planning
2164 and Budgeting. The Provost shall periodically gather updates on salary information from
2165 appropriate sources, including unit heads, and shall make those findings available to the faculty.
2166 The department chair (or dean in an undepartmentalized school/college) shall consult with the
2167 unit's voting faculty who are senior (or, in the case of full professors, equal) in rank—or the unit's
2168 designated faculty committee(s)—about the appropriate distribution of these funds; and
2169
2170 3. To retain a current faculty member, based on the recommendation of the dean. Prior to preparing
2171 a response, the dean shall first consult with the unit's chair. The faculty of each academic unit
2172 shall be provided the opportunity to cast an advisory vote on the appropriate response;
2173 alternatively, the faculty may establish, consistent with the procedures of Chapter 23, Section 23-
2174 45, a different policy regarding the level of consultation they deem necessary before a
2175 competitive salary offer may be made. This policy shall be recorded with the dean's office of the
2176 appropriate unit and a copy forwarded to the Secretary of the Faculty. The faculty shall vote
2177 whether to affirm or amend this policy biennially.
2178

2179 C. Dean Distributions

2180
2181 The deans of the schools and colleges shall, after consultation with their elected faculty councils
2182 Chapter 23, Section 23-45, allocate to the faculty of the constituent units of their school/college, all
2183 funds made available to provide salary increases under Section 24-75, Subsection B. Distribution of

2184 these awards to individual faculty shall be carried out following the requisite procedures of this
2185 chapter.

2186
2187

2188 **Section 24-77 Transition Period Salary Policy**

2189

2190 New temporary section.

2191

2192 A. During the Transition Period:

2193

2194 1. There will be market adjustments for non-tier-eligible faculty, but not for tier-eligible faculty,

2195

2196 2. There will be no tier advancements,

2197

2198 3. Meritorious faculty may receive Transition Raises as described below,

2199

2200 4. Faculty members promoted to a new rank or title during the transition period will receive their
2201 promotion raise upon the effective date of the promotion,

2202

2203 5. Each faculty member shall submit a yearly activity report as described in Section 24-61,
2204 Subsection B,

2205

2206 6. A planning conference may be initiated as described in Section 24-61, Subsection C,

2207

2208 7. A collegial performance review following the procedures in described in Section 24-62 shall be
2209 initiated for any individual faculty member if requested by the chair, dean, or his or her designee
2210 or the faculty member, or if it is time to decide upon renewal of an appointment, with the caveat
2211 that tier advancements are not possible during the transition period,

2212

2213 8. If a collegial review is carried out during the Transition Period, then eligibility for a transition raise
2214 is determined by whether the review results in a finding of satisfactory or unsatisfactory
2215 performance,

2216

2217 9. An appointment renewal may proceed as described in Section 24-43,

2218

2219 10. A variable adjustment may be granted as described in Section 24-72, Subsection I,

2220

2221 11. A retention raise may be granted as described in Section 24-72, Subsection K,

2222

2223 12. And the minimum salary may be determined as described in Section 24-72, Subsection J.

2224

2225 B. Assignment of Initial Tiers

2226

2227 During the Transition Period, each tier-eligible faculty member shall be assigned an initial tier, which
2228 will become the person's tier as of the Implementation Date of the new salary policy. The following is
2229 designed to assign each individual to an initial tier that is, as far as practicable, commensurate with
2230 the individual's career stage, accomplishments, and current salary.

2231

2232 There will be no tier advancements during the Transition Period. The assignment of an initial tier, in
2233 itself, has no effect on any individual's salary.

2234

2235 For all tier-eligible continuing faculty members except Lecturers, Artists in Residence, and Assistant
2236 Professors, two integer values shall be calculated:

2237

2238 1. Career-based tier, determined by taking the number of years at current rank and title (including

2239 the Transition Period) and dividing by four, discarding any fractional remainder, and adding 1. If
2240 the faculty member is promoted during the transition period his or her career based tier shall be 1.
2241

2242 2. Salary-based tier, determined by comparing the current salary of each current faculty member to
2243 a salary schedule created for the individual's primary appointing unit, and choosing the tier at the
2244 individual's current rank and title which has a corresponding salary closest to the individual's
2245 actual salary.

2246
2247 When computing the current salary for this purpose all raises awarded during the transition period
2248 shall be included except transition raises described in Subsection D (below).

2249
2250 The salary schedules to be used in calculating the salary-based tier will be created by the Office
2251 of Planning and Budgeting in consultation with the Provost, Senate Committee on Planning and
2252 Budgeting, deans, and chairs.

2253
2254 Once the career-based and salary-based tiers have been calculated, each individual's initial tier shall
2255 be assigned as follows (subject to the exceptions noted below):

- 2256
2257 3. If the two calculated tiers are equal, that becomes the individual's initial tier.
2258
2259 4. If the salary-based tier is higher than the career-based tier, the salary-based tier becomes the
2260 individual's initial tier.
2261
2262 5. If the salary-based tier is lower than the career-based tier, the individual may choose any initial
2263 tier no lower than the salary-based tier and no higher than the career-based tier.

2264
2265 **Exception 1:** No Professor shall have an initial tier of 7 or higher. If either the salary-based tier
2266 or career-based tier would be 7 or higher according to the above instructions, that calculated tier
2267 will be replaced by Tier 6 for the purposes of this assignment.

2268
2269 **Exception 2:** Except for Assistant Professors, no faculty member shall be required to begin at
2270 the highest tier for their rank, or at Professor 6. Thus if an individual's salary-based tier is higher
2271 than the appropriate tier in the following list, the individual shall have the option of choosing an
2272 initial tier no lower than the tier in this list:

- 2273
2274 • Associate Professor 2
2275 • Professor 5
2276 • Senior Lecturer 2
2277 • Senior Artist in Residence 2
2278 • Principal Lecturer 5

2279
2280 For tier-eligible Lecturers and Artists in Residence: The initial tier shall be 1.

2281
2282 For tier-eligible Assistant Professors, the initial tiers will be determined by whether they will be in
2283 their first or second appointment during the Implementation Year of the new salary policy:

- 2284
2285 • If the Implementation Year occurs during the initial three-year appointment or a terminal
2286 fourth year, the initial tier shall be Assistant Professor 1.
2287
2288 • If the Implementation Year occurs during the second three-year appointment or a terminal
2289 seventh year, the initial tier shall be Assistant Professor 2.
2290
2291 • In no event shall the assignment of a tier be construed as the conferral or denial of tenure or
2292 promotion.

2293

2294 C. Assignment of Next Mandatory Collegial Review

2295 All tier-eligible faculty members will be assigned a time for next mandatory collegial review.

2296 For Assistant Professors the next mandatory collegial review year shall be determined based on the
2297 dates of mandatory consideration for renewal or promotion.

2300 For everyone other than tenured faculty and WOT faculty (as defined in Section 24-33) the next
2301 mandatory collegial review year shall coincide with the next mandatory consideration for
2302 reappointment or the 4th year after the transition year, whichever is first.

2303 For tenured and WOT (as defined in Section 24-33) associate and full professors, the next mandatory
2304 collegial review year shall be computed as follows: Starting one full year before the first Autumn
2305 Quarter during which the individual's last appointment or promotion became effective (including any
2306 appointment or promotion awarded during the transition period), determine the least multiple of four
2307 years from that date that occurs on or after the implementation date. The individual's next mandatory
2308 collegial review shall occur during the academic year starting at that time.

2311 D. Transition Raises

2312 During the Transition Period, there will be no tier raises and no market adjustments for tier-eligible
2313 faculty members. Instead, each tier-eligible faculty member who was declared meritorious in his or
2314 her last merit evaluation (except for faculty who receive promotions or new appointments that would
2315 take effect at the beginning of the implementation year), shall receive a transition raise to take effect
2316 no later than the beginning of the implementation year, except as otherwise provided in Subsection E
2317 below.

2318 For a faculty member who is eligible for a transition raise, a new collegial review is not required in
2319 order to receive a transition raise. However, a collegial performance review following the procedures
2320 of Section 24-62 shall be initiated for any individual faculty member if requested by the chair, dean, or
2321 his or her designee or the faculty member; or if it is time to decide upon renewal of an appointment.
2322 Such a review may be used, for example, to determine satisfactory or unsatisfactory performance, or
2323 to consider recommending a faculty member for a possible promotion in rank, or to provide evidence
2324 for distribution of Variable Adjustments if they are available. If a collegial review is carried out during
2325 the Transition Period, then eligibility for a transition raise is determined by whether the review results
2326 in a finding of satisfactory or unsatisfactory performance.

2327 For each individual eligible for a transition raise, the amount of the raise shall be determined by his or
2328 her next mandatory review year.

2329 Default Plan: For each unit that does not choose to use the Alternative Plan described below, the
2330 transition raises shall be as follows:

- 2331 • For those whose mandatory review year is the Implementation Year, the transition raise is 2%.
- 2332 • For those whose mandatory review year is one year after the Implementation Year, the transition
2333 raise is 4%.
- 2334 • For those whose mandatory review year is two years after the Implementation Year, the
2335 transition raise is 6%.
- 2336 • For those whose mandatory review year is three years after the Implementation Year, the
2337 transition raise is 8%.

2348 In each case, the percentage above is a percentage of the individual's salary if that salary is less
2349 than or equal to the average UW full professor's salary during the Transition Period; otherwise it is
2350 a percentage of that average salary.

2351
2352 Under the Default Plan, there will be Variable Adjustments only if allocated by the college, school,
2353 or campus and approved by the provost, in accord with Section 24-72, Subsection I, of the *Faculty*
2354 *Code*.

2355
2356 Alternative Plan: By vote of a majority of its eligible voting faculty, a department or an
2357 undepartmentalized college may choose to use the following Alternative Plan. Such a decision
2358 must be reported to the dean.

- 2359
- 2360 • For those whose mandatory review year is the Implementation Year, the transition raise is
2361 1.5%.
 - 2362
 - 2363 • For those whose mandatory review year is one year after the Implementation Year, the
2364 transition raise is 3%.
 - 2365
 - 2366 • For those whose mandatory review year is two years after the Implementation Year, the
2367 transition raise is 4.5%.
 - 2368
 - 2369 • For those whose mandatory review year is three years after the Implementation Year, the
2370 transition raise is 6%.

2371
2372 In each case, the percentage above is a percentage of the individual's salary if that salary is less
2373 than or equal to the average UW full professor's salary during the Transition Period; otherwise it is
2374 a percentage of that average salary.

2375
2376 Under the Alternative Plan, 1.25% of the continuing faculty salary pool shall be available to the unit
2377 for Variable Adjustments, in addition to any amount allocated for Variable Adjustments by the
2378 college, school, or campus and approved by the provost. All Variable Adjustments shall be
2379 distributed, in accord with Section 24-72, Subsection I, of the Faculty Code.

2380
2381 E. Severe Financial Stress

2382
2383 If distributing transition raises pursuant to Subsection D above would, in the judgment of the
2384 President, impose severe financial stress on the University, school, college, campus, or academic
2385 appointing unit, and notwithstanding any other provision of the *Faculty Code*, the President may
2386 reduce the raises provided in either the Default Plan or Alternative Plan to as low as zero by following
2387 the procedure below.

- 2388
- 2389 1. The Provost presents a recommendation for a change in the plans to the Senate Committee on
2390 Planning and Budgeting, together with as much budgetary data as then available to support the
2391 recommendation.
 - 2392
 - 2393 2. Within fifteen days the Senate Committee on Planning and Budgeting conducts an advisory vote
2394 to endorse, reject, or modify the Provost's recommendation.
 - 2395
 - 2396 3. The Provost's recommendation and the result of the Senate Committee on Planning and
2397 Budgeting's advisory vote are then promptly made available by the Secretary of the Faculty to the
2398 voting faculty for comment for a period no more than 30 days.
 - 2399
 - 2400 4. The President then decides whether to change the Plans and reports the decision and his or her
2401 justification to the Faculty Senate.

2402 **Part 24-80 Resignation, Separation, or Change of Appointment**

2403

2404 **Section 24-81 24-56 Procedure for Resignations**

2405

2406 A. Written Notice of Resignation

2407

2408 A faculty member has a professional obligation to give a written notice of resignation at the earliest

2409 possible opportunity. Normally such resignations should be given at least three months prior to the

2410 termination date, or within 15 days of notification of terms of a reappointment, whichever occurs later,

2411 and should ordinarily become effective at the end of an academic year.

2412

2413 B. Resignation without Written Notice

2414

2415 If the faculty member resigns orally, then the dean shall attempt to obtain a written resignation. If this

2416 is not forthcoming sooner, no later than 15 days after the purported oral resignation the dean shall

2417 send by certified mail to the faculty member's last known home address, and at the same time send

2418 by delivery or campus mail to the faculty member's campus address, a letter stating his or her

2419 understanding that the faculty member has resigned. If, within 30 days after the dean mailed and sent

2420 this letter, the faculty member notifies the dean in writing that he or she denies a resignation took

2421 place, none shall be deemed to have occurred. Otherwise, the faculty member shall be deemed to

2422 have resigned.

2423

2424

2425 **Section 24-82 25-51 Grounds for Removal of Persons with Tenure for Cause**

2426

2427 A faculty member having tenure under the provisions of this chapter may be removed for cause from his

2428 or her position or subjected to reduction of salary only for one or more of the following reasons:

- 2429
- 2430 • Incompetence.
 - 2431
 - 2432 • Neglect of duty.
 - 2433
 - 2434 • Physical or mental incapacity to perform academic duties.
 - 2435
 - 2436 • Unlawful discrimination or sexual harassment (see Executive Order No. 31).
 - 2437
 - 2438 • Scientific and scholarly misconduct, consisting of such acts as intentional misrepresentation of
 - 2439 credentials, research misconduct (as defined in Executive Order No. 61), abuse of confidentiality, or
 - 2440 deliberate violation of regulations applicable to research.
 - 2441
 - 2442 • Conviction of a felony.
 - 2443
 - 2444 • Intentional and malicious interference with the scientific, scholarly, and academic activities of others.
 - 2445 To warrant a removal for cause or reduction of salary, conduct falling within these categories must in
 - 2446 a substantial way adversely affect the faculty member's or the victim's academic, scholarly, or
 - 2447 professional ability to carry out his or her University responsibilities.
 - 2448

2449

2450 **Section 24-83 25-52 Removal of Faculty for Reasons of Program Elimination**

2451

2452 A. Program Elimination—Basis for Removal

2453

2454 The removal of tenured faculty, or the removal of non-tenured faculty prior to the end of a specified

2455 term of appointment, may be effected upon program elimination within the University. Such removals

2456 shall be termed "Removal for Reasons of Program Elimination."

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B. Program Elimination Procedures

Removal for reasons of program elimination may be effected only in conformance with procedures set forth in Chapter 26, Procedures for Reorganization, Consolidation, and Elimination of Programs, and the provisions of this section.

C. Notification

1. Each faculty member proposed by the dean for removal for reasons of program elimination shall be so notified in writing by the dean pursuant to Chapter 26, Section 26-41, Subsection C.2.h.
2. When the President's decision to eliminate a program becomes final pursuant to Chapter 26, Section 26-41, Subsection C.7, and the subsequent decision is made as to which faculty members notified under this subsection are to be removed, each faculty member to be removed for reason of program elimination shall be notified in writing by the dean and the effective date of such removal shall be stated. The dean shall deliver a copy of this notification contemporaneously to the chair of the Adjudication Panel (Chapter 28). No faculty member shall be removed for reason of program elimination prior to the end of the academic year following the one in which a final decision is transmitted to the faculty member.

D. Appeal

Each faculty member notified of removal for reason of program elimination may engage in the administrative and conciliatory proceedings of Chapter 27. He or she may deliver an appeal to the chair of the Adjudication Panel and to the Secretary of the Faculty as provided in Chapter 28, in which case a Hearing Committee shall determine whether the faculty member was properly identified as a member of the program eliminated; whether the procedures in this section were followed; whether the decision to remove the faculty member was reasonable; and, if the faculty member so alleges, whether he or she was unlawfully discriminated against because of race, religion, color, sex, national origin, age, handicap, sexual orientation, or status as a disabled or Vietnam era veteran.

E. Placement in Another Unit

The University shall make every reasonable effort to place faculty members notified of removal for reason of program elimination in other University employment for which they are qualified with comparable terms of employment. Priority in such employment shall be given to the faculty member in accordance with University and state employment procedures. In addition to the required notification period, special assignments with pay may be provided to enable the faculty member to prepare for changed employment responsibilities.

F. Reinstatement

In the event that the academic program which has been eliminated is reinstated within a period of five years, new positions shall not be filled through normal appointment search procedures until removed faculty members qualified for the position have been offered reappointment on terms at least comparable to terms which applied to the position previously held. Such removed faculty members shall be given 30 calendar days to accept or decline an offer of reinstatement.

Section 24-84-25-53 Necessity for Hearings in Tenure Proceedings

No faculty member having tenure as defined in this chapter shall be removed from his or her position or subjected to discriminatory reduction of salary until she or he has been given opportunity for a full review

2512 and hearing as provided in Sections 24-26, 24-85, or Chapter 26, Section 26-31 as applicable to the
2513 case, and in Chapter 28.

2514
2515

2516 **Section 24-85-25-62 Proceedings for the Resolution of Differences**

2517

2518 The policies and procedures detailed in this chapter and Chapter 26 are intended to ensure academic
2519 freedom and to protect the rights of the individual to careful consideration of his or her merits, and also to
2520 enhance the ability of the University and its academic units to select and maintain a faculty of the highest
2521 quality possible. Occasions may arise in which a faculty member may state that his or her academic
2522 freedom or employment rights were or will be impaired if some action or inaction of his or her academic
2523 unit or of the University as a whole is permitted, as well as occasions where the University may proceed
2524 against a faculty member. A faculty member facing such action or inaction may wish to contest the
2525 administrative behavior in question. Such a person is entitled to use the following proceedings:
2526 administrative (Chapter 27, Section 27-31), conciliatory (Chapter 27, Section 27-42), and adjudicative
2527 (Chapter 28). The University Ombud is available for consultation and advice. Cases subject to these
2528 proceedings may include allegations of unlawful discrimination because of race, religion, color, sex,
2529 national origin, age, handicap, sexual orientation, or status as a disabled or Vietnam era veteran. These
2530 proceedings serve to protect the rights both of the individual concerned and the University. In a larger
2531 sense they fulfill an important role in protecting the academic profession from infringement of the
2532 prerogatives necessary for its proper functioning; and by the same token they protect these rights and the
2533 status of the academic profession in our society by assuring that the prerogatives are not demeaned
2534 through misuse as a shelter for incompetence or neglect of duty.

2535
2536

2537 **Section 24-86 25-63 Dismissal of a Nontenured Faculty Member**

2538

2539 A nontenured faculty member may be dismissed prior to the expiration of the period for which she or he
2540 was appointed for the grounds stated in Section 24-82, and in such cases the procedure described in
2541 Section 24-26 shall be followed, or for reasons of program elimination, and in such cases the procedure
2542 described in Section 24-83 shall be followed; or for reasons of financial emergency, in which cases the
2543 procedure described in Chapter 26, Section 26-31 shall be followed.

2544
2545

2546 **Section 24-87 25-64 Discriminatory Reduction in Pay or Improper Non-Reappointment**

2547

2548 A. Procedures Available for Review and Resolution

2549

2550 In a case in which a tenured or non-tenured faculty member alleges that he or she has suffered
2551 discriminatory reduction in pay, or in which a non-tenured faculty member alleges violation of the
2552 Faculty Code in connection with his or her non-reappointment, including denial of tenure, the faculty
2553 member making the allegation may engage in the administrative and conciliatory proceedings of
2554 Chapter 27. He or she may file a petition for review with the Chair of the Adjudication Panel and the
2555 Secretary of the Faculty, in which case the procedures set forth in Chapter 28 shall be followed. The
2556 petition for review may include allegations of unlawful discrimination because of race, religion, color,
2557 sex, national origin, age, handicap, sexual orientation, or status as a disabled or Vietnam era veteran.

2558

2559 B. Burden of Proof

2560

2561 The procedures set forth in Section 24-85 shall be followed. The burden of proof shall rest with the
2562 faculty member making the allegation.

Approved by:
Senate Executive Committee
April 4, 2016

Approved by:
Faculty Senate
April 21, 2016

Approved by:
Senate Executive Committee
May 2, 2016

Approved by:
Faculty Senate
May 19, 2016