



Department Faculty Meeting  
Friday, May 7, 2021, 3:30pm  
Location: Zoom, <https://washington.zoom.us/j/98405981736>

*Agenda*

- I. **Call to Order**
- II. **Vote:** Approval of Minutes (*standing item*; Mack)
- III. **Update:** Brief Announcements (*standing item*; Handel)
  1. Department Awards/Convocation: still seeking a student speaker
  2. Southeast Asian hire
  3. Language Learning Center (LLC) hires
  4. College Council election (May 19, <https://catalyst.uw.edu/webq/survey/mhr/407077>)
  5. Dean of Arts & Sciences search (<https://www.washington.edu/provost/leadership-searches/dean-of-the-college-of-arts-and-sciences/>) - for faculty meetings with candidates, see 4/30 email from mhr@
  6. Faculty office policy (see *appendix 1*)
  7. Merit reviews (May 14, May 21)
  8. Bich-Ngoc Turner colloquium (May 28)
  9. Items for future faculty meetings (not today) (listed here so we won't forget)
    - i. Reconsider role of ASIAN-prefixed courses
    - ii. Discussion of teaching-load reduction proposals
    - iii. Revision of five-year hiring plan (due in October)
    - iv. Debrief of merit review processes
- IV. **Update:** Faculty Senate (*standing item*; Jesty)
- V. **Update:** User Authorization Agreement for accessing UW web pages (Jesty and Handel)
- VI. **Update:** Five-year Hiring Plan revision (Handel; *appendix 2*)
- VII. **Discussion:** Autumn Quarter teaching (Handel)
- VIII. **Discussion:** Search/hiring procedures (Handel; *appendix 3*)

## IX. Adjournment

## **Appendix 1: Faculty Office allocation policy**

AL&L faculty office space allocation  
Department of Asian Languages and Literature  
Spring 2021  
Approved by Executive Committee April 27, 2021

When a faculty office becomes available, it will be offered to current department faculty based on seniority. Seniority is defined by title and rank in the order listed below. Within each category, faculty who have held that title and rank for the longest number of years have higher seniority. Faculty who have been approved for promotion but have not yet formally attained the promoted rank will be considered already promoted for the purposes of this hierarchy.

1. Full professors
2. Full teaching professors
3. Associate professors
4. Associate teaching professors
5. Assistant professors
6. Assistant teaching professors
7. Full-time lecturers
8. Part-time/temporary lecturers

## Appendix 2: Timeline for hiring process

### FALL QUARTER

- Faculty within departments conduct discussions about hiring, near and longer term.
- **Mid-December deadline** for departments to submit their updated five-year hiring plans and initial hiring requests for the upcoming year to the divisional dean.

### WINTER QUARTER

- January: College level discussion of hiring across all four divisions. Divisional deans confer with departments as needed.
- February 1: College submits its updated five-year hiring plan to the Provost, along with the initial draft of the upcoming year request.
- February – March: ongoing College discussion with the Provost about its five-year hiring plan and upcoming year request; departments will be consulted as needed, e.g., asked for new information on retirements, resignations, retentions, and failed current year searches.

### SPRING QUARTER

- April: College revises its draft hiring plan and notifies the departments with searches that appear on this revised draft.
- April: These departments prepare and submit search request information in Interfolio.
- May: **Departments appoint search committees for College-approved searches.** These committees meet with the divisional dean and the Associate Vice Provost for Faculty Advancement; design rubrics; decide on application materials; and write job ads.
- May: The current year's hiring report is due to Provost (covering searches in 2020-2021).
- June: The upcoming year's hiring plan is submitted to Provost (covering searches in 2021-2022).

### SUMMER QUARTER

- July: **The upcoming year's hiring plan is approved by Provost and relevant departments are notified.** Job ads can then be submitted via Interfolio and searches begin.

**Question for Discussion:** Given the need to submit our revised hiring plan in mid-December of next year, should we begin discussion at our June meeting, which will allow some of us to work on putting together proposals over the summer for autumn presentation to faculty? Or should we begin the process at our first faculty meeting in Autumn?

## Appendix 3: Discussion Questions for Conducting Future Searches

Bullet points with blue shading are from the [Office of Faculty Advancement's Best Practices Guidelines](#)

### 1. Search committee composition

- Keep in mind that **how you form search committees signals what you value and how power works in your unit.** [Sample search committee models.](#)
- Make sure the search committee is diverse and inclusive, since the committee will likely be the first point of contact for potential applicants. **The committee's composition sends a message to potential applicants about the unit's climate.**
- You may want to invite **at least one person from outside the unit** to serve on the committee. You may also want to include a **graduate student representative**; many units always include a student representative as a best practice.
- It is helpful, for instance, to **balance senior and junior faculty** who are close to the specific subfield of the search with **at least one faculty member who is outside the specific subfield.** It can also be helpful to have a member of your unit's **leadership** team (e.g., an associate or vice chair) serve *ex officio* on all search committees to make sure the unit's broader interests—including its commitments to diversity, equity, and inclusion—are represented at meetings.

Q1: *Should we include graduate students as a matter of course? outside members as a matter of course? or should we stick with three department-internal professorial committee members?*

### 2. Faculty guidance to search committee

- At what point(s) will it be appropriate to inform the unit of the committee's progress and recommendations?
- At what point(s) will it be appropriate or necessary to gather the unit's input, and in what form(s)? For instance, will the unit as a whole discuss and/or vote on which candidates from the short list are invited to campus, or will the search committee make such decisions on its own?
- **At which points in the process will it be useful for leadership to check in with the committee chair, request relevant data, or require a written report?** Before the job ad is posted? Before the committee begins to assess applications? When the committee creates a "long" short-list for preliminary interviews? When the committee creates a short list of finalists for campus interviews? Before the chair reports to the larger unit?

Q2: ***The Executive Committee has recommended that after a position is approved by the College, we hold a full faculty meeting to translate the position description in the hiring plan into guidance to the committee for defining the position, writing the job ad, and creating the evaluation rubric.***

*What additional steps (if any) should be taken in terms of faculty oversight of the committee's work? For example, should there be a vote to approve the job ad that the committee has written? Should there be a review of the long-list candidates?*

### 3. *Campus visits*

- Providing venues for finalists to ask questions they might not feel comfortable asking members of the unit (e.g., about partner hiring, family or medical leave, stopping the tenure clock, disability accommodations, resources for childcare or eldercare, unit or campus climate toward women and minorities). The meeting with a dean can be an opportunity for these kinds of questions if it is clear they can be asked in confidence.

*Q3a: During campus visits, should there be on-one-on meetings between candidates and faculty, or should all meetings be in groups (even if small) to ensure that no improper questioning takes place?*

*Q3b: Should we continue the practice of having meetings where candidates can get the “real scoop” on life at UW and in Seattle in a safe and confidential setting?*

*Q3c: Should we provide a setting immediately after the job talk or the candidate visit for faculty to take stock of that candidate and exchange impressions?*