



Department Faculty Meeting Minutes

Friday, January 13, 2023, 3:30pm

Location: Denny 113, or via Zoom: <https://washington.zoom.us/j/98570522521>

In person attendees: Nazry Bahrawi, Davinder Bhowmik, Yuqing Cao, Heekyoung Cho, April Doenges, Chris Hamm, Akiko Iwata, Izumi Matsuda-Kiami, Ungsan Kim, Zev Handel, Joe Marino, Yen Nguyen, Itsuko Nishikawa, Amy Ohta, Kaoru Ohta, Heidi Pauwels, Fumiko Takeda, Ping Wang

Facilitator: Linda Callecod

Zoom attendees: Jameel Ahmad, Paul Atkins, Jennifer Dubrow, Nobuko Horikawa, Justin Jesty, JungHee Kim, Ted Mack, Pauli Sandjaja, Anna Schnell, Kirk L. Van Scoyoc, Bich-Ngoc Turner, EunYoung Won, Liping Yu,

I. Call to Order: 3:33

II. **Vote:** Approval of Minutes (November)

Minutes approved by a show of hands.

Chair: Wishes all a happy new year and introduces Linda Callecod, a UW consultant who will serve as a facilitator to ensure the meeting proceeds smoothly; to make certain everyone has the opportunity to participate; to oversee processes such as voting; and to encourage time management.

III. **Announcements**

- i. Personnel changes: April Doenges, new department administrator; Ungsan Kim, new assistant professor in Korean; Yen Nguyen, plans to return to Vietnam after this, her third year in the Department.
- ii. Buddhist Studies endowed professorship: Donors Cris & Melinda Cyders have decided to give their 500K gift this year. The proceeds of this gift will create an endowed professorship of Buddhist Studies (to be initially held by Joe Marino) and can be used for such purposes as research funds, student support, and summer salary.
- iii. Telugu Studies endowed chair: An engineer at Microsoft has agreed to give 2 million dollars to Telugu Studies. He has donated to Emory University and the University of Massachusetts previously. The deans have approved the donation, the final installment of which comes in March and Zev has talked with South Asia faculty about a position in Telugu Studies. Diane Harris has informally agreed to top off the donation to create a tenure line endowed chair in Telugu Studies.

Chair: if we would like this position, we would add it to the next hiring plan. The search would likely take place in 2024-25 and the faculty member would begin in September 2025. We should discuss at the next faculty meeting whether we support the position.

iv: Dinner honoring Assunta Ng: A dinner for the decades of service Assunta Ng has provided the Asian-American communities in Seattle will take place on February 11. Assunta has asked that all proceeds for the dinner go to the Department. She has also pledged a \$150,000 donation to the Department. All of these funds will create an endowment to support AL&L activities.

Faculty member 1: How do we, as a department, thank these generous people?

Chair: For the Ng dinner the department has purchased a table and we will make and give a thank you poster. For the Buddhist Studies donor celebration dinner on 9/29 we will also make a poster.

v: Not so good news: Librarians at UW authorized a strike and their union has preauthorized it. It is likely that the librarians will strike in 10 days to 2 weeks. Be prepared for disruptions.

Faculty member 1: Is the strike only for librarians? What about the staff?

Chair: It is unclear.

vi: South Asia major and minor revisions approved: Chair thanks the program, especially Jennifer Dubrow, for this hard work.

#### **IV: Updates**

- Search for Assistant Teaching Professor of Korean (A. Ohta): There are 25 applications, a long list of 9, and the committee is in the process of evaluating video submissions.
- Search for Assistant Teaching Professor of Chinese (Matsuda-Kiami): There are 65 applications, a long list of ten, one of whom has accepted a position elsewhere. The committee is working on a short list.
- Arts & Sciences Workstation Initiative (K. Ohta): The budget awarded to our department is \$18,882.42. Replacing equipment every 3-4 years is optimal. We will likely see high numbers of old equipment needing to be replaced next year and smaller ones for the couple of years following. If you are confident your computer will be ok to last another year or two, chances should be better next year. Mac options are more up to date but not highest configuration. PC options are the same as last year. Be sure to keep your old PC for a while as a backup in case something goes awry with

the new equipment. Your old PC is a better backup than a departmental laptop. The committee will give priority to laptop requests. So, if you have a 2019 or earlier, make a request. Last year the order went in in April, and equipment arrived in September. Be aware there are still supply chain delays.

Facilitator: I have clarification questions. What is the budget? 18 million?

Kaoru: No. The budget is \$18,882.42.

Faculty member 1: I have a very small PC. Can I request a monitor?

Kaoru: We will try.

- Unit adjustments (Handel; Appendix 3): Diane Harris has made it a priority to address salary compression and inversion in the College, despite the fact that the College has a structural problem with its budget. The College is dedicating \$1.5 million dollars this year, and hopes to do two more rounds in future years. There is a short timeframe for determining who is eligible and narrow guidelines. Nominations for salary increases are due January 31 to the College. Chair has sheets that show how far below faculty members from salary floors and peer averages, so the process for deciding who to nominate should be fairly straightforward. No individual will receive more than 10 percent this year. This is part of a three-year plan. Goal is to get teaching professors caught up in this time period. All teaching professors below the floors can be nominated. For tenure-line faculty, the chair can only recommend one quarter of the total faculty. We have 28 faculty members, so chair can nominate 7 tenure-line faculty. Anyone who is 20% or more below peer averages will be ranked first. Chair will anonymize data and distribute this to the faculty. In the next two years, increases could be based more on merit and Justice/Equity/Inclusion contributions.

Faculty 1: What happens if someone is about to be promoted?

Chair: I will consider how the result of promotion (with 10% salary raise) will affect their salary relative to peers and adjust the ranking accordingly.

Faculty member 2: How are peers determined?

Chair: According to Linda Nelson in the College, the UW is not generating the data. It comes from the AAUED database.

- Summer Sessions revenue issues (Handel): Department informed by college of 50K deficit for 2022 even though budget worksheets showed us breaking even. Chair is working with April and Kevin Mihata to understand why projections are inaccurate. The two main issues are: graduate student tuition costs and summer faculty salary. We can encourage students to take fewer summer term credits but we may have to discuss adopting an alternate formula for summer salary.

Currently, it is base salary multiplied course credits multiplied by 0.3. We have the option of moving to a multiplier of 0.2. To be discussed further in February and March.

Faculty member: Would a changed formula, say going from 0.3 to 0.2, be ok with the College?  
Chair: Yes, but all faculty would have to agree, and it would affect all faculty equally.

- Brown bag faculty/student research table (Lü): Item tabled because of Chan's absence.

IV. **Discussion and Vote:** Graduate faculty status (Cho; Appendix 1): This item has been on the agenda since last October so everyone is familiar with it. Since all departments should have a graduate faculty policy the GPC and their committee drafted such a policy last year. We met in Spring 2022 for a discussion and revised the policy but did not vote on it. Shall we have a voice vote?

Chair: Teaching professors may have questions because they were not part of the discussion by graduate faculty that formulated the policy. This policy is a motion. Discussion of the motion will precede a vote.

Faculty member 1: I have a question about the following wording—"In general, the department expects Graduate Faculty members to hold a PhD and to be actively engaged in producing scholarship". What counts as scholarship? Is scholarship more broadly understood? Could research projects be related to pedagogy? What is "teaching-based scholarship"?

Heekyoung: We already have a policy that allows teaching professors to sit on graduate supervisory committees in the Department.

Faculty member 2: What's the advantage to this for teaching professors? Isn't it just more uncompensated work?

Chair: I see this as a mechanism to permit teaching professors with qualifications to participate in graduate mentoring if they desire.

Faculty member 3: Where do we go for a definition of teaching-based scholarship? How do we know if a faculty member has met the research requirement for election to graduate faculty?

Faculty member 2: Is there any support for research leave? So we teaching professors can do the research that would qualify us to become graduate faculty?

Heekyoung: This is a fundamental problem for all of us, including tenure-line faculty. I have a job that requires I conduct my research for promotion at night and in the summer when we are not on salary.

Chair: These issues of workload are important matters to discuss but not relevant to this policy. Workload and support are separate from the narrow question of creating a pathway for teaching faculty to join the graduate faculty if they wish and are qualified.

Facilitator: Is a definition required? Is not having one ok with Heekyoung?

Chair: This policy doesn't change anything involving tenure track research.

Faculty member 4: I'd like to remind everyone that teaching professors are not required to conduct research.

Faculty member 3: The question still remains of how we decide if a teaching professor has engaged in research that qualifies them to be on graduate faculty. I'm fine with published articles but not conference presentations only.

Faculty member 5: Do textbooks or a language app count? A website for language learners?

Chair: There is no need to decide what counts now for this policy. A teaching professor can ask that the graduate faculty consider them as a member of the graduate faculty. The graduate faculty can then evaluate their scholarship and decide if it counts as research on a case-by-case basis.

Faculty member 1: I move to vote.

Faculty member 6: Is this vote only for graduate faculty or everyone? Is it open or secret?

Chair: We will take the vote in the usual way, raised hands in person and on zoom. We are not permitted to have secret ballots on non-personnel matters. This is a department policy, so everyone in the department votes.

**VOTE RESULT: 25 YES; 0 NO; 1 ABSTAIN. Motion passes.**

V. **Discussion and Vote:** Establishment of Ad-hoc Committees (Handel; Appendix 2):

Chair: It is close to 5:00 and we have two more important agenda items.

Faculty member 1: Can I move that we give the chair temporary authorization to form the ad-hoc committees so work can begin?

Linda: There is a motion on the table that has been seconded. The next step is to vote.

Faculty member 2: Can we do a separate vote for the different committees?

Linda: The motion is for all three of the committees.

Faculty member 3: I don't believe we proceed to a vote until there has been discussion. This is not our usual procedure. I object. We should be able to have a discussion after the motion is seconded and before we vote.

Linda: There was an earlier opportunity to request discussion before the motion was moved and seconded. Now we proceed to a vote.

**VOTE RESULT: 22 YES; 3 NO; 1 ABSTAIN. Motion passes.\***

Meeting Adjourned: 5:03

\*Subsequent to the meeting, the Chair sent email to the faculty indicating that the result of the vote would not be in force. Although the Department has not codified its procedures for voting, given that, to date, discussion has always followed introduction of motions and preceded any vote, the vote will be nullified. Agenda items V(creation of ad-hoc committees) and VI (course proposal process) will be moved to the top of next month's agenda. In addition, the meeting will begin with the establishment of parliamentary rules governing voting procedure.]

## **Appendix 1: Graduate Faculty status**

### Graduate School Memo 12:

“It is the responsibility of each graduate program-offering academic unit across all three university of Washington campuses to create a written policy for Graduate Faculty membership and for the doctoral endorsement. This policy and the specific criteria must be articulated to the faculty in the unit.”

“The academic unit is responsible for assessing whether a faculty member meets the following required qualifications for a Graduate Faculty appointment based on the faculty member’s academic background and the nature of scholarship and research in that unit.

- Active involvement in (or, for an initial appointment, qualification for) graduate student teaching, mentoring, and/or research supervision.
- Research-based scholarship as demonstrated by peer-reviewed publications, equivalent creative work, or equivalent teaching-based scholarship, as defined by the academic unit.”

**Note:** Currently, it is not required that every member of an MA or PhD supervisory committee be a member of the Graduate Faculty. This is governed by [Graduate Memo 13](#) and department policy: “The Chair and at least one-half of the total membership [of a Master’s supervisory committee] must be members of the graduate faculty.”

“The doctoral supervisory committee consists of a minimum of four members, at least three of whom (including the Chair and the GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees. A majority of the members must be members of the Graduate Faculty. At least two members, including the Chair, must have Asian L&L appointments (including adjunct faculty).”

### *AL&L Procedures for Graduate Faculty Membership*

*Proposal discussed and collectively revised by graduate faculty members in AL&L on May 20, 2022  
Submitted for AL&L faculty approval*

Faculty members in the Department of Asian Languages and Literature may be nominated to the Graduate School for general membership in the Graduate Faculty or to membership with doctoral endorsement at any time. These are separate decisions; the former allows a faculty member to participate on a graduate student's committee and/or on graduate certificate program committees and to supervise a student's MA committee, while the latter allows a faculty member to supervise a PhD committee or serve as a Graduate School Representative (GSR) on a PhD committee. Consideration for nomination may be prompted by the individual wishing either status or by any member of the existing Graduate Faculty of the department. Persons may decline to be nominated. For new research professor

hires, a vote should be held on the status in conjunction with the hiring decision. All members of the Graduate Faculty with a primary appointment in the department vote on proposed nominations.

To be considered for the Graduate Faculty and to maintain that status, an individual must be, or show that they will be, actively involved in graduate student teaching, mentoring, and/or research supervision; they must also be engaged in on-going research-based scholarship as demonstrated by peer-reviewed publications, equivalent creative work, or equivalent teaching-based scholarship, as defined by the department. In general, the department expects Graduate Faculty members to hold a PhD and to be actively engaged in producing scholarship, but the Graduate Faculty may vote to grant exceptions.

To be considered for the additional doctoral endorsement, a candidate must display recent evidence of the ability to (or, for an initial appointment, qualification to) chair a doctoral supervisory committee, including supervising doctoral research and overseeing the doctoral dissertation or final project/capstone. A nominee must hold a PhD and be actively engaged in producing scholarship in that field or a related field to be considered for the doctoral endorsement.

Graduate faculty members have the option of serving on committees or advising graduate students, but are not required to do so. Graduate faculty members make decisions about advising on a case-by-case basis, considering the content of the student's work, their related expertise, and their workload.

Once either status is granted to a professor holding the title of assistant professor, associate professor, or full professor, it is a "continuing status" that may only be terminated by a vote of the department's graduate faculty. All other faculty, including teaching professors, emeritus/emera professors, affiliate and part-time professors, may only be nominated for five-year renewable terms. Annual votes shall be held for all faculty whose term is expiring in the following year.

A vote to terminate an individual's Graduate Faculty status may be requested annually by another member of the Graduate Faculty, with the decision then made by a vote of the Graduate Faculty as a whole after appropriate discussion. Such a request should be made to the Chair and the GPC on the occasion of the annual evaluation of contingent departmental titles. In addition, a member may resign from the graduate faculty at any time.





## **Appendix 2a: Ad-hoc Committees on Department Promotion Guidelines**

- 1) Promotion from Assistant Professor to Associate Professor with Tenure
- 2) Promotion from Assistant Teaching Professor to Associate Teaching Professor

We will ultimately need four committees to draft four sets of guidelines. We will start this year with two committees, and plan to appoint two more committees next year.

### **References**

- Academic HR web page on promotion and tenure: <https://ap.washington.edu/ahr/actions/promotions-tenure/> (includes links to Faculty Code)
- College web page on promotion and tenure: <https://admin.artsci.washington.edu/personnel/promotion-and-tenure-guidelines>
- College guidelines: <https://admin.artsci.washington.edu/personnel/promotion-and-tenure-guidelines#cas%20guidelines>
- Department guidelines: <https://admin.artsci.washington.edu/personnel/promotion-and-tenure-guidelines#dept%20guidelines>

### **Background**

The Deans of the College, along with the Elected Faculty Council (our “College Council”) have also begun working with departments to allow them to craft guidelines which are specific to their unit, and which are consistent with the College of Arts and Sciences guidelines and Promotion Considerations, as expressed in these pages, as well as the faculty code. These "Departmental Guidelines" are developed within each department, in collaboration with their divisional deans, approved by their faculty and then approved by the divisional dean, and the College Council.

-- from the College of Arts and Sciences web page on Promotion and Tenure.

### **Justification**

Our colleagues under consideration for promotion, members of department committees charged with making recommendations on promotion, and faculty who vote on promotion cases have all expressed frustration with the lack of clear expectations for promotion. This lack of clarity makes it difficult for individual faculty to decide, in consultation with the chair, when to put themselves forward to promotion. It also makes it difficult for committees and voting faculty to apply consistent criteria from case to case. This has had harmful effects on the career paths of our colleagues in the department. We should follow the practice in other departments of developing our own guidelines or explicitly stating that we follow the College guidelines. (See Figure 1 below.)

### **Charge**

The committees will first contact Divisional Dean Brian Reed and the chair of the College Council to seek guidance on appropriate process and consultation. They will review the Faculty Code and College Guidelines. They will then review all existing guidelines for other departments in the College (see Figure 1 below). They will recommend either that we explicitly adhere to the College guidelines, or will draft departmental guidelines. These guidelines will be circulated to the faculty at large for comment, revised, and then adopted by faculty vote. The committees will consult with the chair as necessary and appropriate. Committees may also seek advice from colleagues in other departments who have gone through the process of developing guidelines.

## Membership

Each committee will have at least three members. All members will be in the same promotion pathway as the guidelines being written. In other words, committees working on guidelines for promotion to Associate Professor and Professor will be composed of tenure-line faculty. Committees working on guidelines for promotion to Associate Teaching Professor and Teaching Professor will be composed of instructional-line faculty. Following best practices, at least one of the committee members will be someone who has not yet been promoted and will be subject to the new guidelines; and at least one will be someone who has been promoted.

## Timeline

The committees will develop draft guidelines by the end of Winter Quarter or beginning of Spring Quarter. The faculty will vote to adopt guidelines by the end of Spring Quarter. Approved guidelines will be operative immediately. They will govern any promotion cases that may come before the faculty in October 2023.

- [School of Art + Art History + Design Guidelines](#) (for promotion to Associate Professor with tenure and to Full Professor)
- [Astronomy Department Guidelines](#) (for promotion to Associate Professor with tenure and to Full Professor)
- [Dance Department Guidelines](#) (for promotion to Associate Professor with tenure and to Full Professor)
- [Drama Department Guidelines](#) (for promotion to Associate Professor with tenure and to Full Professor)
- [DXARTS Department Guidelines](#) (for promotion to Associate Professor with tenure and to Full Professor)
- [English Department Guidelines](#) (for promotion to Full Professor)
- [Geography Department Guidelines](#) (for promotion to Associate Professor with tenure and to Full Professor)
- [Law, Societies, & Justice Guidelines](#) (for promotion to Associate Professor with tenure)
- [History Department Guidelines](#) (for promotion to Associate Professor with tenure and to Full Professor)
- [Mathematics Department Guidelines](#) (for promotion to Associate Professor with tenure)
- [School of Music](#) (for promotion to Associate Professor with tenure and to Full Professor)
- [Speech and Hearing Sciences Guidelines](#) (for promotion to Associate Professor with tenure)
- [Statistics Department Guidelines](#) (for promotion to Associate Professor with tenure and to Full Professor)

The following departments have voted to adopt the College of Arts & Sciences guidelines without change or addition:

- Applied Mathematics (February 11, 2021)
- Chemistry (March 11, 2021)
- Biology (May 12, 2020)
- Germanics (April 15, 2020)
- Physics (January 6, 2021)
- Psychology (April 9, 2020)

Figure 1. List of Department Guidelines for promotion on the College of Arts and Sciences web page on Promotion and Tenure.

## **Appendix 2b: Ad-hoc Committee on AL&L Community Life**

### **References**

- Office of the Title IX Coordinator: <https://www.washington.edu/titleix/>
- Professional and Organizational Development (POD): <https://hr.uw.edu/pod/overview/about/>
- University Diversity Officer: <https://www.washington.edu/diversity/cdo/>
- College of Arts & Sciences Associate Dean for Equity, Justice, and Inclusion: <https://artsci.washington.edu/leadership/maya-smith>

### **Justification**

Following revelations in March 2022 that one of our faculty members had been disciplined for sexual harassment and/or sexual assault, the department's lack of education and awareness around issues of power and harassment (not limited to sexual harassment) have been brought into stark relief. Measures taken by the department in the spring of 2022, including a "Statement on Sexual Harassment and Ensuring a Safe Departmental Environment" and a web page on "Voicing Concerns", while necessary in the short term, are inadequate to address the needs and concerns of our department community, which includes faculty, staff, graduate students, and undergraduate students.

### **Charge**

The committees will coordinate with two standing committees, the Graduate Admissions and Education Committee and the Diversity Committee, to decide on and organize a series of events in the department to raise awareness and increase communication. These events might include: surveys of graduate students about their experience of the department climate; educational workshops from university officers with responsibility for ensuring a safe work and study environment; and guided conversations by experienced facilitators. The first task of the committee will be to reach out peer departments and to experts in the university community to learn what kind of events are likely to be productive and helpful. They will then organize, schedule, and promote the activities. (The committee is not expected to run activities; this will be left to experts.) The overall goal is to create an ongoing improved climate in the department. The dean of the College has offered financial support for this initiative.

### **Membership**

The committee will have three to five members, with care taken to balance different ranks, titles, and social identities. Once constituted, the committee may request that the chair additionally appoint a staff person, a graduate student and/or an undergraduate student as full or partial members. While not necessary, it would be valuable if the committee membership overlapped with the Diversity Committee membership and/or the Graduate Admissions and Education Committee.

### **Timeline**

The committee will conduct surveys (if any) in Winter Quarter. It will plan at least two events to be held before the end of the academic year. It will recommend to the Chair additional events or activities that might be scheduled for 2023-2024 and beyond.

### **Appendix 3: Unit Adjustments in faculty salary (instructions from Dianne Harris)**

The College of Arts and Sciences has announced that it is committing approximately \$1.5 million dollars of its own money for a unit adjustment that has just been approved by the Provost. (It is the College's intention to have additional unit adjustments in FY24 and FY25.) The funds will be allocated to the four Divisional Deans who will gather recommendations from their chairs and who will then make the final decisions regarding adjustments. A list of prioritized nominees is due to the divisional dean by Tuesday, January 31, 2023.

All nominees must meet the following criteria:

- Deemed meritorious in 21-22 AY
- Have not received a retention adjustment since January 1, 2022
- Are current with the regular conference schedule in Section 24-57C of the Faculty Code
- Have met performance expectations within their respective departments/roles

Additionally, the Divisional Deans and Dean would like to receive nominations to address three separate areas.

1. Teaching faculty whose current annual (nine-month) salary is below the recently revised best practice minima for the College. Revised best practice minima are as follows:
  - a. Assistant Teaching Professors (including Artists in Residence) -- \$65,500
  - b. Associate Teaching Professors -- \$72,000
  - c. Teaching Professors - \$81,000
2. Tenure track faculty whose current annual (nine-month) salary is below peer average data due to factors such as compression or inversion.
3. Tenure track faculty or teaching track faculty whose current annual (nine-month) salary is above peer average or best practice minima and whose contributions to research, teaching, and service in your department--particularly in areas of justice, equity and inclusion--have moved the department toward strategic goals in noteworthy ways.

For areas 2 and 3, please limit nominations to no more than 25% of your unit's total tenure track plus teaching track faculty headcount.

Divisional Deans will communicate with Chairs and Directors which faculty in their unit will receive unit adjustments (between 2% and 10% per Provost instructions) by March 3, 2023. Unit adjustments will be effective April 1, 2023 (the paycheck of April 25, 2023). All recipients of unit adjustments will also be eligible for any merit increases awarded in FY24.

