



Department Faculty Meeting  
Friday, January 13, 2023, 3:30pm  
Location: Denny 113, or via Zoom: <https://washington.zoom.us/j/98570522521>

*Agenda*

- I. **Call to Order**
- II. **Vote:** Approval of Minutes (November) (*standing item*; Handel) 3:30-3:35
- III. **Announcements** (*standing item*; Handel) 3:35-3:50
  - Personnel changes: April Doenges, Ungsan Kim, and Yen Nguyen
  - Buddhist Studies endowed professorship
  - Telugu Studies endowed chair
  - Dinner honoring Assunta Ng
- IV. **Updates** 3:50-4:15
  - Search for Assistant Teaching Professor of Korean (A. Ohta)
  - Search for Assistant Teaching Professor of Chinese (Matsuda-Kiami)
  - Arts & Sciences Workstation Initiative (K. Ohta)
  - Unit adjustments (Handel; Appendix 3)
  - Summer Sessions revenue issues (Handel)
  - Brown bag faculty/student research table (Lü)
- V. **Discussion and Vote:** Graduate faculty status (Cho; Appendix 1) 4:15-4:30
- VI. **Discussion and Vote:** Establishment of Ad-hoc Committees (Handel; Appendix 2) 4:30-4:45
- VII. **Discussion:** New Course Proposals and Course Change Proposals (Atkins; attachments) 4:45-5:00  
Please see the two files “process\_for\_new\_course\_proposals\_and\_course\_change\_proposals” and “Authority of UW Faculty Members Regarding Curriculum”, sent separately

## 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/emerita 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 AI&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.