



Department Faculty Meeting  
Friday, February 10, 2023, 3:00pm  
Location: Denny 113, remote option on Zoom: <https://washington.zoom.us/j/99376175619>

*Agenda*

- I. **Call to Order**
- II. **Discussion and Vote:** Simplified Robert's Rules of Order (Handel and Callecod) *3:00-3:30*  
Please see the attached file "AL&L proposal - Simplified Robert's Rules of Order.docx"
- III. **Vote:** Approval of Minutes (October and January) (*standing item*; Handel) *3:30-3:35*
- IV. **Discussion and Vote:** Establishment of Ad-hoc Committees (Handel, Appendix 1) *3:35-4:00*
- V. **Discussion:** New Course Proposals and Course Change Proposals (Atkins) *4:00-4:25*  
Please see the attached files "process\_for\_new\_course\_proposals\_and\_course\_change\_proposals"  
and "Authority of UW Faculty Members Regarding Curriculum", sent separately
- VI. **Discussion:** Telugu Studies position (Handel) *4:25-4:50*
- VII. **Announcements** (*standing item*; Handel) *4:50-4:55*
  - Adjunct and affiliate reappointments
  - Assunta Ng celebration dinner
- VIII. **Updates** (*standing item*; Handel) *4:55-5:00*
  - Search for Assistant Teaching Professor of Korean (A. Ohta)
  - Search for Assistant Teaching Professor of Chinese (Handel)
  - Library collections and storage crisis
  - Financial Transformation
  - Unit adjustments

## **Appendix 1a: 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 1b: 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.