

# COLLEGE OF EDUCATION, UNIVERSITY OF WASHINGTON PROCEDURES FOR PROMOTION AND/OR TENURE

(Updated March 4, 2026)

The procedures described below are designed to assist faculty to make informed recommendations concerning the award of promotion and/or tenure within the College of Education. The procedures are divided into eight steps and encompass reviews at the following four levels: (1) College of Education faculty; (2) the College of Education Advisory Council (CAC); (3) the Dean of the College of Education; and (4) the UW Provost. All steps and their procedures reflect the UW Faculty Code and policies of UW Academic Human Resources website and are reviewed periodically for that alignment. See [Appendix A](#) for an outline of the four review stages.

To assist faculty with making decisions regarding putting their files forward for promotion and/or tenure, the following **promotion criteria and requirements** have been excerpted from [Chapter 24 of the UW Faculty Code](#). Further criteria can be found in [Appendix H: Criteria for Faculty Promotion](#).

## Criteria for Appointment at Specific Ranks and Titles

As defined in Faculty Code Section 24-34.A, **qualifications for the professorial rank of Associate Professor and Professor, including Tenure-Track, WOT, Teaching, and Research faculty** are:

- Appointment to the rank of associate professor requires a record of substantial success in teaching and/or research. For tenured, tenure-eligible, or WOT appointments, both of these shall be required, except that in unusual cases an outstanding record in one of these activities may be considered sufficient.
- Appointment to the rank of professor requires outstanding, mature scholarship as evidenced by accomplishments in teaching, and/or accomplishments in research as evaluated in terms of national or international recognition. For tenured, tenure-eligible, or WOT appointments, both of these shall be required.

As defined in Faculty Code Section 24-34.B, professorial faculty holding a teaching title requires qualifications corresponding to the above rank with a primary emphasis on teaching. Professorial faculty holding a research title requires qualifications corresponding to the above rank with a primary emphasis on research. Tenure is not acquired under teaching or research appointments.

As defined in Faculty Code Section 24-20, faculty appointed WOT do not hold tenure because all or part of their annual University administered salary is derived from sources other than regularly appropriated state funds. Except for this distinction, WOT faculty

members have the same rights, responsibilities, and obligations as tenure-track and tenured faculty members at those ranks and the description of their duties and qualifications for promotion are the same.

## Promotion Types

### **Mandatory Review**

Assistant Professor Tenure-Track, WOT, and Research are clock-managed ranks and tracks that are appointed to an initial 3-year term and eligible for reappointment to a second 3-year term. Faculty in these ranks and tracks are required to undergo mandatory promotion and/or tenure review in the last year of their second appointment term. This review generally takes place in a faculty's sixth year, but this may vary if the faculty is part-time or has requested and been approved for a [clock waiver](#). For tenure-track faculty, the promotion to Associate Professor and the granting of tenure are combined into one action for the departmental vote and recommendation.

### **Non-Mandatory Review**

Promotion to Associate Teaching Professor, Teaching Professor, Research Professor, Professor WOT, and Professor are non-mandatory actions. While faculty pursuing these promotions can elect to go up at any time, **the College generally would expect to see at least five years of service at the faculty's current rank in a successful promotion file.**

For more information on all professorial ranks, tracks, and faculty promotion:

<https://ap.washington.edu/ahr/academic-titles-ranks/professorial/>

<https://policy.uw.edu/directory/fcg/fcg-chapter-24-appointment-and-promotion-of-faculty-members/>

**STEP ONE:**  
**MEMORANDUM OF INTENT**

(A) The Chair of the Faculty Development and Support Committee (FDS) in consultation with the College of Education Human Resources (HR) Director launches the promotion and tenure cycle with the distribution of the Memorandum of Intent to the College of Education faculty, sent out as an electronic form. The Memorandum of Intent initiates the process for a faculty member to be considered for promotion and/or tenure. The FDS Chair must send out the Memorandum of Intent form by **February 1**. A sample **Memorandum of Intent** can be found in [Appendix B](#).

(B) Eligible faculty of any rank, including non-tenured, tenured, teaching and research, who wish to be considered for promotion and/or tenure during the following academic year must complete the Memorandum of Intent form by **February 15**.

(C) In the event that a faculty member who must be reviewed for mandatory promotion and/or tenure during the following academic year does not complete a Memorandum of Intent by **February 15**, the FDS Chair will attempt to contact the individual. In this case, the College HR Director must receive the individual's completed Memorandum of Intent by **March 1**.

Should the absence of a faculty member during Winter Quarter make it impossible for him/her to complete the Memorandum of Intent form by **March 1**, the deadline may be extended to **April 15**. In order to facilitate the review process, faculty members who are absent during winter quarter are encouraged to complete the Memorandum of Intent form as soon as possible.

**STEP TWO:**  
**FORMATION OF THE SUBCOMMITTEE FOR PROMOTION REVIEW (SPR)**

The Faculty Development and Support Committee (FDS) forms an SPR using the process below for each candidate with the following charge:

- Advises candidate on file including personal statement, CV, publications/artifacts to send to external reviewers, examples of teaching effectiveness, and contributions to service
- Solicits and reads letters from external reviewers
- Makes initial determination regarding whether or not candidate should move forward with promotion and/or tenure
- Assuming candidate moves forward, writes recommendation and report to “make the case” for candidate’s promotion and/or tenure

(A) By March 6, the College HR Director will inform the FDS Chair and the Chair of Faculty Council (FC)/the Faculty President of all candidates who wish to be considered

for promotion and/or promotion and tenure during the upcoming academic year and will create a promotion and tenure file in Interfolio for each candidate to access.

**(B)** A total of three faculty members will comprise each candidate's SPR nominated independently by each of the following: the candidate, the candidate's Area Chair; and the Faculty Council Chair (FC Chair) nominates one faculty member. Candidates should consult with their Area Chair to determine their nominee but the candidate's nominee is separate from the Area Chair's nominee.

Candidates, Area Chairs, and the FC Chair should not contact their nominees directly. Instead, they should submit their nominees to the FDS Chair; the FDS Chair will then contact each nominee to secure their written agreement to serve on the SPR per Step 2D below.

**(C)** All members of the SPR must be: a.) Voting members of the College of Education faculty; b.) Senior in rank to the candidate; and c.) Available to serve on the SPR during Spring Quarter when the SPR is formed and during the following Fall Quarter when the candidate's file will be reviewed. In the event that a faculty member is not available to serve on the SPR during Spring Quarter but will be available to serve on the SPR during the following Fall Quarter, the FDS Chair may invite an alternate faculty member to serve as a substitute during Spring Quarter. In the event that a faculty member is not available to serve on the SPR during Fall Quarter but will be available to serve on the SPR during Spring Quarter, the FDS Chair may invite an alternate faculty member to serve as a substitute during Fall Quarter. The FDS Chair will make every effort to ensure that each candidate's SPR includes diverse perspectives from the College of Education faculty.

**(D)** The process for contacting nominees to serve on SPRs proceeds as follows. First, the FDS Chair contacts the candidate to request the name of the candidate's nominee. Upon receiving the name of the candidate's nominee, the FDS chair contacts the nominee to secure their written agreement to serve on the candidate's SPR. The FDS chair then contacts the candidate's Area Chair to request the name of the Area Chair's nominee. Upon receiving the name of the Area Chair's nominee, the FDS Chair contacts the nominee to secure their written agreement to serve on the candidate's SPR. Finally, the FDS Chair contacts the FC Chair to request the name of the FC Chair's nominee. Upon receiving the name of the FC Chair's nominee, the FDS Chair contacts the nominee to secure their written agreement to serve on the candidate's SPR. The FDS Chair must receive written or email consent from each nominee. The FDS Chair transmits each faculty member's consent to the FC Chair.

**(E)** By the end of the first week of Spring Quarter, the FDS Chair sends a written or email memorandum to each candidate and to the three members of the candidate's SPR. This memorandum confirms the appointment of the candidate's SPR and informs candidates and SPR members of the SPR's charge and responsibilities.

**STEP THREE:**  
**PROMOTION AND TENURE ORIENTATION SESSIONS**

During a February meeting of the general Faculty, the FDS Chair or their designee in consultation with the FC Chair, conducts a Promotion/Promotion and Tenure orientation session. While the orientation is intended for candidates and SPR members, all faculty members are strongly encouraged to attend.

In addition, prior to **April 15**, the Dean and an FDS Representative will conduct a meeting to orient the SPR members to the work of an SPR committee.

**STEP FOUR:**  
**SPR REVIEW PROCESS**

**(A)** By **April 15**, the candidate submits a copy of their initial promotion/tenure file to all members of the SPR. To prepare this file, consult [Appendix C: Guidelines for Preparing Promotion/Tenure Files](#).

**(B)** By **April 15**, candidates are required to provide the names of at least three individuals for the SPR to consider asking to serve as external reviewers.

**(C)** By **April 21**, the FDS Chair directs the SPR member nominated by the FC Chair to convene the initial meeting of the SPR. The initial meeting does not include the candidate. The purpose of the initial meeting is to: a.) Select a Chair of the SPR; b.) Review the candidate's file and identify strengths and weaknesses of the file; and c.) Confirm the timeline for all future SPR activities and meetings. The SPR Chair, selected during this meeting, will be responsible for convening all subsequent meetings of the SPR and for ensuring the timely completion of all necessary documents.

**(D)** By **April 30**, the SPR Chair convenes a meeting of the SPR. This meeting includes the candidate. During this meeting, the SPR ensures that the candidate's file contains (or will contain) all required elements. The SPR should communicate what they see as strengths and weaknesses of the file and may also make suggestions for how the candidate could improve their file.

**(E)** By **May 15**, the SPR should secure 3-5 scholars at peer institutions who agree to serve as external reviewers who will evaluate the candidate's file. While candidates are required to provide at least three individuals for the SPR to consider, the final selection of external reviewers must be made by the SPR and the final list of external reviewers must *not* be shared with the candidate.

**NOTE: Candidates for Associate Teaching Professor may have review letters that are external to the college but internal to UW. Candidates for all other ranks and tracks must only have reviewers that are external to UW.**

The SPR must track all external reviewers in the [required External Reviewer Grid](#), including those suggested by the candidate, documenting those who participated as external reviewers as well as all those who were nominated, accepted but never submitted a letter, or declined to participate. The SPR Chair must send the completed grid to the HR Director to upload to Interfolio as part of the candidate's case. The completed grid *must not* be shared with the candidate.

**(F)** By **June 15**, the SPR should work with the HR Director to send the candidate's file to each of the external reviewers via Interfolio. While it is appropriate for the SPR to make individual contact directly with proposed external reviewers, transmission of the candidate file and receipt of the external letters must occur through Interfolio. External review letters that are sent directly to the SPR Chair can be forwarded to the HR Director for uploading in Interfolio.

**NOTE: The UW requires all external reviewers to submit their CVs with their review letters. The SPR chair must ensure CVs are returned for all reviewers.**

Consult [Appendix D: Guidelines for Soliciting External Review Letters](#).

**(G)** By **September 30** of the academic year during which the candidate will be considered for tenure and/or promotion, the candidate must finish uploading all finalized documents to their file.

**(H)** By **October 11**, the SPR meets to discuss the external letters that it has received and consider its recommendation regarding the candidate's qualifications for tenure and/or promotion. This meeting does not include the candidate.

**(I)** By **October 15**, the SPR prepares a written report of the candidate's qualifications for tenure and/or promotion.

The SPR report should clearly state the SPR's recommendation concerning the award of tenure and/or promotion and should demonstrate that its recommendation is based on evidence from the candidate's overall record. In the event that SPR members are not able to reach a consensus recommendation, individual members may prepare separate reports.

The SPR report for all candidates must include a summation of the candidate's research productivity and/or scholarship, teaching effectiveness, and service activity as appropriate to their rank and track. Each section of the report (research/scholarly productivity or scholarship, teaching effectiveness, and service activity) should be discussed clearly and separately.

SPR reports for candidates at all ranks should summarize the comments of external reviewers. The report should clearly explain how reviewers were selected, identify the reviewers' names and institutional affiliations, and describe each reviewer's qualifications to review the candidate's file.

For more information, consult [Appendix E: Guidelines for Preparing the SPR Report](#).

**(J) No later than 14 days before the general faculty review begins**, the SPR meets with the candidate to discuss its recommendation.

**No later than 8 days before the period of general faculty review begins**, the SPR Chair will provide the HR Director with the full and redacted versions of the written report. To preserve confidentiality, the redacted report must delete all information concerning the identities of the external reviewers. The HR Director will upload both documents to Interfolio and send the redacted version to the candidate via Interfolio, providing the candidate with a 7 day response window. The candidate's response, if they choose to provide one, will be collected in Interfolio alongside the redacted report.

**(K)** Upon receiving the SPR's redacted report and recommendation, the candidate has 7 days to decide if they will continue with the promotion/tenure process or withdraw from further consideration. If the candidate decides to withdraw from further consideration at this point, they should communicate that in writing to the SPR chair and HR Director and the SPR's written report will not be presented to the faculty.

**(L)** If the candidate decides to remain under consideration, the SPR Chair/designee will work with the HR Director to confirm all required materials, documents and forms are in the candidate's file in Interfolio, including: a.) The full (non-redacted) SPR written report; b.) The redacted copy of the SPR written report; c.) The candidate's response to the redacted report if one was provided; d.) The completed External Reviewer Grid; and e.) All external reviewer letters and CVs. These materials must be in Interfolio no later than 1 day prior to the beginning of the general faculty review of files.

If the candidate does not wish to proceed, the candidate should notify the HR Director who will close the file in Interfolio or take appropriate next steps as determined by [the nature of the candidate's promotion type](#).

**STEP FIVE:**  
**GENERAL FACULTY REVIEW**

No later than June 1 of the preceding academic year, the FDS Chair in consultation with the College HR Director establishes the dates when eligible faculty will review candidates' files. The review period lasts for at least two weeks. **It should begin between October 29 and November 6 and should end between November 12 and November 20.**

No later than the October general faculty meeting, the FDS Chair explains the procedures for reviewing promotion/tenure files and announces the dates when files will be available for review. The FDS Chair also announces the date of the fall faculty meeting to discuss candidates' files. (See Step Six below).

At least one day prior to the start of the general faculty review, the FDS Chair distributes a memo reminding all eligible faculty members above the rank of Assistant Professor of the dates and procedures for the general faculty review and the date of the meeting to discuss the candidates' files.

Files will be available for review in Interfolio by eligible faculty for a period of no less than two calendar weeks, ending no later than **November 20**.

**STEP SIX:**  
**MEETING AND VOTE BY ELIGIBLE FACULTY**

(A) On the specified date, the FDS Chair convenes a meeting of all faculty members who [are senior in academic rank and title](#) to each candidate being considered for promotion and/or tenure (Faculty Code 24-54A). All eligible voting faculty members are expected to attend this meeting.

The discussion of candidates undergoing mandatory and non-mandatory review typically occurs during the same meeting. In the event that the number of candidates for promotion is so large as to make reasonable consideration within one session difficult, discussion may be scheduled over multiple sessions but the discussion of any single candidate must not extend beyond one meeting.

The meeting(s) for all candidates undergoing both mandatory and also non-mandatory review must be completed no later than November 20.

The meeting(s) will proceed as follows:

- i.) An FDS member who is a Full Professor with voting privileges will chair the meeting. The chair will conduct the meeting in a manner that will allow equal opportunity for the fair consideration of all candidates.

ii.) Prior to the meeting the FDS Chair will notify all eligible reviewing faculty of the specific time that files will be reviewed, and which voting faculty should be present for each discussion. Files will be reviewed in the following order:

1. Promotion to Associate Professor, teaching or research track
2. Promotion to Professor, teaching or research track
3. Promotion to Associate Professor, WOT or tenure-track
4. Promotion to Professor, WOT or tenure-track

iii.) Each candidate will be discussed in turn. A member of the candidate's SPR will provide a summative statement of the SPR's overall recommendation. Following this statement, the chair will open the floor for questions and discussion. If necessary, the chair will ask a discussant to yield the floor to allow all concerned faculty an opportunity to speak. The chair may terminate the discussion of a candidate after a reasonable period in order to allow sufficient time for the discussion of remaining candidates.

iv.) FDS members, or faculty members designated by the FDS Chair, will take notes summarizing the discussion of each candidate. Because the faculty's review is separate from the CAC's review, faculty members who take notes during the faculty meeting should not be members of the CAC. For purposes of confidentiality, specific attributions must be omitted from the written summary of the faculty discussion. Note-takers should consult [Appendix F: Guidelines for Summarizing Faculty Discussions Regarding Promotion or Tenure of Candidates.](#)

**(B)** At the conclusion of the meeting(s), the FDS Chair or their designee and the HR Director distribute electronic ballots to all eligible voting faculty members, with the exception of the CAC (see step seven below). The voting period will take place over a period of one week and must conclude no later than **November 27**. All eligible voting faculty members are responsible for submitting their completed electronic ballots by 5:00 p.m. on the last day of the voting period.

**NOTE: Participation in voting is a critical part of faculty governance and an essential responsibility for all eligible voting faculty. Personnel actions are effective only if they receive a positive majority vote of ALL eligible voting faculty in the college. Abstentions and absent voters are included in the denominator and reduce our ability to meet this threshold, and makes interpreting the sentiment of the faculty difficult for the candidate and subsequent levels of review by the CAC, the dean, and the provost.**

**(C)** No later than 3 days after the conclusion of the faculty meeting, the FDS Chair or their designee will work with the HR Director to provide each candidate with a written summary of the faculty's discussion of their file via Interfolio.

**(D)** Candidates have the opportunity to respond in Interfolio to this summary within 7 calendar days of receiving it.

**STEP SEVEN:**  
**REVIEW BY THE COLLEGE ADVISORY COUNCIL (CAC)**

The CAC is responsible for reviewing each candidate's file and for making an independent recommendation regarding promotion/tenure. To this end, members of the CAC will not participate in the general faculty voting detailed in step six and will not serve on candidate SPRs. While the CAC's recommendation considers the faculty's recommendation and vote, the CAC's recommendation is separate from that of the faculty and may differ from it. The CAC's review and recommendation goes to the Dean in a written report that includes both the faculty vote count and the vote count of the CAC. While the Dean considers the CAC's recommendation, the Dean's recommendation and the CAC's recommendation may differ. The Dean forwards the CAC's recommendation to the Provost as part of the candidate's file.

**(A)** The CAC shall be composed of 5 faculty members who are full professors in the College of Education and should include one full professor in research or teaching positions if there are relevant files they are eligible to review, per the COE bylaws: [https://education.uw.edu/sites/default/files/mycoe/facstaff/faculty/Faculty%20Code%20revised%20November\\_20\\_2020.pdf](https://education.uw.edu/sites/default/files/mycoe/facstaff/faculty/Faculty%20Code%20revised%20November_20_2020.pdf).

**(B)** Within two weeks of the conclusion of the faculty vote on candidates' files in November, and no later than December 4, the CAC meets to review each candidate's file.

**(C)** The CAC prepares a written report of each candidate's file. The CAC report must clearly state its recommendation and vote for each candidate and the reasons for its recommendation. For purposes of confidentiality, specific attributions must be omitted from the CAC report. The report must include both the candidate's vote tally from the full faculty vote and the vote count of the CAC. The tally must state the number of all eligible voting faculty and the number of yes/no/abstain/absent votes as well as the vote count of the CAC including yes/no/abstain/absent votes

**(D)** The CAC will provide its written report to the HR Director, who will share it with the candidate via Interfolio. The Faculty Code provides no opportunity for candidate response to the CAC report.

**(E)** The CAC report will be shared with the Dean as part of the completed candidate file. For mandatory reviews, the HR Director must receive the CAC report and recommendation by **December 7**. For non-mandatory reviews, the HR Director must receive the CAC report and recommendation by **January 7**.

Consult [Appendix G: Guidelines for Writing the CAC Report.](#)

**STEP EIGHT:**  
**DEAN'S REVIEW**

**(A)** Upon receiving the promotion/tenure file for each candidate, the Dean writes their recommendation. In making their recommendation, the Dean will review all of the candidate's materials, including the external letters, the SPR report, the candidate's response to the redacted version of the SPR report, the written summaries from the faculty meeting, the candidate's response to summary of the faculty discussion, the faculty vote, and the CAC report/recommendation. The Dean must submit the completed candidate's file and Dean's recommendation to the Provost by December 15 for mandatory reviews; January 16 for early non-mandatory reviews (clock-managed candidates going up ahead of their mandatory year); and by February 1 for non-mandatory reviews.

**(B)** Chapter 24-54D of the UW Faculty Code provides guidelines by which the Dean shall communicate their recommendation to the candidate and the provost.

After receiving the CAC report, the Dean prepares their initial recommendation or decision and transmits a summary to the candidate with their rationale via Interfolio. The candidate will have 7 calendar days to respond.

If the Dean's initial recommendation or decision is favorable, then the case is transmitted directly to the Provost. There is no need to wait for the candidate's response.

If the dean's initial recommendation or decision is not favorable, then the Dean, or designee, must discuss the recommendation/decision with the candidate, and upload documentation to Interfolio that the candidate was offered an opportunity to respond, detail any additional information or clarification that was requested, and provide the candidate's response.

If the candidate does not respond or the response does not warrant a change to the Dean's recommendation, the Dean may proceed with communicating their decision to the provost.

If the dean revises their recommendation after considering the candidate's written response, the revised summary of their decision shall be shared with the candidate. There is no opportunity for candidate response to the revised decision.

In non-mandatory promotion cases, the Dean has the authority to render a negative final decision. In all other circumstances, the Dean's recommendation is advisory to the Provost and the entire file shall be transmitted to the Provost for their review. Should a candidate submit a written response to a negative, non-mandatory decision by the dean, then the file shall be transmitted to the Provost for information purposes only.

**(C)** Upon receiving a recommendation from the Dean, the Provost shall formulate an initial decision. If the initial decision of the Provost is negative, the Provost shall

formalize a written summary of the decision and reasons therefore and share it with the candidate and Dean. The Dean may respond in writing, with a copy to the candidate, within 5 calendar days, and the candidate may respond in writing within 7 calendar days. The Provost shall review any responses submitted and make a final decision. The Dean shall ensure that the candidate is informed in writing of the result and, if the result is not favorable, of the reasons therefore.

Candidates undergoing mandatory review will be notified of final decisions by March 31; early non-mandatory candidates will be notified of final decisions by April 30; and non-mandatory candidates will be notified of final decisions by June 1.

## **APPENDICES AND LINKS**

**[Appendix A: Promotion and Tenure: Four Stages of Review](#)**

**[Appendix B: Sample Memorandum of Intent](#)**

**[Appendix C: Guidelines for Preparing Promotion/Tenure Files](#)**

**[Appendix D: Guidelines for Soliciting External Review Letters](#)**

**[Appendix E: Guidelines for Preparing the SPR Written Report](#)**

**[Appendix F: Guidelines for Summarizing Faculty Discussions Regarding Promotion/Tenure of Candidates](#)**

**[Appendix G: Guidelines for Preparing the CAC Report](#)**

**[Appendix H: Criteria for Faculty Promotion](#)**

**Link to Chapter 24 of the UW Faculty Code**

**<http://www.washington.edu/admin/rules/policies/FCG/FCGTOC.html>**

**Link to “Promotion and Tenure Overview” from UW Academic Personnel and Faculty**

**<https://ap.washington.edu/ahr/actions/promotions-tenure/>**

## **APPENDIX A: PROMOTION AND TENURE: FOUR STAGES OF REVIEW**

### **STAGE 1: COE FACULTY**

#### **A. SPR (Sub-committee for Promotion Review) (Spring-Fall)**

- Advises candidate on file including personal statement, CV, publications/artifacts to send to external reviewers, examples of teaching effectiveness, and contributions to service
- Solicits and reads letters from external reviewers
- Makes initial determination regarding whether or not candidate should move forward with promotion and/or tenure
- Assuming candidate moves forward, writes recommendation and report to “make the case” for candidate’s promotion and/or tenure

#### **B. COE faculty senior in rank to candidate (Fall)**

- Review candidate’s file
- Attend and participate in meeting to discuss candidate’s file
- Vote to support or deny candidate’s promotion and/or tenure

### **STAGE 2: COLLEGE ADVISORY COUNCIL (CAC) (December)**

- Reviews faculty recommendation, including faculty vote + notes from faculty meetings. Also reviews candidate’s complete file (including external review letters, SPR’s recommendation, candidate’s response to SPR letter and candidate’s response to faculty meeting notes)  
Writes recommendation to support or not support candidate’s promotion and/or tenure

### **STAGE 3: COE DEAN (December)**

- Reviews candidate’s file, faculty vote, and CAC recommendation/report.
- Vote to support or deny candidate’s promotion and/or tenure.
- Writes letter to Provost to support or not support candidate’s promotion and/or tenure.

### **STAGE 4: UW PROVOST/PRESIDENT (Winter/Spring of the following year)**

**APPENDIX B: SAMPLE MEMORANDUM OF INTENT TO SEND VIA ELECTRONIC FORM**

February 1, 20XX

Promotion and Tenure Notification of Intent - Fall Quarter 20XX

**To:** College of Education (COE) Faculty

**From:** Chair of the Faculty Development and Support Committee (FDS)

**RE: Promotion and Tenure Notification of Intent**

Any eligible Assistant or Associate Professors— including tenure-track, WOT, teaching or research— wishing to be considered for Tenure and/or Promotion during Autumn Quarter 20XX must inform the COE Human Resources (HR) Director, Bernadette Dwyer, of their/their intent by submitting this memorandum.

Complete this memorandum no later than **February 15, 20XX**.

All faculty members who are declaring their intent to be considered for promotion and/or tenure should review the UW website and COE guidelines regarding promotion and tenure. The most recent version of these documents can be found on the COE website <<https://education.uw.edu/my-coe/facstaff/fac-promo>> and the Academic Personnel and Faculty website <<https://ap.washington.edu/ahr/working/faculty-promotion-tenure/>>

Required

1.Name

2.I wish to be considered for Promotion or Promotion and Tenure during Autumn Quarter 2026

Yes

## **APPENDIX C: GUIDELINES FOR PREPARING PROMOTION/TENURE FILES**

### **OVERVIEW**

Your file consists of evidence and documentation, which you and your Subcommittee for Promotion (SPR) will use to justify your case for promotion/tenure. For tenure-track and without-tenure (WOT) faculty members, evidence should focus on your cumulative record across the areas of research, teaching, and service. For research faculty members, evidence should focus on your cumulative record of research; evidence of teaching and service also may be included, depending on the individual case. For teaching faculty members, evidence should focus on your cumulative record of instructional excellence, scholarship, experience, and other responsibilities associated with your job description. **See Appendix H for additional information.**

You are responsible for assembling most of the information for your file and uploading it into Interfolio. Please follow [the instructions for assembling your case content closely](#), as incomplete or incorrectly assembled files will be returned by the provost. The HR Director will provide you access to your case in Interfolio.

### **REQUIRED ELEMENTS**

The University and College of Education requires that your file include the following elements.

Except where noted below, you are responsible for uploading evidence of each of the following into Interfolio by May 1 to be ready for external reviewers. You may continue to add or update your Interfolio file up until your file is forwarded to COE faculty for review in the fall. Check the instructions below for specific formatting requirements.

#### **1. Personal statement**

You prepare a personal statement, 4-6 pages in length, supporting your candidacy for promotion/tenure. Your statement should focus on the major arguments for your promotion/tenure and should discuss evidence across the areas of research, teaching, scholarship, and service, as appropriate to your position. Research faculty members should emphasize their cumulative record of research; teaching and service may be included, depending on the individual case. Teaching faculty should emphasize their cumulative record of instructional excellence; research may be included, depending on the individual case.

Ask your SPR for feedback on your personal statement. You can expect to write several drafts of your statement before it is ready to be placed in your file.

#### **2. Current curriculum vitae (CV)**

Your CV should list current and past academic positions, your educational history, scholarly products, teaching/advising, service, and relevant experience. Lists of

professional experiences and publications should be noted in descending order from the most to the least recent experience or publication. When referencing organizations, associations, journals, and periodicals, provide full names.

Ask your SPR to read through your CV for formatting suggestions and clarity.

**3. Four-six exemplary publications:** Publications should represent the breadth and quality of your scholarship. Your SPR can help you choose the publications to include in your file.

**Teaching Faculty:** “Scholarship is an obligation of all faculty members” ([UW Faculty Code Section 24-32 A](#).)” Teaching faculty may demonstrate their scholarship in a variety of ways ([Section 24-32](#)), including but not limited to: introduction of new knowledge or methods into course content; creation or use of innovative pedagogical methods; development of new courses, curricula, or course materials; participation in professional conferences; evidence of student performance; receipt of grants or awards; contributions to interdisciplinary teaching; participation and leadership in professional associations; or significant outreach to professionals at other educational institutions. While you can demonstrate your scholarship through peer reviewed journal publications, those publications are not required.

**Evidence of Community-Engaged Scholarship (if applicable):** Faculty across ranks may include evidence of community-engaged scholarship as noted in [University of Washington Guidelines for Community-Engaged Scholarship](#).

#### **4. Evidence of teaching and advising effectiveness**

Such evidence includes all the following:

- **Student Evaluations:** Include copies of summary sheets from the University’s Instructional Assessment System (IAS). UW Faculty Code 24-57 requires that all faculty members must have at least one course evaluated by students every year during which they have teaching responsibilities. Arrange the student evaluations in reverse chronological order (most recent evaluation first) and upload to Interfolio as one PDF with the name Student Teaching Evals.
- **Written peer evaluation(s) of teaching:** Peer evaluations of your teaching are required annually for Assistant Professors and at least once every three years for Associate and Full Professors. **Associate Professors and Teaching faculty** must have a peer evaluation of teaching for the year immediately prior to the year they wish to be considered for promotion. Arrange the peer evaluations in reverse chronological order (most recent evaluation first) and upload to Interfolio as one PDF with the name Peer Teaching Evals.

Peer evaluations may address one or more of the following: written observation of teaching, assessment of teaching materials such as syllabi or lesson plans, assessment of student evaluations or other evidence of student learning, etc.

- Summary of student advising (as appropriate to the rank)
  - a. Number of Doctoral committees (chair):
  - b. Number of Doctoral committees (committee member):
  - c. Total number of students awarded the Doctoral degree:
  - d. Number of Masters students (chair):
  - e. Number of Masters students (committee member, if relevant):
  - f. Total number of students awarded the Masters degree:
  - g. Number of undergraduate advisees (if relevant):
- Additional evidence of teaching (if appropriate/desired): Evidence may include additional written evaluations by peers (beyond the required number), course syllabi, evidence of student achievement or publications, undergraduate and/or on-line courses that you developed, etc. For faculty at teaching faculty ranks, this may include evidence associated with instruction, professional development, curriculum/program design, mentorship, leadership within and outside the COE.

## 5. Evidence of service

Your CV and personal statement must include sections devoted to your professional service. For example, in your CV you can create a list of organizations and associations with which you have been affiliated with dates of office, special positions, and/or special assignments. When discussing your service, please refer to your work within the following arenas as appropriate:

- College - committees, administration, special projects, etc. (Examples: Faculty Council; Diversity Committee; program development; etc.)
- University – committees; administrative work; special projects; etc. (Examples: Faculty Senate; Royalty Research Fund Committee, etc.)
- Professional organizations – membership; offices held; program planning; committees; etc. For each organization, specify whether it is local, regional, national or international. (Example: American Educational Research Association, Chairperson, Section H, national; Editorial Board for *Science Education* (journal), regional, etc.)
- Community – committees; offices held; consultations; etc. (Examples: State Superintendent of Public Instruction Office, Consultant, Curriculum Writing Committee; Seattle Public Schools, Bilingual Training Program Review Committee, etc.)

6. In consultation with your SPR, you may choose to include additional evidence in your file. Additional evidence can include:

- Scholarly products beyond the 4-6 required publications described in #3 above (additional peer-reviewed articles, books, and/or chapters; measures that you developed; etc.)
- Works accepted for publication but not yet in print
- Documents related to internally and externally funded projects
- Policy reports/briefs

- Professional presentations (list topic, name, place)
- Curriculum materials
- Program materials/designs
- Leadership documents
- Documents from community partners/collaborators
- Editorials that you wrote
- Evidence of service

### **7. Letters from external reviewers**

You will provide your SPR with at least three nominees to serve as external reviewers. Your SPR will then solicit 3-5 letters from external reviewers which may or may not include your nominees. For reasons of confidentiality, you will not see these letters or learn the names of your reviewers. Your SPR will upload the external review letters to your file.

### **8. SPR Report + Recommendation**

The SPR Report summarizes your qualifications for promotion/tenure, includes comments from your external reviewers, and states your SPR's recommendation regarding your case. Your SPR will write two versions of its report.

One version includes information that identifies your external reviewers. Your SPR will present this version of its report to the faculty and also will upload it to your file. You do not see this version of your SPR's report.

Your SPR also prepares a second redacted version of its report, which omits all information that could identify your external reviewers. The redacted version of the SPR report will not be included in your file. However, you will see and may respond to the redacted version of your SPR's report in Interfolio. See #9 below.

### **9. Candidate's Response to redacted SPR Report + Recommendation**

According to the UW Faculty Code, you may respond in Interfolio to the redacted version of your SPR's report within 7 days of receiving it.

### **10. Faculty Meeting Notes + Candidate's Response**

FDS (and/or FDS designees) writes notes from the faculty discussion of your file and shares those notes with you in Interfolio where you may also respond within 7 days of receiving it.

### **11. CAC Recommendation**

The College Advisory Committee. CAC submits a report with their recommendation that is shared with you in Interfolio. You may review the CAC report but you do not have an opportunity to respond.

### **12. Dean Recommendation**

The Dean will upload a summary of their initial recommendation that is shared with you in Interfolio. You will have 7 days to respond after receiving it.



## **APPENDIX D: GUIDELINES FOR SOLICITING EXTERNAL REVIEW LETTERS**

SPR Chairs and Committee members, [please review the directions on External Review letters carefully](#).

The SPR will request external letters from 3-5 scholars at peer institutions who will evaluate the candidate's scholarship and scholarly reputation. In the case of candidates promoting to the rank of Associate Teaching Professor, it may be appropriate to solicit letters from experts who are external to the College of Education but who are within the UW community, as long as the reviewer is qualified and can provide an “arm’s length” assessment of the candidate’s qualifications for the rank. **For all other candidates promoting to any other rank the external review letters MUST be external to UW.**

Before sending a formal request in Interfolio, the SPR Chair or their designee will contact the reviewer by email or phone to explain the nature of the candidate’s position (tenure-track, WOT, teaching, research) and the review, and the timeline for the reviewer to complete their evaluation. The formal request for evaluation must be made by letter and must be signed by the SPR Chair. The HR Director will send candidate materials to the external reviewer through Interfolio with a copy of the SPR Chair’s solicitation letter. Note: The names of external reviewers and their letters are not shared with candidates.

The letters must provide information specified by Academic Personnel and Faculty and include the text in the sample templates available here:

<https://ap.washington.edu/ahr/actions/promotions-tenure/letter-of-solicitation/>

SPR Chairs must also fully complete the [External Reviewer Grid](#) and provide the completed form to the HR Director to upload to Interfolio.

## **APPENDIX E: GUIDELINES FOR PREPARING THE SPR WRITTEN REPORT**

### **General Information**

The purpose of the SPR written report is to summarize the candidate's qualifications and to state the SPR's recommendation as to whether the candidate should be promoted and/or granted tenure.

The SPR prepares **two** versions of its report. Both versions will be added to the candidate's file. The full version of the report must provide specific information about external reviewers. The other version of the report will be shared with the candidate. For purposes of confidentiality, this version of the report must be redacted to omit all information that might reveal the identities of external reviewers.

In the event that a consensus among the SPR is not reached, individual members may prepare separate reports.

The report must be finalized by October 15 of the academic year in which the candidate's file is being considered for promotion and/or tenure. The SPR provides the candidate with a redacted version of its written report in Interfolio no later than 8 days before the general faculty review.

### **Guidelines for Recommendation**

When making its recommendation, the SPR should keep in mind [professorial rank and track stipulations from the UW Faculty Code and the college's promotion/tenure criteria](#).

### **Substance of the Report**

For candidates on tenure-track and WOT appointments, the written report must include a summation of the candidate's research/scholarly productivity, teaching effectiveness, and service activity. Each section of the report (research/scholarly productivity, teaching effectiveness, and service activity) should be clearly and separately identified. For research faculty candidates, the written report should focus on the candidate's research. For teaching faculty candidates, the written report should focus on the candidate's instructional excellence.

Effective reports include evidence that clearly demonstrates the candidate's qualifications for promotion and/or tenure and justifies the SPR's recommendation.

### **Summary of Evidence of Research/Scholarly Productivity and/or Scholarship:**

The SPR letter should state the name and institutional affiliation of each external reviewer, describe the reviewer's qualifications, and explain why the SPR chose the reviewer to evaluate the candidate's scholarship. Quotations from external letters typically provide the most compelling evidence of a candidate's scholarship, scholarly

achievements and productivity. The redacted letter that is shared with candidates must omit all information that could reveal the identities of the external reviewers.

Success in obtaining external funding and in serving as principal investigators for grants and contracts is an important source of evidence for research faculty. Grant production also is an important evidentiary source for many (but not necessarily all) tenure-track candidates. Teaching faculty may serve as principal investigators and engage in external research but are not required to do so.

SPR letters for teaching faculty may highlight and explain the candidate's samples of curriculum development, course design, policy briefs, etc. as evidence of scholarship productivity.

**Summary of Evidence of Teaching: Tenure-track, WOT, and Teaching Faculty**

Evidence of a candidate's teaching ability can include (but is not limited to) letters from peer-reviewers in the College of Education, teaching evaluations from students, work with advisees, syllabi, leadership in creating and/or sustaining new programs, success in developing attractive on-line courses, comments from student advisees, and work with the UW Center for Teaching and Learning. For the Teaching faculty ranks, evidence may be associated with professional development, curriculum/program design, mentorship, leadership within and outside the College of Education).

**Summary of Evidence of Service: All ranks**

Evidence of service can include (but is not limited to) the candidate's contributions to the College and the University. It also can include leadership in professional organizations and conferences and editorial service to professional journals. Service to the public at the local, state, national, and international levels is a compelling source of evidence for many College of Education faculty members.

**APPENDIX F: GUIDELINES FOR SUMMARIZING FACULTY DISCUSSIONS  
REGARDING PROMOTION/TENURE OF CANDIDATES**

**College of Education, University of Washington  
Notes from Faculty Meeting Regarding Promotion and/or Tenure**

Members of FDS or designees appointed by the FDS Chair will take notes summarizing the discussion of each candidate. For purposes of confidentiality, specific attributions must be omitted from the written summary.

Date of Meeting:

Candidate Name:

Name of Scribe/Note-taker:

Recommendation of the SPR:

Discussion of faculty members in attendance:

Strengths

Questions

Concerns

Counterarguments

## **APPENDIX G: GUIDELINES FOR PREPARING THE CAC REPORT**

<p style="text-align: center;"><b>College of Education Advisory Council (CAC) Report and Recommendation Regarding Promotion/Tenure</b></p>
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**Date of CAC Meeting:**

**Names of CAC Members:**

**Candidate's Name:**

**For Tenure-Track, WOT, and Research Candidates:** Brief description of candidate's research/scholarship (1-2 sentences)

**For Teaching Faculty Candidates:** Brief description of candidate's scholarship and teaching responsibilities (1-2 sentences)

### **Recommendation of the Subcommittee for Promotion and Tenure (SPR)**

**SPR's overall recommendation:** Dr. \_\_\_\_'s Subcommittee for Promotion Review "strongly and unanimously recommends that Dr. \_\_\_\_ be promoted to Associate Professor/Professor with tenure..... Associate Teaching Professor/Teaching Professor"

#### **Associate Professor or Full Professor**

Candidate's Scholarship: "Drawing on the assessments of five external reviewers, the SPR concludes that Dr. \_\_\_\_'s scholarship..."

Candidate's Teaching + Advising: "As a teacher and advisor, Dr. \_\_\_\_ has excelled..."

Candidate's Service: "Dr. \_\_\_\_ also has an outstanding record of service..."

**Associate Teaching Professor or Teaching Professor** (selected categories as appropriate to rank and position description - See Appendix F)

Candidate's Teaching + Advising: "As a teacher and advisor, Dr. \_\_\_\_ has excelled..."

Candidate's Service: "Dr. \_\_\_\_ also has an outstanding record of service..."

Candidate's Scholarship: "Drawing on the assessments of five external reviewers, the SPR concludes that Dr. \_\_\_\_'s scholarship..."

Other categories:

Assistant to Associate Teaching Professor: Extensive training, competence, and experience in their discipline

Associate Teaching Professor to Teaching Professor: Exemplary success in curriculum design and implementation, student mentoring and service, and leadership to the department, School/College, University, and the field

### **Summary of Notes from Faculty Discussion**

Date of Faculty Meeting:

Faculty Discussion of Candidate's Scholarship:

Faculty Discussion of Candidate's Teaching + Advising:

Faculty Discussion of Candidate's Service:

### **Faculty Vote**

The report of the faculty vote must include the total number of professors by rank who were eligible to vote, number of professors who voted to support promotion/tenure, number of professors who voted against promotion/tenure, number of professors who abstained, number of professors who did not vote.

Example: Among the X professors by rank who were eligible to vote, X voted Yes, X voted No, X Abstained, and X did not vote.

### **CAC Recommendation and Vote (adapted to position description and rank)**

Example: "Dr. \_\_\_\_ has demonstrated an exceptionally strong record of teaching, scholarship, and service. External letters provide irrefutable support for promotion and tenure. Dr. \_\_\_\_'s SPR unanimously endorses her promotion and tenure. Dr. \_\_\_\_ received (percentage) of positive votes from the faculty. Based on this evidence, the Council unanimously recommends that Dr. \_\_\_\_ be promoted to Associate Professor with tenure."

Example: Among the X CAC members who were eligible to vote, X voted Yes, X voted No, X Abstained, and X did not vote.

Note: Because the CAC's recommendation is independent from the faculty's recommendation and also from the Dean's recommendation, it is possible that the CAC's recommendation may differ from that of the Dean and/or the faculty. In the event that a consensus among the CAC is not reached, individual members may prepare separate reports.

## **Appendix H: Criteria for Faculty Promotion**

**All faculty at the University of Washington are expected to engage in teaching, research/scholarship and service.** Across all faculty, [community engaged scholarship](#) as described by the university is valued and may be included in one's portfolio. Criteria for community-engaged scholarship can be found at this [link](#).

The promotion process offers an opportunity for individuals to demonstrate their contributions and impact in these areas as applicable to their rank and track. The following promotion criteria/guidelines have been developed to support faculty candidates in the College of Education, and faculty serving as SPR or CAC committee members, and faculty participating in the general faculty review and evaluation of promotion/tenure files.

### **Assistant Teaching Professor to Associate Teaching Professor**

Appointment to the rank of Associate Teaching Professor requires a record of substantial success in teaching and extensive training, competence, and experience in the discipline.

Evidence of exemplary success may take many forms. Questions for candidates and their committees to consider in order to demonstrate evidence of teaching, scholarship and service excellence are provided below. It is not expected that every candidate's file will include answers to each and every question.

- What are the particular knowledge and skills you possess in content or pedagogy and how do you leverage this knowledge and skills within your special instructional role?
- How do you influence teaching and learning within and outside the COE? How do you engage with your peers to improve teaching and learning? If applicable, what conference presentations have you delivered or led? What has been the impact of your peer engagement and/or conference presentations?
- How have your teaching and/or service contributions improved the educational experiences of COE students?
- What special competencies or experiences do you bring from your discipline? This may include work that you engaged in prior to joining the university. How have you utilized these experiences to deepen exploration of content or pedagogy within a program, area or college?

### **Associate Teaching Professor to Teaching Professor**

Appointment to the rank of Teaching Professor requires a record of excellence in instruction and outstanding, mature scholarship as evidenced in such areas as exemplary success in curricular design and implementation, student mentoring, and service and leadership to the department, school/college, University, and field.

Evidence of exemplary success may take many forms. Questions for candidates and their committees to consider in order to demonstrate evidence of teaching, scholarship and service excellence are provided below. It is not expected that every candidate's file will include each and every question.

- What evidence do you have to support excellence in instruction? What honors or awards have you received from within the college, university or field?
- What has been your exemplary impact on learning through teaching and preparing College of Education undergraduate and/or graduate students?
- What successes have you achieved in curriculum design and implementation?
- What innovative and effective pedagogies do you employ in your classes? How have you shared your knowledge of teaching and learning with other members of the college, university or other colleagues?
- What additional or exemplary service have you provided to the college or university beyond COE expectations? How have you been involved in mentoring or supporting peers within the COE or outside of the COE? What have been tangible outputs or outcomes from the service you have delivered?
- What exemplary student mentoring do you provide? If you prepare candidates for special roles, what percent of graduates are serving in those roles? Where are your graduates serving? Who are your graduates serving? What evidence might you have that your graduates have a positive impact through their roles?
- If you are a program lead or director, what goals had you set for the program and how have you met or exceeded program goals? How have you influenced program design and development? How have your contributions improved program outputs or outcomes?
- What has been your impact on the field? What organizations have you participated in or led and what have been tangible outputs or outcomes from this work
- What community/district/state/national partnerships have you nurtured or led? What tangible outputs or outcomes have come from this work?
- If applicable, what research have you led or supported and how has that work been disseminated to the field? (websites, podcasts, conference papers, publications, etc.)

### **Teaching faculty scholarship**

“Scholarship is an obligation of all faculty members.”

Teaching faculty may demonstrate their scholarship in a variety of ways, including but not limited to: introduction of new knowledge or methods into course content; creation or use of innovative pedagogical methods; development of new courses, curricula, or course materials; participation in professional conferences; evidence of student performance;

receipt of grants or awards; contributions to interdisciplinary teaching; participation and leadership in professional associations; or significant outreach to professionals at other educational institutions. While they may choose to do so through publication, **such publication shall not be required.**

#### **Assistant to Associate Professor Tenure-Track and WOT**

Appointment to the rank of associate professor requires a record of substantial success in teaching and/or research. For tenured, tenure-eligible, or WOT appointments, both of these shall be required, except that in unusual cases an outstanding record in one of these activities may be considered sufficient.

Evidence of exemplary success may take many forms. Candidates and their committees can review the college's [Guidelines for Faculty Workload](#) when considering how to demonstrate evidence of teaching, research and service excellence.

#### **Associate to Full Professor Tenure-Track and WOT**

Appointment to the rank of professor requires outstanding, mature scholarship as evidenced by accomplishments in teaching, and/or accomplishments in research as evaluated in terms of national or international recognition. For tenured, tenure-eligible, or WOT appointments, both of these shall be required.

Evidence of exemplary success may take many forms. Candidates and their committees can review the college's [Guidelines for Faculty Workload](#) when considering how to demonstrate evidence of teaching, research and service excellence.

For more information on all professorial ranks, tracks, and faculty promotion:

<https://ap.washington.edu/ahr/academic-titles-ranks/professorial/>

<https://policy.uw.edu/directory/fcg/fcg-chapter-24-appointment-and-promotion-of-faculty-members/>