

GENERAL POLICIES AND PROCEDURES MANUAL FOR FACULTY APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

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I. Introduction

The purpose of this manual is to provide in one place links to UW policies and procedures for appointment, reappointment, promotion, and tenure decisions and to identify procedures specific to the School of Nursing (SoN). It reviews the responsibilities of the School Appointments, Promotion, and Tenure (APT) Committee, the departments, and the Dean. The manual is not intended to supplant any of the basic documents of the University (listed below) or any memoranda issued by the Provost.

This manual is intended to serve as a guide to common academic personnel actions taken within the School of Nursing. It does not cover every action, and it is not an official University document. University policy is the foundation for all actions. Specific questions are referred to the Office of the Provost or the Director of Academic Personnel Records.

The general guides from University of Washington policies and procedures are listed below:

- *Policy Directory*: <http://www.washington.edu/admin/rules/policies/>
 - *Faculty Code and Governance (referred to as Faculty Code; specifically Chapters 21, 23-25)*
<http://www.washington.edu/admin/rules/policies/FCG/FCGTOC.html>
 - *Administrative Policy Statements, specifically Sections 41.2, 46.2*
<http://www.washington.edu/admin/rules/policies/APS/APSTOC.html>
 - *Executive Orders, specifically #45 (Documentation of Qualifications and Recommendations for Promotion, Tenure, and Merit Increases)*
<http://www.washington.edu/admin/rules/policies/PO/EOTOC.html>
 - *Regent Policy #33 (Statement of Diversity)*
<https://www.washington.edu/admin/rules/policies/BRG/RP33.html>
- Academic Human Resources (AHR) website:
 - *Academic Personnel Titles and Ranks*
<http://ap.washington.edu/ahr/academic-titles-ranks/>
 - *Academic Human Resources Policies and Procedures*
<https://ap.washington.edu/ahr/policies/>
 - *Academic Human Resources Appointment Actions*
<https://ap.washington.edu/ahr/actions/>

Current School of Nursing policies and related documents are available on the SoN Intranet (SharePoint) website under "[Faculty Resources](#)" and include:

- *Bylaws of the School of Nursing*
- *General Policies and Procedures Manual for Faculty Appointment, Reappointment, Promotion, and Tenure (APT Manual -- this document)*
- *SoN Criteria and Exemplars for Appointment, Reappointment, Promotion, and Tenure*

II. Faculty Titles

A. Professorial titles (require APT Committee review for new appointments, some reappointments, and promotions – see "III APT Committee Actions" below)

1. Tenure track (eligible for or has tenure)
2. Without tenure by reason of funding (WOT)
3. Research
4. Teaching (only full-time)

B. Other titles (non-Professorial)

1. Acting Titles – This designation is used for two very different situations:
 - a) An acting (initial) designation may be used to establish an initial appointment during which an individual is completing the required credentials for that position. In the SoN it is expected that the acting appointee will complete the required credentials during the first year of the faculty appointment. In this situation, the APT Committee votes on the acting appointment but assumes that the faculty member will meet the qualifications and that the acting designation will be removed when the credentials are received. At that time, the Department Chair notifies the SoN Dean and forwards documentation; the Dean concurs and forwards the documentation to the president. Time served in an acting rank does not count in the timing of mandatory promotion. Removal of this acting designation requires no further action by the School APT Committee.
 - b) An acting (temporary) designation may also be used for a temporary appointment. In this case, the acting designation is significant. Removal of this acting designation and replacement with a permanent title requires the same action and documentation as a new appointment.
2. Adjunct Appointments – No APT Committee review required; SoN Dean concurs and forwards the recommendation to the Provost.
3. Administrative Appointments – No APT Committee review required, except to Professorial rank; SoN Dean concurs and forwards recommendation to Provost.
4. Affiliate Titles – No APT Committee review required for appointment; SoN Dean concurs and forwards recommendation to Provost. Affiliate faculty shall be reviewed annually by the department for possible promotion.
5. Clinical Titles -- Clinical or affiliate faculty shall be reviewed annually by the department for possible promotion. Recommendations for promotion of clinical faculty are submitted by the Department Chair directly to the Dean, without action by the SoN APT Committee.
6. Part-time Teaching Professorial track and Lecturers (No APT Committee review required; SoN Dean concurs and forwards recommendation to Provost)
7. Postdoctoral Scholar Titles
8. Visiting Titles
9. Emeritus Appointments and Re-Employed Retirees
10. Secondary Appointments (Joint Appointments) -- A primary department is designated. Candidates holding joint appointments must meet the requirements for promotion in each appointing department; promotion and tenure recommendations are reviewed in both departments and by the School APT Committee. Unless joint tenure is specifically arranged tenure relates only to the primary department. All actions relating to joint appointments are initiated in the primary department.

III. APT Committee Actions (specific to Professorial titles)

A. Initial Appointment

1. All academic personnel actions and reviews are initiated by the department or primary department. These titles need to be included on the hiring plan. Competitive recruitments that include a search committee are required for all initial appointments to the Professorial titles.
2. Departments considering new faculty appointments should be thoroughly familiar with the University affirmative action policies, as outlined in the *Faculty Code and Regent Policy 33*. Particular attention should be directed toward recruitment of diverse individuals whose academic record, including doctoral preparation, evidence diversity of educational perspectives. It is recommended that graduates of the School of Nursing establish their careers at another institution before being considered for appointment here. However, graduates of the University of Washington will be considered as part of the applicant pool for available faculty positions.
3. New appointments to part time Teaching Professorial ranks are not reviewed by APT Committee. However, if these positions are not temporary, they do require an open competitive recruitment.
4. It is recommended that offers for new faculty appointments be made before May 1 for the coming academic year. Those faculty appointed December 16 or later should have the understanding that they will continue into the next academic year unless the appointment is specified as temporary and/or contingent upon funding.

B. Renewal of Appointments (Reappointments)

Faculty ranks differ in schedules for reappointments. Mandatory 3-year reappointment review (conducted in appointment year 2) for tenure-eligible, Research, and WOT Assistant Professors are considered in department, reviewed and voted on by APT Committee. Other than the aforementioned mandatory 3-year reappointment reviews, renewals/reappointments for Research, WOT, and Teaching Professorial titles (including changes in length of these appointments) are considered in department (not by APT Committee); the Department Chair forwards a recommendation to the SoN Dean, who concurs and forwards the recommendation to the Provost.

C. Promotion and Tenure

1. Mandatory review for promotion (packet due to AHR by Dec 15th)
 - a) Applies to tenure eligible, Research, and WOT Professorial titles at the Assistant Professor rank for promotion to Associate Professor.
 - b) Approval, denial, or postponement of mandatory decision. Whether favorable, unfavorable, or deferred, a full review is conducted. All documentation is reviewed by departmental faculty and a vote is taken; letter of recommendation from the Department Chair; review by the School APT; and recommendation by the Dean. The packet of review materials is forwarded to the Dean and then to the provost.
2. Non-mandatory review for promotion after action within department (packet due to AHR by Feb 1)
 - a) Assistant Teaching Professor promotions are not mandatory but are reviewed by the APT Committee.
 - b) Assistant Professors or Research Assistant Professors may request a review for early promotion/tenure or promotion/continuation, respectively, and will be reviewed by the APT Committee.

- c) Each department will review all its Associate Professors, Research Associate Professors, and Teaching Associate Professors annually for possible promotion. Recommendations for promotion to Professor, Research Professor, or Teaching Professor will be reviewed by the APT Committee (Full Professor members) in December.

D. Changes in Status

1. From acting designation to Professorial titles
 - a) Acting (initial): Removal of an initial appointment during which an individual is completing the required credentials requires no further action by APT Committee.
 - b) Acting (temporary): An appointment made for a limited time. Replacement of this designation with a permanent Professorial title requires the same action and documentation as a new appointment.
2. From full-time to part-time Professorial titles
 - a) A change in status from full-time to part-time may affect an individual's title, voting status, or count toward mandatory review for promotion/tenure. It is the responsibility of the Department Chair to advise the faculty member of any such implications. Academic Personnel should be consulted if change from full-time to part-time affects tenure status.
 - b) If a change to part-time decreases the FTE specified for that period in appointment letters written to the candidate either by the President or the Dean, the change must be initiated through a written request from the faculty member to the Department Chair.
 - c) A tenured faculty member who drops to part-time has tenure in that status only if the president specifically waives the requirement for full-time service.
3. From non-tenure-eligible Professorial title to tenure-eligible Professorial title:
This action requires a competitive recruitment and a review and vote in department. No APT Committee review is required. The department makes a recommendation to the Dean.
4. From non-Professorial title to Professorial title:
This action is treated like a new appointment and requires a competitive recruitment.
5. From Professorial title to non-Professorial title:
The Department Chair may recommend this change in status after departmental review, and at the written request of the faculty member through email and /or a letter. The vote occurs within the department. The concurrence of the Department Chair is sent to the Dean, who forwards the recommendation to the Provost. It is not reviewed by the School APT Committee.
6. From Professorial title to emeritus:
Emeritus appointment is requested following a vote by the department faculty and requires approval of the Dean and the President. The Emeritus appointment is continuous. It is not reviewed by the School APT Committee.
7. Change of primary department within the school with lateral change in title.
8. If tenure eligibility does not change, a lateral change of title (same rank) does not need School APT review. Instead, a letter from the previous Department Chair, the vote of the new department faculty, the recommendation of the new Department Chair, and the concurrence of the Dean are required by the school and the University. The new department may require additional documentation.

IV. Academic Appointment Calendar

Relevant timelines for faculty actions are documented on the Academic Human Resources (AHR) website. Dates of particular interest for APT actions:

- A. Academic year begins July 1.
- B. Start of nine-month faculty appointments September 16 (e.g., new appointments, promotional increases, and title changes effective for nine-month faculty)
- C. Mandatory promotions due to AHR December 15
- D. Non-mandatory promotions due to AHR February 1
- E. AHR actions on faculty reappointment for annual and term appointments during Spring term
- F. Assistant Professor Second Year Reappointment recommendations due to AHR April-June
- G. Academic year ends June 20
- H. Instructional year for nine-month appointments ends June 15.
- I. Regents usually meet third Thursday of each month.

V. Responsibilities for Review

A. General policies

1. All policies, practices, and timelines must be followed as outlined in the *Faculty Code*, pertinent memos from the Provost, and AHR website.
2. In order to produce a favorable recommendation, a majority of eligible voters must vote affirmatively regarding faculty actions at the departmental level. At the SoN APT Committee level, a majority of eligible voters attending the meeting must vote affirmatively.
3. Except for administrative appointments, all appointment, reappointment, promotion, and tenure actions are initiated at the department level. Recruitment of new faculty is primarily the responsibility of the department; however, all faculty in the school are expected to assist in the effort.
4. Administrative appointments
 - a) When a search committee has chosen a candidate for administrative appointment, the department faculty then makes a review for appointment to faculty rank.
 - b) The faculty consider only the applicant's qualifications as a member of the faculty and not for the administrative or special assignment when reviewing a candidate for such a post.
5. The APT Committee serves as an advisory body to the Dean, who approves or disapproves appointment decisions in the relevant ranks. Any departmental APT committees serve the same advisory function to their Department Chair.

B. The department

1. Initial appointment
 - a) Faculty within each department participate in the review process. All new appointments are considered by all voting members of the department, regardless of rank.
 - b) The Department Chair shall submit all available information concerning the candidate to the voting members of the department faculty.
 - c) The recommendation of the Department Chair is addressed to the Dean. The Chair's recommendations and all materials are sent to the Dean for all Professorial appointments, whether full- or part-time, eligible for tenure, or salaried or not.

2. Reappointment, promotion, and tenure
 - a) Relevant faculty appointment actions (i.e., reappointment, promotion, and tenure) are reviewed annually by voting departmental faculty of superior rank (except in the case of renewal of Research Professors when faculty of equal rank are eligible to review). Faculty should prepare yearly activity reports in writing as a source of information for consideration of promotion, tenure, or merit salary.
 - b) Mandatory review for renewal of Teaching Professorial titles needs to occur 6 months before the expiration date of the existing appointment and voted on by the department faculty in hiring ranks. This does not need APT review.
 - c) “Voting Guidelines” for faculty can be found on the AHR Policies website. They include a Promotion and Tenure Voting Matrix, as well as a Merit Voting Matrix.
 - d) Notification of candidates for promotion and tenure
 - Consistent with the *Faculty Code*, the Departmental Chair apprises the candidate of the departmental recommendation (approval or denial on the promotion; if denial and there is a motion for postponement, then approval or denial of postponement of mandatory decision) and provides a written Discussion Summary of the faculty discussion.
 - The departmental faculty vote shall be shared by the Department Chair with the candidate at the candidate’s prerogative.
 - The candidate has 7 calendar days to respond to the Discussion Summary, including any revisions/updates to materials recommended in that Summary. The candidate shall identify revisions/updates to the materials in the Discussion Summary response.
 - e) The Chair’s full summary letter to the Dean, which will be sent to the APT Committee, may constitute the Discussion Summary for the candidate. The Chair will address all recommendations regarding appointment matters to the Dean.

C. APT Committee

1. Reviews the following candidate actions for Professorial titles, based on documentation received from departments (i.e., recommendation of the Department Chair, Discussion Summary and candidate’s response, and all candidate materials)
 - a) Initial appointment for all professorial titles (except part-time Teaching Professorial titles) and joint Professorial appointments
 - b) Mandatory reappointment to 2nd 3-year term for tenure-eligible, WOT, and Research Assistant Professors (no mandatory reappointment for Teaching Professorial titles)
 - c) Mandatory review for promotion (and tenure, if applicable) of tenure eligible, WOT, and Research Assistant Professors (no mandatory promotion for Teaching Professorial titles)
 - d) Non-mandatory review for promotion of any Professorial title or rank
2. Membership
 - a) Specified in the *SoN Bylaws*, Article III, Section 4
 - b) APT members should avoid writing letters of review, support, or reference for candidates. If a member chooses to write such a letter, this presents a conflict of interest, and the member should seek a faculty replacement (e.g., alternate) on the APT Committee for that candidate’s review.
3. APT Chair
 - a) Specified in the *SoN Bylaws*, Article III, Section 4.

- b) The APT Chair is a non-voting member of the APT Committee with regard to faculty candidate actions. The Chair does not vote on other APT determinations except in the case of a tie vote.
4. Procedures
 - a) Materials for each candidate are made available to all APT Committee members two weeks in advance of a meeting.
 - b) The APT Chair assigns two members to review each candidate, one from a department other than the candidate's (First Reviewer) who advances the recommendation, and the other from the candidate's department (Second Reviewer). Template review letters are included in Addendum D.
 - c) Reviews are made available to APT members in advance of the meeting.
 - d) The reviews and further comments are discussed in the meeting.
 5. APT Committee Voting and Quorum
 - a) Six members constitute a quorum, with three representatives attending from each department. Although all six members participate in the APT Committee review, the vote on each APT action regarding candidate faculty will involve only three votes from APT Committee members who are not within the candidate's department. APT Committee members who are from the candidate's department are required to vote on the candidate action in department, so they are not eligible to vote a second time. To ensure consistency of processes for all faculty, APT Committee members with an excused absence from their department vote shall not vote on their department's candidates at the APT Committee meeting.
 - b) In the absence of a regular member, the departmental alternate shall attend the APT Committee meeting and vote.
 - c) Voting in the meeting is by secret ballot.
 6. Minutes
 - a) The APT Committee shall keep minutes of policy decisions and recommendations (candidate and designated reviewer names shall not be recorded in the minutes).
 - b) Electronic minutes are made available to APT Committee members, as well as to the Dean, Associate Deans, Department Chairs upon request.
 7. Notification of promotion and tenure candidates, Department Chair, and Dean
 - a) Dean. As soon as possible following the meeting, the APT Chair shall email a brief, confidential report of the Committee's recommendation, along with the vote to the Dean (or designated Associate Dean, if the Dean is not available). Within a reasonable length of time, the APT Chair writes the Dean a full report, with a copy to the Department Chair involved. The APT Chair summarizes the APT Committee review and recommendation, including, insofar as possible, an explanation of negative votes. Within a reasonable length of time, the Dean informs the candidate of the recommendation that will be made to the president and of any further action needed.
 - b) Department Chair. As soon as possible following the meeting, the APT Chair shall email a brief, confidential report of the Committee's recommendation, along with the vote to the Department Chair. The Department Chair will notify the candidate of the recommendation.
 - c) Candidate. The APT Committee decision may be shared by the Department Chair with the candidate at the candidate's prerogative. NOTE: The Provost notifies the Dean of the promotion or tenure decision. The Dean may then inform the Department Chair who may communicate the recommendation to the candidate.

ADDENDA

Addendum A. Documentation for Appointments and Promotions

Addendum B. Curriculum Vitae Format Guidelines and Template

Addendum C. Guidelines for Candidate's Self-Assessment Statement

Addendum D. Guidelines for the Role of APT Reviewers

NOTE: Faculty approved in April 2012 authorization of APT Committee to establish norms for format and content of APT materials and empowerment of APT Committee to modify without faculty vote the Addenda to the SoN APT procedures. Consistent with SoN Bylaws, changes to criteria for appointment, promotion, and tenure shall be referred to faculty for approval through the Faculty Council.

ADDENDUM A. DOCUMENTATION FOR APPOINTMENTS AND PROMOTIONS

In addition to University forms for payroll, affirmative action, and biography, each packet to be sent to Academic Personnel for an appointment, reappointment, or promotion will include the following elements:

1. THE DEPARTMENT CHAIR'S LETTER OF RECOMMENDATION
2. LETTERS OF REVIEW/EVALUATION
3. CURRICULUM VITAE

If the appointment action requires review by the School of Nursing APT Committee, additional materials are needed if they are relevant to the recommendation, including:

4. TEACHING EVALUATIONS (for all courses evaluated)
5. PUBLICATIONS (not required for Teaching Professorial titles)
6. CANDIDATE'S SELF ASSESSMENT STATEMENT (including a section on Diversity, Equity, and Inclusion).
7. SUPPLEMENTAL MATERIALS (at the candidate's discretion)

The seven elements listed above are described below. The letter of recommendation, which the dean submits to the president, is based on these materials.

1. THE DEPARTMENT CHAIR'S LETTER OF RECOMMENDATION

The letter of recommendation from the Department Chair is the basic document in processing an action relating to appointment. The APT Committee examines this letter and other supporting materials in light of the *Criteria and Exemplars for Appointment, Reappointment, Promotion, and Tenure in the School of Nursing* (see Guideline for the Role of APT Reviewers, Addendum D). The Dean's letter to the provost is based on the Department Chair's letter, and it weighs heavily in the provost's consideration.

There are four main types of letters: a) initial appointments; b) mandatory review for reappointment to second three-year term at the Assistant Professor rank; c) promotion and tenure; and d) Discussion Summary.

Please note that letters recommending appointment of non-Professorial faculty titles at any rank may be brief and address only the particular service that is expected (e.g., letters recommending Research Professorial appointments may emphasize only research criteria; letters recommending Teaching Professorial appointments may emphasize teaching criteria, unless other factors apply.)

- a. **Initial Appointments:** The Department Chair's letter of recommendation for an initial appointment to Professorial faculty titles should include:
 - 1) The recommendation of the Department Chair
 - 2) Information about the position:
 - a) Title
 - b) Part-time or full-time (state temporary if renewal is not expected)
 - c) With tenure or without tenure (note that no designation concerning tenure is needed for an Assistant Professor in a state-budgeted position, which carries with it eligibility for tenure)

- d) If acting (initial), the date on which that title is expected to be removed (e.g., "The doctorate is expected to be awarded in September 1996.")
- 3) Description of the teaching, research, and service responsibilities for the position. This description will be incorporated into a letter offering the position to the candidate: "Your specific duties will be...."
- 4) A description of the candidate's education and professional experience and an assessment of how these experiences would contribute to the qualifications needed for the position.
- 5) The Chair's assessment of the quality and extent of the candidate's contributions or potential for contributions to teaching, research, service, and administrative programs of the school, with a clear indication of the evidence on which this assessment is based. The Chair's letter summarizes the letters of evaluation or review and supplements them as necessary to demonstrate competence in the following areas:
 - a) **Scholarship/Research.** Summarize and highlight the significance of the candidate's focused area of scholarship and contributions to the advancement of the discipline. Characterize publications, presentations, influence in the field, and any research funding support that has been developed.
 - b) **Teaching.** If teaching is part of the candidate's experience, summarize data from teaching evaluations and peer evaluations covering a full range of the candidate's teaching performance. Highlight the significance of contributions to teaching programs. Refer to both student and peer evaluations. Include information on curriculum development and use of research in teaching.
 - c) **Service.** Describe service in academia, the community, and the discipline. Note any policy formation or administrative positions held by the candidate.
 - d) **Clinical.** As appropriate to the type of appointment, describe significant areas in which the candidate has demonstrated clinical competence and has utilized that experience in ways that may support the school's programs.
 - e) **Diversity, Equity, and Inclusion.** Describe the candidate's contribution to diversity, equity, and inclusion related to focal areas of their appointment title.
- 6) An assessment of the candidate's prospective contributions to the present and projected curricular and research programs of the department and the school.
- 7) A description of the search, including the specifications for the position, the breadth and depth of the search, the manner of selection of outside evaluators, and the number of candidates who had appropriate qualifications.
- 8) Using the following format, give a tally of the department vote (the Chair's recommendation is not included in this tally, but is reflected in the recommendation which opens the letter):
 - Total eligible to vote
 - Total affirmative
 - Total negative
 - Total abstentions
 - Total unavailable for the vote

- b. **Mandatory review for reappointment to second three-year term (conducted in year 2) at Assistant Professor rank:** This review of tenure eligible, WOT, and Research Assistant Professors need not be extensive. The Department Chair should briefly review the following factors: teaching, research, clinical, and service contributions made since the initial appointment, including work on department, school, and University committees.

- c. **Promotion and Tenure:** Letters concerning recommendation for, recommendation against, or postponement of mandatory review for promotion and/or tenure of faculty with Professorial titles are examined in greater detail and need fuller analysis than other appointments. These letters should include the following information, in addition to all the above factors:
- 1) A clear statement about the department's criteria for promotion and/or tenure.
 - 2) A detailed summary statement about teaching, which refers to a packet of accumulated raw data of student and peer evaluations covering the full range of the candidate's teaching performance over time (annual student and peer evaluations). Department faculty should review the candidate's list of courses taught and the student ratings for each course which was evaluated.
 - 3) A list of the external and internal letters of review/evaluation requested for this candidate (see #2 below).
 - 4) The nature and content of departmental faculty discussion. Insofar as possible, the Department Chair should explain the basis of negative votes. The Chair should offer an independent assessment of the candidate and the role that the candidate is expected to play in the present and future development of the department.
 - 5) The nature of discussion at annual meetings with the candidate to compare periodic advice with the candidate's progress toward tenure.
- d. **Candidate Discussion Summary:** After the departmental discussion and vote are completed, the Department Chair according to the Faculty Code is required to prepare a written summary of the discussion and faculty recommendation and present it to the candidate. The Chair's letter of recommendation to the Dean may be used for this purpose. At the prerogative of the candidate, the Department Chair may share the departmental vote count with the candidate. The candidate may choose to respond to the written report within a seven (7) calendar day period. See also "Candidate Discussion Summary Response" below.

2. **LETTERS OF REVIEW/EVALUATION**

A review/evaluation letter is an evaluation of a faculty member's work, judged in relation to the School of Nursing criteria for promotion and tenure, with a primary focus on scholarship and research (for tenure-track, WOT, or Research Professorial titles) or teaching and scholarship (for Teaching Professorial titles). Requests for review letters are sent from the Department Chair. A review letter is not a letter of support. Reviews must be requested from scholars external or internal to the University of Washington depending on whether the action is a new appointment or promotion. Requests for review letters should be consistent, neutral (at "arms-length"), and descriptive of the criteria that the reviewers are expected to address. A copy of the solicitation letter for reviews should be included with the request for promotion and tenure. Note that the University can no longer assure any reviewers that their analyses can be kept confidential. All letters should be no more than 12 months old. [Note: A letter of reference/support is a letter of advocacy and/or support and is requested *by the candidate* in support of any aspect of work the candidate sees fit. These letters are provided by the candidate under 'supplemental documentation.']

- a. **New appointments at the rank of Assistant Professor:** A minimum of three letters of review/evaluation are required. Three to five of these letters are requested by the Department Chair and may be requested from individuals suggested by the candidate. Letters may include any mix of reviewers internal or external to the candidate's home institution.

- b. Mandatory review for reappointment to second three-year term (conducted in year 2) at Assistant Professor rank:** At least *one* letter of review/evaluation is required. The letter should be requested by the Department Chair. The reviewer shall be chosen by the candidate and may be from individuals internal or external to the candidate's home department.
- c. New appointments to the rank of Associate or Full Professor:** A minimum of three letters of review/evaluation are required. Only Associate or Full Professors may review appointment to Associate Professor; only Full Professors shall review appointment to Full Professor.
- 1) Three letters of review/evaluation should be provided by individuals external to the candidate's home department, school, and agency. External reviewers shall not be present or past colleagues, past mentors, collaborators, or close friends or relatives (e.g., must be "arm's length"). Reviews for new appointment to Associate or Full Professor shall be from comparable universities best able to assess the candidate's scholarly work. One of these reviewers shall be chosen by the candidate; the other two reviewers shall be chosen by the departmental voting faculty from a list compiled by the candidate, Department Chair, and senior faculty. The candidate will be allowed to identify external reviewers who might present a conflict of interest to avoid major conflicts with the departmental choices.
 - 2) The Department Chair shall request all letters of review. The Chair shall document the manner of selecting reviewers and submit a copy of the solicitation letter, which should be in a neutral format, not requesting support. This letter shall be consistent across departments. All reviewers should be provided with the candidate's vitae, any significant publications, the candidate's self-assessment statement and the SoN's Criteria and Exemplars for Appointment, Promotion and Tenure.
 - 3) The originals of all letters of review/evaluation received shall be submitted.
- d. Promotions to the rank of Associate or Full Professor:** A minimum of three letters of review/evaluation are required. Only Associate or Full Professors may review promotions to Associate Professor; only Full Professors shall review promotions to Full Professor.
- 1) One internal letter of review/evaluation should be provided by an individual who is a SoN or UW faculty member. This individual shall be chosen by the candidate.
 - 2) A minimum of two letters of review/evaluation should be provided by individuals external to the candidate's home department, school, and agency. These reviewers must be tenured Professors at the rank or above the candidate at comparable universities best able to assess the candidate's scholarly work and at "arm's length" to the candidate. One of these reviewers shall be chosen by the candidate; the other reviewer/s shall be chosen by the departmental voting faculty from a list compiled by the candidate, Department Chair, and senior faculty. The candidate will be allowed to identify external reviewers who might present a conflict of interest to avoid major conflicts with the departmental choices.
 - 3) The Department Chair shall request all letters of review/evaluation. The Chair shall document the manner of selecting reviewers and submit a copy of the solicitation letter, which should be in a neutral format, not requesting support. This letter shall be consistent across departments. All reviewers should be provided with the candidate's vitae, any significant publications, the candidate's self-assessment statement and the SoN Criteria and Exemplars for Appointment, Promotion and Tenure.
 - 4) The originals of all letters of review/evaluation received shall be submitted.

3. CURRICULUM VITAE (CV)

See Addendum B. Materials submitted to SoN APT should follow CV formatting guidelines.

4. TEACHING EVALUATIONS

The requirement for teaching evaluations is clarified in the *Faculty Code*. SoN faculty SoN Faculty should have student evaluations for ALL courses taught. Both the student evaluations and peer evaluations should be included to demonstrate the candidate's full range of teaching experience. At least one peer evaluation should be included per year. Candidates for promotion should include a Teaching Chronicle (summary/overview of teaching; does not substitute for course evaluations themselves – see Addendum B – Curriculum Vitae Format Guidelines and Template))

The raw data on which the Chair's summary is based should be available to the department faculty, Chair, and Dean, but need not be forwarded to the Provost. Copies of all Peer Evaluations of Teaching reports should be included for forwarding to the Provost.

5. PUBLICATIONS

Candidate should provide one copy of three to five relevant publications (may be in-press).

6. CANDIDATE'S SELF ASSESSMENT STATEMENT

The candidate for appointment, re-appointment, promotion and/or tenure should submit a statement to highlight qualifications for the proposed action. The statement shall include narrative text covering Scholarship/Research, Teaching (depending on Professorial title), and Service; as well as Diversity, Equity, and Inclusion; Articulation with University and School Missions; and Goals. See Addendum C for more specific guidelines.

7. SUPPLEMENTAL DOCUMENTATION FOR APPOINTMENT

The candidate may place in the promotion package supporting data or additional materials deemed appropriate, if they are substantive and will be helpful in evaluating a candidate's record. Supplemental documentation may include curricular products and letters of reference/support. A letter of reference/support is different from a letter of review/evaluation. It is a letter of advocacy and/or support and is requested by the candidate in support of any aspect of work the candidate sees fit. The candidate should describe the relevance of any included supplemental documentation in the Self-assessment Statement (see Addendum C).

8. CANDIDATE SUMMARY/DISCUSSION RESPONSE

Any response, in writing, that the candidate makes (within 7 days) after receipt of the departmental faculty Discussion Summary from the Department Chair should be included (see "Candidate Response" this response is optional). It should include information about any revisions/updates to candidate materials, based on the Discussion Summary.

ADDENDUM B. CURRICULUM VITAE FORMAT GUIDELINES AND TEMPLATE

CV Preparation Guidelines

General Considerations

- Note that the template is for a Curriculum Vitae (do not title as a “CV” or “Vita”)
- Include page numbers and date CV was updated in footnote of each page
- All work should be listed in reverse chronological order (i.e., most recent work listed first)
- Include inclusive dates in the left-hand column for entries
- Spell out abbreviations (at least the first time they are identified)
- Spell check!
- Name should include any former name used
- Contact information: Include professional and personal phone and email
- Accomplishments and work listed should provide sufficient information to allow verification, as much as possible
- Avoid citing the same accomplishment/work in multiple sections

EDUCATION

- Include programs where degrees/academic certificates were awarded, or postgraduate/fellowship appointments
- Do not include attendance at conferences or continuing education offerings
- Include institution, city and state, degree, and area of study

PROFESSIONAL EXPERIENCE

- Include relevant paid employment, including academic positions (e.g., faculty appointments, TA/RA work) and/or administrative and clinical positions (e.g., military service, nursing administration, staff nursing)
- This is not a resume so you should not include employment goals or lists of tasks/activities in specific positions, other the position/job title. Do not include names of supervisors.

AWARDS, SCHOLARSHIPS, HONORS

- Include date (e.g., induction date), name of award, what organization/group awarded
- Include Visiting Faculty Appointments [If any]

RESEARCH EXPERIENCE AND RESEARCH FUNDING

- Include masters, dissertation research
- Include research grants on which you serve as key personnel
- Include inclusive dates of funding, your role, Project title (PI of project, if not you), funding source if applicable and grant number, annual direct cost (for grant, not for your work only)
- Do not include FTE
- *Pending Grants* are those that are under review (or awaiting decision). Do not include grants that were not funded.
- Do not include training/education, clinical program grants here (see below)

TRAINING OR PRACTICE PROGRAM GRANTS

- Include training or practice program grants on which you serve as key personnel (e.g., HRSA) or mentor (e.g., student's F31)
- Include inclusive dates of funding, your role, Project title (PI or project director of project if not you), funding source if applicable and grant number, annual direct cost (for grant, not for your work only)
- Do not include FTE
- *Pending Grants* are those that are under review (or awaiting decision). Do not include grants that were not funded

CONSULTATION EXPERIENCE

- Include "consultation" with academic agencies, community agencies (however, see Professional Activities further down), special review committees (however, see Research Reviews further down), expert witness, research/training grant consultation
- These should be verifiable appointed and/or paid consultant positions.

PUBLICATIONS

- Follow the subheadings for where *Refereed Journal Articles*, *Data-based* should be listed. Note that data-based papers include original research (involving primary data collection) and/or secondary analyses.
- Number articles separately under the appropriate subheadings and do not consolidate subheadings
- List all authors. Include an asterisk (*) by each student author for whom you provided substantive guidance on the publication.
- Include work that has been published or accepted for publication (in press)
- DO NOT include work that is submitted/under review or in preparation (these can be described in your self-assessment statement, as appropriate)
- Do not include books in preparation or under contract
- Use consistent formatting (either APA or AMA).
- Bold your name.
- Include DOI and PMID references if available
- Avoid journal impact factors (these change each year and a "low-impact" journals may be very appropriate for papers written for a key audience). Impact factors, article citations, H- or I-index values can be addressed in your self-assessment statement, as appropriate.
- You can note (at the end of the reference) any awards received specific to that publication (e.g., "article of the year")

PRESENTATIONS

- List professional presentations here (presentations at continuing education offerings, in-service, and community/lay presentations, as well as guest lectures are listed elsewhere)
- Bold your name and indicate if the presentation was at an international conference (even if it was held in the United States)
- List all authors. Include an asterisk (*) by each student author for whom you provided substantive guidance on the publication.
- Include the year, conference/setting, type of presentation (e.g., keynote, plenary, podium, panel poster), and city and state. Indicate if accepted (but not yet presented)
- Do not include *attendance* at conferences or continuing education offerings

MEDIA AND/OR PRESS

- Include articles/interviews in the public media or press that identify your work or to which you have responded.
- This section helps to identify the impact of your work.

SERVICE, PROFESSIONAL AND COMMUNITY

- For *Memberships*, include professional organizational special interest groups, chapters (e.g., of national organizations), standing committees to which you belong (or belonged)
- For *Professional Activities*, include task forces, advisory boards, elected offices, and commissions for agencies, organizations, or other institutions. May also include roles taken on for organizations or at professional meetings (e.g., session moderator, award reviewer, poster judge, roundtable facilitator)
- For *Reviewer Activities*, include specific review group (e.g., do not just indicate “NIH review”)
- For *Other Research Reviews*, you may include research abstract review activities
- For *Academic Reviews*, include only institution. Do not include dates or name of candidate (would be too identifiable)

SERVICE, ADMINISTRATIVE AND ACADEMIC

- Include UW committee/task force name., role (chairperson, member), dates of service
- Indicate if you are an elected department representative to a SoN or UW group

GRADUATE AND UNDERGRADUATE RESEARCH ADVISEMENT

- For Postdoctoral Mentorship, include dates, postdoc name, title of project, and funding source (number)
- For PhD Committees, include dates (degree awarded or in progress), student’s name. If you were chair, include title of project *any* funding awards received by student under your advisement as chair (e.g., NRSA, Sigma Theta Tau) and any other awards received by student under your advisement as chair
- For DNP Committees, if you were DNP Chair as a course assignment or as a member (2015 and later), just list the course and number of students. If you chaired or served as a member before 2015, follow guidance for PhD Committee above.
- For Master’s Thesis/Special Project Committees, follow guidance for PhD Committee above (indicate if special project or thesis)
- If advisement was not for a SoN student, include name of UW department or other institution (and city, state/country)
- For BSN Honors Student, include dates (degree awarded or in progress), student’s name, title of project

ACADEMIC TEACHING

- For *Courses Taught*, List all course assignments, include course number, title of course, and your role (e.g., coordinator, developer, instructor, co-instructor). Include institution in heading (or subheading, if you have taught courses at more than one institution) Append your Teaching Chronicle for promotion actions (see example).
- For *Guest Lectures*, include title of your lecture, course number (indicate if graduate or undergraduate), title of course, institution, quarter, and year.

CV Template:

CURRICULUM VITAE

Name, Credentials

DATE:

WORK ADDRESS:

HOME ADDRESS:

TELEPHONE:

EMAIL:

BIRTHPLACE (*optional*):

VISA TYPE OR PERMANENT RESIDENT (*optional, if not a US Citizen*):

EDUCATION:

CERTIFICATION AND LICENSURE

PROFESSIONAL EXPERIENCE

Academic Positions

Administrative and Clinical Positions

AWARDS, SCHOLARSHIPS, HONORS

RESEARCH EXPERIENCE

Current

Previous

Pending

TRAINING OR PRACTICE PROGRAM GRANTS

Current

Previous

Pending

OTHER FUNDING

CONSULTATION EXPERIENCE

PUBLICATIONS (**student/mentee*)
Refereed Journal Articles, Data-based

Refereed Journal Articles, Other

Invited Journal Articles

Journal Articles, Non-Refereed

Invited Papers

Books, Monographs

Book Chapters

Published Abstracts (limited to those not published as an article)

Newsletters

Book Reviews

Editorials and Commentaries

Audiovisuals Distributed for Public Use

Other Materials for Public Scholarship (e.g., blogs, apps, websites, public datasets)

PATENTS AWARDED AND COPYRIGHTS

PRESENTATIONS (**student/mentee; #international presentation*)
Peer-Reviewed Presentations

Invited Presentations

Panel Presentations

MEDIA AND/OR PRESS

SERVICE, PROFESSIONAL AND COMMUNITY
Memberships

Professional Activities

NIH Study Section Reviewer

Other Research Reviews

Editorial Boards/Reviewer

Academic Reviews

Continuing Education Planning

Continuing Education Presentations

Clinical In-Service Presentations

Other Invited Community Presentations

SERVICE, ADMINISTRATIVE AND ACADEMIC
Department of [name dept]

School of Nursing

University of Washington

GRADUATE AND UNDERGRADUATE RESEARCH ADVISEMENT
Postdoctoral/Visiting Scholar Mentorship

Chairperson, Ph.D. Committee:

Ph.D. Committee Member:

Chairperson, DNP Committee

DNP Committee Member

Chairperson Master's Thesis/Special Project Committee:

Thesis/Special Project Committee Member:

BSN Honors Student Advisor

ACADEMIC TEACHING

Courses Taught

Invited Guest Lectures

Teaching Chronicle Example for Promotion Actions

TEACHING CHRONICLE FOR [NAME]

Quarter Taught	Course Prefix/ Number	Course Name	Course Type	# of Students	%/Resposn for Instruction	Adjusted Combined Median	CEI	% Student Responses	Comments
Fall 2020	NMETH 801	DNP Final Project	Grad/DNP; Required	19 students in section; 115 in class	Faculty Coordinator for 6 sections and 100% for 1 section	4.9	5.9	84% (very high)	ONLINE due to COVID
Fall 2022	NMETH 801	DNP Final Project	Grad/DNP; required	21 students in section; 115 in class	Faculty Coordinator for 6 sections and 100% for 1 section	4.8	5.8	70%	In Person
Fall 2021	NMETH 588	Mixed Methods Research for the Health Sciences	Grad/PhD; Elective	16	100%	4.7	5.2	62.5% (high)	Developed and implemented course; drew students from across HS
Fall 2021	NSG 553	Found of Health Systems and Health Econ	Grad/DNP; Required	112	50%	4.4	4.0	45% (moderate)	

Adjusted Combined Median possible score 0-5; 0-very poor, 1-poor, 2-fair, 3-good, 4-very good, 5-excellent
 CEI=Challenge and Engagement Index 1= lowest; 7= highest

ADDENDUM C. GUIDELINES FOR CANDIDATE'S SELF-ASSESSMENT STATEMENT

The self-assessment statement provides candidates with an opportunity to reflect on and describe succinctly the essence of their career in terms of contributions, trajectory, and future direction related to engaging in science, education, and/or practice that advances the impact of nursing on the health and wellbeing of individuals, families, and/or populations. The statement is not a restatement of the contents of the CV; it should provide reviewers with a synthesis of the candidate's career development, blending critical aspects of scholarship and research; teaching; service; and diversity, equity, and inclusion into a narrative that lays a foundation for the candidate's response to the items that follow, as appropriate to the Professorial title and rank. It should also describe the relevance of Supplementary Materials included in the candidate's portfolio (see Addendum A, #7). Brevity and clarity should be the goal for this statement, which should be single-spaced (12-point font; 1-inch margins) and not exceed 3 pages for Research/Teaching track faculty or 5-6 pages for Tenure Track/WOT faculty.

1. **SCHOLARSHIP/RESEARCH:** Provide a synthesis of your scholarly work (research and/or teaching) at this moment in time. Trace the development of this work throughout your professional career and indicate how your scholarly work has contributed to the advancement of nursing science. Address both the theoretical and clinical significance of your scholarly work and how these fit with national research priorities. How has your work addressed gaps in knowledge or instigated new approaches to knowledge generation and dissemination? Why are these contributions important? Discuss early foundational work and later developmental milestones. For reappointment and promotion and tenure reviews, please focus on the time since appointment. Illustrate your main points with reference to (i.e., cite) grants, papers, presentations, and curricular products, as appropriate to your Professorial title. If you are a member of a "research team," explain your role(s) on the team. Reflect on the types of scholarship in which you have engaged and the professional relationships that supported your scholarly trajectory. Discuss how you will proceed with your scholarly agenda in the coming year or two, noting linkages with your past work. Describe what you think will be your long-term agenda and its significance to nursing practice and/or knowledge development in nursing science.
2. **TEACHING** (depending on Professorial title): Identify your contributions to higher education, with emphasis on your past, present, and planned future teaching activities in the School of Nursing (SoN). Trace your "teaching history" at the University of Washington (or contributions at other universities or other evidence of your ability to convey knowledge to others). How have your teaching and/or mentorship activities and scholarship/research influenced each other? Give an example. Reflect on your teaching philosophy, approach to teaching and your growth as a teacher. How has your development as a teacher shaped and been shaped by changes in higher education? Health care? Discuss your teaching effectiveness and cite relevant evidence. What do you view as a meaningful contribution that you have made to education and discuss your potential for continued, sustained contributions in higher education? How have your contributions improved program outputs or outcomes (at local, regional, national, or global levels)? What exemplary student mentoring do you provide? If you prepare candidates for specific roles, what percent of graduates are you serving in those roles? Where and who are your graduates serving? What evidence might you have that your graduates have a positive impact through their roles? [Append your Teaching Chronicle to this Self-Assessment Statement.]
3. **SERVICE:** Describe your service to the University of Washington (UW), the SoN, your Department, and the discipline of nursing. Include mentorship of earlier stage faculty. How has participation in service activities to the university/school/department and/or the larger community fostered your development as a scholar? What are your significant contributions to the

university/school/ department and/or the larger community? Cite examples/evidence that substantiate the contributions made by such service to the UW, SoN, your Department, and the discipline at the local, regional, national, and international levels. Discuss your potential for continued, sustained contributions in the area of service to the UW, SoN, Department, and discipline.

4. **DIVERSITY, EQUITY, AND INCLUSION (DEI):** Include a specific section on past and planned contributions to diversity, equity, and inclusion. This section should address the aspects of your appointment (scholarship, teaching, and service). Consider DEI-posted guidance for SoN and UW.
5. **ARTICULATION WITH UNIVERSITY AND SCHOOL MISSIONS:** How does your work articulate with the mission of the UW, including the mission of the SoN and your department? What special competencies or experiences do you bring to the SoN? This may include work that you engaged in prior to joining the university. How have you utilized these experiences to deepen exploration of scholarship, research, content, and pedagogy within the SoN?
6. **GOALS:** Describe at least two goals for your future professional development. How have these emerged from prior professional endeavors? Identify specific strategies for addressing these goals.

ADDENDUM D. GUIDELINES FOR ROLE OF APT REVIEWERS

These guidelines are designed to enhance the APT Committee review process by facilitating the objective, exhaustive, and accurate review of candidates' materials without needless duplication of effort. They are designed to suggest and clarify desirable emphases for each reviewer. However, each reviewer is expected to be aware of, and prepared to comment upon all aspects of the candidate's credentials. First and Second Review Templates are available upon request.

First Review (reviewer outside candidate's department):

The first reviewer, a member of another department than that of the candidate, examines the candidate's CV, self-assessment statement, data-based publications (depending on Professorial title) and other examples of scholarship (e.g., critical reviews, concept analysis, methods papers, curricular products), as well as the external/internal letters of review and the Department Chair's letter. The first reviewer focuses on the candidate's scholarship and letters of review and recommendation. In recommending the specific focus for each APT reviewer as it relates to a given faculty file, it is not always clear which reviewer can best respond to specific questions. The first reviewer should identify whatever evaluative statements are deemed appropriate during the course of a review, provides a critical analysis of scholarship (research and/or teaching, depending on Professorial title) which includes:

1. Materials that were consulted in the review
2. Scholarship (teaching and/or research scholarship, depending on Professorial title)
3. Dissemination of scholarship
4. Congruence across candidate's scholarship, department goals, and specialty contributions to nursing science
5. Review of the Department Chair's letter
6. Review of letters of review
7. Recommendation of first reviewer

Do not include your name on your submitted review.

Second Review (reviewer in candidate's department):

The second reviewer, a member of the candidate's department, examines the candidate's CV, self-assessment statement, any teaching evaluations, and supplemental and other materials deemed relevant to provide a critical analysis of teaching effectiveness (depending on Professorial title); service; and contributions to diversity, equity, and inclusion. In recommending the specific focus for each APT reviewer as it relates to a given faculty file, it is not always clear which reviewer can best respond to specific questions. However, given the breadth of review expected of the first reviewer as laid out in the points noted above, it might be useful to expect the secondary reviewer to address the following questions and identify evaluative statement regarding:

1. Materials that were consulted in the review
2. Academic preparation, relevant past employment, and UW positions
3. Contribution to the teaching mission of the SoN and UW (depending on Professorial title), including how the candidate demonstrates excellence in facilitating critical thinking through teaching activities
4. Evidence for involvement in department, SoN, and UW service activities
5. Evidence for involvement in professional and community service
6. Contributions to diversity, equity, and inclusion
7. Recommendation of reviewer.

Do not include your name on your submitted review.