Promotion Review Process: UW Bothell

Schools without Divisions

**Begin Promotion Review**

- **Dean/Director** informs faculty member of the opportunity to be considered for promotion

**24-54 B – Faculty Review**

- **Candidate** requests promotion review
  
  **Candidate assembles promotion record (including self-assessment of qualifications for promotion)**

  **Optional Subcommittee**

  - **Subcommittee** prepares written report on the qualifications of the candidate for promotion
  - **Dean/Director** provides the candidate with a written summary of the committee’s report and recommendation with specific attributions omitted
  - **Candidate** acknowledges receipt within 7 days. Response optional
  - **Voting faculty** superior in rank and title meet to discuss candidate’s record
  - **Dean/Director** writes a formal report of the proceedings for the candidate, summarizing the discussion and recommendation with specific attributions omitted
  - **Voting faculty** superior in rank and title vote on the promotion
  - **Dean/Director** forwards the committee’s report together with candidate response (if any) to the voting faculty

**24-54 C – CCPTFA Review**

- **Dean submits all documents to VCAA with independent analysis and recommendation**

  **CCPTFA reviews case**

  **Recommendation decision favorable?**
  
  **Yes**
  - **CCPTFA submits recommendation with reasons to CCPTFA**
  
  **No**
  - **Recommendation decision conflicts with the Faculty vote?**
    
    **Yes**
    - **CCPTFA submits recommendation with reasons to the VCAA**
    
    **No**
    - **VCAA transmits recommendation and candidate response to Dean/Director for information purposes**

**24-54 D – Chancellor/VCAA Review**

- **Candidate** acknowledges receipt within 7 days. Response optional

  **VCAA discusses case with candidate**

  **VCAA provides candidate with initial recommendation and reasons to issuance of decision**

  **Initial recommendation favorable?**
  
  **Yes**
  - **Chancellor/VCAA transmits recommendation and candidate response (if any) to the Provost for information purposes**
  
  **No**
  - **Chancellor/VCAA transmits recommendation and candidate response to Provost for information purposes**

  **Promotion decision mandatory?**
  
  **Yes**
  - **Chancellor/VCAA transmits recommendation and candidate response to Provost for information purposes**

  **No**
  - **Chancellor/VCAA transmits recommendation and candidate response to Provost for information purposes**

  **VCAA or designee informs candidate of the result and, if not favorable, the reasons**

**Legend:**

- Dean/Director
- Candidate
- Subcommittee
- Voting faculty
- CCPTFA
- Chancellor/VCAA
- Provost
- Decision
- Begin/End

Developed pursuant to Faculty Code Section 24-54
Revised 6/17/2014