



**Non-Mandatory Promotion & Tenure Timeline AY 17-18, Divisionalized**

Non-Mandatory Review: Associate Professor to Professor, Lecturer Full-Time (competitive recruitment) to Senior Lecturer to Principal Lecturer, Awards of Tenure.

Early Review (prior to mandatory review year): Assistant Professor to Associate Professor with Tenure.

*Non-Mandatory Review and Early Review Portfolio Deadlines: Candidates' portfolio guidelines and submission dates to be provided by their respective schools. Schools' portfolio review period to be completed in its entirety in time to submit the completed portfolio to the VCAA by or on November 27, 2017. The VCAA deadline, November 27, 2017 is a hard deadline. Other deadlines are approximate.*

<b>Winter Quarter 2017</b>	
<b>Due Date</b>	<b>Action Due</b>
<b>March 6</b>	Notification from Vice Chancellor for Academic Affairs (VCAA) to faculty regarding mandatory and non-mandatory promotion review process.
<b>Spring Quarter 2017</b>	
<b>Due Date</b>	<b>Action Due</b>
<b>March 27</b>	Faculty member provides notification to Division Chair of desire to be considered for promotion and tenure. The Division Chair notifies the Dean and relevant staff. In cases where the faculty member who desires to be considered for promotion and tenure is a Division Chair, or is at the same or a superior rank as the Division Chair, the Dean will serve as proxy for the Division Chair.
<b>April 14</b>	Division Chair and candidate meet to discuss process and procedures including potential review subcommittee membership. Candidate provides Division Chair with a list of three to five qualified external reviewers (faculty from outside the University of Washington campus system) who may be selected to referee their materials and write letters to the review subcommittee.
<b>May 1</b>	Division Chair selects review subcommittee of senior faculty, informs candidate of subcommittee members' names, and schedules the first meeting. Initial draft of portfolio is completed and sent to subcommittee.
<b>May 15</b>	First meeting of the review subcommittee is held. The candidate may join the subcommittee for a portion of the meeting to receive feedback regarding the portfolio. The overall review process is discussed and timelines established. External reviewers are identified and a list of five individuals is sent to the Division Chair.
<b>May 29</b>	Division Chair solicits participation of external reviewers.
<b>June 5</b>	Candidate finalizes portfolio for external review.
<b>June 12</b>	Division Chair sends letters and review materials to external reviewers.
<b>Autumn Quarter 2017</b>	
<b>Due Date</b>	<b>Action Due</b>
<b>September 8</b>	External reviews are completed and returned to the Division Chair.
<b>September 29</b>	Candidate's portfolio is finalized and submitted to the Division Chair.

<b>October 6</b>	All final materials including the external review letters are sent to the candidate's review subcommittee.
<b>October 20</b>	The subcommittee's review is completed and the subcommittee chair writes a report of the review to the Division Chair. A written summary of the report and the subcommittee's recommendation is provided by the Division Chair to the candidate without names and specific attributions of external reviewers and vote counts.
<b>October 27</b>	The candidate acknowledges in writing within seven calendar days receipt of the report and may choose at that time to provide a written response to the report.
<b>November 10</b>	A copy of the candidate's acknowledgement and response is included with the candidate's portfolio for review by division faculty senior in rank and eligible to vote before the discussion and promotion vote occurs. The eligible faculty meet to consider the candidate's review, the subcommittee's recommendation and to vote. Following the division ranking faculty discussion and vote, the Division Chair prepares a summary of the discussion and recommendation and provides this summary to the candidate without specific attributions and vote counts.
<b>November 17</b>	The candidate acknowledges in writing within seven calendar days receipt of the report and may choose at that time to provide a written response to the report.
<b>November 22</b>	The Division Chair writes a letter and an independent recommendation to the Dean. The Division Chair may, at his or her discretion, share the Division Chair's recommendations with the candidate. The Dean writes a letter and an independent recommendation to the VCAA. The Dean may, at his or her discretion, share the Dean's recommendations with the candidate.
<b>November 27 Portfolio's due to the VCAA's Office</b>	The Dean forwards the portfolio containing originals of all required elements to the VCAA. The Dean provides the VCAA with access to the candidate's electronic file and in turn the VCAA provides access to the Campus Council on Promotion, Tenure, and Faculty Affairs (Campus Council).

### Winter Quarter 2018

Due Date	Action Due
<b>December 1</b>	The Campus Council reviews the materials and submits a written review and recommendation to the VCAA. If the review is unfavorable, or conflicts with the faculty vote, the Campus Council submits recommendation with reasons to candidate with specific attributions and votes omitted.
<b>January 12</b>	The VCAA reviews the materials and consults with the Chancellor to determine a recommendation to the Provost. Prior to the issuance of a decision or recommendation by the VCAA that is not favorable the candidate shall be provided with the initial recommendation and reasons therefore. The VCAA or designee shall discuss the case with the candidate. The candidate acknowledges in writing the discussion and may provide a response in writing within seven calendar days of the discussion. If the VCAA recommendation is favorable or if the decision is mandatory the VCAA shall transmit recommendation and candidate's response, if it exists, to the candidate and to the Provost. Specific attributions and vote counts will be omitted from recommendation to candidate. If the recommendation is not favorable and not mandatory, and the candidate has responded in writing, the VCAA shall transmit decision and response to the Provost for information purposes only.
<b>February 1</b>	The original hard copy of the portfolio is forwarded with the VCAA's recommendation to the Provost's Office.

<b>March 15</b>	The Provost completes reviews and forwards final recommendations to the Board of Regents.
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<b>Spring Quarter 2018</b>	
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<b>Due Date</b>	<b>Action Due</b>
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<b>Spring Quarter</b>	Letter from the President confirming tenure/promotion.
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<b>Summer Quarter 2018</b>	
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<b>Due Date</b>	<b>Action Due</b>
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<b>July 1</b>	Salary and title adjustments made effective for 12-month faculty
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<b>Autumn Quarter 2018</b>	
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<b>Due Date</b>	<b>Action Due</b>
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<b>September 16</b>	Salary and title adjustments made effective for 9-month faculty
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Last Update: January 20, 2017