Promotion Review Process: UW Bothell

**Schools with Divisions**

**24-54 B – Faculty Review**

- Candidate requests promotion review
  - Yes: Promotion Review
  - No

- **Optional Subcommittee**
  - Candidate examines promotion record (including self-assessment of qualifications for promotion)
  - Candidate acknowledges receipt of record within 7 days. Response optional
  - Yes: Candidate responds
    - Division Chair prepares written report on the qualifications of the candidate for promotion
    - Candidate provides the candidate with a written summary of the committee's report and recommendation with specific attributions
    - Candidate acknowledges the receipt within 7 days. Response optional
  - No: Candidate submits a response
  - Division Chair submits all documents to Dean with independent analysis and recommendation.
  - Candidate acknowledges the receipt of the report within 7 days. Response optional

- Division Chair submits all documents to Dean with independent analysis and recommendation.
  - Candidate acknowledges receipt of the report within 7 days. Response optional

- Dean reviews the case
  - Yes: Dean provides written report on the proceeding for the candidate, summarizing the discussion and recommendation with specific attributions
  - No: Candidate submits a response

- Division Chair forwards the committee's report together with candidate's response (if any) to the voting faculty.

- Voting faculty superior in rank and title meet to discuss the candidate's record

- **Voting faculty**
  - **Superior in rank**
    - **Superior in title**
      - Vote on the promotion

- Division Chair writes a formal report of the proceedings for the candidate, summarizing the discussion and recommendation with specific attributions

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

- Division Chair submits all documents to **Dean** with independent analysis and recommendation.
  - Candidate submits a response

- **Dean**
  - Yes: Dean reviews the case
    - Candidate acknowledges receipt of the report within 7 days. Response optional

- **CCPTFA**
  - **Submits recommendations with reasons to the VCAA**
  - **Conflicts with the faculty vote**
    - **Yes**
      - CCPTFA submits recommendations with reasons to the VCAA.
    - **No**
      - CCPTFA submits recommendations with reasons to the VCAA.

- **VCAA**
  - Candidate submits a response

- Candidate acknowledges receipt of the report within 7 days.
  - Response optional

- Final recommendation favorable?
  - Yes
    - Candidate acknowledges receipt of the report within 7 days. Response optional

- **Chancellor/VCAA**
  - Candidate submits written response
    - VCAA provides candidate with initial recommendation and reasons, including redacted CCPTFA letter, as appropriate.
  - Candidate submits written response
    - VCAA submits written recommendation and candidate response (if any) to the Provost.

- **Provost**
  - **Initiation of recommendation favorable**
    - Yes
      - Candidate submits written response
        - VCAA provides candidate with initial recommendation and reasons, including redacted CCPTFA letter, as appropriate.
    - **No**
      - VCAA or designee informs candidate of the result and, if not favorable, the reasons.

Legend:

- Division Chair
- Candidate
- Subcommittee
- Voting faculty
- CCPTFA
- Dean
- Chancellor/VCAA
- Provost

Developed pursuant to Faculty Code Section 24-54

Revised: 10/04/2017