December 4, 2002, 3:30 pm UW1 220

Present: Present: Mary Abrums, Mary Baroni, James Burton, Paul Collins, Jane Decker, Nives Dolsak, JoLynn Edwards, Mike Gillespie, Chuck Jackels, Dan Jacoby, Patricia Kelley, Ron Krabill, Sandeep Krishnamurthy, Carole Kubota, Kathleen Martin, Anne Peterson, Heidi Petry, Michael Stiber, Kelvin Sung, Erin Talbott, Elizabeth Thomas, Linda Watts, Taylor Webb, Carol Zander.

Visitors: Tana Hasart, Student Affairs; Promotion and Tenure Panel - Alan Wood, IAS; Andrea Kovalesky, Nursing; Bill Seaburg, IAS; Mary Abrums, IAS and Diane Gillespie, IAS.

GFO Minutes of October 30, 2002 were unanimously approved.

Discussion: Associate Vice Chancellor/Director of Student Affairs position - Tana Hasart

Carole Kubota and Linda Watts are on the search committee for the new Associate Vice Chancellor/Director of Student Affairs. The title of the position has been renamed to Associate Vice Chancellor/Director of Student Affairs. A draft document-University of Washington, Bothell, Associate Vice Chancellor and Director of Student Affairs was distributed to the GFO for consideration in determining the qualifications and in approaching the review of the candidate. Faculty input is encouraged; email Carole or Linda with your ideas for conducting the search. Questions arose about the job title, why are two titles needed and does this create hierarchy within our structure? One of the answers to the issue of the title is that this position will work with both faculty and administration. Also, enhancing the title will lead to better candidates applying for the job. The Associate Vice Chancellor/Director of Student Affairs will report to the Vice Chancellor of Academic Affairs.

The Primer on Faculty Governance

Sandeep Krishnamurthy presented the Primer on Faculty Governance to the GFO, this document outlines how faculty serve on the UWB campus, and explicates the nature of shared governance. The primer was put together to create a campus-level committee map, to explicate the nature of the shared governance process at this time, to provide context to new faculty members and to distinguish between the nature of different committees that faculties serve on. The primer distinguishes between the different types of faculty bodies, the GFO committee structure, the EC, campus level committees, informal advisory groups, Academic Council, Cabinet and cross-campus level committees - Faculty Senate and Tri-Campus Council. Sandeep pointed out two important questions that this raises- what is the role of service in P&T decisions? How should our governance structure evolve over time?

Promotion and Tenure: How to get it and how to keep it.

Alan Wood, full professor in IAS and Chair of the Faculty Council led the discussion on promotion and tenure. He outlined the process for applying for promotion and tenure and gave his personal experience and wisdom on the process. He divided a circle into 4 parts to illustrate a professor's career- teaching, research, service and life. He wanted to impart that life is the most important of these. The process itself involves applying for promotion and tenure, the candidate will write a letter to the Director of his/her program stating that s/he wants to be considered for promotion and tenure. The candidate then writes a letter to the Provost, encapsulating his/her career, the cumulative case for his or her promotion. Candidates

are to make this letter a positive exercise in self-reflection. A committee will be formed by the candidate's Director to support his/her effort and give him/her feedback for the letter, which is a work in progress. The candidate for promotion and tenure will need to supply a list of outside reviewers to the committee that can give insight to the candidate's research agenda, also a list of reviewers that should not be contacted. The committee will add to the selected list of reviewers. The dossier that is created, with letters from the outside reviewers, will be sent to the Faculty Council after review from the candidate's program. From the Faculty Council the summary goes to the Chancellor's Office, the Provost, the Board of Regents and finally to the UW President.

Panel discussion with question and answer.

Panel members, Bill Seaburg, IAS; Andrea Kovalesky, Nursing; Diane Gillespie, IAS and Mary Abrums, Nursing discussed the promotion and tenure process and their experience with this process. Mary suggested that communicating with full professors who have gone through the process is helpful. Bill expressed that the process was clear and the attitude of his colleagues was supportive for him to succeed. He also reiterated what Alan Wood said regarding writing the letter and how it became an intellectual biography. He suggested keeping the annual reports that professors write and student evaluations organized and easily accessible. Andrea stated that Nursing uses the Boyer model, which helped in writing the letter for promotion. Diane distributed a handout, Promotion, Tenure and the Engaged Scholar. She suggested that faculty review the faculty code, Chapter 24 in the UW Handbook and also the goals and objectives of their department and that will guide them in how to put their case together. Document your teaching. In regards to service, describe what you have helped the campus create.

Interim Vice Chancellor Jane Decker advised the faculty to use the annual meetings with their Directors to clarify goals and objectives and assess service at the institution. She said to consider the mission of the institution and develop their professional careers in general. One question posed was "can programs have their own guidelines to promotion and tenure?" Alan Wood responded that if any dispute would arise over a promotion, the Attorney General's Office will defend the UW's interest only when the faculty has followed sanctioned guidelines. Therefore, Chapter 24 in the UW Handbook must define the guidelines to promotion and tenure.

Minutes submitted by Barbara Van Sant