

SCHOOL OF PUBLIC HEALTH AND COMMUNITY MEDICINE
 Guide for Processing Faculty Appointment, Promotion and Tenure Packets

Doc. Required (in order)	Res. Assoc.	Visiting/ Acting/ Lecturer	Instructor	(Research) Assistant Prof	(Research) Associate Prof	(Research) Professor	Adjunct	Clinical/ Affiliate	Visiting Scientist
Dean's Letter	Concur only	Concur only	Concur only	Orig	Orig	Orig	Concur only	Concur only	Concur only
Chair's Letter	Orig +2c	Orig +2c	Orig +2c	Orig +2c	Orig +2c +5c*	Orig +2c +5c*	Orig +2c	Orig +2c	Orig +2c**
Wash. State Patrol Form	Orig	Orig	Orig	Orig	Orig	Orig	N/A (resp. of home dept.)	Orig	Orig
UW Conv/Crim. History Form	Orig	Orig	Orig	Orig	Orig	Orig	N/A (resp. of home dept.)	Orig	Orig
Letters of Recommendation	3 Orig +2c	3 Orig +2c	4 Orig +2c	4 Orig +2c (Min: 3 from academic inst; 3 non-UW	4 Orig +2c +5c* (Min: 3 from academic inst; 3 non-UW	4 Orig +2c +5c* (Min: 3 from academic inst; 3 non-UW	Home Dept. Concur + 2c	None required	None required
UW Biography	Orig +2c	Orig +2c	Orig +2c	Orig +2c	Orig +2c +5c*	Orig +2c +5c*	Orig +2c	Orig +2c	Orig +2c
Curriculum Vita	Orig +2c	Orig +2c	Orig +2c	Orig +2c	Orig +2c +5c*	Orig +2c +5c*	Orig +2c	Orig +2c	Orig +2c
Student Teaching Evaluations	Not required	Not required	Not required	Not required	(Promo. only) Orig +2c +5c*	(Promo. only) Orig +2c +5c*	Not required	Not required	Not required
Peer Teaching Evaluations	Not required	Not required	Not required	Not required	(Promo. only) Orig +2c +5c*	(Promo. only) Orig +2c +5c*	Not required	Not required	Not required
Publications	Not required	Not required	Not required	Not required	5c*	5c*	Not required	Not required	Not required
Payroll Doc.	Orig	Orig	Orig	Orig	Orig	Orig	Orig	Orig	Orig
Search Doc.†	Orig	Orig (Lect. only)	Orig	Orig	Orig	Orig	Not required	Not required	Not required

Please collate packets so that all original materials, including payroll documents are together, in the order listed above. Copies should be collated and submitted as separate, but attached documents with the set of originals.

Appointments: New appointments at the associate and full professor level are reviewed by the Faculty Council on Promotion, Tenure and Academic Policy. They do not require (but may include, if available) teaching evaluations.

Promotions/Tenure: Promotion packets also should include a copy of the Chairman's letter requesting letters of recommendation. All promotion and tenure proposals are reviewed by the Faculty Council on Promotion, Tenure and Academic Policy. Promotions in the regular track must include teaching evaluations.

Visiting Scholar: Requires only the four-part Visiting Scholar card, signature of the Chairman and Dean.

Due Dates: Appointment packets are usually due in the Dean's office no later than the first working day of the month. However, earlier deadlines may be in effect if the Board of Regents meets early (usually in June & December). Promotions from Reg/Res Asst Prof to Reg/Res Assoc Prof and related tenure decisions are due in mid-October (specific date announced annually); all other promotions are due the first working day of January.

*5 copies go to the Faculty Council on Promotion, Tenure and Academic Policy, and should be 3-hole punched and copied on 2 sides of the page to conserve paper.

**No vote necessary, per Steve Olswang 12/10/87

†Searches are not required for research associates; however, if a national search is not conducted, a research associate cannot be promoted to the regular or research assistant professor level.