

**DUE DATES**

Mandatory: October 1

Non-mandatory: December 1

## **SPH Promotion and Tenure Checklist:**

**Assistant to Associate Professor and Associate to Full:** *Research, Teaching, Tenure (has tenure or is tenure eligible), WOTRF tracks* (Note: Use this checklist for all faculty, whether primary or joint in SPH)

☐ Promotion ☐ Promotion & Award of Tenure (e.g. conversion) ☐ Award of Tenure Only

Candidate's Name:	
Primary Unit:	
Joint Unit(s):	
Adjunct Unit(s):	
Current Title ( <i>track and rank</i> ):	
Title After Promotion ( <i>track and rank</i> ):	
Tenure % ( <i>if applicable</i> ):	
Number of years for initial term ( <i>if applicable; only applies to research/teaching tracks</i> ):	

Selections for the areas below should be explicitly stated in the self-assessment, committee report, and chair's letter (i.e. if Chair selects excels under teaching, the chair's letter should state the candidate excels in teaching)

Required Areas	Candidate	Committee	Chair	Comments (optional)
Teaching	<input type="checkbox"/> Meets <input type="checkbox"/> Excels	<input type="checkbox"/> Meets <input type="checkbox"/> Excels	<input type="checkbox"/> Meets <input type="checkbox"/> Excels	
Research/APHP ( <i>optional for teaching track</i> )	<input type="checkbox"/> Meets <input type="checkbox"/> Excels	<input type="checkbox"/> Meets <input type="checkbox"/> Excels	<input type="checkbox"/> Meets <input type="checkbox"/> Excels	
Service	<input type="checkbox"/> Meets <input type="checkbox"/> Excels	<input type="checkbox"/> Meets <input type="checkbox"/> Excels	<input type="checkbox"/> Meets <input type="checkbox"/> Excels	

**Pre-Submission Workday Checklist:** before submitting a promotion record for SPH review, ensure the following Workday fields are reviewed for accuracy.

- Education History: should reflect an accurate and complete history of the employee's educational record
- Start and End Dates: start and end dates for all academic appointments and job profiles should reflect the actual start and end dates for each individual appointment or position
- Joint/Dual Appointments: should be accurately reflected in Workday
  - *Note: The Office of Academic Personnel advises that any employee being reviewed for promotion and/or tenure NOT be offered new adjunct appointments during the review period. If new appointments are added during the promotion/tenure review period, it can adversely affect the timeline of the provost's review.*
- FTE, Roster Percent, and Tenure values: each of these values should be updated to reflect an accurate account of the employee's record
- Waiver Years: any clock waivers given to an employee should be reflected in the Promotion Clock Waiver Year(s) custom object

In addition to relevant Workday updates, please also ensure the candidate is up-to-date with other policies, such as documentation ([Form 1460](#)) for meeting the requirements of the Outside Professional Work Policy ([Executive Order 57](#)).

### Submitting promotion packet:

1. Using the bookmarked PDF promotion packet template, save packet (in order listed below following the bookmarks) as PDF following the naming convention of Lastname\_Firstname Promotion Packet (Dept. initials) e.g. Smith\_John - Promotion Packet (DGH)
2. Upload promotion packet to your department's folder under the Promotion Packet Dropbox on the Promotions page of the SPH AHR SharePoint [here](#).
3. Send notification email to [gospfahhr@uw.edu](mailto:gospfahhr@uw.edu) at the same time with the subject line 'File uploaded, Regular Promotion, Dept. name, Faculty first and last name'.

<input type="checkbox"/>	1. Faculty Council's Promotion Consideration Worksheet
<input type="checkbox"/>	2. Chair's Letter
<input type="checkbox"/>	3. Funding Projection Worksheet
<input type="checkbox"/>	4. Confirmation candidate was provided copy of faculty report with opportunity to respond
<input type="checkbox"/>	5. Candidate's confirmation receipt and response ( <i>if submitted</i> ) to faculty report
<input type="checkbox"/>	6. Joint chair/director letter and review documents ( <i>if applicable</i> ) including a vote
<input type="checkbox"/>	7. Adjunct chair/director concurrence ( <i>if applicable</i> )
<input type="checkbox"/>	8. Unit committee report ( <i>if applicable</i> )
<input type="checkbox"/>	9. Confirmation candidate was provided copy of committee report with opportunity to respond
<input type="checkbox"/>	10. Candidate's confirmation of receipt and response ( <i>if submitted</i> ) to committee report
<input type="checkbox"/>	11. Candidate's Self-Assessment
<input type="checkbox"/>	12. SPH CV – must be current (within 3 months) when submitted to the Dean's Office a. Any outside work needs to be noted as paid or unpaid. If paid, confirm 1460 is on file.
<input type="checkbox"/>	13. Letters of Review Summary
<input type="checkbox"/>	14. <b>4 Letters</b> of review a. Letter criteria i. A letter solicited from at least one reference from the list provided by the candidate ii. A letter solicited from at least one reference from a person not on the candidate's list iii. Only one letter from UW or UW affiliated institution (FHCRC, SBRI, etc.) iv. Ordinarily at least three of the letters are from persons at academic institutions v. Minimum of <b>THREE</b> external letters from arm's length (non-conflicted) reviewers (A5 would be selected on the ERF to meet this criteria) b. Each external letter should include an <b>External Referee Form (ERF)</b> c. Teaching track i. When evaluating assistant teaching professors it may be appropriate to solicit letters from experts who are external to the candidate's academic unit, but who are internal to the UW. ii. For considerations of candidates from associate teaching professor to teaching professor, reviewers must be external to UW.

	d. For PHP faculty: of the four letters required, two may be from outside academic institutions and two from government or practice-related organizations.
<input type="checkbox"/>	15. Sample Solicitation Email ( <i>copy of letter from Chair requesting letters of review for promotion</i> ) with "sample" watermark
<input type="checkbox"/>	16. Peer Teaching Evaluations: placed in chronological order <ul style="list-style-type: none"> <li>a. Assistant professors – required for each academic year engaged in teaching AND academic year leading up to P&amp;T review</li> <li>b. Associate professors or professors – required every 3 academic years AND academic year leading up to P&amp;T review</li> </ul>
<input type="checkbox"/>	17. Student Teaching Evaluations: placed in chronological order <ul style="list-style-type: none"> <li>a. Minimum of 1 course/academic year in any year of teaching</li> </ul>
<input type="checkbox"/>	18. Cover Statement for Research Documentation ( <i>optional for teaching track</i> )
<input type="checkbox"/>	19. Research Documentation ( <i>optional for teaching track</i> ): 3 – 5 major publications
<input type="checkbox"/>	20. Department Tenure Policy ( <i>only required if this is an award of tenure</i> )
<input type="checkbox"/>	21. Academic Public Health Practice Documentation ( <i>if desired</i> )