

2026-2027 SPH Promotion & Tenure Memo for Faculty

Dear Faculty,

Per Faculty Code section 24-54, all eligible members of the faculty shall be informed of the opportunity to be considered for promotion. At the request of the faculty member, or if the promotion decision is mandatory, a promotion review shall be conducted following the required procedure.

Who should I contact if I have questions about promotion criteria or if I need help determining if I am ready to be considered?

There are several places to go for help. You can connect with your faculty mentor, your Department Chair, your [Faculty Council representative](#), and/or the [Associate Dean for Faculty](#).

Who should I contact if I have questions about promotion procedure, timeline, or required materials I am responsible for putting together?

Each Department's promotion process and timeline varies slightly. You should connect with your Department AHR Manager for the most current information on specific due dates, process and expectations for your review:

- BIOSTATISTICS – Zoe Kool, biostathr@uw.edu
- GLOBAL HEALTH – JP Eugenio, dghahr@uw.edu
- ENVIRONMENTAL & OCCUPATIONAL HEALTH SCIENCES – Angie Wilson, angelah9@uw.edu
- EPIDEMIOLOGY – Tina Monroe, epifachr@uw.edu
- HEALTH SYSTEMS & POPULATION HEALTH – Tyneshia Valdez, hspopahr@uw.edu

Resources and Promotion Criteria

1. In case you missed it, each year, the School offers an annual promotion workshop. You can find the recording from December 2025 posted [here](#).
2. [Faculty Code Section 24-54](#)
3. [SPH Faculty Affairs Webpage](#):
 - a. Faculty Council tab
 - b. Promotion and Tenure tab
 - c. School of Public Health [Academic Affairs Handbook](#) was updated in August 2024 and again with minor updates in January 2026. You should familiarize yourself with Part 2: *Reappointment, Promotion and Tenure of Faculty in Professorial Titles* and Part 3: *Navigating the Promotion and Tenure Process*.
4. [Office of Academic Personnel and Faculty \(APF\) Promotion and Tenure webpage](#)

In efforts to provide transparency and demystify the promotions process, below is a reminder of the materials required for your promotion record that you should be aware of to ensure you have a complete promotion record at the time you submit for consideration:

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- **Teaching Evaluations:** The [UW Faculty Code Section 24-57 A](#) requires that recommendations for promotion and/or tenure include documentation of teaching effectiveness in 2 forms: student evaluation and collegial (peer) evaluation.
 - *Student Evaluations:* For candidates who have teaching as a core expectation of their position, student evaluation of your teaching effectiveness is an essential component of your promotion and/or tenure review. The range of student teaching evaluations you need to include varies based on the type of appointment action you're being considered for, and whether you've worked at other institutions.
 - Types of appointment actions:
 - **Award of Tenure (only)** - Include all past student teaching evaluations.
 - **Promotion (with or without tenure) and never held a tenure-eligible position at another institution** - Include all student teaching evaluations since you were hired or last promoted, whichever is more recent.
 - **Promotion (with or without tenure) and came to UW from another institution where you held a tenure-eligible position** - Include all student teaching evaluations from your previous institution(s), plus all student teaching evaluations from UW.
 - Visit [Templates & Guidelines](#) to access the Teaching Chronicle template.
 - *Peer Evaluations:* For all candidates who have teaching as a core expectation of their position, peer evaluation of teaching effectiveness is an essential component of the promotion and/or tenure review. The number of peer teaching evaluations required depends on your current title or rank, regardless of whether you are on the tenure track, without tenure by reason of funding (WOT), teaching track, or clinical practice track.
 - **Assistant Professor, Associate Professor Tenure Track, Professor Tenure Track, and Artists in Residence** - Include all peer evaluations since hire at UW (per [Faculty Code 24-57](#), this should be at least one per year in which teaching occurs).
 - *If you buyout of teaching, it is recommended to have a guest lecture evaluated by a peer and/or students so there is some evaluation available for merit and for P&T if teaching is part of your duties per code.*
 - *Similarly with partial leaves and clock waivers, faculty must still meet the expectations of the position and if that includes teaching responsibilities, teaching evaluations are required.*
 - **Associate Professor** - Include all peer evaluations since hire or last promotion, whichever is more recent (per [Faculty Code 24-57](#), this should be at least one every three years).
 - **In addition to the above requirements**, all faculty going up for promotions must have a peer evaluation conducted in the academic year immediately preceding case submission to the provost's office.
 - Connect with your department AHR manager if you have questions on your department's process for coordinating evaluations.

- Other materials that will be required for your promotion review (your AHR Manager will provide you with current templates which can also be found under the Promotion and Tenure tab here):
 - **Faculty Council Promotion Consideration Worksheet:** a cover page for your promotion packet
 - **Self-Assessment:** a way to tell a story and share things that may not be apparent from your CV or other materials
 - CV
 - **External letters of review suggestions**
 - You will have the opportunity to suggest names of external reviewers via a form in Interfolio
 - The department solicits letters confidentially
 - **Scholarship documentation**
 - Publications
 - Academic Public Health Practice Documentation

What's Changing?

External letter criteria: The School of Public Health previously required a minimum of 4 letters but in December 2025 the Faculty Council voted to approve language updating the handbook so that the SPH now requires **3 external letters**, in alignment with the minimum number of external letters required by the University of Washington. The Faculty Council and AHR team also gently reorganized the information on external review letters in appendix 1 (page 89) to increase clarity.

Templates: The SPH Promotion Consideration Worksheet(s) had a minor update to change the order in which you list your courses. Previously, the form required courses be outlined in chronological order but to be consistent with the order that course evaluations need to be uploaded in Interfolio, the template is now organized to collect this information in reverse chronological order.

Deadline: SPH is aligning its professorial track promotion and tenure deadlines. On October 1, all professorial track promotion and tenure cases are due to SPH AHR via Interfolio.

Responses to Reports/Recommendations

Throughout the promotion process, there are several phases of review and opportunities for faculty to respond (though a faculty response is not required). Materials are shared via Interfolio RPT. As a reminder, you are not required to respond to the reports and recommendations. However, in order to have your response included as part of your promotion case, you are required to respond via Interfolio RPT.

You will be provided the following reports at three different stages with seven calendar days to respond (if desired):

1. Subcommittee Summary -
 - a. Includes the Department Promotion and Tenure Committee Report

- b. This is sent after the committee concludes and prior to the presentation and discussion with the Department Faculty
2. Appointing Unit Leader Summary –
 - a. Includes faculty discussion summary and the Chair's independent recommendation
 - b. This is sent following the Department Faculty meeting and prior to the case moving forward to the Dean's office for review
3. SCC Leader Summary –
 - a. Includes Elected Faculty Council Report and Dean's Recommendation
 - b. This is sent following the Faculty Council and Dean's review and prior to the case moving forward to APF

Promotion Clocks and Clock Waivers

Faculty in clock-managed ranks/tracks (assistant professor rank in tenure, WOT, and research tracks) have a specified timeframe for promotion review (i.e. “promotion and/or tenure clock”) and are appointed to an initial 3-year term, with an academic review in year 2 to reappoint to a second 3-year term, for a total of 6 years. The mandatory review takes place in year 6. Your clock is determined by your start date and is outlined in your offer letter. You can also view your end date and academic review date in [Workday](#). If you need help locating or understanding your mandatory promotion clock, reach out to your department AHR Manager.

A clock waiver extends a faculty's mandatory and specified timeframe to be considered and reviewed for promotion. Clock waivers provide faculty with additional time to build their portfolio and work toward meeting promotion criteria. If you have had significant and unanticipated interruptions to research/scholarship, you may consider exploring a clock waiver. While clock waivers *do* extend the mandatory review date, they do not waive promotion criteria requirements for teaching evaluations.