

# SPH Change of Status: Tenure-only Promotion Checklist

(Updated 3/2015)



## Tenure Only Promotion/Re-appointment:

Associate Professor (WOT) (Job Class 0112), to Associate Professor with Tenure (Job Class 0102);  
 Professor WOT (Job Class 0111) to Professor with Tenure (Job Class 0101)

### I. Appointment Information:

Please fill out the section below and *include this form* with your packet of originals. Form for Dean's Office administrative purposes only; not part of the appointment packet for Provost or personnel file.

<p><b>Name of candidate:</b> _____ <b>Dept:</b> _____</p> <p><b>Effective Year: July 1,</b> _____</p> <p>Does this faculty member have an appointment in another department? _____</p> <p>If yes, with what dept(s): _____</p>
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### II. Number of Copies and Packet Contents:

Send to Dean's Office before January 1st: Originals in the order listed below + 1 copy.

1.	<a href="#">Faculty Council's Promotion Considerations Worksheet</a>
2.	Original letter from the chair to the Dean which contains the following: <ul style="list-style-type: none"> <li>• Candidate's full name and proposed title</li> <li>• Effective date of tenure-only promotion (must be July 1 of the appropriate academic year)</li> <li>• Background: all degrees received, when and where awarded; field of study; teaching experience, if any; summary and assessment of research experience; and ability to obtain external funding</li> <li>• Responsibilities: teaching, anticipated research goals, description of how candidate fits in dept., research program, administrative responsibilities, if any, etc.</li> <li>• Faculty vote counts: yes, no, abstentions, absent and not voting: <i>if more than 25% of the votes are made up of abstentions, absent, and/or no votes, include a paragraph in the chair's letter explaining why this may have occurred.</i></li> <li>• Recommendation of the Chair</li> <li>• Please make sure the letters are addressed to: Howard Frumkin, MD, DrPH</li> </ul>
3.	Funding Template with projected FTE support for following two academic years. (see template)
4.	Letter or signature of concurrence of chair of joint/adjunct dept(s). [original] If Joint include faculty vote
5.	Candidate's Self-Assessment
6.	Candidate's Response to Department Faculty Meeting Report
7.	Department Faculty Meeting Report: (use SPH's for Joint Faculty who are secondary in SPH)
8.	Candidate's Response to Faculty Committee Report [if department has a committee]
9.	Copy of the letter sent to Candidate summarizing the Faculty Committee Report [if department has a committee] (use SPH's for Joint Faculty who are secondary in SPH)
10.	Faculty Committee Report [if department has a committee] (use SPH's for Joint Faculty who are secondary in SPH)
11.	SPH CV – must be current (within 3 months) when submitted to the Dean's Office
12.	<b>4 letters</b> [originals] of recommendation: <b>a)</b> Ordinarily, all three of the letters must be from persons at academic institutions, and <b>b)</b> preferably, at least one letter should come from outside the candidate's home institution, and <b>c)</b> preferably, at least one letter should come from a University of Washington faculty member. <b>Joint:</b> If primary appointment is outside the SPH, use primary department's letters of recommendation.
13.	Student Teaching Evaluations ( <i>include evaluations done since last promotion</i> )
14.	Peer Teaching Evaluations ( <i>include evaluations done since last promotion</i> )
15.	Department's policy describing their tenure review process

### After completing and submitting the packet:

**OPUS ENTRY:** Dept. enters into Opus only after receiving approval email from AHR.