

To: Mabel Ezeonwu, Chair, Campus Council on Promotion & Tenure (CCPT)

From: Nora Kenworthy, GFO Chair & Robin Angotti, EC Chair

Date: Apr 8, 2024

Re: CCPT 2023-24 Annual Report

Dear Professor Ezeonwu,

Thank you for all of your work this year serving as chair of the CCPT. In order to track the progress made by CCPT this year and plan for next academic year, we ask that you please provide a written summary of activities based on [CCPT's 2023-24 Charge Letter](#). You'll find CCPT's 2023-24 charges listed on the proceeding pages along with space for you to briefly describe what work was **completed** this year and what work remains **in progress** for each charge. There is also space at the end for any additional comments.

Please work with your council to finalize this report and have it submitted to the GFO Program Coordinator (dawn3@uw.edu) by **Thurs, May 16**. The final report will be shared with the Executive Council, posted on the GFO webpage, and should be a helpful tool in informing next year's CCPT charge letter.

Please let us know if you have any questions. If there are any issues or questions you would like to speak directly about, let Dawn know and she will coordinate a time for us to meet.

Thank you,



Nora Kenworthy
Associate Professor, Chair, GFO



Robin Angotti
Professor, Chair, Executive Council

To: Nora Kenworthy, GFO Vice Chair & Robin Angotti, Chair, Executive Council
From: Mabel Ezeonwu, Chair, Campus Council on Promotion & Tenure (CCPT)
CC: Becca Price, Incoming Chair, CCPT
Date: May 14, 2024
Re: CCPT 2023-2024 Annual Report

Re: 2023-24 Campus Council on Promotion & Tenure (CCPT) Annual Report

Dear Professors Kenworthy & Angotti,

It's been a pleasure collaborating with you, as chair of CCPT. Below you will find the work that CCPT completed this year, along with the work that is in progress.

[2023-24 CCPT Charges:](#)

CCPT will contribute to the goal of making policy recommendations that center UWB as the place where academic HR decisions are made and vested in the following ways:

1. Making recommendations about the promotion and tenure of 19 faculty members who collectively represent all of the schools at UWB.

COMPLETED:

- The council received a total of 19 cases.
- One candidate withdrew their application before the review.
- One candidate withdrew their application after the review was completed.
- For the remaining 17 cases (3 mandatory cases and 14 non-mandatory cases):
 - All 3 mandatory cases were positive.
 - The outcome of the remaining 14 non-mandatory cases will be known on/by May 31, 2024, per the updated P&T award notifications policy.

IN PROGRESS: None.

2. Provide GFO leadership with information about how the 2023-24 academic year's promotion and tenure cases went and whether there are lessons learned about the process that can be conveyed to faculty/schools.

COMPLETED:

The P&T review process went relatively well. Here are some lessons learned.

- **Inconsistencies in candidate's documentations**
 - The breadth and depth of our faculty accomplishments are outstanding!
 - The majority of the scholarly accomplishments were well presented in areas of research, teaching, and service. However, in some cases, the accomplishments could be better articulated.
 - There is a need for mentorship and support at the school level and through the office of Faculty Success.

- **Conflict of interest (COI)** is an ongoing consideration in case reviews. CCPT navigates this issue on a case-by-case basis.
 - What is an arm's length? How many years of professional relationship must have passed before it is considered irrelevant to the review process?
- CCPT observed inconsistencies and a lack of clarity across and within schools on how candidates presented their teaching accomplishments.
 - There is a lack of clarity in distinguishing between the number of "classes" versus "sections" versus "courses" taught. A consistent language across schools is imperative.
 - A more comprehensive P&T candidate teaching worksheet has been developed. See section 6.
- **School-level guidelines for promotion of teaching track faculty** are not available across schools.
 - There is a lack of clarity on "doing scholarship of teaching" vs "doing good teaching."
 - CCPT needs more guidance as to what is required for promotion on the teaching track across schools. There is lack of consistent models for success.

IN PROGRESS:

- CCPT and the schools will continue to work on guidelines for COI consideration.
- Guidelines on how to define and assess effective scholarship of teaching are expected from the tri-campus working group on the Future of Teaching and Learning.

3. Advise GFO EC on revising the bylaws related to CCPT elections and membership.

COMPLETED:

The CCPT worked closely with the GFO/EC and made the following recommendations:

- CCPT recommended limiting the number of representatives from each school to at least one but not more than two representatives on CCPT.
- CCPT recommended streamlining the election process by distributing the membership ballot to only eligible and willing faculty.
- CCPT recommended considering conducting CCPT elections earlier in the year (in winter rather than spring quarter) to provide the schools with more time to plan for course releases and to provide the CCPT with better knowledge of who would be in the position of the chair for the upcoming year.
- To avoid COI among CCPT members, CCPT recommended to the GFO EC that a CCPT member that is going up for promotion should step down during the year of their application.

IN PROGRESS: None

4. Clarify that the council's goal in reviewing cases is to assess the fairness of the process and the substance of each case as required by the faculty code.

COMPLETED:

- The council conducted a detailed assessment of each case for process irregularities to ensure fairness and made recommendations to the Vice Chancellor for Academic Affairs (VCAA).
- The council conducted a detailed substantive review of each case to assess the readiness of candidates for promotion and/or tenure and made recommendations to the VCAA.
- CCPT has put several internal processes and tools in place to aid in this work including:
 - A table inserted in the CCPT-VCAA letter that outlines the external reviewers, their qualifications, and potential COIs.
 - Confidential communication processes with the deans to send questions and clarify any information about each candidate. See section 6 below.

IN PROGRESS:

- Continued articulation of the best practices among CCPT members to protect the integrity of the review process.
- Continued conversations with the VCAA Jones, the Acting Assistant Vice Chancellor for Faculty Success (AVCFS), Udell and the Deans on how best to improve the case review process.

5. Share impressions with VCAA Jones and AVC for faculty Success, Wadiya Udell about how fairly the faculty members who are being considered for promotion have been treated since either arriving at UWB or since their last promotion.

COMPLETED:

- The CCPT chair communicated with the VCAA and AVCFS as needed throughout the year on CCPT matters.
- The CCPT chair met with the VCAA Jones, AVCFS, Udell and the Deans on May 8, 2024, and provided a report on the 2023-2024 P&T review and the overall CCPT activities.

IN PROGRESS:

- As one of the major responsibilities of the CCPT, this work is ongoing.

6. Develop and/or revise guidelines for the Review Committee letters, Faculty Discussions, and Dean letters.

COMPLETED:

- CCPT developed a more comprehensive *P&T candidate teaching worksheet* to help capture the candidate's teaching activities.
- CCPT developed *guidelines for the dean's recommendation letter*.
- Updated the *template for CCPT letters to the VCAA*.
- Reviewed the *template for the Review Committee letter*.
[These documents have been uploaded on P&T [SharePoint](#).]

Internal Documents to the CCPT.

- Developed guidelines for writing and signing off CCPT letters to the VCAA.
- Revised the CCPT new member orientation guidelines.
- Developed a CCPT letter template for communicating questions to deans. CCPT now has a confidential communication process with the deans for each candidate in which questions about cases are forwarded to the deans followed by CCPT-Dean meetings.

IN PROGRESS:

- To facilitate and support faculty discussions, CCPT recommends future conversation with deans to share the talking points that they/their designees use to facilitate faculty discussion meetings. The review of the talking points will aid in articulating and developing guidelines that each school can adapt and use for their faculty discussions.

7. Share the guidelines for Review Committees letters, Faculty Discussions, Dean letters, and CCPT letters with the faculty as a whole.

COMPLETED:

- The guidelines for deans' letters, reviewed template for review committees, updated template for CCPT letters to the VCAA, and comprehensive P&T candidate teaching worksheet are available on [P&T SharePoint](#).

IN PROGRESS: None

8. Provide GFO leadership with an update on DEI/CBLR issues that were identified during the 2023-2024 P&T review.

COMPLETED:

- **Diversity, Equity, and Inclusive Practices**
 - CCPT observes a lack of clarity or transparency around the number of course releases granted to faculty including new hires. Within schools, are there consistent criteria regarding who gets course releases and who does not.
 - CCPT notes inconsistencies and ambiguities around teaching assignments across and within schools.

- **Community Engaged Learning and Research (CELR).**
 - There is a gap in the documentation of evidence and impact of community engaged scholarship. Sometimes the evidence is lacking if it is fully under the community partner's control.

IN PROGRESS:

- For DEI, Dr. Chad Allen continues to provide an implicit bias training workshop for CCPT members in the fall, prior to the case reviews.
- Great progress has been made on the inclusion of community-engaged scholarship in P&T faculty code.
 - Class C resolution regarding community-engaged scholarship was passed in Dec. 2022.
 - *The goal is to introduce policies and rubrics related to community-engaged scholarship and other relevant expectations for promotion and tenure.*
 - Class A Legislation (Bulletin No. 162): Faculty code amendment – signed by President Cauce in January 2023
 - *Added community-engaged activities to the scholarship achievements described in Faculty Code, Chapter 24 - Section 32, Item B.*
 - The tri-campus community engagement faculty/staff Leads, and work groups are working on recommending:
 - P&T language for community engagement that could assist schools in developing their own criteria to be included in their P&T guidelines.
 - A tri-campus database/platform that will serve as a repository for all community engagement activities that support faculty scholarships.

Additional Comments:

- Dr. Becca Price will be the incoming chair of the CCPT for the 2024-2025 academic year.

Respectfully submitted,
Dr. Mabel Ezeonwu

Chair, CCPT, AY 2023-2024

cc:

P.V. (Sundar) Balakrishnan,
Lauren Berliner,
Allison Hintz,
Camille Walsh,
Becca Price,
David Socha.