

DEPARTMENT OF GEOGRAPHY - FACULTY MEETING
TUESDAY October 11
3:30-4:30PM
SMITH ROOM 409

AGENDA

Announcements

- *Upcoming Colloquium
- *Critical Geographies Conference
- *Dissertation Proposal Workshop Development Fund
- *Request from Provost
- *MGIS Site Visit
- *Fall Reception

Introducing:

Visiting Scholar Aimin Hou
Geography Librarian Kian Flynn

Voting (open meeting):

- 1) Annual delegation of authority by the voting faculty to the Chair to make appointments and reappointments for short-term faculty titles

- 2) Biennial discussion and vote by the faculty on the level of consultation, if any, they deem necessary before competitive (and pre-emptive) salary offers may be made

Executive Session:

Faculty endorsement and vote for Affiliate Professor to [Graduate School Faculty membership](#)

New appointment procedures

Dean's Office contact: [Ivy Mason](#) ^[1]

- [New short-term temporary appointment](#)
- [New non-short-term temporary appointment](#)
- [New permanent appointment](#)
- [Generic advertisement for a faculty position](#)
- [Outside chair/director searches](#)
- [Affirmative action policies](#)
- [Appointments of non-U.S. citizens](#)
- [Permanent residence](#)

See [New appointment documentation](#) ^[2] for:

- New permanent appointment
- College Council review of a new appointment
- New temporary appointment--short-term
- New temporary appointment--non-short-term
- New joint appointment
- New adjunct appointment
- New affiliate appointment
- New emeritus appointment
- Chair's letter

New faculty appointments fall into three categories: (A) short-term temporary appointments, (B) non-short-term temporary appointments, and (C) permanent appointments.

(A) New short-term temporary appointment

A "short-term" appointment is defined as any of the following titles:

- Research Associate
- Research Associate Trainee
- Senior Fellow
- Senior Fellow Trainee
- Visiting Scientist
- Lecturer Part-Time for two quarters or less
- Artist in Residence for two quarters or less

- Teaching Associate for two quarters or less
- Acting Instructor for two quarters or less
- Visiting Lecturer for two quarters or less

A faculty vote is not required for actions involving short-term appointments, provided that the department has voted to delegate to the chair the authority to make short-term appointments without a full faculty vote.

A unit should follow this procedure for a new short-term appointment:

(1) The department submits a request for a short-term appointment by the "Short-Term Faculty Appointment or Reappointment ^[3]" form to Ivy Mason.

(2) The Dean's Office returns the form to the department with an approval signature.

(3) The department sends the appointment packet to Academic Human Resources. The packet should include the original approval form/letter and other required documents; see documentation for New temporary appointment--short-term ^[2].

(4) The department may enter the appointment on-line using OPUS. If the appointment packet does not arrive in Academic Human Resources by the payroll deadline, the appointment will be removed from the system.

(B) New non-short-term temporary appointment

To make a new temporary appointment that does not qualify as "short-term" (see above), the department should follow these procedures:

(1) A faculty vote is required. The department submits to the Dean's Office a complete appointment packet (original plus one copy); see documentation for New temporary appointment--non-short-term ^[2].

(2) The Dean's Office reviews the recommendation, adds an approval signature, and forwards it to Academic Human Resources.

(3) The Dean's Office notifies the department by e-mail that the appointment has been approved and forwarded.

(4) After receiving the e-mail approval, the department may enter the appointment on-line. A copy of the e-mail approval should be pasted into the "notes" section of OPUS.

(C) New permanent appointment

For legal and fiscal management reasons, it is important to follow this sequence in the search for and appointment of new faculty for permanent positions.

(1) Submit "Approve search request" form ^[4] to the Dean's Office.

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[Home](#) > Reappointment procedures

Reappointment procedures

Dean's Office contact: [Ivy Mason](#) ^[1]

- [Reappointment requirements](#)
- [Reappointment checklists](#)
- [Non-reappointment](#)
- [Departmental actions for reappointment](#)
 - *Short-term faculty titles*
 - *Regular faculty (non-short-term) titles*
- [Reappointment documentation](#)
 - *For short-term faculty reappointments*
 - *For adjunct, affiliate, & clinical faculty reappointments*
 - *For all other reappointments*
- [Reappointments summary table](#) ^[2]

Reappointment requirements. The only members of the faculty who hold continuing appointments with no term limits are Associate Professors, Associate Professors WOT, Professors, Professors WOT, and emeritus faculty.

The academic titles listed below require reappointment action. A department must submit a reappointment recommendation, either positive or negative, if one of these criteria applies: (1) a full-time appointment, regardless of funding; (2) a part-time appointment in a permanently funded state position; (3) a research faculty appointment, regardless of funding percentages.

- Assistant Professor, Assistant Professor WOT, Research Assistant Professor
- Research Professor, Research Associate Professor
- Lecturer, Senior Lecturer, Principal Lecturer
- Artist in Residence, Senior Artist in Residence
- Instructor
- Teaching Associate
- Temporary appointment
- Acting appointment

These faculty titles with annual terms require a reappointment action each year:

- Adjunct appointment
- Affiliate appointment

- Clinical appointment

The year and quarter in which a reappointment recommendation is due depend upon the title, the term of appointment, and the number of years appointed in the title. For quick reference, see Reappointments summary table [3].

An appointment or reappointment for a multi-year term requires that (1) the appointment is full time and (2) a national search was conducted at the time of hire or a waiver has been granted.

Reappointment checklists. Four different checklists are available that outline the steps a department should follow in making reappointment recommendations:

- Reappointment checklist, short-term faculty titles [4]
- Reappointment checklist, non-short-term faculty titles [5]
- Reappointment checklist, annual faculty titles [6]
- Reappointment checklist, Assistant Professor faculty titles [7]

Non-reappointment. Many temporary appointments (such as part-time appointments for one or two quarters) do not require any action for non-reappointment, and the department may separate the person at the end of the appointment. The ending date of the appointment should always be stated in the offer letter.

A person holding a full-time temporary appointment must be notified by the Dean about non-reappointment. If the full-time temporary appointment is made for one year (or less) and this is stated explicitly in the letter of offer, no reappointment consideration is necessary by the department. However, the chair should confirm the appointment terms in a memo--sent to Ivy Mason--so the Dean can notify the faculty member of termination. No faculty vote or documentation need accompany this memo.

Departmental actions for reappointment. The procedure for reappointment depends upon whether the appointment is (A) a short-term one or (B) a non-short-term one. See the sections below.

(A) Short-term faculty titles. A short-term appointment is defined as any of the following titles:

- Research Associate
- Research Associate Trainee
- Senior Fellow
- Senior Fellow Trainee
- Visiting Scientist
- Lecturer Part-Time for two quarters or less
- Artist in Residence for two quarters or less
- Teaching Associate for two quarters or less
- Acting Instructor for two quarters or less
- Visiting Lecturer for two quarters or less

The reappointment must be for the same title, in the same department, and supported by temporary funds.

A faculty vote is not required for actions involving short-term appointments, provided the department has voted to delegate to the chair the authority to make short-term

Competitive and pre-emptive offers

Dean's Office contact: Divisional Dean

When a faculty member receives a formal competitive offer or when a pre-emptive offer is being considered, the chair notifies the Divisional Dean to discuss an appropriate response. After a response is approved, the chair negotiates directly with the faculty member. Experience shows that retention success is closely tied to the chair's efforts.

The *Handbook* states that the faculty of each academic unit shall document biennially the level of consultation, if any, they deem necessary before competitive salary offers may be made.

Retention guidelines. Because the College shares significantly in the costs of retention, the standards for making retention offers must be high.

- (1) The individual must have both an outstanding academic record and a major impact on University programs and colleagues consistent with rank and experience.
- (2) The individual needs to have above-average merit evaluations in recent reviews.
- (3) The competitive offer must come from a comparable institution or department. Response is unlikely to offers from institutions of significantly lesser reputation, even if the offered salary is higher. A response is usually not made to offers from industry or other non-academic employers.
- (4) Consideration is given to the length of time since a previous retention offer was made. University policy requires a minimum of three years between retention offers.
- (5) The department must approve the making of a retention offer, following departmental guidelines.

Amount of retention offers

- (1) College practice is to target a new salary halfway between the current and proposed salaries, unless equity considerations justify a larger salary.

(2) Departments are expected to contribute an above-average merit raise in the next allocation, unless the merit raise is 2 percent or less. The actual percentage is determined annually.

(3) Other elements involving one-time funding will be provided through a combination of departmental, College, and University resources.

Making a retention offer

(1) The department will follow its adopted procedures to approve the request for a retention offer. Then the following materials are sent to the Dean's Office for review:

(a) a copy of the competitive offer letter, or a letter from the chair outlining the circumstances that might lead to a pre-emptive offer;

(b) the chair's statement in favor of retention, giving the department's response and addressing the retention guidelines listed above;

(c) the faculty member's curriculum vitae and copies of student and peer teaching evaluations for the past three years.

(2) The materials are reviewed by the Divisional Dean and Dean, and a decision is made concerning the retention offer. If approved, the retention offer is worked out among the chair, Divisional Dean, and Provost's Office. The Dean must obtain the Provost's approval for all counteroffer salary increases. When details of the offer are finalized, a draft of the response letter to the faculty member must be reviewed in advance by Ivy Mason (see [Competitive offer response sample](#) ^[1]) and the following documents need to be submitted to the Dean's Office for review:

(a) a copy of the "[Retention Salary Adjustment Form](#) ^[2]" signed by the Chair;

(b) a copy of the "[A/B Retention Salary Adjustment Request](#) ^[3]" (for A/B retentions only).

(4) A salary counteroffer will not take effect until the faculty member declines the competitive offer in writing, and this decision must be in hand in time for the salary increase to be processed (normally sixty days). The salary counteroffer is normally made effective at the beginning of the next academic year.

(5) When the negotiations are completed and the faculty member has submitted his/her decision in writing, the department must complete the form [?Report of competitive offer](#) ^[4] and submit it, with attachments, to [Margie Ramsdell](#) ^[5]. (If not sent at the time, the form must be received by early September.)

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