FACULTY POLICIES GUIDE
2024-2025

(1) NUMERICAL TEACHING EVALUATIONS.

In years when they teach, all faculty, to remain meritorious, must have at least one course evaluated through the UW Office of Educational Assessment. Because the university now charges us for paper evaluations, the department requires online evaluations. See http://www.washington.edu/oea/services/course_eval/uw_seattle/ for more information about ordering online evaluations. Guidelines for conducting teaching evaluations can be found at: https://english.washington.edu/faculty-guidelines.

Please note that faculty at the rank of Assistant Professor and Assistant Teaching Professor are advised to have every class evaluated so that there is an adequate record of their teaching when they come up for reappointment or promotion. Similarly, Associate Professors and Associate Teaching Professors should try to have as many classes as possible evaluated in the year or years immediately before they put themselves forward to be considered for promotion.

(2) COLLEGIAL EVALUATIONS.

In order to remain meritorious, faculty must periodically receive collegial evaluations. The frequency depends on rank: every year for Assistant Professors and Assistant Teaching Professors and at least every three years for Associate Professors, Professors, Associate Teaching Professors, and Teaching Professors.

Any faculty member can provide a collegial evaluation of any other faculty member (in other words, the rank of the evaluator is irrelevant). Although a class observation is highly recommended, it is not, strictly speaking, required as long as the evaluation "focuses on course content as perceived by peers and describes the unique expertise, types of instruction, courses, or other activities which a given individual contributes to the unit's curriculum or teaching program." Guidelines for collegial evaluations can be found at: https://english.washington.edu/faculty-guidelines.

According to the College, the teaching section of promotion committee reports qualifies as a collegial evaluation. Therefore, in years when faculty go through the promotion process, we automatically count them as having fulfilled the requirement for a collegial evaluation; there is no need for them to submit additional materials.

If you are unsure whether you are up to date on your collegial evaluations, please check with Karla Tofte (ktofte@uw.edu) in the Main Office.

Regardless of whether they are required to do so, Associate Professors and Associate Teaching Professors must arrange for collegial evaluations in the year before putting themselves forward for possible promotion.

(3) UPDATED CVS AND YEARLY ACTIVITY REPORTS

In order to count as meritorious, all faculty must submit updated CVs and yearly activity reports to the department in addition to staying up to date on numerical and collegial teaching evaluations. Please submit all merit materials to Karla Tofte (ktofte@uw.edu) in the Main Office by mid May (the specific date will be announced in early Spring quarter).

When writing your activity reports, please consult the department's merit review heuristic, which offers a guide to help faculty describe and document their work. The heuristic as well as guidelines for CVs and activity reports can be found at: https://english.washington.edu/faculty-guidelines.

If you hold a split appointment, it is up to you to submit your required merit materials to English. Our staff are not responsible for contacting other departments and soliciting or negotiating acceptable copies of your merit materials from them.

If you do not submit your merit materials to the English Department Main Office by the deadline, you are at risk of being designated as non-meritorious. You would not be eligible for a merit raise, and if you are deemed non-meritorious in two successive years the department would have to appoint an "assistance" committee to oversee your performance.

(4) MEETINGS WITH THE CHAIR OR ASSOCIATE CHAIR.

The UW Faculty Code (Section 24-57) requires that chairs or their designees meet individually and on a regular basis with all faculty members in their department. These conferences must take place with all Assistant Teaching Professors and Assistant Professors every year, with Associate Teaching Professors and Associate Professors at least every two years, and with Teaching Professors and Professors at least every three years. Teaching Assistant Professors and Assistant Professors will meet with the Chair of English; all others will be scheduled with the Chair or designee as schedules allow. Please check with Karla to find out if you are due for an annual meeting or if you would like to schedule one anytime.

The purpose of the regular conference is to help individual faculty members plan and document their career goals. The discussion at each conference should include: (1) the department's needs and goals with respect to the faculty member's teaching, scholarly, and service responsibilities and accomplishments; (2) shared goals for the faculty member's teaching, scholarship, and service in the forthcoming year(s) in keeping with the unit's needs and goals for the same period; and (3) a shared strategy for achieving those goals. The discussion should also identify specific duties, responsibilities, and resources for the faculty member and should include specific suggestions to improve or aid the faculty member's work.

When you meet with the Chair of English (or their designees), be prepared to address the list of questions that appears below. After the meeting you will receive a written record of the conversation.

> (1) How would you summarize your teaching, scholarly, and service responsibilities and accomplishments since your last chair's conference (or, if you have not had one before, over the last one to three years)?

> (2) How specifically have your teaching, scholarly, and service during that period contributed to the department, university, and larger community? To what extent do you feel your work is recognized? What can the department do to more fully recognize your contributions?

> (3) What are your goals for your teaching, scholarship, and service in the forthcoming year(s)?

> (4) In what ways are those goals in keeping with the department's needs and goals?

> (5) How do you plan to achieve those shared goals? What specific duties/responsibilities will you be taking on?

> (6) What resources will you need, and how can the department help you grow professionally?

> (7) How does working toward these goals fit within your larger career trajectory, for example your advancement toward tenure or promotion?

To schedule a conference, please contact Karla Tofte (ktofte@uw.edu), the Assistant to the Chair. In advance of your meeting (at least one week), please make sure that Karla in the Main Office has an updated copy of your CV if anything has changed in it or your annual activity report since the past Spring quarter.

(5) SABBATICALS.

Faculty are eligible for sabbatical leave every seventh year (please note that for a "year" to count towards the sabbatical clock, faculty must maintain a 50% average annual FTE). Check with Carolyn Busch (buschc@uw.edu) to confirm when you might be eligible: there are some odd quirks in how the university defines "every seventh year."

One does not automatically receive sabbatical. Faculty must apply. In 2023-2024 the departmental application deadline is 5:00 pm Monday, November 20th. The form you must submit is available at http://ap.washington.edu/cms/wp-content/uploads/Sabbatical_Leave_Form.pdf

The Chair ranks all departmental applications, which are then passed on to the College and ultimately the Provost. Because the number of sabbatical quarters is limited by state law, some requests for leave are turned down. For an overview of the criteria that the College uses when assessing applications, see https://admin.artsci.washington.edu/leave-allocation-guidelines.

Please note that sabbatical is considered full professional leave. That is, during such a leave, one is not obligated to serve on committees, mentor graduate students, and carry out other faculty duties. Other sorts of internal UW course release (RRF, Society of Scholars, etc.) are NOT full professional leave: one is NOT excused from service and mentoring obligations.

Also note that while on sabbatical you are NOT counted as a voting member of the department and cannot vote on any departmental matters, including personnel decisions such as hiring and promotion. (You will typically continue to receive ballots via email, however, since faculty in the past have complained about not knowing about elections that were underway while on sabbatical.)

(6) OUTSIDE WORK.

All University employees must comply with the requirements of the State of Washington and the University regarding employee conflict of interest. Faculty who have other employment or own a business in addition to their UW employment must secure advance review and approval for outside work. This requirement applies whether or not the work is compensated and/or conflicts with the employee's official duties or status as a University employee.

Executive Order 57 (http://www.washington.edu/admin/rules/policies/PO/EO57.html) provides more information about what constitutes "outside work," especially what kinds of consulting, honoraria, and payments require advance approval.

(7) LOBBYING ACTIVITIES.

The department must submit a quarterly report concerning any state-level lobbying activities undertaken by faculty. Lobbying is defined as attempting to influence the passage or defeat of any state legislation (including budget proposals), or the adoption or rejection of state agency rules, standards or rates. The most common form of lobbying is face to face contact with a state legislator with the objective of influencing their action or inaction on state legislation (including budget proposals).

The Chair will assume that you have NOT undertaken any lobbying activities during a given quarter UNLESS you report otherwise.

(8) SAFETY ON CAMPUS.

The University has established procedures that employees must follow to report behaviors of concern, harassing, threatening and violent behavior to SafeCampus. Supervisors are required to report situations that UW employees have reported to them. If you feel concerned about someone's behavior, potential violence, or need to report a situation that has already occurred, call SafeCampus; they can provide support, discuss your options, offer safety measures, and connect you with resources: 206-685-SAFE (7233)

For information, go to http://www.washington.edu/admin/hr/polproc/work-violence/.

(9) FERPA AND PUBLIC RECORDS.

As a university employee, you are required to abide by University Policies regarding privacy and use of public records. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. "Education records" are "those records, files documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution." FERPA mandates that all identifying student information remain confidential unless otherwise permitted by the student (through written consent). For example, we cannot leave student papers in public areas. For more information, see https://itconnect.uw.edu/work/appropriate-use/public-records-act/.

All e-mail on your UW account is a public record, subject to all relevant state public disclosure of information laws—anything on your e-mail account could potentially get disclosed under a public information request. Nothing of a confidential nature should be put on email, including student grades, which are subject to confidentiality under FERPA. For more information, see https://www.washington.edu/students/reg/ferpa.html.

(10) HOLIDAYS AND RELIGIOUS OBSERVANCES.

Before scheduling any events, required meetings, presentations, or exams, please consult http://www.washington.edu/students/reg/religcal.html, the UW Calendar of Holidays and Religious Observances, in order to take into consideration holiday and religious observances. *Please also be aware of the new state law requiring teaching faculty across the University to make accommodations for students observing religious holidays or traditions. Instructors must include information in every course syllabus alerting students of this option.*

(11) COMPLAINT RESOLUTION AND EMPLOYEE INVESTIGATIONS

Two new laws related to employee investigations have been signed into law (EHB 2020: Exempting the disclosure of names in employment investigation record and ESHB 1692: Protecting information concerning agency employees who have filed a claim of harassment or stalking). As a result of this legislation, it has become increasingly important to centralize investigation processes. Therefore, departments must partner with UW Human Resources when they investigate a complaint alleging a violation of Executive Order 31 (the University policy prohibiting discrimination, harassment and retaliation) that involves staff or academic student employees.

What this means is that all issues of harassment of any kind must be brought to the department chair (or up the supervisory chain if the case involves the chair) so they can be referred to HR.

UWHR's Complaint Resolution web page has been updated to clarify this requirement.