

COLLEGE COUNCIL CHECKLIST NEW APPOINTMENT RECOMMENDATION

Arts & Sciences, Spring 2023

A proposed new appointment at or above the level of Associate Professor must be reviewed by the College Council. Documentation should be submitted AS A PDF FILE TO Julianna Jones at juj@uw.edu.

A proposed new appointment at or above the level of Associate Professor for an affiliate or clinical title must be reviewed by the Divisional Dean. Documentation should be sent in AS APDF FILE to Julianna Jones.

Candidate

Department

Joint appointment _____

Highest degree _____ Year received _____ Institution _____

Recommendation for appointment as _____

Effective date of UW appointment _____

Recommended term of appointment (*for research titles*) _____

Documentation (*check the items included*)

This checklist

Curriculum vitae

Bibliography

Candidate's letter of application for the position

Chair's letter to the Dean

Include the complete tally of the departmental vote, the chair's independent recommendation, and a description and evaluation of research, teaching, service.

Departmental review committee report, if produced

Chair's letter from joint or adjunct department, if applicable

Evidence of teaching effectiveness, if applicable

Submit student and collegial assessments, as available, and a departmental evaluation.

External evaluations (3-5 outside letters)

If letters are solicited by the department, include the referees' qualifications, how chosen, and a copy of the departmental letter requesting the evaluation.

Note: Candidate's publications or other creative works are not required.