

To: CAS Department Chairs

From: Dean Harris

Subject: Teaching Track Faculty Reappointment Process

Dear Colleagues,

To ensure a more uniform and equitable process for teaching track faculty reappointments the college is implementing the following practices for reappointment requests effective July 1, 2025.

This document pertains solely to requests for teaching-track reappointments. Please also recall that teaching-track reappointment contracts exist separately from the teaching-track promotion process.

All reappointment requests must now include the following information as part of the required Chairs/Directors letter:

- The standard teaching workload for the position, described as the number and type of courses per academic year, and, if such a norm has been established, the unit's SCH expectations for this position.
- If applicable, an explanation for any deviations from the unit's standards in this reappointment case, for example, sabbaticals, fellowships, study abroad programs, or administrative appointments that result in a reduced course load.
- A statement focusing on the ways this request fits with the unit's strategic goals and priorities, with particular attention to the unit's instructional needs.
- A listing of the annual academic year (i.e. excluding Summer quarter) SCH count from this faculty members instructional offerings for each year since appointment or prior reappointment.
- The new **Teaching Track Faculty Reappointment Matrix** listing data for each course taught since appointment or prior reappointment.
- The position's monthly full-time base salary and funding source.

The Administrative Gateway has been updated with this new information, including the required matrix. You can find the full set of reappointment guidelines below. The deadline of November 15 for the submission of the reappointment packet remains unchanged. The Dean of the College and the Divisional Deans will collectively review all reappointment requests during the November 15 – December 15 period to arrive at recommendations

<https://admin.artsci.washington.edu/personnel/reappointment-procedures>