

Appointments and promotions in the Department of Bioethics & Humanities abide by the UW faculty code and the [School of Medicine Faculty Appointments & Promotions Guide](#). Faculty are encouraged to review these documents in preparation for promotion.

APPOINTMENT TO FACULTY, ASSISTANT PROFESSOR

1. Applicants are required to complete the terminal degree appropriate to their discipline prior to appointment (Ph.D., M.D., J.D.). If the degree is still in progress, appointment may be made at an acting rank.
2. Applicants should present evidence of potential to contribute to scholarly research and the teaching mission of the Department.
3. Applicants should demonstrate high standards of professional conduct in all work interactions and responsibilities. Professional conduct includes acting with integrity, respect for others, accountability, and a commitment to fairness.
4. Applicants must submit the following materials, which will be available for review by all regular Department faculty: curriculum vitae, three letters of reference, and a writing sample.
5. In accord with the University's expressed commitment to excellence and equity, any contributions in scholarship and research, teaching, and service that address diversity and equal opportunity shall be included and considered among the professional and scholarly qualifications for appointment and promotion outlined below.

APPOINTMENT TO FACULTY, ASSOCIATE PROFESSOR AND PROFESSOR

Appointments at these levels will be made according to the same criteria as apply to promotion to these ranks. Appointment to the rank of Associate Professor or Professor requires solid evidence from external and internal reviewers that the candidate has performed in accord with all the criteria detailed below for research, teaching, service and professionalism.

All departmental promotion requests will include an evaluation of how closely the applicant has matched or exceeded the department's requirements contained in the offer letter and annual reviews. The Chair will consult with senior faculty on the Departmental A&P Committee.

PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

Scholarship An Assistant Professor in the Department of Bioethics and Humanities is expected to conduct research within the field of bioethics or the humanities. Research may be related to

Criteria for Appointment and Promotion

biomedical research, health, or health care. Scholarship should be communicated in ways that will make the faculty person well known and appreciated nationally among colleagues in his or her field of specialization. This requires publication in the manner appropriate to the individual's discipline, namely, in books and scholarly journals, including medical, scientific, health care, bioethics and humanities literature. The caliber of the faculty person's scholarship is evaluated in the following ways:

1. An Assistant Professor is expected to produce high caliber scholarship. The Department assesses the quality of scholarship based on originality and innovation, peer review, and having a high impact on the field. First author publications are expected as evidence of originality of research. The Department recognizes that high caliber research in the fields of bioethics and the humanities can take a variety of forms. These include not only traditional peer-reviewed journal articles and books, and securing extramural funding but also other types of work reflecting original scholarship and peer recognition, including: book chapters in edited volumes, or invited papers. Faculty members are expected to demonstrate continued productivity during time in rank. Publications should be on file and available to the committee reviewing the candidate.
2. An Assistant Professor should participate in the scholarly and professional groups appropriate to his or her discipline. Presentation of papers, either invited or peer reviewed, before scholarly audiences shall be considered as evidence of scholarship consistent with the professional standing of the organization.
3. Letters of evaluation shall be solicited by the Chair from colleagues in comparable fields and institutions. A minimum of six letters of recommendation are required. Of the six letters, at least three referees must be external to the University of Washington, of whom at least two are not present or past colleagues, teachers, students, friends, mentors, or collaborators (worked with or co-authored papers). The remaining three letters can come from University of Washington faculty; one must be from within the department. It is preferred that these letters come from senior faculty. Candidates for promotion as well as colleagues in the candidate's field will be invited to submit suggestions for appropriate evaluators.

Teaching In recognition of the importance of teaching at the University of Washington, strong emphasis is placed on the teaching abilities of those at all ranks of the Faculty. The initial years of faculty appointment provide an excellent opportunity to assess teaching performance and to perfect the necessary skills. During those years, teaching will be evaluated in the following ways:

1. A full-time Assistant Professor, tenure track, in the Department of Bioethics and Humanities is expected to teach up to four courses per year, or teaching equivalent, per expectations outlined in the offer letter and/or subsequent agreements with the department, unless specifically exempted by the Chair.
2. An Assistant Professor, not tenure track, is expected to teach one course per year, or teaching equivalent, unless specifically exempted by the Chair.
3. The syllabi or equivalent work for all teaching shall be filed each quarter with the

Criteria for Appointment and Promotion

departmental curriculum coordinator and will be open for inspection at any time. Teaching materials will be reviewed for adequacy of content, organization and literature as part of the annual performance review and by the faculty committee reviewing the candidate for promotion.

4. Participant (including student, resident, fellow or other trainee) evaluations shall be filed for all courses and training programs taught by Assistant Professors, with a copy ordered for the Chair. These evaluations should generally reflect strong capabilities as a teacher.

Service An Assistant Professor is expected to perform services that contribute to the Department, the School, the University and the community.

1. An Assistant Professor should be engaged in departmental activities and contribute to the department's educational activities such as seminars, lectures, etc.
2. An Assistant Professor should serve regularly on at least one committee of the UW Medicine/School of Medicine and accept service on University committees and bodies.
3. Service on committees of scholarly and professional organizations, election to office in such bodies, and/or service on editorial boards count as evidence of service.
4. Lectures before public audiences are evidence of service.

Professionalism An Assistant Professor is expected to demonstrate high standards of professional conduct in all work interactions and responsibilities. Professional conduct includes acting with integrity, respect for others, accountability, compassion and a commitment to fairness. Professionalism will be evaluated in the following ways:

1. For promotion to each successive rank in the Department, a faculty member is expected to grow in his or her fulfillment of this commitment and to be or become a role model for professionalism. Demonstrated growth in professionalism may occur in leadership; mentoring; service activities for the Department, School or University; and teaching, clinical responsibilities, and research.
2. Regularly scheduled faculty reviews will assess professionalism, and the outcome of these reviews will be included in the promotion materials for the faculty committee reviewing the candidate. Regular reviews will include input from the individual faculty member under review, as well as feedback from others including faculty colleagues, students, staff and others impacted by the faculty member/s research, teaching or service.

PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR

Scholarship Although teaching remains an important function at the Associate Professor level, scholarly research assumes primary importance as a qualification for promotion to Professor. It

Criteria for Appointment and Promotion

is on the basis of one's published work that the candidate acquires the national reputation for significant scholarly contributions that is requisite for promotion to the rank of Professor.

Scholarship is evaluated in the fashion mentioned in the section for promotion from Assistant to Associate Professor. In addition, activities demonstrating national leadership and professionalism based on one's scholarly accomplishments shall be considered (e.g. senior author publications; leadership on extramural grants). Letters of evaluation from external and internal referees as detailed above shall be solicited by the Chair at the time of review for promotion. Candidates for promotion will be invited to submit suggestions for appropriate evaluators.

Teaching Criteria 1 and 2 listed under "Teaching" above will apply, and evaluation for the promotion will take teaching activities into account. One course per year shall be evaluated by students using official UW forms with a copy to the Chair. In addition, the faculty code requires peer evaluations at different intervals, depending on rank. Faculty should select different course numbers to be evaluated during their term as Associate Professors.

Service Service is evaluated as described above. All categories and criteria are the same and all ranks of faculty are encouraged to participate in the activities described.

Professionalism Professionalism is evaluated as described above. A faculty member is expected to grow in his or her fulfillment of this commitment and to be a role model for professionalism.

APPOINTMENT AND PROMOTION OF ADJUNCT AND AFFILIATE APPOINTMENTS

For an adjunct appointment, the individual must have a primary appointment in another University of Washington department and that department's Chair must concur. The adjunct appointment and subsequent promotions must be at the same rank as the primary department. An adjunct appointment is appropriate for a faculty member of another department who has active teaching and/or research affiliations with Bioethics and Humanities. Significant contributions to scholarship in bioethics and humanities within the School of Medicine will also be considered as criteria for an adjunct appointment. An ongoing commitment to department activities is a criterion for annual reappointment.

An affiliate appointment recognizes the professional contribution of an individual whose principal employment responsibilities lie outside the colleges and schools of the University of Washington. Individuals are expected to have an established relationship with the department prior to appointment as an affiliate faculty member. Appointment or promotion requires qualifications comparable to those required for appointment to the corresponding faculty rank in the Department of Bioethics and Humanities. Appointment and promotion will not automatically be linked to the individual's title or promotion at the home institution. An ongoing commitment to department activities is a criterion for annual reappointment.