Criteria for Minimum Expectations of Full-Time or Tenure Track Faculty Members

Last Amended December 2012

During the course of an academic year the normal performance expectations for a full time or tenure track Evans School faculty member shall encompass three areas: school teaching, school service, and research and scholarship. Full time lecturers are expected to satisfy the below criteria in the areas of teaching and service. Research faculty are expected to satisfy the below criteria in the area of research. Fulfilling these expectations is necessary but not sufficient to qualify for a merit pay increase; these minimum expectations do not substitute for the School’s policy, procedure and criteria for merit. The Dean, in consultation with the appropriate faculty, may deny a merit pay increase to a faculty member who fails to meet the suite of minimum expectations on a regular basis during the current academic year and the two preceding ones.

Evans School Teaching

- The standard teaching obligation for a full time tenure track Evans School faculty member is currently four courses in an academic year. A full time lecturer has a standard teaching obligation of six courses in an academic year. A faculty member who is not full time may teach less if previously approved. The courses shall be assigned by the Associate Dean for Academic Affairs. If assigned by the Associate Dean for Academic Affairs, the faculty member must teach at least one MPA core course per year.
- For each course taught, the faculty member must provide a syllabus that clearly describes course readings and assignments, expectations for student work, the basis for assigning grades, and how students can contact the instructor outside of class (office hours, email, etc.). The faculty member must also administer course evaluations.
- The number of courses may be reduced by formal written agreement with the School that can involve buyouts with external funding, unpaid leave, teaching for other units at UW, service compensation or other authorized replacement activity.

Evans School Service

- The minimum service obligations for a full time Evans School faculty member are 1 major committee and 1 minor or ad hoc committee during an academic year if assigned. A faculty member who is not full time may be assigned a reduced service
load. The Associate Dean for Academic Affairs designates the faculty member’s committee assignments.

- Service involves the obligation to attend regularly the assigned committees’ meetings, perform assigned work and actively engage in deliberations. It also includes regular attendance at School faculty meetings and, for tenured faculty members, discussions about merit, tenure and promotion.

**Evans School Research and Scholarship**

- Evans School Faculty members are expected to pursue an active research life. This means faculty should be engaged with their fields of study. This involves engaging the literature and colleagues of the field in a way that advance the professor’s teaching, writing or scholarly publications.
- Evidence of an active research life and expanded areas of knowledge and expertise could include, but not be limited to, scholarly publications, manuscripts submitted for peer review publication, research reports and other writings for the policy practitioner community, grant submissions, and participation in professional conferences.