

REGULAR CONFERENCES WITH FACULTY: UW ENGLISH DEPARTMENT POLICY, 4/25/2017

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 Lecturers and Assistant Professors every year, with Senior Lecturers and Associate Professors at least every two years, and with Principal Lecturers and Professors at least every three years. Lecturers and Assistant Professors will meet with the Chair of English; all others will be scheduled with the Chair or designee as schedules allow.

The Code also prescribes a set of topics that must be discussed at these meetings. 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.

To schedule a conference, please contact Karla Tofte (ktofte@uw.edu), the Assistant to the Chair. In advance of your meeting, please make sure that Janie Worm (jworm@uw.edu) in the Main Office has an updated copy of your CV as well as an activity report covering the present academic year. Your meeting cannot take place if you have not submitted these materials more than a week before the relevant date.

- (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 and 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?