

Department of Gender, Women & Sexuality Studies
Policy on Pre-emptive and Competitive Retention Offers

OVERVIEW: According to UW Faculty Code, faculty of each academic unit shall document biennially the level of consultation, if any, they deem necessary before competitive salary offers may be made.

UW RETENTION POLICY:

<https://ap.washington.edu/ahr/policies/compensation/retention-salary-adjustments/>

CAS GUIDELINES:

<https://admin.artsci.washington.edu/personnel/competitive-and-pre-emptive-offers>

FACULTY CODE ON RETENTION SALARY ADJUSTMENTS:

<https://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2471> (B3)

The Provost may distribute, in the course of a biennium, funds allocated by the President to retain a current faculty member, based on the recommendation of the dean. Prior to preparing a response, the dean shall first consult with the unit's chair. The faculty of each academic unit shall be provided the opportunity to cast an advisory vote on the appropriate response; alternatively, the faculty may establish, consistent with the procedures of [Chapter 23, Section 23-45](#), a different policy regarding the level of consultation they deem necessary before a competitive salary offer may be made. This policy shall be recorded with the Dean's office of the appropriate unit and a copy forwarded to the Secretary of the Faculty. The faculty shall vote whether to affirm or amend this policy biennially.

GENDER, WOMEN & SEXUALITY STUDIES RETENTION CONSULTATION POLICY

Approved by the voting faculty of the department on April 4, 2023.

Recommendations about retention-based salary adjustments are made by the Chair to the Dean's Office after consultation with the Department voting faculty.

The procedure will be:

Faculty member informs the Chair as early as possible about a competitive offer, the strong prospects of such an offer being made, or specific outreach to the faculty member by a peer institution as evidenced by recruitment correspondence or other communication. Peer institutions are either Research-1 schools and/or disciplinary peers, in our case, GWSS/ Feminist Studies programs with doctoral programs.

NB: In the College of Arts & Sciences, the Deans begin serious discussions of a retention offer "when a finalist interview has been scheduled." "In general, being invited to apply for a position does not, in itself, indicate that preemptive retention is an appropriate

Approved by the faculty on 4/5/23.

course of action.” There are two types of retentions: preemptive (before an offer is made) and competitive (when there is an offer).

The Chair will consult with the voting faculty of the Department of Gender, Women & Sexuality Studies about whether to pursue a preemptive retention or retention offer based on the individual’s scholarly, teaching, and service contributions. The potential impact of the faculty member’s departure on our department and the ability to accomplish our departmental mission and future plans will also be discussed.

Faculty members will cast a vote to be reported to the Dean’s Office by the Chair as part of the request to move a retention case forward. If the case is time sensitive and doesn’t align with a regularly scheduled faculty meeting, the Chair will call an advisory meeting (in-person or online). Attendance is important because absent faculty members will impact the vote count.

If the voting faculty recommend pursuing such an offer, the Chair will convey this information to the Divisional Dean as the departmental recommendation. Per College of Arts & Sciences guidelines, this request needs to include the following:

- Chair’s letter including description of the urgent nature of the request and value the faculty member brings to the department and college; why retention is key to advancing the unit’s strategic goals; and description of the consultative process and level of faculty support.
- Candidate’s current CV.
- Candidate’s student evaluations (last 3 years) and peer teaching evaluations (last 3 years).
- Copy of the offer letter (for competitive retentions).
- Supporting/concurring letters (required for joint appointments).

If the department recommends pursuing a retention case, the details of the offer will be developed by the Chair and the appropriate College and University personnel.