

ARTICLES OF FACULTY GOVERNANCE APPENDIX II.C

(This version, established in June 2008, applies to faculty who began on the tenure track on or after July 1, 2009. This version is available by choice for faculty who began on the tenure track prior to July 1, 2009.)

UWEX Guidelines for Nominations for Tenure

I. Introduction

Faculty who aspire to achieve tenure should make early plans to attain this academic achievement. Major responsibility for a strong record of accomplishment rests with the faculty member. Progress should be periodically reviewed and documented.

The policies and procedures outlined in this document will be followed when nominating Extension faculty for tenure. Chapters UWEX 3.04, 3.05, 3.06, 3.07, and 3.08 and Article 5 and Appendix I of the UWEX Articles of Faculty Governance explain the basic policy. Copies of these documents are available on the website of the Secretary of the Faculty and Academic Staff (<http://www.uwex.edu/secretary>) and are available in other formats from the UW-Extension Secretary of the Faculty (432 North Lake Street, Madison, WI 53706; 608-262-4387).

The granting of tenure is based on a consistent and high level of scholarship, not on years of experience. Early tenure consideration may be granted at the time of hire, based on scholarship prior to UW-Extension employment. Generally, tenure may only be granted after a minimum of four years of probationary faculty employment in UW-Extension, based on performance and scholarship in UW-Extension. If prior experience does not warrant early tenure consideration at time of hire, then the consistency of performance and scholarship necessary for tenure cannot be ascertained from less than four years of UW-Extension probationary faculty employment. Therefore, in no case other than in those cases where early tenure consideration has been granted at the time of hire, should a portfolio for tenure application be based on less than the four years of UW-Extension probationary faculty employment.

Tenure must be achieved (approved by the Board of Regents or the president on behalf of the Board) by the end of the sixth year of UW-Extension probationary faculty employment. Under related statutes and personnel rules, the maximum probationary period for a full-time appointment is seven years. No faculty member will be allowed to apply for or be considered at the institutional level for tenure during a seventh and terminal year of UW-Extension probationary faculty employment. (See Chapter UWEX 3, Faculty Appointments, for the complete policy on faculty appointments.)

The annual appointment letter for all probationary faculty will include the latest date to receive an affirmative tenure decision. Throughout the probationary period, the

administration shall advise a faculty member through annual reviews of the probability that programmatic priorities and budgetary support will justify tenure. However, despite budgetary and program constraints, the faculty member will not be prevented from applying for tenure through the normal review process for granting tenure.

II. The Nomination Process: Departments and the Faculty Tenure Advisory Committee

Nominations for faculty budgeted to an academic department originate with the department and are transmitted through the chair to the dean, who then forwards them to the Faculty Tenure Advisory Committee for advice.

Nominations for faculty budgeted to an administrative unit (Chapter UWEX 1.02) rather than an academic department may originate via recommendation from the administrative unit to the academic department or directly by the academic department. In the latter case, to have full knowledge of the status of the faculty member before acting on a tenure application, the department needs to contact and involve the appropriate administrative unit. Therefore, the department chair must request a letter from the head of the administrative unit or district director for each department member who has indicated an intent to apply for tenure during the coming year. This letter should address stability of funding for the position, assessment of long-term organizational need, and administrative assessment of the faculty member's performance based upon the annual review process. This letter, along with the portfolio described on the following pages, should accompany a department's recommendation to the dean.

In accordance with Chapter UWEX 3.06, the dean shall seek the advice of the Faculty Tenure Advisory Committee for each tenure recommendation forwarded from a department. The Faculty Tenure Advisory Committee's sole function is to advise the appropriate dean regarding tenure decisions. The Committee's advice shall be based on a review of the material forwarded by the dean for each candidate and take the form of a positive or negative recommendation to the dean.

Every application for tenure must conform to the general guidelines published in UW-Extension Guidelines. In addition, each academic department may have more specific guidelines. It is the department's responsibility to assess and monitor compliance with its own department guidelines.

The Faculty Tenure Advisory Committee will receive a faculty member's application only after the department has recommended to the dean that the faculty member be awarded tenure. Therefore, it would be inappropriate for Faculty Tenure Advisory Committee members to hold applicants to specific requirements included in department guidelines but not included in the UW-Extension Guidelines. The primary purpose for Faculty Tenure Advisory Committee involvement is to ensure that tenured faculty demonstrate an individual record of and continuing potential for a

consistent, high level of scholarship in accordance with applicable institutional criteria and guidelines.

III. Preparation of Portfolio

A candidate's tenure application takes the form of a portfolio normally submitted through his/her department. The candidate is responsible for initiating and producing the portfolio used in the tenure review process. It is the candidate's responsibility to:

- select, provide and organize the components submitted in the portfolio
- meet the time table outlined for portfolio submission
- seek assistance from the program unit, department and/or peers as needed

Candidates should refer to Appendix IC, Section IV, for a listing of the criteria used to evaluate candidates for promotion in tenure and rank in UW-Extension. The five criteria are:

- Education and experience,
- Continuing professional development and growth,
- Leadership in program development,
- Effective working relationships with colleagues, and clientele, and
- Contributions to the profession, department, and university.

For all the criteria just listed, a candidate's scholarship, as evidenced by his/her scholarly activity and behavior, is documented and assessed using the materials contained in the portfolio.

The relationship between Appendix IC, Section IV (Criteria for rank change) and Appendix IIC (Guidelines) is expressed in the following – NOT as a prescription of the relationship, but rather as a suggested approach to express the relationship.

As the candidate develops her/his portfolio,

- Much of the education and experience criterion are documented in Part A (Professional Resume).
- The criterion of continuing professional development and growth is addressed principally in Part A, Part B (Candidate's Position(s) in UW-Extension), and Part C (Summary of Program Development and Accomplishments).
- The criterion of leadership in program development is principally addressed in Part C and Part D (Statement of Professional Contributions and Scholarship).
- The criterion of effective working relationships with colleagues and clientele is addressed in Part C and Part D.
- The fifth criterion of contributions to the profession, university, and department is addressed principally in Part A.

Part E (Support Materials), Part F (Performance Evaluation), and Part G (Letters of Recommendations) are important sources of clarifying and corroborative information for all criteria.

PORTFOLIO FORMAT

The content of the portfolio should follow the format outlined in the UWEX Tenure Portfolio Contents.

UW-EXTENSION TENURE PORTFOLIO CONTENTS

The candidate supplies items described in sections A - F.

A. PROFESSIONAL RESUME (no more than 5 pages)

Include:

- Formal education and other significant relevant professional development
- Relevant employment (indicate UW-Extension employment and percent of time employed by UW-Extension)
- Professional and University contributions and recognition
- Experience with grants, collaborations, and supervision
- Publications or materials developed
- State, regional or national presentations
- Program materials developed

B. CANDIDATE'S POSITION(S) IN UW-EXTENSION

Include position descriptions for programming appointment, administrative appointment, or other significant candidate roles for which a description exists. The candidate may provide a background narrative about her/his position(s) in UW-Extension to help readers better understand the work of the candidate.

C. SUMMARY OF PROGRAM DEVELOPMENT AND ACCOMPLISHMENTS

(The purpose of this section is to summarize “what the candidate has done and how he/she did it”.)

Documentation presented in this section of the portfolio should reasonably address the following elements and detail the faculty member's role throughout the process:

- Situation statement
- Program objectives
- Faculty member's response including: planned activities, implementations, and teaching
- Impact/Outcomes
- Program Evaluations
- Professional development in response to personal and programmatic needs

It is the responsibility of the individual probationary faculty member to plan, develop, maintain, implement and assess a multi-year program of work. The purpose of this section of the tenure portfolio is to summarize the process and progress of program development and accomplishments throughout the probationary period. Candidates may include plan and report documents, or their most relevant parts, or a summary based on these documents that they have prepared in response to department and/or administrative requirements, or for the general benefit of their own work and its review by faculty peers.

- D. STATEMENT OF PROFESSIONAL CONTRIBUTIONS AND SCHOLARSHIP** (no more than 8 pages) (The purpose of this section is to share the meaning of the work that has been accomplished.)

This statement provides the candidate with an opportunity to reflect upon and assess professional contributions and scholarship. The candidate is responsible for analyzing career contributions, reflecting upon the most significant parts, developing a framework for describing the contributions, and explaining the impacts and implications for the intended audience, as well as for the profession. (See the introduction, criteria for evaluation for rank change, and assessment of scholarship found in Appendix I.C, Sections I., IV., and V.).

- E. SUPPORT MATERIALS**

The Candidate is encouraged to carefully select supportive exhibits which help explain or illustrate the candidate's accomplishments and the narrative portions of the portfolio. No more than 30 exhibits are permitted. For all supportive materials the unique contribution of the candidate must be specified.

- F. PERFORMANCE EVALUATION**

This section of the portfolio will be a summary of the candidate's performance by the appropriate administrator in the form of a letter from the administrator or as the candidate's past annual reviews.

- G. LETTERS OF RECOMMENDATION**

The candidate supplies the names of individuals from whom letters of recommendation should be obtained. The Department Chair requests these letters and an additional letter from the candidate's District Director or equivalent administrator regarding the financial support and programmatic need for the position.

At least three and not more than five current letters of recommendation must be provided. Such letters should specifically evaluate the candidate's qualifications for the promotion and tenure.

Selection of writers is critical. As these letters are often used as a measure of the candidate's quality, they should be from faculty (tenured or non-tenured), non-faculty colleagues, collaborators, and/or subject matter experts.

IV. Cover Letter for the Recommendation

The portfolio should be accompanied by a cover letter from the chair (or representative) of the department. This letter should state the recommended promotion precisely; for example: "Recommendation for promotion from Assistant Professor to Associate Professor with tenure" or "Recommendation for appointment as Associate Professor with tenure."

The letter should outline the candidate's present and future responsibilities in the department and/or administrative unit. It should also indicate the department's evaluation of the candidate's scholarship and should include a statement of reasons given by the department's executive committee (or representative committee) for recommending the candidate's promotion to a tenure position. In addition, the letter should contain a statement outlining the department's/unit's need for the candidate in terms of its academic mission and long-range plans.

V. Copies Required

The Faculty Tenure Advisory Committee requires eleven copies of the candidate's portfolio, eleven copies of support materials, and a letter from the appropriate dean requesting the advice of the committee.

VI. Early Tenure Consideration Granted at Time of Hire

Early tenure consideration may be granted at the time of hire, meaning that the tenure process may be initiated before or within the first twelve months of the employment date of a faculty member. Generally, tenure may only be granted after a minimum of four years of probationary faculty employment in UW-Extension. The granting of early tenure consideration granted at the time of hire begins when the candidate, the academic department and the appointment authority agree to a tenure consideration at time of hire. Candidates will be hired at the highest appropriate nontenure rank and if tenure is granted, the new rank will be effective at the time it is granted.

While portfolios for candidates who have been granted early tenure consideration at the time of hire may differ from those of other candidates, it is the responsibility of the candidate to provide materials that, at a minimum, address the elements of scholarship and document how they have met the criteria for evaluation for rank change and assessment standards found in Appendix I.C, Sections IV., and V. The tenure application portfolio will consist of existing materials that show evidence of professional performance and scholarship and other materials requested by the department.

The academic department chair must provide a written explanation of the circumstances of the request for early tenure consideration granted at the time of hire in the letter which is forwarded to the dean. This explanation must include the candidate's previous position(s) and the new appointment in UW-Extension.

Nominations for early tenure consideration granted at the time of hire will follow the same channels as other tenure nominations (see section II). The department committees and the Faculty Tenure Advisory Committee should consider relevant information relating to the professional achievements of such candidates. These committees may also need to schedule special meetings to consider such candidates. The Faculty Tenure Advisory Committee must consider and act on applications for tenure for those granted early consideration at the time of hire within 30 days of the request by the dean to do so.

VII. Meeting Dates and Deadlines for Tenure Nominations

Any meeting in a tenure proceeding may be held in closed session if the deliberating body votes to do so, with the exception that the candidate in question has the right to require that the proceedings be held in open session. Candidates can require that meetings to hear evidence and to take final action be held in open session. State Statute Section 19.85(1)(b) is the provision pertinent to tenure proceedings. For tenure proceedings within both department committees and the Faculty Tenure Advisory Committee, the individual candidates must be given advance notice of meetings and informed that they have the right to require open meetings.

The Faculty Tenure Advisory Committee regularly meets in November, February, and March. To be considered at one of these meetings, a faculty member's application must be forwarded from the department to the dean by the deadlines noted below (or the following Monday when those dates fall on a weekend). In special cases, such as a recommendation for early tenure consideration granted at the time of hire or a tenure due date (six years anniversary) that does not allow for delay until the next regularly scheduled meeting, the Faculty Tenure Advisory Committee may hold a special meeting at any time of the year.

For Review at a November Meeting

- **Department chair must forward materials to the appropriate dean by October 10.**
- **Dean must submit all materials to the Faculty Tenure Advisory Committee chair by October 17.**

For Review at a February Meeting

- **Department chair must forward materials to the appropriate dean by January 10.**
- **Dean must submit all materials to the Faculty Tenure Advisory Committee chair by January 17.**

For Review at a March Meeting

- **Department chair must forward materials to the appropriate dean by February 10.**
- **Dean must submit all materials to the Faculty Tenure Advisory Committee chair by February 17.**

PORTFOLIO FORMAT

The process of the adoption and revision of this document is carried out in consultation with the Chancellor, or Chancellor's designee, and his/her concurrence is assumed unless he/she indicates otherwise.

Approved by the Faculty Senate, September 25, 1997

Revised June, 2000

Revised September, 2001

Revised December 2004

Revised June 2008 – Approved by the UWS Board of Regents June 2009