

APPENDIX K: PROCEDURE TO IMPLEMENT TENURED FACULTY REVIEW AND DEVELOPMENT

Department of Youth Development

Revised April 2010

I. Introduction

The major purpose of the university is to create and disseminate knowledge through its research, integration, outreach and teaching. The quality of the institution is significantly determined by the quality of the faculty's scholarly contributions in these areas.

The UW-Extension faculty and administration recognize that the periodic review of tenured faculty is necessary to ensure that individual faculty continue to demonstrate scholarship grow professionally and effectively share their expertise with students, clients, and colleagues throughout their university career.

II. Purpose

The purposes of the University of Wisconsin-Extension Tenured Faculty Review and Development Policy are:

- To recognize and foster the scholarly work of its faculty

Scholarship in UW-Extension is:

- Creative, intellectual work;
- Reviewed by the scholar's peers who affirm its value;
- Added to our intellectual history through its communication; and
- Valued by those for whom it was intended

UW-Extension's definition of scholarship and guidelines for its assessment are detailed in Appendix I. B. and Appendix I.C. of the Articles of Faculty Governance

- To assure that faculty members commit their talents to best serve the interests of the students, colleagues and clients, the institution, the academic discipline and their own intellectual growth;
- To assist tenured faculty in their continuing professional development
- To provide guidance and support for addressing any deficiencies identified in the current review.

Tenured faculty review and development process shall respect all aspects of academic freedom.

III. Frequency of Review

Tenured faculty performance shall be reviewed once every five years. A faculty member may request a new review after two years. The review shall cover performance for the previous five years.

Successful completion of tenured faculty review or attainment of professor status will begin the five-year timeline for the next tenured faculty review.

Professor status must be attained by the tenured faculty review deadline or tenured faculty review will be required. In the event the professor promotion is not granted the professional

resume, position description, summary of professional contributions and scholarship and professional development plan from the portfolio will serve as the documentation for Tenured Faculty Review.

IV. Reviewers

The review will be conducted by a three member committee of tenured faculty, plus the Department of Youth Development Chairperson, serving as chair of the committee pending buy out of time. The three members will be elected from each of the Faculty Senatorial districts, serving a three-year term. The election process will concur with the regular election of Department of Youth Development Faculty Senators. Districts will nominate individuals and the entire department will vote in the election. When a district representative is not available to take the responsibility or a person is not able to complete their term, the Department Chair will appoint a person to fill the term.

V. Documentation, Procedure and Timeline

Each faculty member's scholarly growth and professional development shall be evaluated on the criteria appropriate for the individual job description and the academic department's mission. Documentation to be provided by the candidate includes:

A. Summary of Professional Contributions and Scholarship (no more than 8 pages, font size 12 point or larger) will serve as the basis for the review. Existing reports may be incorporated in the 8 page summary. DO NOT include support pieces.

1. The summary is a concise report, reflective of accomplishments, evaluation, impacts, challenges and future directions, written by the faculty member and covering the past five years work.
2. The summary should address progress on the following criteria:
 - a. Evidence of continuing scholarship in research, integration, outreach/engagement, and teaching
 - b. Background information on your position and county.
 - c. Program development and implementation
 - d. Teaching
 - e. Continued professional development as demonstrated by personal intellectual growth in the acquisition of new job related skills, ideas and experiences
 - f. Contributions to the profession and the university including faculty governance
 - g. Administration/leadership of educational and/or research programs
 - h. Efforts to reach diverse and/or underserved audiences including programming and professional development.

B. Proposed Plan For Scholarly Growth And Professional Development (not to exceed 1 page) The plan should identify the faculty member's preferred professional development activities for the next five years.

C. Position Descriptions Include position description(s) for programming appointment, administrative appointment, or other significant roles the faculty member has engaged in since the last review.

The procedure and timeline for TFR's is as follows:

1. The Tenured Faculty Review committee will notify faculty members to be reviewed in the upcoming year by July 1.
2. Faculty reports are due to Tenured Faculty Review Committee members at least 2 weeks prior to review. Committee names and addresses will be provided.
3. The department chair shall for each review solicit from the district director and/or County Department Head the performance evaluation and/or summaries of the self-initiated evaluation for the past four years and for the immediate past year evaluation information from sources external to the Department. This information shall be from any of the following or others deemed appropriate and necessary: State Program Leader or designee, District Director, County Office Department Head, student/clients, or other partner agencies.
4. A meeting of the Department Review Committee and the faculty member shall review the progress, accomplishments and proposed scholarly growth and professional development. Written feedback in the form of a summary report prepared by the committee will include mutually agreed upon plans for scholarly growth and development. Reviews will be completed by July 1.
5. The summary report on an individual faculty member's completed Tenured Faculty Review shall be given to the faculty member and the Dean. The Dean will place the report in the faculty member's official divisional personnel file. The Dean may furnish a copy of the report to any of the following individuals as appropriate: Academic Department Chair, program leader, administrative unit chair/head, and/or district director.

VI. Linkage with merit process

In the year of a tenured faculty member's review, the results of the review as described in the summary report will be the primary basis for merit review (annual pay plan distribution). In years between tenured faculty reviews, the results of the most recent tenured reviews must be considered along with annual performance review information in the annual merit process. The specific annual salary changes will depend on the UW System and UW-Extension guidelines for merit salary determinations, tenured faculty review results, and the specific context of the faculty member's appointment.

VII. Enhancement of Scholarly Growth and Professional Development

1. Growth and Development Opportunities: Upon completion of a tenured faculty member's review, the department will, in collaboration with the dean or dean's designee, identify opportunities for and sources of support for continuing scholarly growth and professional development. However, it is the faculty member's responsibility to carry out the summary report's recommendations for scholarly growth and professional development with the cooperation of the University and any other contributing bodies.
2. Remediation responsibility: Deficiencies in faculty performance identified in the Tenured Faculty Review and Development Plan summary report must be addressed to ensure the quality of the academic program. Responsibility for remedying performance problems is shared with the individual faculty member, the academic department, and the administration.

For a faculty member whose review reveals significant developmental needs in performance, a remediation review team shall be appointed by the dean based on recommendations from the department chair. The remediation review team shall work with the faculty member and the dean in determining a mutually agreed-upon action plan for the next 12 months. At the

conclusion of the 12-month-long remediation period, the remediation review team shall prepare a report on the outcome(s) of the remediation effort and forward that report to the dean. If an individual does not meet the requirements of the action plan, the institution may proceed with discipline short of dismissal for cause, under Chapters UWS and UWEX 6, or, in extreme instances where the facts warrant it, with dismissal for cause, under Chapters UWS and UWEX 4.

VIII. Accountability measures

UW-Extension ensures full implementation of the Tenured Faculty Review and Development Plan. The divisional dean will have the responsibility to assure fairness and equity in the review process.

Evidence of accountability will be accomplished by each divisional dean submitting a report on an annual basis to the Vice Chancellor. The report shall contain the following elements:

- (a) identification of reviews conducted during the review period
- (b) a brief description of the results of the reviews to include:
 - identification of meritorious performance;
 - plans for professional growth and development including monitoring;
 - procedures; and
 - remediation plans.
- (c) reviews scheduled for the next year.

IX. Appeal Process

Faculty who believe they have been unfairly treated in the TFR process may grieve the matter through the grievance process described in UWEX Chapter 6.02.

Adopted Dept YD 10-13-93

Modified by Dept of YD, TFR Committee April 1994 to meet UC and Faculty Senate recommendations

Adopted by Dept YD 4/22/96

TFR Committee, adopted by Department of Youth Development, 10/13/99

Modified by Dept. of Youth Development, TFR Committee, February 2000

Adopted by Department of Youth Development, May 10, 2000

Modified and Adopted by the Department of Youth Development, 4/30/02

Adopted 5-2-05 Department of Youth Development

Updated 4-26-07

Updated 4-8-2010