



APPENDIX G: STANDARDS, RANK AND PROMOTION PROVISIONS

Department of Youth Development – University of Wisconsin-Extension

Revised April 2007

I. CRITERIA FOR APPOINTMENT

- A. **Required Qualifications:** Master's degree with course work in educational principles, curriculum development, program evaluation and/or the cognitive and social development of youth and adults.
- B. **Preferred Qualifications:** Master's degree with content expertise in a related field such as youth development, human behavior, education or other behavioral sciences.

II. RANK TITLES AND MINIMUM REQUIREMENTS

A. Instructor-Probationary

- 1. Earned M.S. or M.A. degree in accepted subject matter field.
- 2. Less than three years of professional experience relevant to position responsibilities.

B. Assistant Professor-Probationary

- 1. Earned M.S. or M.A. degree in accepted subject matter field.
- 2. Three years of experience in Extension or other related profession and evidence of professional and scholarly accomplishments.

C. Associate Professor-With Tenure

- 1. Earned M.S. or M.A. degree in accepted subject matter field.
- 2. Granting of tenure in the department by submitting documentation provides evidence of scholarly study, program development, teaching, publication, administration and public service.

D. Professor-With Tenure

- 1. Earned M.S. or M.A. degree in accepted subject matter field.
- 2. Attainment of tenure in the Department of Youth Development.
- 3. Must provide evidence through documentation and presentation that demonstrates significant program development, professional maturity, leadership and institutional support through scholarship.

III. ACADEMIC STAFF APPOINTMENTS

Academic staff appointments are not tenure track appointments and may carry a variety of titles. Academic staff personnel are not members of the Department of Youth Development unless granted faculty status. Faculty status carries with it participation in faculty governance either at the department or institutional level depending upon the type of faculty status conferred, but does not convert an academic staff appointment into a faculty appointment.

IV. Criteria and Guidelines for Promotions

Information relative to faculty appointments, the probationary period and the tenure process can be found in Chapter 3 of the UW-Extension Faculty Policies and Procedures. This document can be obtained at

<http://www1.uwex.edu/secretary/policies/section7/chapter3a.pdf>.

A. Instructor- Probationary To Assistant Professor-Probationary.

1. Upon meeting standards as stated in *Appendix G II. Rank titles and Minimum Requirements*, a letter requesting rank change from Instructor-Probationary to Assistant Professor-Probationary must be sent to the Chair of the Department of Youth Development.
2. In order for a candidate to be eligible for rank change, all required plans and reports must be on file with the Department of Youth Development Chair.
3. In support of a rank change, the candidate may elect to provide one of the following documents:
 - a. Completed three-year review. Contact your district liaison from the 4-H Youth Development program area for current three-year review guidelines.
 - b. Mini-portfolio. Refer to Appendix H.
4. At the discretion of the Chair, the request for rank change is forwarded to the Dean of Cooperative Extension.
5. The Dean will inform the chair of the status of the request. The Chair will forward this information to the candidate.

B. Assistant Professor-Probationary To Associate Professor-With Tenure

1. Candidates are to obtain the most recent version of the Articles of Faculty Governance I.A, IIA. IB, IIB and Department of Youth Development Tenure Portfolio Guidelines. For faculty who began on the tenure track prior to July 1 1998 these documents include Appendices I.A and II.A and for faculty who began on the tenure track on or after July 1, 1998 these documents include Appendices I.B and II.B. All of these documents can be found on the UW-Extension Secretary of the Faculty website (<http://www1.uwex.edu/secretary/facart.cfm>). Tenure Portfolio Guidelines specific to the Department of Youth Development are found in Appendix I.

Appendix I.A and I.B discusses the appointments a faculty member may obtain, the criteria for education and experience for faculty appointments and tenure, the criteria for evaluation of rank change, a discussion of the assessment of scholarship, and a review of the mission and resource support of faculty positions in UW-Extension.

Appendix II.A and II.B include the UW-Extension Guidelines for Nominations for Tenure. These documents describe the role of the Department of Youth Development and the Faculty Tenure Advisory Committee in the nomination process for tenure. They also include the outline for the tenure documents.

The Department of Youth Development Tenure Portfolio Guidelines includes information relative to the portfolio outline and content.

2. In order for a candidate to be eligible for rank change, all required plans and reports must be on file with the Department of Youth Development Chair.

3. By no later than July 1st the candidate should send a letter to the Chair of the Standard, Ranks and Promotion Committee requesting to be placed in nomination for promotion to associate professor with tenure.
4. While serving on the Standards, Rank and Promotion Committee (SRP), faculty members may serve as mentors or on mentor teams for candidates. However, SRP Committee members must refrain from assisting candidates in the development or review of tenure documents prior to committee meetings. Candidates are encouraged to seek assistance and support from non-committee members in developing and reviewing tenure documents.
5. The candidate distributes one copy of the tenure document and supportive material to each member of the Department Standards, Rank and Promotion Committee, postmarked by the deadline established by the SRP Committee. The SRP Committee Chair will provide the candidate with the names of Committee members.
6. Three to five letters of recommendation are sent by references selected by the candidate to the SRP Committee Chair. Criteria for selecting those writing letters of recommendation are included in the Department of Youth Development Tenure Portfolio Guidelines (Appendix J). The candidate should contact these people directly, providing a list to the Department Chair and SRP Committee Chair preferably two weeks prior to the submission deadline. If a writer of a letter of recommendation would also like a letter from the Department Chair, please make this request known to the Department Chair. The letters must be marked "confidential." The SRP Committee Chair distributes copies to each committee member prior to the review meeting for full consideration during the review process.
7. The Department Chair requests a letter of recommendation from the candidate's district director or equivalent administrator addressing stability of funding for the position, long term organizational need and administrative assessment of the faculty member based on performance reviews. The SRP Committee Chair distributes a copy to each committee member prior to the review meeting for full consideration during the review process.
8. The SRP Committee Chair will inform candidates of the meeting time and location at which his/her promotion will be considered. The meeting is closed except upon request from a candidate. Meetings will be held in compliance with Wisconsin Open Meeting Law. Only SRP Committee members may speak during the meeting unless a committee member recognizes others on an individual basis.
9. The SRP Committee will vote by written ballot. Each ballot must indicate an affirmative or negative vote, date and signature of committee member. Ballots must be sealed in envelopes to be kept by the Liaison to the Academic Departments. The action of the committee will be recorded in the committee minutes.
10. The SRP Committee Chair will inform the Chair of the Department of Youth Development and the Liaison to the Academic Departments of the action taken pertaining to each tenure document by the SRP Committee.
11. The Department Chair will notify the candidate in writing regarding the action of the SRP Committee.
12. Upon recommendation of promotion, the Department Chair in consultation with the SRP Committee forwards a letter of recommendation to the Dean of Cooperative Extension. The SRP Committee Chair forwards letters of recommendation and the letter from the District Director or equivalent administrator to the Liaison to Academic Departments.
13. The candidate contacts the Liaison to Academic Departments for the number of copies of tenure documents and supportive material required for the Faculty Tenure Advisory Committee.

14. The candidate forwards the appropriate number of tenure documents, and support materials to the Liaison to Academic Departments for consideration by the Faculty Tenure Advisory Committee.
15. Upon the conclusion of the institutional review, copies of the tenure document will be kept by the Dean in the candidate's personnel file. The remaining copies of tenure document and supportive materials are returned to the candidate.

C. Promotion to Professor

1. Reasons faculty aspire to the rank of professor include:
 - a. It is the highest rank granted by an academic department
 - b. It is a form of recognition by peers for contributions to the discipline and to faculty of the department
 - c. It is a recognition for quality performance, professional maturity and scholarship in the discipline
 - d. Viewing this achievement by a peer can be a motivational force which encourages younger faculty to strive for this higher goal
 - e. It provides the candidate a self-evaluation process which can be a meaningful experience
 - f. It may result in a salary increase for the faculty member
2. Qualities of the professor:
 - a. Professional maturity: has demonstrated professional maturity with quality program development, teaching, and research through scholarship.
 - b. Continuing professional growth: continues regular involvement in professional development activity to stay current with the discipline in terms of research, new ideas and approaches.
 - c. Contributes to the discipline: regularly involved in research and publishing in ways that disseminate new ideas throughout the profession.
 - d. Contributes to faculty development: provides responsible leadership in departmental affairs that contribute to faculty development including teaching, mentoring and positive examples of professionalism.
3. Prerequisites to qualify as an applicant for promotion to professor:
 - a. Must have held the rank of Associate Professor a minimum of five years at the time of application for the rank of Professor.
 - b. Minimum of one juried paper (evaluative, philosophical or research focus) published since the last promotion and prior to the July 1 notification of intent to submit materials for promotion.
 - c. The previous three year's plans and reports must be on file with the Department of Youth Development by the July 1 notification of intent to submit materials for promotion.
4. Other requisites to qualify as an applicant for promotion to professor:
 - a. Conduct a seminar, minimum of 1 hour, to a peer and/or professional audience. (Note: A 'face-to-face' presentation is preferred, although audio conferencing or other technological methods are acceptable. The definition of "peer or professional" is found in Articles of Faculty Governance Appendix I.B. This document can be found on the UW-Extension Secretary of the Faculty website <http://www1.uwex.edu/secretary/facart.cfm>). The seminar should focus on subject matter relevant to the body of youth development knowledge. Examples of legitimate knowledge base can be found within the current 4-H PRKC (the 4-H Professional Research Knowledge and Competency) model classifications.

Seminar proposals must be reviewed and approved. The Chair of the Professors will notify current professors to enable their participation. If there is a joint presentation, each candidate for professor needs to teach a minimum of one hour. The candidate will receive feedback on his/her teaching from a review committee comprised of professors.

- b. Prepare a portfolio focusing on efforts undertaken since the last promotion. (See Appendix J "Professor Portfolio Guidelines" for Portfolio guidelines) Content of the portfolio should be reflective of position description(s), showing evidence of operating at a professorial level.
 - c. The Committee of Professors has the right to request a summary of the 'performance evaluations', plans of work, accomplishment reports of the candidate and other pertinent documents from the candidate's District Director, Program Leader, Department Chair or other appropriate Cooperative Extension administrators.
5. Procedures and Steps in the Application Process
- a. By no later than July 1st the candidate should send a letter to the Chair of the Committee of Professors requesting to be placed in nomination for promotion to professor.
 - b. The Chair of the Committee of Professors confirms that all prerequisites are met.
 - e. Seminar proposals must be submitted three months prior to the intended presentation date and no later than July 1 to the Chair of Professors. Seminar proposals include date, time, location, topic and audience. Seminar proposals must be reviewed and approved. (Seminars may be presented up to six months prior to July 1 and must be completed by the end of the calendar year, Dec. 31st.)
 - d. Ten copies of the portfolio and support materials are due January 15th to the Chair of the Committee of Professors.
 - e. The Committee of Professors will review the evidence and vote on the nomination for promotion. When the vote is affirmative, it will be forwarded to the Department Chair (with a copy of the letter to the candidate) who will forward the recommendation to the Dean of Cooperative Extension by March 1st. When the vote is negative, the Chair of the Committee of Professors will communicate it to the candidate with a copy to the Department Chair.
 - f. When forwarded, the Dean will review the recommendation and, if in concurrence, will forward it to the Chancellor for a similar review and on to the Board of Regents who announce all promotions following their June meeting. The Chancellor will formally notify the candidate and faculty of the promotion. Should the Dean, Chancellor or Board or Regents reject the recommendation, the Dean will notify the Department Chair who will notify the candidate.

V. Recommended Procedures For Transferring Tenured Faculty From Another Department

- A. The faculty member should provide documentation such as a previous vita or other to the Department Chair.

- B. The faculty member must request at least two letters of support to be forwarded to the Department Chair. One letter should be from the previous Department Chair. Others may be from colleagues with whom the faculty member is currently programming.
- C. Procedure:
 - 1. The SRP Committee or Committee of Professors if appropriate reviews the documentation.
 - 2. The SRP Committee or Committee of Professors if appropriate makes its recommendation to the Executive Committee.
 - 3. The Executive Committee makes the final decision to transfer or deny transfer of tenured faculty members to the Department of Youth Development.

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