



APPENDIX I: TENURE PORTFOLIO GUIDELINES

Department of Youth Development

Revised May 2008

(This version, established in April 23, 1999, applies to faculty who began on the tenure track on or after July 1, 1998. This version is available by choice for faculty who began on the tenure track prior to July 1, 1998.)

Faculty should secure the most recent version of the “UWEX Guidelines for Nominations for Tenure”. These guidelines can be located on the UW-Extension Home page at www.uwex.edu. Go to Inside UWEX and then the Employee Handbook to Section 8 Unclassified Staff Governance Appendix IIA and IIB.

Information in **Bold Text** is from the “UWEX Guidelines for Nominations for Tenure” (Appendix IIB – Articles of Faculty Governance) March 1998.

Information in *italics* is supplemental information developed by the Standards, Rank and Promotion Committee, 1999, to parallel the “UWEX Guidelines for Nominations for Tenure” (Appendix IIB – Articles of Faculty Governance) March 1998.

UWEX Tenure Portfolio Contents

The candidate is requested to provide items described in Sections A - G. Please use a minimum of a 10-point font and one-inch margins (top, bottom and sides). Print shall appear on only one side of each page.

A. PROFESSIONAL RESUME (no more than 5 pages)

Include:

- **Formal Education and Other Significant Relevant Professional Development**
- **Relevant Employment (indicate Extension employment and percent of time employed by Extension)**
- **Professional and University Contributions and Recognition**
- **Experience with Grants, Collaborations, Supervision**
- **Publications or Materials Developed** (*State, Regional, National or International*)
- **State, Regional or National Presentations**
- **Program Materials Developed**

B. POSITION DESCRIPTION (S)

Include current position description for programming appointment, administrative appointment, or other significant candidate roles for which a description exists. If a significant change has occurred in a candidate’s responsibilities, the candidate may wish to include any relevant explanation.

C. ONE MULTI-YEAR PLAN OF WORK AND PAST THREE ANNUAL PLANS OF WORK AND ANNUAL ACCOMPLISHMENT REPORTS (or equivalent documents required for the candidate’s position)

These are administrative reports that provide information on the criteria upon which the tenure decision is based. Subsequent to the adoption of this procedure, the administration, in consultation with the faculty, may modify these reports from their current (1997) form.

Multi-year plan of work must have been implemented within the last five to seven years. An additional multi-year plan may be included if applicable.

Individual multi-year and annual plans should utilize the following format:

- 1) Situation Statement**
- 2) Program Objectives**
- 3) Faculty member's Response/Planned Activities**
- 4) Evaluation Plans**
- 5) Professional Development Needs**

Individual annual accomplishment reports should utilize the following format:

- 1) Situation Statement**
- 2) Program Objectives**
- 3) Faculty Member's Response/Program Activities completed**
- 4) Impact Documented**

D. SUMMARY OF PROFESSIONAL CONTRIBUTIONS AND SCHOLARSHIP (no more than 8 pages)

The purpose of this statement is to provide 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 Forms of Scholarship in Appendix I to the Articles of Faculty Governance).

E. SUPPORT MATERIALS

Seven copies of materials that support and clarify the Summary of Professional Contributions and Scholarship are required. These materials should show a good cross section of work and thus enhance the quality of portfolio. Examples may include, but not limited to exhibits that show originality, creativity, innovative teaching techniques, evaluations and materials that show the unique contribution of the candidates. Quality is more important than quantity. Well-chosen, high quality materials make portfolio support stronger. (Maximum of 30 items.)

F. PAST THREE ADMINISTRATIVE PERFORMANCE REVIEWS or, at the option of the applicant, a letter from the head of the administrative unit or district director that summarizes the past three annual performance reviews. The Department Chair from the District Director or equivalent administrator requests these documents.

G. LETTERS OF RECOMMENDATION (3 to 5 letters: one must be from a colleague familiar with the candidate's PROFESSIONAL CONTRIBUTIONS AND SCHOLARSHIP).

The Candidate should contact these people directly, providing a list to the Department Chair and Chair of the Standards, Rank and Promotion Committee. 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 Department Chair requests a letter from the candidate's District Director or equivalent administrator.

Approved 4/30/03
Department of Youth Development
Updated 4/26/07
Updated 5/1/08



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