

# 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~~.) **(NOTE: Dates will be updated)**

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](http://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~~. **(Date will be updated)**

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~~. **(Date will be updated)**

## 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~~

### **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 (Local, 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.~~

## **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. 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~~

## **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. 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).~~

**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.B, Sections I., IV, V., and VI.).

**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.)~~

**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. 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.~~

#### **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 (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.~~

#### **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 the letter writers directly, providing a list to the Department Chair and Chair of the Standards, Rank and Promotion Committee. The list should also be included as Section G. in the tenure portfolio. Letters should be sent directly by the letter writers to the Chair of the Standards, Rank and Promotion Committee.

The Department Chair requests a 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.