

APPENDIX I for I.C. and II.C.

TENURE PORTFOLIO GUIDELINES

Department of Youth Development Revised April 2010

(This version, established in April 2010, 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.)

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 II.C.

Information in **Bold Text** is from the “UWEX Guidelines for Nominations for Tenure” (Appendix II.C. – Articles of Faculty Governance) June 2008.

Information in *italics* is supplemental information developed by the Standards, Rank and Promotion Committee, 2009, to parallel the “UWEX Guidelines for Nominations for Tenure” (Appendix II.C. – Articles of Faculty Governance) June 2008.

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 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. 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, V., and VI.).

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 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. One letter must be from a colleague familiar with the candidate's Professional Contributions and Scholarship.

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.