

PROCESS FOR GRANTING FACULTY STATUS TO ACADEMIC STAFF THROUGH THE DEPARTMENT OF YOUTH DEVELOPMENT

Preamble

The process for granting faculty status for academic staff is separate from the Title Review Request for prefix change.

While individual academic staff members realize benefits through being granted faculty status, the Department also benefits when academic staff members are granted faculty status. Specifically, the Department:

- Sustains its membership numbers, better enabling the Department to function efficiently, effectively, and to broadly achieve its professional academic goals.
- Establishes lines of communication with additional staff members and broadens its sources of input to be more inclusive.
- Enhances the rapport and collegiality of all staff engaged in Extension program area and Youth Development work.
- Provides additional incentive to facilitate hiring of high quality staff.
- Gains through additional assistance to carry out the Department of Youth Development mission, “to practice and advance the academic discipline of youth development”.

Academic staff are encouraged to seek support from faculty they trust. They may wish to turn to Vice Chairs/or mentor for assistance with this process.

Part One-Communications

By March 1 of each year, the Chair of the Department of Youth Development, or designees, shall notify all eligible academic staff members of their opportunity to apply for faculty status with the University of Wisconsin-Extension through the Department of Youth Development or within the Department of Youth Development. This communication could be provided through:

- E-mail notification to all eligible academic staff members
- New staff orientation
- Department of Youth Development Handbook
- Department of Youth Development Website
- Appointment letters for new hires and reappointment letters for current academic staff.

Part Two-Criteria

Eligibility

In order to be considered for faculty status with the University of Wisconsin or within the Department of Youth Development, an academic staff member must meet the following qualifications:

- Hold an appointment of one-half time or more in the University of Wisconsin System; hold an Extension appointment; or have Extension responsibilities as a result of a budget transfer;
- Have at least a Master’s degree or Bachelor’s degree and at least three (3) years’ of employment related to youth development with the University of Wisconsin System or comparable employment experience; and
- Provide sufficient evidence (via a written description as outlined below) to verify that the individual’s training, experience, and responsibilities are comparable to Extension

faculty.

Application Materials

If the academic staff member is to strengthen the Department of Youth Development and faculty governance that staff member should be evaluated according to criteria comparable to that used in measuring faculty roles. When submitting nominations for faculty status, the materials should include:

- An educational resume or portfolio adequately addressing the staff member's responsibilities and activities in:
 - Publications
 - Program materials developed
 - Professional contributions
 - Continuing education
- A summary, no more than 8 pages, of their professional contributions and scholarship where the candidate reflects upon their work, growth, and future plans including:
 - Program development and delivery
 - Academic quality of teaching
 - Working relationships with faculty, other staff, and clientele
 - Administrative accomplishments (if applicable)
- A current job description of the staff member.
- Successful performance reviews (3).

Timeline

Granting of faculty status with the University of Wisconsin-Extension or within the Department of Youth Development is done on a case-by-case basis. To apply for faculty status, academic staff must notify the Chair of the Department of Youth Development by July 1 with either a desire for status within the Department of Youth Development or with the University of Wisconsin Extension through the Department of Youth Development. Application materials must be submitted to the Department Chair, or designees, by September 1 in order to be considered for faculty status.

Part Three-Process

After notification of intent to apply for faculty status, the Department Chair, or designees, will appoint a Faculty Status Review Committee comprised of five Department of Youth Development members. The entire department body delegates to the Faculty Status Review Committee the authority to make a faculty status recommendation on its behalf. The Executive Committee may reclaim these responsibilities by a majority vote of its members at an Executive Committee meeting. Handbook IV, A, 3, d&f * The 5 member Faculty Status Review Committee will include tenured faculty from the Department Executive Committee and 2 members that could be either Academic Staff with Faculty Status and/or Faculty with Probationary Status in the Department of Youth Development. Executive Committee members should not be serving currently on the Department Standards, Rank and Promotions Committee or the Faculty Tenure Advisory Committee. The Department Chair, or designees, also will appoint one of the five members as chair. (Roberts Rules of Order-first appointment is chair)

The role of the Faculty Status Review Committee Chair is to:

- Communicate with the candidate about application procedures and guidelines.
- Determine with the candidate if their review will be held in an open or closed session (allowing the candidate to attend) of the Faculty Status Review Committee.
- Set up a meeting with the Faculty Status Review Committee members and applicant.
- Appoint primary and secondary readers to review submitted candidate documents.
- Oversee and insure that each review has a majority vote by the Faculty Status Review Committee for one of two possible recommendations listed below.
- Communicate with the Department of Youth Development Chair regarding the recommendation of the Faculty Status Review Committee.

The role of the primary reader is to lead the Faculty Status Review Committee through a review of the application materials. The efforts of the primary reader are supported by the secondary reader. The Faculty Status Review Committee must make one of two recommendations after review of the application materials:

- 1.) Recommend that the candidate be told he/she has not shown sufficient evidence to support granting of faculty status with the University of Wisconsin-Extension or within the Department of Youth Development at this time. The Faculty Status Review Committee Chair will inform the candidate regarding additional evidence the application should include to merit resubmission to the Department.
 - a. Appeal Process-A candidate may appeal for reconsideration to the Faculty Status Review Committee by outlining specifics that were either inappropriately or insufficiently considered. The Committee Chair has discretion to either reconvene the committee to reconsider the candidate's specific clarification or update the candidate regarding the additional evidence needed to reapply.
- 2.) Recommend that the candidate be granted faculty status with the University of Wisconsin-Extension or within the Department of Youth Development. Following the recommendation of the Faculty Status Review Committee, the Department of Youth Development Chair communicates with the candidate and the Secretary of the Faculty and Academic Staff as to the recommendation of the Faculty Status Review Committee. The following route of approval will be used for considering this recommendation from the Department Faculty Status Review Committee for faculty status, with the right to request additional information at any level:
 - a. if for faculty status within the Department of Youth Development it will be forwarded to the University Committee to record in its minutes; or
 - b. if for faculty status in the University of Wisconsin-Extension it will be forwarded through its Department Chair and appropriate Dean to the University Committee and Chancellor:
 - i. The University Committee makes a recommendation to the Senate for its action; and
 - ii. The Chancellor takes action.

Both the Senate and the Chancellor must approve the recommendation before faculty status can be conferred.

Part Four-Role and Rights of Persons with Faculty Status

Faculty and academic staff with faculty status in the Department of Youth Development have

a responsibility to support and encourage the pursuit of faculty status by academic staff. The benefits and rights conferred by faculty status in the Department include:

- Freedom to write and publish within the Department independent of other faculty
- Opportunity to enhance a resume as a member of the Department
- Utilization of faculty status documents for self initiated performance review in the current year
- Participation in ways equivalent to a probationary faculty member. (ie. research & publication committee, professional development advisory committee, vice chair), as a member of the Department voting body.

Faculty and academic staff with faculty status in the University of Wisconsin-Extension have the following responsibilities in addition to the above mentioned roles:

- The right to participate in the faculty governance of Extension, according to its policies and procedures, and its articles of faculty governance;
- Voting rights in Senate and University Committee elections;
- Eligibility for election to the Senate and the University Committee;
- Eligibility for election/appointment to committees of the Senate (standing committees, subcommittees, and ad hoc committees) except the Faculty Rights and Appeals Committee or the Divisional Executive Committees.

Part Five - Review of Candidates with Faculty Status

- Faculty status is granted for the duration of an academic staff member's assignment, unless or until that person's responsibilities are significantly altered. An annual letter shall be written by the Secretary of Faculty and Academic Staff to the administrators of the departments to ascertain whether the responsibilities of these staff members have been significantly altered. If an academic staff member who has been granted faculty status changes positions or now has responsibilities that have been altered significantly, faculty status will be placed on inactive status pending reevaluation. The department chair, or designees, will be asked to reevaluate that staff member as to whether the new responsibilities are comparable to those "used in measuring faculty roles" based on the present criteria within 6 months of the change in position or change in responsibility. Such a review reevaluation may lead to re-endorsement of faculty status or to a recommendation to the Senate and Chancellor to terminate faculty status. The department will submit required documentation and recommendations to the University Committee via the Secretary of Faculty and Academic Staff.

Approved by the Department of Youth Development - May 10, 2000.

Reviewed March 2007-Department of Youth Development Vice Chairs, Appoint Subcommittee
Edited July, August & October 2007-Subcommittee of Vice Chairs (Wayne Brabender, Lori Laberee, Penny Tank, Connie Abert)

Reviewed September 2007 - Ray Schultz, Secretary of Faculty and Academic Staff

Reviewed September, October, & November 2007-Department of Youth Development Vice Chairs

Revisions approved by the Department of Youth Development 12-06-07