

Conducting the Three Year Review Agriculture and Natural Resources Extension (ANRE) and Department of Ag/AgBusiness

Purpose

The three-year review is an effort by Cooperative Extension Administration and the academic Department of Ag/Ag Business to assess a faculty/staff member's progress as an Extension professional. The purpose of the review will be to assess progress in needs/situation assessment, program development, evaluation, teaching, and scholarship. The three-year review will also assist the faculty/staff member in identifying professional improvement opportunities to help build professional capabilities.

The three-year review by Cooperative Extension Administration will be to assess the progress of the individual in the competencies of UW-Extension Faculty and Staff including programming, partnership development, interpersonal effectiveness, communications, technical subject matter expertise and organizational knowledge.

The purpose of the review for the Department of Ag/Ag Business will be to assess the progress of the faculty/staff member in the tenure process. Refer to criteria outlined in Appendix B1 of the Department Bylaws. A faculty/staff member at the rank of Instructor will be evaluated for promotion to the rank of Assistant Professor without Tenure. A faculty/staff member at the rank of Assistant Professor without Tenure will be assessed on progress in the tenure process.

Conducting the Three Year Review

The three-year review should be conducted as soon as possible after the faculty/staff member has completed three full years of employment and must be conducted before the start of the individual's fifth year. It is encouraged that the three year review be conducted jointly by Administration and the Department. The review can be conducted in two separate sessions if deemed to be more convenient, timely, collegial, or is the choice of one or more of the parties involved. The Department Vice-Chair will initiate the review unless it is a separate review, in which case the ANRE Assistant Program Leader will conduct the administrative review.

Review of Instructor with promotion consideration

Joint Review - The Department District Vice-Chair will conduct the review. The persons involved in the review include: the faculty track member being reviewed, the ANRE Assistant Program Leader, the District Director, and the Department mentoring team. The County Department Head will be invited and encouraged to attend. The ANRE Assistant Program Leader will provide a written assessment to be sent to the individual with copies to the Department Chair, Department Vice-chair, County Department Head and District Director. The Department Vice-Chair will send a written assessment to the individual, the ANRE Assistant Program Leader and the Department Chair. If a rank change for the individual is warranted, the Department Vice-Chair will send a written request for the proposed rank change to the Department Chair.

The faculty track member should prepare materials for this review as outlined in Appendix B1 of the Department Bylaws.

Separate Review – If a separate review is necessary, all aspects of the joint review above will apply, except: 1) the ANRE Assistant Program Leader will conduct the administrative review and the Department District Vice-Chair will conduct the departmental review; 2) it is strongly encouraged that administration and department provide input to each other by a representative of one review personally attending the review by the other; and 3) a written summation is acceptable.

Review of Assistant Professor without Tenure

All aspects of the Joint or Separate Review of Instructor will apply except the faculty track member is strongly encouraged but not required to prepare materials following Appendix B1 of the Department ByLaws. No department review is necessary but it is strongly encouraged that the faculty track member meet with the mentoring team to assess progress in the tenure process.

Academic Staff Three Year Review

Academic staff are required to have a three year review by Administration only. Procedures for conducting the review are similar to the administrative review for faculty. The staff member should prepare plans of work and reports for sharing at the administrative review.