

**APPENDIX E**

**Tenured Faculty Review Policy  
Department of Agriculture/Agribusiness**

Tenured Faculty Review Committee

The Tenured Faculty Review Committee will be comprised of four (4) tenured faculty members from the department, and the department chair or the chair's designee. Efforts should be made to elect one committee member from each of the existing Senate districts for statewide representation on the committee, as well as one member-at-large.

a. Election Procedures

1. The Committee on Nominations will be responsible for obtaining eligible nominees from each of the senate districts.
2. One member position will be nominated and elected at-large.
3. The term of office will be for a period of three (3) years, and each faculty member will serve through the completion of all reviews they are assigned.
4. The Committee on Nominations shall prepare a ballot to be distributed at the annual meeting or by some other acceptable process.
5. The department chair or designee will appoint or assist in the election of a recording secretary at the first meeting of the committee each year.
6. A rotation system shall be established to provide for replacement of at least one committee member each year.
7. A faculty member may not participate in the tenured review committee during the review of his/her own materials. The committee will operate one person short for that review.
8. Should a faculty member serving on this committee leave the department or administrative district, the department chair shall appoint an eligible faculty member to serve the remainder of the term.

b. Responsibilities

1. The annual review conducted by the Committee will occur during the period of March 1 and August 31 of the calendar year. The review period to be considered by the committee will cover the most recent five (5) full years for which administrative review materials are available.
2. A tenured faculty member may request a new review two years after the last review

by sending a letter to the department chair stating rationale for the request.

3. The review and methods shall fully respect academic freedom and shall use fair, reliable, and valid measures to assess performance.
4. The review will consist of information provided by the faculty member, information from the district director (2.13(4)(c)), and or information from peer sources within the department of Agriculture/Agribusiness or their respective department.
5. The committee shall conduct a face-to-face review, not to exceed two (2) hours in length, with each faculty member reviewed. It is possible that a telephone conference or other confidential media may be substituted for the face-to-face session. This substitution must, however, be acceptable/satisfactory to the faculty member and the department committee.

#### c. Evaluation Criteria

1. The progress and accomplishments of the faculty member shall reflect the mission of UW-Extension, which is "... to provide, jointly with the UW institutions and the Wisconsin counties, an extension program designed to apply University research, knowledge, and resources to meet the educational needs of Wisconsin people, wherever they live and work..." (UWEX Tenured Faculty Review and Development Policy. UPG #12)
2. Each faculty member's progress and accomplishments shall be measured based on criteria appropriate for the individuals job description and/or department's mission, such as:
  - Program development - implementation
  - Teaching
  - Applied research and or publications
  - Continued professional development
  - Contributions to the profession and or University
  - Administration of educational and or research programs

In addition, the process shall also include both peer and student or clientele evaluations.

#### d. Evaluation Process

1. The department chair shall compile a listing of all tenured faculty, except those with back-up appointments, by date of last promotion and annually notify those faculty slated for review and their review date.
2. The department chair shall notify tenured faculty members to be reviewed in any given year of the date by which the written documents are to be in the hands of the

- committee.
3. For community-based tenured faculty, the department chair shall solicit from the appropriate person(s) the existing annual reviews for the past five (5) years. Further input will be sought from the appropriate state program leader or designee, district director, county office chair or department head, county Extension Committee, and student or clientele.
  4. For campus-based tenured faculty the department chair shall call upon the administrative unit chair to provide input and to collect further input from the state program leader or designee, students/clients, and other partner agencies. The department chair shall request the most recent peer review documentation from the administrative source.
  5. Tenured faculty members being reviewed shall prepare a concise report/documentation of accomplishments, impacts, challenges and future program directions. This effort shall consist of no more than eight (8) pages stating progress on the criteria listed above and be appropriate to the faculty position. It is the candidates' option to submit up to 5 pieces of supplemental information.
  6. In addition, to the report, the faculty member will prepare a one (1) page proposed plan for professional development, which identifies proposed professional development activities of the faculty member for the next five (5) years.
  7. The Tenured faculty member being reviewed shall send a copy of all review materials to the tenured faculty member and the review committee at least one weeks prior to meeting.
  8. The committee shall meet face-to-face with each tenured faculty being reviewed. The meetings shall be held in as central of a location as possible to accommodate all involved.
  9. The face-to-face meeting will be informal and conversational, focusing on the information provided by the faculty member, the documentation provided by other parties, and/or the peer review information. Possible topics for discussion are:
    - Program accomplishments - include impacts from programs and teaching
    - Challenges faced and how they were handled
    - Future program goals
    - Program efforts that impacted clientele
    - Professional growth, plans for the next five (5) years.
  10. At the conclusion of the meeting with the faculty member, the committee shall summarize information from other parties, the peer review, the documentation provided by the faculty member, and the meeting. The summary report shall

consist of a document that includes a recommended performance rating and a narrative assessment of major program strengths and professional growth needs. The summary report will be sent to the faculty member who can then request additional clarification regarding the next steps in the process. The department shall keep a file copy of the summary report.

11. The department chair or designee shall send the summary report to the dean. The dean shall furnish a copy of the summary report to the appropriate county department head or office chair, program leader, district director or unit manager, and the official institutional personnel file.
12. In the year of the tenured faculty member's review, the summary report will be used as the University's primary input into the merit review process. In the years between tenured faculty reviews, the most recent tenured faculty review summary report must be considered along with the annual review information in the annual merit review process.
13. When the department chair sends the summary reports to the dean each year, a letter shall be included that states the names of the faculty reviewed for that year and the names of the faculty being reviewed the next year.
14. A promotion to Professor will take the place of a tenured faculty review if the candidate includes a professional development plan for the next five years. The date of the department review for promotion to Professor will serve as the date of the last tenured faculty review. If a candidate is not successful in earning a promotion to Professor, the Committee of Professors must rank the candidate for Tenured Faculty Review purposes and send a Tenured Faculty Review summary report to the department chair (see "Guidelines for Promotion to Professor, Department of Agriculture/Agribusiness," Appendix F.)

e. Professional Development

1. Upon completion of the review process, the dean or dean's designee will identify opportunity for and sources of support for additional professional improvement.

f. Remediation Responsibility

1. Deficiencies in performance must be addressed to ensure the quality of the academic program. Responsibility for remedying performance problems is shared with the individual faculty member, the department, and administration.
2. For a faculty member whose review reveals significant developmental needs in performance, the Tenured Faculty Review Committee shall work with the faculty member and the dean in determining a mutually agreeable action plan for the next 12 months.

3. If an individual is unable or unwilling to improve his/her performance, the institution may proceed with discipline short of dismissal for cause, or, in extreme instances where the facts warrant it, with dismissal for cause.

g. Appeals

1. Appeals regarding the Department's Tenured Faculty Review shall be made to an appeals committee consisting of the department vice chairs.
2. If a faculty member requests an appeal, the following procedures are set:
  - Faculty member sends letter of appeal request to department chair within 14 days after receiving the review summary.
  - The appeal committee will meet and complete their work within 45 days of notice of appeal by the department.
  - The appeal committee will review original material submitted for the review, review the summary and hear the appeal of the faculty member in a face-to-face meeting.
  - The appeal committee will submit a report to the department chair of their findings within 14 days of their meeting.
  - The department chair, faculty member and the dean will confer regarding the results of the appeal process.
3. If the faculty member still disagrees with the result of the appeal, the faculty member may file a formal grievance as outlined in UWEX Faculty Policies and Procedures, Chapter 6, Section 6.02

Approved by department on April 4, 2002.