

April 2002

**Appendix G
Granting Departmental Faculty Status To Academic Staff
Department of Agriculture/Agribusiness**

I. Communications

By March 1 of each year the Chair of the Department of Agriculture/Agribusiness, or his/her designee, shall notify all appropriate academic staff members of their opportunity to apply for faculty status within the department. Notification can be made through:

- A. E-mail to academic staff members
- B. New Staff Orientation
- C. Direct contact by the department chair or his/her designee

II. Process & Procedures

Granting of Faculty Status within the Department of Agriculture/Agribusiness shall be done on a case- by -case basis. An academic staff member desiring faculty status shall notify the department chair of his/her intent to apply by July 1st. All necessary application materials and documents shall be submitted to the Department Chair no later than September 1st. Upon notification, the Department Chair shall appoint an Academic Staff Review Committee comprised of five tenured faculty members from the Department of Agriculture/Agribusiness. The members of the review committee shall then elect a chair person from within the group who will coordinate all activities of the review committee and take the responsibility to make all necessary communications to both the candidate and the department. Members of the Academic Staff Review Committee shall not currently be serving on the Department Standards, Rank and Promotion Committee or the Faculty Tenure Advisory Committee.

The Chair of the Academic Staff Review Committee shall have the following roles and responsibilities:

- A. Communicate with all candidates regarding the application process, procedures, and guidelines.
- B. Determine, with input from the candidates, whether the review shall be held in an open or closed session of the Academic Staff Review Committee.
- C. Establish dates and locations for face-to-face meetings of the review committee with the candidates.
- D. Appoint primary and secondary readers who will review required documents submitted by the candidate and lead the committee through the review of application documents.
- E. Communicate with the candidates regarding the actions of the review committee.
- F. Confer with candidates recommended for faculty status by the review committee to determine whether review by the Executive Committee of the Department shall be an open or closed session.

- G. Confer with the Agriculture/Agribusiness Department Chair regarding the actions of the review committee and the desires of each candidate recommended for faculty status relative to an open or closed session of the Executive Committee.
- H. Oversee the review of each candidate as delivered by the primary and secondary readers and insure that each candidate's review is voted upon by the review committee thus rendering one of the three following outcomes:
 - 1. Recommend to the Department of Agriculture/Agribusiness Executive Committee that the candidate be granted faculty status within the Department of Agriculture/Agribusiness.
 - 2. Report to the Department of Agriculture/Agribusiness Executive Committee that the candidate has not shown sufficient evidence to support granting of faculty status within the Department of Agriculture/Agribusiness at the current time. The review committee will inform the candidate regarding additional evidence the application should contain to warrant re-submission the following year.
 - 3. Report to the Department of Agriculture/Agribusiness Executive Committee and the candidate that responsibilities of the position do not warrant the granting of faculty status within the Department of Agriculture/Agribusiness.

I. Functions of the Executive Committee

- 1. The Executive Committee shall meet to review the applications of the candidates and the recommendations of the Faculty Status Review Committee and its decision regarding the candidate. This review shall be led by the Primary Reader for each candidate and shall result in the Executive committee rendering one of the three following decisions:
 - a. Grant the candidate faculty status within the Department of Agriculture/Agribusiness.
 - b. Deny the candidate faculty status on the grounds that the candidate has not shown sufficient evidence to support granting of faculty status within the Department of Agriculture/Agribusiness at the current time and that the review committee will inform the candidate regarding additional evidence the application should contain to warrant re-submission the following year.
 - c. Deny the candidate faculty status on the grounds that responsibilities of the position do not warrant the granting of faculty status within the Department of Agriculture/Agribusiness.

Following the actions of the Executive Committee of the Department of Agriculture/Agribusiness, the Department Chair shall communicate to the candidate, the Dean, and the Secretary of the Faculty and Academic Staff the decision of the Executive Committee and the reasons for the decision.

III. Criteria For Determining Eligibility of Academic Staff For Faculty Status

Academic Staff members must meet the following qualifications to be considered eligible for Faculty Status with the Department of Agriculture/Agribusiness:

- A. Hold an appointment of one-half time or more in the University of Wisconsin System and hold an Extension appointment or have Extension responsibilities as a result of a budget transfer.
- B. At minimum, hold a Bachelors Degree and have at least three (3) years of employment with the University of Wisconsin System or comparable employment experience.
- C. Provide sufficient evidence (via written description as outlined below) to verify that the candidate's training, experience, and responsibilities are comparable to that of Extension Faculty.

IV. Evidence To Support Granting of Faculty Status

- A. Documentation required to verify qualifications necessary for academic staff to be considered for faculty status shall provide information comparable to criteria used in measuring faculty roles and shall include an educational resume or portfolio adequately addressing the staff member's activities and responsibilities in the following areas:
 - 1. Program development and delivery
 - 2. Quality of teaching
 - 3. Publications and programs
 - 4. Working relationships with faculty, other staff and clientele
 - 5. Continuing professional improvement
 - 6. Professional contributions
 - 7. Administrative capabilities and accomplishments (if applicable)
- B. A current job description of the staff member's position shall also be submitted.

V. Role of Department Members With Faculty Status:

Faculty and academic staff with faculty status within the Department of Agriculture/Agribusiness have a responsibility to support and encourage the pursuit of faculty status by academic staff. The benefits to the individual having faculty status include:

- A. Opportunity to write and publish within the Department
- B. Opportunity to develop and improve professional resumes
- C. Opportunity to provide additional evidence in performance reviews
- D. Opportunity for input and involvement in faculty governance within the department

It is important to note that while staff members realize benefits by obtaining faculty status, the department also experiences the following benefits when academic staff obtain faculty status:

- A. Maintains adequate membership numbers, which better enables the department to function efficiently, effectively and further its professional goals.
- B. Establishes a line of communication with additional staff members and broadens its sources of input.
- C. Increases the rapport and collegiality of all staff within the programmatic area.
- D. Serves as an incentive to facilitate hiring of high quality staff.

VI. Review of Academic Staff with Faculty Status

Job descriptions of academic staff with faculty status shall be reviewed every five years by the current Faculty Status Review Committee to determine if the responsibilities of the staff members continue to merit faculty status. In the event a review committee does not exist, one shall be assembled by the department chair as outlined in Part Two of this document. If the review committee determines that the responsibilities of the position have been appreciably altered to warrant a review, faculty status shall be placed on an inactive status pending successful reconsideration of the roles and responsibilities

Approved by department on April 4, 2002.