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MEMO

TO: Eligible Candidates for Promotion to Rank of Professor
FROM: Donna Doll-Yogerst, Chair
Department of Family Development
DATE: September 7, 2011
RE: Change in Rank to Professor

Candidates tenured prior to December 1, 2006 are eligible to submit portfolio for promotion to Professor. Candidates are eligible to submit portfolio for promotion to professor after at least 5 years relevant experience since promotion to Associate Professor at time of submission to the Committee of Professors (December 2011). Please review the enclosed information about the process and review our bylaws 2.07 (1) (c) and E appendices dated July 26, 2010:

<http://www.uwex.edu/ces/flp/department/documents/AppendixE-12010.pdf>

E1 Guidelines for Submitting Nominations for Promotion to Professor
E2 Portfolio Contents for Promotion to the Rank of Professor
E3 Promotion Material Review Sheet for Promotion to Professor

The Professors committee's Wisline "So You're Thinking About Writing for Promotion to Professor" can be heard by clicking on the radio symbol at:

<http://www.uwex.edu/ces/flp/department/promotion.cfm>

Posted please examples of eight-page Professional Contributions & Scholarship at the professorial level. The examples are provided as a way to share how other colleagues have reflected on and assessed their professional contributions and scholarship.

<http://www.uwex.edu/ces/flp/department/promotion.cfm>

After reviewing the information, please make a preliminary decision by **August 15**. Please let your administrator know you are applying so they can prepare the budget appropriately reflecting the \$4,500 promotion increase.

Please do not let the salary increase hold you back. The University is willing to have conversations with counties who are serious about their 40% obligation. In some cases an agreement may need to be in place as your county works back up to their 40% of your promotion. Your district director can be key in helping your county realize the great honor they have with your promotion to the rank of Professor. They can also help the county understand that in Extension we promote colleagues who have proven their ability to meet and exceed a rank change. They can help the county determine how they will meet their 40% obligation if this is an issue.

Following is the timeline you will need to follow when preparing your promotional materials:

July 1 (This year July 26th)	Department Chair invites all eligible associate professors to consider submitting a vita or portfolio for rank change to professor.
August 1 (This year August 15th)	Indicate your intent to submit for a rank change to the Department Chair.
August 15 (This year August 25th)	Chair of the Professor Committee will assign a mentor. Send to the Department Chair, the names and addresses of persons who have agreed to write letters of recommendation. Department Chair requests letters.
November 1	Chair of Professors appoints Primary and Secondary readers
December 1	Seven copies (1 per professor committee member) of your portfolio and support material are due to the members of the Professor Committee. The chair of Committee of Professors will forward instructions
January TBD –The chair of Professors Committee will notify you.	Review of documents by Professor Committee.
January TBD	Alternate (Snow) date
March 1	Department Chair sends recommendations on promotions to the Dean.
July 1	Rank change becomes effective

Enclosures: Intent to Submit for a Rank Change to Professor
Request for Letters of Recommendation

cc:
Professor Committee
Laurie Boyce
District Directors
Richard Klemme