

**UW-Extension Department of Family Development  
Tenured Faculty Review Committee**

**Meeting Minutes  
Tuesday, July 10, 2007 via WisLine Teleconference**

Chair Winnett called the meeting to order at 9:05 a.m. and certified that the agenda had been posted in the Faculty Secretary's office, and therefore was in compliance with the WI Open Meetings Law.

Roll Call – T. Winnett, B.Baker, P. Rychter, M. Tidemann, and K. Miller.

Agenda was approved by motion and second from Rychter/Baker.

The May 22, 2007 meeting minutes were approved by motion and second from Baker/Rychter.

Tidemann updated the committee on the progress of the Department of Family Development Documents Review Committee (DRC). Committee members were encouraged to suggest any further Department Document changes that might contribute to clarity or update. The DRC has spent time looking at the other department documents, and will continue to make revisions/upgrades on various sections of the Family Development documents. It was also recommended that an Advisory Committee to the Department Chair be created that would help to recommend appropriate changes in department by-laws.

The revised Tenured Faculty Review schedule for May 24 and 31, 2007 was reviewed. The WisLine call for the committee will begin at 8:45 a.m. on both days, with the actual reviews beginning at 9:00 a.m. Faculty members being reviewed will call in on their own.

Department of Family Development Appendix G was reviewed. Winnett highlighted G1, #3k which describes the criteria and turn around time for written responses regarding the review to be submitted to the faculty member. Timely feedback was encouraged. Winnett will send committee members a template letter which may help in expediting the process. The lead reviewer supplies written comments to the Committee Chair based on dialogue during the WisLine review. Appendix G3 and the Discussion Questions worksheet should both be helpful in organizing appropriate notes and comments.

Committee members engaged in a discussion regarding the definition, and “essential elements” of the *meritorious recognition* recommendation. The dialogue was meant to create a common understanding of this concept, prior to making recommendations of faculty members who might be eligible for this recognition. Winnett reminded us all that TFR committee recommendations for *meritorious recognition* are not the only criteria for merit pay increases for faculty members, but that District Directors and Program Areas also play a part in this decision. Factors listed by

TFR committee members that were important to consider in regard to making a *meritorious recognition* recommendation included:

- Goes above and beyond the norm
- Takes initiative to do more than would be expected for solid performance
- Shows creativity
- Assumes leadership at multiple levels
- Exhibits growth in learning
- Professional behavior is a model for others
- Mentors new faculty in ways that promote their professional growth
- Commitment to significantly advancing the goals and objectives of the organization
- Demonstrates exemplary programming
- Effects significant impact on community or individual behavior
- Exhibits high level of scholarship that includes in-depth programming and evaluation
- Quality of written documentation is of very high quality

It was noted that faculty members prepare their review documentation using the six criteria in Appendix G.1(2): leadership and scholarship in program development and implementation, teaching, applied research and publications, continued professional development as it applies to programming, contributions to the profession and/or the University, and administration of educational and/or research programs. Committee members suggested that the *meritorious recognition* factors bulleted above, be related directly to these six documented criteria. The committee then agreed to use the following general guideline when considering *meritorious recognition* recommendations:

*Faculty members being considered for meritorious recognition will exhibit exemplary leadership and scholarship in program development and implementation, **and** will have excelled in two or more of the other five criteria listed in Appendix G.1(2).*

It was further decided that it would be best to make decisions on *meritorious recognition* immediately after each review, rather than at the end of all reviews. It was also noted that it would be beneficial for the review summary correspondence to include reasons for the recommendation.

Winnett led committee members through the anticipated July 24 and 31, 2007 review process. A script guideline was emailed to the committee members for following Robert's Rules of Order. Members will also receive a ballot that should be used to fax votes after each review. The review will last 25 minutes, and discussion 15 minutes. The lead reviewer initiates recommendation for *meritorious recognition* if applicable, immediately after the vote.

Winnett asked that all committee members remain on-line after the end of the reviews on July 31, 2007, so that the entire process could be evaluated, and changes made for the future, if necessary.

The Department of Family Development Tenured Faculty Review Committee members will remain the same for 2007-08, except for Kathy Miller. Her term has ended, and it is likely that she will be replaced by someone from the Western District. This slot was inadvertently left off of the Spring Department Ballot, and therefore Winnett is working out the details with Donna Doll-Yogerst, Department Chair.

Tidemann suggested that as we read through Appendix G, that we note anything that should be revised. She will then make sure it gets to the Documents Review Committee. It was also suggested that we get feedback on the review process from those being reviewed, within the month following the review. The feedback should include a question about whether or not the department documents provide clear guidance for the review process.

The meeting was adjourned at 10:40 a.m. by motion and second from Tidemann/Baker.

Respectfully Submitted,  
Kathy Miller, Recorder

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