

Appendix C.1

Guidelines for Submitting Nominations for Promotion to Assistant Professor

1. Criteria for the Assistant Professor rank includes:
 - (a) An M.S., M.A. and/or terminal degree.
 - (b) Three years or more of experience relevant to the job responsibilities of the Extension position by submission.
 - (c) Evidence of initial scholarship program development.
 - (d) Evidence that within a few years professional maturity and leadership will be attained.
 - (e) Evidence of continuing professional development.
 - (f) Evidence of effective working relationships with colleagues and clientele.
 - (g) Evidence of contributions to the profession, department, and university.
 - (h) Evidence of leadership in program development
 - (i) Probability of positive future contributions to the profession, department, and university

2. Guidelines for Preparation
 - (a) Candidates desiring promotion to Assistant Professor will notify the Department Chair in writing by August 1.
 - (b) Candidates will prepare an abbreviated portfolio following the “Abbreviated Portfolio Contents for Promotion to the Rank of Assistant Professor.” (Appendix C 2) for review by the Standards, Rank and Promotion Committee. The abbreviated portfolio shall provide evidence that the candidate meets the requirement for the rank of Assistant Professor as described in University of Wisconsin-Extension (UWEX) Articles of Faculty-Governance Appendix 1 C. (www.uwex.edu/secretary/facart.cfm)
 - (c) Promotion materials should meet the professional standards expected of candidates before they are forwarded to the Standards, Rank and Promotion Committee. It is highly recommended that candidates seek the assistance of their mentor team during preparation and submit a copy for their review before submission to the committee.

3. Letter of Recommendation

- (a) One letter of recommendation is required. Often this is from the mentor team chair. The letter may address overall scholarship, professional performance, teaching ability, programming, organizational and administrative abilities, leadership qualities and the ability to work with others.
- (b) Candidates will send name and address of individual providing recommendation to Department Chair.
- (c) Department Chair will send letter of instruction to the individual providing recommendation.
- (d) Department Chair will send copies of the letter of recommendation to the Standards, Rank and Promotion Committee members.
- (d) All copies of the letter of recommendation are returned to the Department Chair along with the recommendation regarding the promotion.

4. Open Meeting Law Statement:

Review of candidates for rank change that does not involve tenure will be held in closed session. The meeting agenda, prepared 10 days in advance, will indicate which portions of the meeting will be opened or closed. The Standards, Rank and Promotion Committee will determine who shall be permitted to attend closed sessions.

5. Steps for Submitting Promotion Materials

- (a) Candidate notifies Department Chair of intent to submit an abbreviated portfolio by August 1.
- (b) Department Chair notifies chair of Standards, Rank and Promotion Committee of names of candidates(s) who plan to submit abbreviated portfolios for change in rank.
- (c) Chair of Standards, Rank and Promotion Committee assigns committee members to lead the discussion of abbreviated portfolio.
- (d) Chair of Standards, Rank, and Promotion Committee invites the candidate to be present.
- (e) Candidate distributes one copy of abbreviated portfolio to each of the

seven Standards, Rank and Promotion Committee members 10 working days in advance of review, plus one copy to the Department of Family Development Chairperson.

- (f) Abbreviated portfolio is reviewed by the Standards, Rank and Promotion Committee during a scheduled committee meeting.
- (g) Department Chair is notified of decision.
- (h) Action taken by Standards, Rank and Promotion Committee shall be communicated to the candidate at the meeting if they are present and in writing by the Standards, Rank and Promotion Committee chair and Department Chair
- (i) If promotion is not approved, the candidate may resubmit abbreviated portfolio for the next scheduled meeting of the Standards, Rank and Promotion Committee.
- (j) The Department Chair sends a letter to the Dean using information from the Standards, Rank and Promotion Committee and letter of recommendation requesting change in rank.

Appendix C.2

Abbreviated Portfolio Contents for Promotion to the Rank of Assistant Professor

The candidate is requested to provide items described below

1. Professional Resume (no more than five pages) includes:
 - (a) Formal education and other significant relevant professional development
 - (b) Relevant employment (indicate UW-Extension employment and percent time employed by UW-Extension).
 - (c) Professional and University contributions and recognitions
 - (d) Experience with grants, collaborations, supervision.
 - (e) Publications or materials developed
 - (f) State, regional or national presentations
 - (g) Program materials developed
2. Candidate's Position in UW-Extension:

Include position descriptions for programming, appointment, administrative appointment, or other significant candidate roles for which a description exists.
3. Summary of Program Development and Accomplishments:

Documentation presented in this section should reasonably address the following elements and detail the faculty member's role throughout the process:

 - (a) Situation statement
 - (b) Program objectives
 - (c) Faculty member's response including planned activities, implementations, and teaching
 - (d) Impact/Outcomes
 - (e) Program evaluations
 - (f) Professional development in response to personal and programmatic needs
It is the responsibility of the individual probationary faculty member to plan, develop, maintain, implement and assess a multi-year program of work. Candidates may include plan and report documents, or their most

relevant parts, or a summary based on these documents.

4. Statement of Professional Contributions and Scholarship (no more than four pages)

This statement provides the candidate with an opportunity to reflect upon and assess professional contributions and work towards scholarship. The candidate is responsible for analyzing career contributions, to this point in time reflecting upon the most significant parts, developing a framework for describing the contributions, and explaining the impacts and implications for the intended audience, as well as the profession.

5. Supportive Materials

The candidate is encouraged to carefully select supportive exhibits which help to explain or illustrate the narrative portion of the abbreviated portfolio. For all supportive materials the unique contribution of the candidate must be specified. No more than 15 exhibits are permitted.

6. Letter of Recommendation (One letter of recommendation is required. See Appendix C.1 item number 3-Letter of Recommendation for additional information.)

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