

Appendix D

Guidelines for Submitting Nominations for Promotion to Associate Professor with Tenure

1. Criteria for the Associate Professor with Tenure rank includes:
 - (a) A M.S., M.A. and/or terminal degree.
 - (b) At least four years of experience relevant to the job responsibilities of the Extension position by submission to the Standards, Rank and Promotion Committee.
 - (c) Evidence of successful scholarship as defined in UWEX Articles of Faculty Governance Appendix I.B. or Appendix I.C. (www.uwex.edu/secretary/facart.cfm), including scholarship of teaching, research, integration and application.
 - (d) Evidence of continuing professional development.
 - (e) Evidence of leadership in program development.
 - (f) Evidence of effective working relationships with colleagues and clientele development.
 - (g) Contributions to the profession, department and university.
 - (h) Probability of positive future contributions to the profession, department and university.

2. Guidelines for Preparation

Candidates desiring promotion to Associate Professor with Tenure will notify the Department Chair in writing by August 1. Candidates will prepare and submit promotion materials with supportive material for review by the Standards, Rank, and Promotion Committee. UWEX Articles of Faculty Governance Appendix I.B. and Appendix I.C. contain criteria and Appendix II.B. and Appendix II.C. (www.uwex.edu/secretary/facart.cfm) contain guidelines for preparing promotion materials. The promotion materials shall provide evidence that the candidate meets the requirement for the rank of Associate Professor with Tenure.

- (a) Candidates who began on the tenure track prior to July 1, 2009 will prepare a portfolio and shall follow the guidelines in UWEX Articles of Faculty Governance Appendix II.B. or by their choice, the guidelines in UWEX Articles of Faculty Governance Appendix II.C.

- (b) Candidates who began on the tenure track on or after July 1, 2009, will prepare a portfolio and shall follow the guidelines in UWEX Articles of Faculty Governance Appendix II.C.
3. Letters of Recommendation: At least three and no more than five current letters of recommendation must be provided. One additional letter will be solicited by the Department Chair from the candidate's District Director or equivalent administrator.
- (a) Candidate will send names and addresses of persons who had agreed to write letters to the Department Chair.
 - (b) Department Chair will send a letter of instruction to the persons submitted by the candidate indicating that letters are to be sent to the Department Chair.
 - (c) Department Chair will request a letter from the candidate's District Director or equivalent Administrator that outlines financial support and programmatic need for the candidate's position.
 - (d) Department Chair will make seven copies of the letters and send to the Standards, Rank and Promotion Committee members for review ten working days prior to the meeting.
 - (e) Following the review, letters are returned to the Department Chair who forwards them to the Dean along with the recommendations regarding promotion.
4. Open Meeting Law Statement: Under Wisconsin law, Wisconsin State Statute 19.85(1)(b), candidates for tenure have the right to have the portion of the meeting dealing with their candidacy (when their promotion materials will be reviewed) held as an "open session". During an open session, the candidate, and anyone else who is interested, may be present for the portfolio review, the committee deliberation, and the vote. Unless otherwise requested, reviews will be held in closed session. During a closed session, the candidate and a person(s) he/she selects may attend the portfolio review. The candidate and his/her guest(s) will be excused during the committee deliberation. The vote will be taken in open session with results announced immediately. The Chair of Standards, Rank and Promotion Committee will notify candidates of their right to request an open meeting at least 20 days prior to the meeting. 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 members 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 promotion materials.
 - (b) Department Chair sends Statement of Intent to be completed by candidate and returned to Department Chair.

- (c) Department Chair notifies Chair of Standards, Rank and Promotion Committee of names of candidate(s) who indicated their intent to submit promotion materials for change in rank.
 - (d) Chair of the Standards, Rank and Promotion Committee provides instructions to candidate on the number of promotion materials needed and to whom they should be sent.
 - (e) Chair of Standards, Rank and Promotion Committee assigns committee members who will lead discussion of promotion materials.
 - (f) Chair of Standards, Rank and Promotion Committee notifies candidates of their right to request an open meeting.
 - (g) Candidate distributes one copy of promotion materials to each of the seven Standards, Rank and Promotion Committee members and one copy to the Department Chair ten working days in advance of review.
 - (h) 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.
 - (i) Promotion materials are reviewed by the Standards, Rank and Promotion Committee during scheduled committee meetings.
6. Department Chair is notified of decision.
 7. Action taken by the 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.
 8. If rank change is not approved, refer to Department of Family Development bylaws 2.09 (3) (d) Resubmission or 2.09 (3) (e) Reconsideration.
 9. If rank change is recommended by the Standards, Rank and Promotion Committee, candidates will be required to submit 11 copies of the promotion materials to the Dean's office for review by the Faculty Tenure Advisory Committee by the established deadline.

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