

Appendix G.1
Guidelines for Submitting for Tenured Faculty Review

1. Purpose

- (a) The UW-Extension Tenured Faculty Review and Development Policy was created with the idea that the review should provide an opportunity for long term reflection on the accomplishments and aspirations of the faculty member being reviewed. The review of the tenured faculty serves as a continuation of the evaluation process that initially led to the granting of tenure. (UPG #12) (www.uwex.edu/secretary/policies/section7/upg12.pdf) The review and methods shall fully respect scholarship and academic freedom.
- (b) The progress and accomplishments of the member shall reflect the mission of UW Extension.
- (c) Each member's progress and accomplishments shall be measured on the criteria appropriate for the individual job description and the mission of the Department of Family Development.

2. Criteria

The department member's progress and accomplishments since the last promotion or tenured faculty review will be reflected through their documentation of:

- Evidence of continuing scholarship in:
 - √research,
 - √integration,
 - √outreach/engagement, and
 - √teaching.(Include a brief description of local situation, including factors that affect it).
- Continuing professional development as demonstrated by:
 - √personal intellectual growth in the acquisition of new job related skills, ideas and experiences,
 - √contributions to the profession,
 - √contributions to the university, including faculty governance,
 - √program development and implementation, and
 - √administration/leadership of educational and/or research programs.
- Efforts to reach diverse and/or underserved audiences including programming and professional development.

Documentation will consist of a concise report of program accomplishments or impacts, a professional development plan, job description(s) and performance reviews. (See Appendix G.2 for complete details.)

3. Process

- (a) Tenured faculty will be reviewed every five years.

- (b) The Department Chair shall compile a list of all tenured members (in consultation with the Tenured Faculty Review Committee Chair), except those with concurrent appointments, by date of last promotion and forward it to the Tenured Faculty Review Committee Chair.
- (c) A promotion will serve as the date of the last tenured faculty review when promotion materials include a professional development plan for the next five years.
- (d) Members serving on the Tenured Faculty Review Committee during the year they are scheduled for review will be excused from committee proceedings during the time the committee determines the status of the member's review.
- (e) Faculty members who have taken a leave of absence may submit a letter requesting a change in review schedule status, to the Tenured Faculty Review Committee Chair.
- (f) A faculty member may request a one-year postponement of his/her Tenured Faculty Review with a written request to the Tenured Faculty Review Committee Chair by May 1.
- (g) Prior to March 1, the Committee Chair shall notify tenured Faculty members to be reviewed and the dates their documents are to be in the hands of the Review Committee. Reviews and appropriate documentation will be completed by August 15. The Department Chair submits summary letters of review by September 1 to affect the next merit raise decision.
- (h) The committee shall meet with each tenured member being reviewed. The review will not exceed two hours with the members. The University Committee, on opinion from legal counsel, interprets meetings to include meetings via electronic media." (Faculty Senate, University Committee Report, 2-24-94) Electronic media must be mutually acceptable to the participants. These meetings shall be held at state expense appropriated through the Dean's office.
- (i) The review and methods shall fully respect scholarship and academic freedom.
- (j) The review will consist of information provided by the faculty member including self initiated performance reviews and/or administrative reviews and should reflect on all faculty work, since the faculty member's last review, including administrative responsibilities.
- (k) The Tenured Faculty Review Committee determines if the faculty member's performance is Successful or Unsuccessful. The Committee Chair shall prepare a written summary for the member, which includes:
 - an overall rating,
 - identified strengths of major program
 - areas for strengthening
 - and professional growth needs

The members will receive feedback to the review. A written copy of the summary of the committee findings will be shared with the member within 15 working days and a copy sent to the Department Chair. A member has 15 working days to respond in writing to the Department Chair and Tenured Faculty Committee Review Chair.

- (l) The Department Chair shall use the written summary as a basis for a consultation with the Dean of Cooperative Extension, who will share it with District Director/Administrative Unit Chair or designee. In the year of a tenured faculty member's review, the results will be the primary basis for merit review. In the years between a tenured faculty member's reviews, the tenured faculty review process shall be considered with annual review information in annual merit process. The results of the most recent tenured review must be considered equally with annual review information in annual merit processes. Tenured faculty reviews completed by September 1 will affect the next merit raise decision.
- (m) The Department Chair shall send the following documents to the Dean by September 1:
 - (1) names of members reviewed for the year
 - (2) a written summary of the tenured faculty review for each member who has been reviewed
 - (3) a one page professional development plan for each member reviewed
 - (4) names of members who have been identified as performing meritorious work
 - (5) names of members being reviewed the next year
- (n) The member choosing not to provide a written report reflective of accomplishments, impact, challenges and future direction, by the time requested by the Tenured Faculty Review Committee, will not be reviewed by the Committee. This absence of review and rationale for it will be communicated to the Dean for administrative action.

4. Open Meeting Law Statement:

The customary procedure will be as follows:

The Department of Family Development has the statutory right to close the meeting and will do so for the purpose of individual reviews. The candidate will be invited in at the review at the beginning of the review to address the six questions noted in Appendix G.2 (2.). The candidate will then be excused while the committee reviews the candidate's written documentation and oral presentation. The candidate will be invited back in to the meeting for the committee to provide a review of the candidate's work.

In addition, the Department of Family Development has the statutory right to invite others into the closed session that may have relevant information to share as well as the right to deviate from this aforementioned practice if certain circumstances dictate an alternative approach.

5. Timeline:

Who	Tasks To Be Done	Deadline
New Committee Members	Join the TFR committee	September 1
Department Chair	In consultation with Tenured Faculty Review Committee Chair distributes names of faculty scheduled for review in the next five year cycle	December 15
Committee Chair	Send faculty members being reviewed the dates for review, the scholarship document and the deadline for sending materials to the TFR committee.	March 1
Faculty member	May submit a written request to the department chair and Tenured Faculty Review Committee Chair for a one-year postponement of his/her tenured faculty review.	May 1
Faculty member	Sends program summary, job description, self- initiated performance reviews, administrative reviews and professional development plan documents to committee members.	June 15 Postmark
Tenured Faculty Review Comm.	Conducts reviews	Mid July
Committee Chair	Sends Tenured Faculty Review Summary Report (Appendix G. 3) to the faculty member and department chair via electronic and surface mail.	15 working days from the last day of the review date.
Faculty member	Sends a letter of response to the department chair if in disagreement with the rating determined by the TFR committee	15 days after receiving the review summary
Faculty member	If faculty member perceives unfair treatment in the review process may utilize the grievance process described in UWEX Chapter 6.02	
Department chair	Shares Tenured Faculty Review Summary Report and professional development plan of each faculty member who has been reviewed with Dean of Cooperative Extension who places documentation in UWEX personal member's institutional file. Written copy is placed in the faculty member's Department of Family Development file.	September 1

6. Professional Development

- (a) Upon completion of the review process, the faculty member will identify opportunities for and sources of support for continued professional development.
- (b) It is the faculty member's responsibility to carry out his/her professional development plan.

7. Remediation Responsibility

- (a) For a member whose review reveals significant developmental needs in performance (Unsuccessful Performance), the respective District Director and department chair shall work with the member and the Dean in determining a mutually agreeable action plan for the next 12 months.

- (b) A tenured faculty member may request a new review two years after the last review by sending a letter to the Department Chair stating rationale for the request. The review shall cover performance for the previous five years.
- (c) If an individual is unable or unwilling to improve performance, the institution may proceed with discipline short of dismissal for cause, under Section UWS 6.01, Wisconsin Administrative Code, or, in extreme instances where the facts warrant it, with dismissal for cause, under UWS 4, Wisconsin Administrative Code.
- (d) Faculty who believe they have been unfairly treated in the tenured faculty review process may grieve the matter through the grievance process described in UW Faculty Policies and Procedures Chapter 6. (www.uwex.edu/secretary/policies/section7/chapter6.pdf) This chapter describes a grievance as “a personnel problem involving an employee’s expressed feelings of unfair treatment or dissatisfaction with the aspects of his/her working conditions within the institution which are outside of his/her control.”

Appendix G.2

Content for Submission

1. Content to be Submitted

Tenured members being reviewed shall provide the items listed below. Please use no smaller than a 10-point font and one-inch margins (top, bottom, and sides). Print shall appear on only one side of each page. Ideas should be expressed clearly and effectively using proper grammar and sentence structure.

(a) A concise report reflective of program accomplishments or impacts, challenges, and future directions, written by the member, and consisting of no more than eight pages, stating progress on the criteria listed in Appendix G.1, (2.), and Appendix G. 3 as appropriate to the faculty position. Existing reports may be included within the eight page report. Report contents will include:

- Evidence of continuing scholarship in:

- √research,
- √integration,
- √outreach/engagement, and
- √teaching.

(Include a brief description of local situation, including factors that affect it).

- Continuing professional development as demonstrated by:

- √personal intellectual growth in the acquisition of new job related skills, ideas and experiences,
- √contributions to the profession,
- √contributions to the university, including faculty governance,
- √program development and implementation, and
- √administration/leadership of educational and/or research programs.

- Efforts to reach diverse and/or underserved audiences including programming and professional development.

(b) Attachments to the report to include:

- (1) A proposed plan for professional development which identifies preferred professional development activities for the next five years not to exceed one page. (Send three additional professional development plans to Tenure Faculty Review Committee Chair.)
- (2) Listing of most recent Tenure Faculty Review recommendations to be included. (If last review was a rank change, then this does not apply.)
- (3) Copies of all job description(s) since the last review.
- (4) Copies of Self Initiated Performance Reviews (SIPR) and/or administrative performance reviews, since the last review, dated and signed by the appropriate administrator.

2. The Review Meeting with Faculty Member

The meeting will be informal and conversational focusing on the documentation provided by the faculty member, including self-initiated performance reviews. Topics for discussion led by the faculty member for approximately 25 minutes include:

- (a) Looking back on the last five years, what did you hope to accomplish? (Overview of goals, objectives, etc.)
- (b) Share with us the recommendations made at your last tenured faculty review and what you have done as a result of those recommendations.
- (c) What happened as a result of your programming - how have your programming efforts made a difference to families in your county/state? (Identify accomplishments, impact; consider teaching, scholarship, and program development, and implementation, applied research, program administration, networks established, collaborative efforts, etc. as appropriate.)
- (d) What challenges did you face and how did you handle them? (What did you learn? What would you do differently?)
- (e) As you look ahead, where do you see your program going? (Future goals, professional development plan.)

Appendix G. 3
Department of Family Development
Tenured Faculty Review Summary of Comments

Name _____ Date _____

Identified Strengths of Major Programs:

1. Evidence of continuing scholarship in research, program development and implementation. (Include a brief description of local situation, including factors that affect.)
2. Teaching
3. Applied research and publications
4. Continued professional development (as determined by personal intellectual growth in the acquisition of new job related skills, ideas and experiences) (past 5 years)
5. Contribution to the profession and/or the University (including Faculty Governance)
6. Administration and leadership of educational and/or research programs
7. Future professional development plan
8. Efforts to reach diverse and/or underserved audiences.
9. Progress on identified recommendations from last Tenured Faculty Review

Areas for Strengthening and/or Professional Growth

Overall Rating: Successful Unsuccessful
 Performance Performance²

Recommend for Meritorious Recognition

Revision approved May 1, 2008