

University of Wisconsin - Extension

Department of Family Development

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Department of Family Development Bylaws

1.00 Department Structure

- 1.01 Department Defined: The academic Department of Family Development is comprised of UW-Extension faculty who profess expertise in the discipline of family development, which is concerned with the growth, and development of individuals and families.
- 1.02 Department Faculty Members: The members of this department shall be UW-Extension faculty who profess expertise in the discipline area of family development and who hold appointments of one-half time or more in the University of Wisconsin-Extension, Cooperative Extension. This department includes county, multi-county and statewide faculty who program through a variety of functional units in UW-Extension. All faculty holding membership in this department shall have the right to vote or participate otherwise in department meetings when consistent with committee duties and responsibilities. Members are encouraged to serve and to take an active role in the department.
- 1.03 Department Faculty Functions: The immediate governance of the department is vested in its department faculty which has jurisdiction over all academic interests of the department, including authority to determine all department questions that are not vested in the department Executive Committee by 1.05. The members of this department shall be responsible for program development, teaching, evaluation, applied research, problem solving and scholarship.

It is the responsibility of the department to:

- (1) Recommend the rank of faculty appointed to the department (See Appendices C, Guidelines for Submitting Nominations for Promotion to Assistant Professor; D, Guidelines for Submitting Nominations for Promotion to Associate Professor; or E, Guidelines for Submitting Nominations for Professor and Articles of Faculty Governance, Appendices I and IIB)
(www.uwex.edu/secretary/policies/section8/fapp1b.pdf and www.uwex.edu/secretary/documents/F-appendix2b.pdf)
 - (2) Recommend the promotion of faculty members (See Appendices C, D or E.)
 - (3) Conduct Tenured Faculty Review (See Appendix G, Guidelines for Submitting Tenured Faculty Review.)
 - (4) Provide mentor support or assistance to every probationary faculty member in the department. (See Appendix H: Mentoring Guidelines.)
- 1.04 Department Executive Committee: Membership
- (1) This department shall have an executive committee consisting of members of the department who hold appointments of one half time or more and who are Associate Professors or Professors.
 - (2) Members of the Executive Committee who are on leave may participate in its decisions insofar as participation is feasible in the judgment of the Executive Committee.
- 1.05 Department Executive Committee Functions:
- (1) The Executive Committee has authority to make recommendations concerning appointments, promotions, and criteria for performance evaluation of the members in this department.

- (2) The Executive Committee delegates authority to recommend appointment in the department at either Instructor or Assistant Professor Probationary to the Department Chair. These recommendations are transmitted from the Department Chair to the Dean.
- (3) The Executive Committee delegates authority to recommend promotion to Assistant Professor Probationary and Associate Professor with tenure to the Standards, Rank and Promotion Committee. The Standards, Rank and Promotion Committee shall review all probationary faculty who are eligible as defined in Department of Family Development Appendices C, Guidelines for Submitting Nominations for Promotion to Assistant Professor; D, Guidelines for Submitting Nominations to Associate Professor; Articles of Faculty Governance Appendix IB (www.uwex.edu/secretary/policies/section8/fapp1b.pdf) and IIB (www.uwex.edu/secretary/documents/F-appendix2b.pdf) and who apply for promotion to Assistant Professor Probationary or Associate Professor with tenure. These recommendations are transmitted through the Department Chair to the Dean.
- (4) The Executive Committee delegates authority to the Tenured Faculty Review Committee to perform reviews of designated tenured faculty members and send to the Department Chair a written summary of each review.
- (5) The Executive Committee shall annually delegate to the Committee of Professors the authority to designate eligibility and make recommendations for promotions to the rank of Professor. These recommendations are transmitted through the Department Chair to the Dean.

1.06 Department Chair Selection:

- (1) All members of this department, as defined in Sec. 1.02 may express a preference for Chair by February 15 of each year to the Nominations Committee. The committee will prepare a slate of eligible faculty members who are either Associate Professors or Professors. After obtaining permission from nominated faculty members, the committee will conduct the election at the annual meeting or by any other appropriate balloting process. The Department Chair shall transmit results of the advisory ballot to the Dean by March 1 per UW-Extension Articles of Faculty Governance, Article 3, 3.06 (www.uwex.edu/secretary/policies/section8/fart3.pdf) . A voting member of the department who is on leave is eligible to participate in this balloting but not by proxy.
- (2) If the Chair is unable to complete the term of office, an election will be held within two months. The Chair of the Committee of Professors will assume responsibilities of the department chair until an advisory election occurs and the Dean appoints a new department chair.
- (3) After considering the advisory ballot and following consultation with the Chancellor, the Dean appoints a Chair from among the Professors and Associate Professors of the department.
- (4) The term of office of the department chair shall be for one year, effective July 1. There is no limit to the number of terms that may be served.

1.07 Department Chair Responsibilities: The Chair shall act as the executive of the department, with responsibilities including, but not limited to the following:

- (1) In matters affecting the department as a whole, the Chair serves as the official channel of communication between the Dean, the Chancellor and other University departments and officials.
- (2) Calls meetings of the department members and of the Executive Committee, and presides over the meetings. A meeting shall be called at the request of at least 20 percent of the members of the department.

- (3) Has charge of all official correspondence of the department.
- (4) Determines that all necessary records of programming, peer review, teaching, research and other official materials of the department are properly kept and accessible to the proper authorities and to the University archives under any restriction of use that may be appropriate or desirable.
- (5) Reports to the Dean regarding the activities and needs of the department.
- (6) Takes action in case of emergency, pending a meeting of the department Executive Committee.
- (7) Appoints ad hoc committees subject to the recommendations of the department members and appoints members to ad hoc committees.
- (8) Subject to recommendations by the Nominations Committee, fills vacancies in all standing or ad hoc committees.
- (9) Appoints a secretary.
- (10) Appoints parliamentarian for meetings.
- (11) Delegates the responsibility for a mentor or mentoring team for new department members to the Vice Chairs Committee (See Appendix H: Mentoring Guidelines)
- (12) Serves as an ex officio non-voting member of all department committees except for Executive Committee where the Department Chair is a voting member.
- (13) Notifies candidates who are eligible for rank change and/or tenure.
- (14) After review of credentials, determines and assigns non-tenure rank to new faculty. For tenure rank, requests a recommendation from the appropriate department committee, the Committee of Professors, the Standards, Rank and Promotion or the Executive Committee.
- (15) The Department Chair shall request letters of recommendation for each candidate from the appropriate district director for county faculty or statewide program area leader for state faculty as well as from persons recommended by the candidate. These letters of recommendation shall be sent by the Department Chair to the Standards, Rank and Promotion Committee members as part of the promotion materials review process.
- (16) The Chair of the Committee of Professors will serve as the Department Chair designee when the Chair is on leave until the Chair returns or there is an advisory election and the Dean as per Section 1.06 (3) appoints a new Chair. The Chair of the Committee of Professors may represent the department at meetings at the request of the Department Chair.

1.08 Department Secretary Selection:

- (1) The Secretary shall be selected from those members serving on the Executive Committee.
- (2) The Secretary shall be an annual appointment of the Department Chair. The term of office is July 1 - June 30.

1.09 Department Secretary Responsibilities: The responsibilities of the Secretary shall include, but not be limited to

the following:

- (1) Records minutes at all department member and Executive Committee meetings.
- (2) Forwards a copy of minutes to the Department Chair within 30 days following the meeting.
- (3) Sends copies of minutes to all members and sends copies of Executive Committee minutes to all Executive Committee members and to all Vice Chairs.
- (4) Keeps a record of all department and Executive Committee meetings and of reports of all committees.
- (5) Is responsible for bylaw and appendices review in odd numbered years.

1.10 Meetings: All department meetings shall be conducted as follows:

- (1) In accordance with the Wisconsin Open Meeting Law, (State Statute 19.84) (www.legis.state.wi.us/statutes/Stat0019.pdf) all department meetings shall provide meeting notices which will apprise interested persons and news media who have filed written request for such notice. Meeting notices must be filed with the Dean's office before the meeting date.
- (2) The department shall have a minimum of two membership meetings each year. The meetings may be face to face or via electronic communication methods.
- (3) Meetings will be held in open session, except when held in closed session in accordance with the Wisconsin Open Meeting Law. (State Statute 19.85) (www.legis.state.wi.us/statutes/Stat0019.pdf)
- (4) In an open session, voting may be conducted by voice vote, a show-of-hands vote or by signed and dated ballots. The minutes must show the results of the vote but not the vote of the individual members, unless one member of the committee requests that a roll call vote be taken.
- (5) In a closed session, it is the policy of UW-Extension that the vote must be recorded. Ballots showing the vote of a committee member must be signed by the committee member and dated. The Chair or Secretary of the committee should be responsible for collecting, recording, reporting and filing the vote. Ballots must be placed in a sealed envelope and retained in the committee's files. Minutes of the meeting will show only the results of the vote.
- (6) A quorum for meetings of the department shall consist of a majority of the members.
- (7) A quorum for meetings of the Executive Committee or Committee of Professors shall consist of a majority of the members.
- (8) A quorum for meetings of all department committees shall consist of a majority of the committee members.
- (9) Proceedings shall be governed by Robert's Rules of Order, Newly Revised.

1.11 Amending Bylaws and Appendices

- (1) Amendments to the department bylaws may be recommended by a member through a department committee.
- (2) All members of the Department of Family Development will be notified in print or electronic form of

pending by-law changes 30 days preceding the meeting at which amendments are to be voted upon.

- (3) The Chair of any department committee will present the proposed amendment(s) at a meeting of the Department for approval.
- (4) To amend the by-laws the proposed amendment(s) must secure two-thirds of the members voting at a meeting where quorum has been met.
- (5) The process of revision and adoption of department bylaws includes review and concurrence by the Chancellor or designee.
- (6) Changes to the department appendices may be recommended by a member through a department committee.
- (7) All members of the Department of Family Development will be notified in print or electronic form of the pending appendix change(s) 10 days preceding the meeting at which the change(s) are to be voted upon.
- (8) The Chair of any department committee will present the proposed appendix change(s) at a meeting of the Department for approval.
- (9) To amend the appendices the proposed change(s) must secure a majority vote the members voting at the meeting where quorum has been met.

2.00 COMMITTEES

2.01 Committees Defined:

- (1) Standing committees are permanent committees authorized by these bylaws and report to the Department Chair and/or the Executive Committee.
- (2) Committee of Professors shall consist of seven (7) tenured faculty members who hold the rank of Professor and have been elected by department members holding the rank of Professor.
- (3) Ad hoc committees are committees appointed by, and report to the Department Chair, the Department members and/or the Executive Committee for a specific purpose and for a limited period of time.

2.02 Standing Committee Identification: The Department shall have the following standing committees:

- (1) Vice Chair – consists of tenured faculty
- (2) Standards, Rank and Promotion – consists of tenured faculty
- (3) Research and Studies – may consist of non-tenured and tenured faculty
- (4) Tenured Faculty Review – consists of tenured faculty
- (5) Nominations Committee – may consist of non-tenured and tenured faculty

2.03 Committee Membership:

- (1) All department members are eligible for membership on the Research and Studies and Nominations committees. Tenured faculty are eligible for membership on the Vice Chair Committee, Standards, Rank and Promotion Committee, Tenured Faculty Review Committee and Committee of Professors.
- (2) It is recommended that Department members serve on one standing committee at a time, unless there is a shortage of non-tenured or tenured faculty.
- (3) Department members serving on faculty senate, university committee and faculty tenure advisory committee may not serve on standing committees. Department members may not serve on the Faculty Tenure Advisory Committee and the Department Standards, Rank and Promotion Committee simultaneously.
- (4) Professors may serve on the Committee of Professors and one standing committee.
- (5) Standing committees may consist of a representative of each UW-Extension Cooperative Extension Administrative District. Those Department members located on UW Campuses will be included in the Administrative District in which they are assigned or where their office is located.

2.04 Standing Committees Election:

- (1) The Nominations Committee, after soliciting nominations, shall prepare a slate of nominees for each position available for each of the standing committees. The ballot shall be sent in electronic or print form by the Nominations Committee at the same time as the final advisory ballot for the Department Chair is sent. Election to standing committees shall be completed by March 1.
- (2) Election of committee membership for each of the five standing committees in the department is for a period of three years. A rotation system has been developed. (See Appendix A, Rotation for Election.)
- (3) Members may succeed themselves unless specified otherwise.
- (4) Should a standing committee member leave the department, the Department Chair shall appoint the candidate with the next highest votes to serve the remainder of the term. Should the member with the next highest number of votes be unable to serve, the Department Chair shall appoint another eligible member in consultation with the Nominations Committee.

2.05 Terms of Committee Membership

Unless otherwise specified, committee members shall begin their duties on July 1 following their election. Tenured Faculty Review Committee begins September 1. The initial meeting shall be called prior to August 1 by the previous year's Chair or a designated member of the Executive Committee. Each committee, at its first meeting, will elect its own Chair and Secretary.

2.06 Committee Reports and Records:

- (1) Standing committees and the Committee of Professors shall report to the members annually or at any time and in such form as requested by the Department Chair or Executive Committee.
- (2) Ad hoc committees are invited to report to the Department Chair or members at any time or as charged, and in such a form as requested by the Department Chair or Executive Committee.

- (3) A copy of all committee reports shall be filed with the Department Secretary.
- (4) All committee records and reports are official University records, and they may not be destroyed or discarded without the consent of the University archivist. The Department Chair shall transfer all material to the University archives under any restriction of use that may be appropriate or desirable.

2.07 Committee of Professors: The Committee of Professors shall consist of seven (7) tenured faculty members who hold the rank of Professor and have been elected by department members holding the rank of Professor. If there are less than seven (7) Professors in the Department, all tenured faculty members holding the rank of Professor shall serve on the Committee of Professors. In the case of a vacancy, the Department Chair shall appoint a department member holding the rank of Professor to complete the remaining term.

(1) Responsibilities

- (a) The Committee of Professors, with the assistance of the Department Chair, shall identify eligible members for promotion to Professor.
- (b) Committee members, in addition to other Professors in the Department, may serve as a mentor to the Department members who are eligible for promotion to Professors.
- (c) The committee shall use criteria for evaluating promotion materials as set forth in University of Wisconsin-Extension Articles of Faculty Governance Appendix IC and Appendix IIC (www.uwex.edu/secretary/facart.cfm) and Department of Family Development Appendices, E 1, 2, and 3.
- (d) After evaluating promotion materials, the Committee will approve/deny candidate's promotion and submit a letter to Department Chair.
- (e) The Committee shall review requests for transfer into the Department as forwarded to them by the Department Chair.
- (f) The Committee of Professors will serve in an advisory capacity to the Department Chair when called upon by the Chair.

(2) Method of Election

- (a) Department members holding the rank of Professor and an active faculty appointment are eligible to serve on the Professor Committee. Eligible nominees will be obtained by the Nominations Committee.
- (b) Committee term is for two years. Three members will be elected in the odd-numbered years. Four members will be elected in the even-numbered years.

2.08 Vice Chair Committee

(1) Membership

The Vice Chair Committee shall consist of six members, one from each UW-Extension, Cooperative Extension Administrative District. If for some reason one district is unable to obtain a department representative for the Vice Chair Committee, the committee would seek another at-large candidate. The ideal is to have one representative from each district.

- (2) Responsibilities:
 - (a) Serve as a communication link between the Department Chair and department members at the UW-Extension Cooperative Extension Administrative District level.
 - (b) Meet with Department Chair to discuss department policy matters and positions.
 - (c) Conduct department business with district members.
 - (d) Encourage department member participation in the peer review process. (See Appendix B)
 - (e) Assist probationary faculty members in identifying their mentoring team. (See Appendix H: Mentoring Guidelines.)
 - (f) Provide professional development opportunities to mentors and mentees.

2.09 Standards, Rank and Promotion Committee

- (1) Membership: The Standards, Rank and Promotion Committee (SRP) shall consist of 7 members, one at large and one from each of the six UW-Extension Cooperative Extension Administrative Districts. If for some reason one district is unable to obtain a department representative for SRP Committee, the Nominations Committee would seek another at-large candidate. The ideal is to have one representative from each district. Department members may not serve on the Faculty Tenure Advisory Committee and the Department Standards, Rank and Promotion Committee simultaneously.
- (2) Responsibilities
 - (a) The Standards, Rank and Promotion Committee, with the assistance of the Department Chair, shall identify eligible members for promotion, rank change, and/or tenure, with the exception of those eligible for Professor. (See Sec. 1.05 (3).)
 - (b) Individual committee members shall be available to counsel department members who are eligible for promotion, rank change, and/or tenure.
 - (c) The Committee shall use criteria for evaluating promotion materials as set forth in University of Wisconsin-Extension Articles of Faculty Governance Appendix IB and IIB or Appendix IC and IIC (www.uwex.edu/secretary/facart.cfm) plus Department of Family Development Appendices C and D.
 - (d) The Committee shall review promotion materials, recommend approval or non approval of tenure and submit a report to the Department Chair. The Committee report shall include the vote result.
 - (e) The Committee, upon request of the Department Chair or Executive Committee, shall review documentation and make recommendation for transfer into the department and for Emeritus Status.
- (3) Process
 - (a) Promotion materials and letters of recommendation of candidates recommended for tenure shall be submitted to the Dean by the Department Chair or designee.

- (b) An extension of a candidate's tenure timeline may be granted in accordance with UWEX Faculty Policies and Procedures, Chapter 3, Section 3.08.
(www.uwex.edu/secretary/policies/section7/chapter3a.pdf)
- (c) The promotion materials of candidates not approved in any step of the process shall be returned with the exception of one copy.
- (d) Resubmission: If promotion is not approved, the candidate may resubmit promotion materials for the next scheduled meeting of the Standards, Rank and Promotion Committee until candidate's time line expires.
- (e) Reconsideration: The faculty member may request in writing reconsideration on the grounds that the procedures followed were improper or that factors relevant to the decision were not properly considered. The process for reconsideration of a department tenure decision is described in UWEX Faculty Policies and Procedures, Chapter 3, Section 3.12.
(www.uwex.edu/secretary/policies/section7/chapter3a.pdf)

2.10 Research and Studies Committee (See Appendices F 1 and 2)

- (1) Membership: The Research and Studies Committee will consist of six members. Central, Eastern, Western, Southern, Northern Districts and the Quad Counties will each have a member representative. If for some reason one district is unable to obtain a department representative for a committee, the Nominations Committee would seek an at-large candidate. The ideal is to have one representative from each district. Each member will serve for three years. The schedule for district rotation can be found in Appendix A: Rotation for Elections.
- (2) Responsibilities
 - (a) Encourage members of the department to author or co-author professional papers for publication by the department.
 - (b) Develop procedures to be used by members in preparing publications and sharing other scholarly work.
 - (c) Develop criteria for publications submitted by members.
 - (d) The Chair of the Research and Studies Committee shall be responsible for getting publications posted on the Department of Family Development website and also notifying department members that the new publication is posted.
 - (e) The committee may request a statewide department meeting to allow an author(s) to discuss his/her/their paper and its implications. The committee shall also encourage accepted authors to share their paper at department meetings, district meetings, conferences, etc.
 - (f) In December, the committee will set dates and times for the committee meetings to be held during the second week of February, May, August and November of the upcoming year.

2.11 Tenured Faculty Review Committee

- (1) Membership: The Tenured Faculty Review Committee shall consist of five tenured faculty members, one member from each of the three senate districts, one member at-large and one from the professors.

(2) Method of Election (See Appendix A)

- (a) All Executive Committee members are eligible to serve on this committee. It is recommended that eligible nominees be obtained by the Nominations Committee from the paired administrative district that does not have a faculty senate representative.
- (b) For the member-at-large position, the Nominations Committee shall obtain candidates from the Executive Committee every three years.
- (c) For the Professor position, the Nominations Committee shall obtain candidates from the professors every three years.
- (d) The Chair shall be elected for a one-year term by the Tenured Faculty Review Committee members at the first meeting of the new committee.
- (e) 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.

(3) Responsibilities

- (a) Represent the Executive Committee in matters of Tenured Faculty Review.
- (b) Review tenured faculty once every five years. The review shall cover performance for the previous five years. A faculty member may request a new review after two years.
- (c) The committee, in carrying out its responsibilities, will be guided by University of Wisconsin-Extension "Tenured Faculty Review Policy," UPG #12, 12.01 - 12.02 (www.uwex.edu/secretary/policies/section7/upg12.pdf) and Department of Family Development Appendix G1, Guidelines for Submitting for Tenured Faculty Review.

2.12 Nominations Committee

- (1) Membership shall consist of one tenured or untenured faculty member from each of the six UW-Extension Cooperative Extension Administrative Districts. If for some reason one district is unable to obtain a department representative for the Nominations Committee, the committee would seek another at-large candidate. The ideal is to have one representative from each district.
- (2) Responsibilities
 - (a) Recruit nominees for Department Chair advisory ballot and for all elected positions, presenting at least one candidate for each position to be filled. After all nominations are received, the committee shall prepare a ballot to be distributed to all voting members of the department.
 - (b) Results of elections shall be given to the Department Chair, the Secretary of the Faculty and Academic Staff, the Dean and the Dean's Liaison to the Academic Departments by March 1.

3.00 Faculty Governance

3.01 Faculty Senate

- (1) Membership: There will be three (3) senators representing the department in the University of Wisconsin-Extension Faculty Senate, serving three year terms.
- (2) Method of Election
 - (a) All members in the department are eligible to serve on the Faculty Senate.
 - (b) The Nominations Committee will obtain eligible nominees from each paired senate district. A ballot will be prepared and distributed to all voting faculty at the same time standing committee representation and the Department Chair advisory ballot are distributed. (See Appendix A)
- (3) Responsibilities
 - (a) Each senator shall represent the academic department in the matters of governance as delegated to the University of Wisconsin-Extension Faculty Senate. (See Article of Faculty Governance – Article 2 – UW-Extension Senate and University Committee) (www.uwex.edu/secretary/documents/F-article2.pdf)
 - (b) Senators will report actions/deliberations of the University of Wisconsin Extension - Faculty Senate to the Department Chair and at all meetings of the department, the department Executive Committee and Committee of Professors.
 - (c) Each senator shall name an alternate from their paired senate district. The name of the alternate shall be reported to the Secretary of the Faculty within 15 days of election. The alternate will exercise the duties of the senator whenever the elected senator is unable to do so.

3.02 University Committee Member

- (1) Membership: There will be one (1) member of the department on the University of Wisconsin-Extension, University Committee serving a three-year term.
- (2) Method of Election
 - (a) All department members, except those currently serving on Faculty Senate, are eligible to serve on the University of Wisconsin-Extension University Committee.
 - (b) A ballot will be prepared by the Nominations Committee and distributed to all voting members at the same time standing committee representation and the Department Chair Advisory Ballot is distributed. (See Appendix A)
- (3) Responsibilities
 - (a) Represent the department in the matters of governance as delegated to the University Committee. (See Article of Faculty Governance – Article 2 – UW-Extension Senate and University Committee) (www.uwex.edu/secretary/documents/F-article2.pdf)
 - (b) Report actions and/or deliberations of the University Committee to the Department Chair and at all meetings of the department, department Executive Committee and Committee of Professors.

3.03 Faculty Tenure Advisory Member

- (1) Membership: There will be two (2) tenured members of the department on the Faculty Tenure Advisory Committee each serving a three-year term.
- (2) Method of Election
 - (a) All faculty members from the Executive Committee are eligible to serve on the Faculty Tenure Advisory Committee. No faculty member shall serve on the department Standards, Rank and Promotion Committee and as a member of the Faculty Tenure Advisory committee simultaneously.
 - (b) Ballot will be prepared and distributed by the Nominations Committee to all voting faculty members at the same time standing committee representation and the Department Chair advisory ballot is distributed.
 - (c) A rotation system shall be established to provide for replacement of Faculty Tenure Advisory Committee members of the department. (See Appendix A, Rotation of Election)
- (3) Responsibilities:
 - (a) Elected by the Department of Family Development to represent all UW-Extension faculty and insure institutional guidelines regarding requests for promotion with tenure contained in the Article of Faculty governance have been met by prospective candidates. The Faculty Tenure Advisory Committee has the sole function of providing recommendations to the Dean on promotion of faculty in tenure and rank. The role of the departmental representative on the Faculty Tenure Advisory Committee is not as an advocate for the Department of Family Development, but rather to insure the institutional guidelines on requests for promotion with tenure have been met by prospective candidates. (See Articles of Faculty Governance – Article 5 – (www.uwex.edu/secretary/policies/section8/fart5.pdf)
 - (b) Report actions of the Faculty Tenure Advisory Committee to the Department and Department Chair.

4.00 RANK APPOINTMENTS AND PROMOTION

4.01 Faculty Designations and Rank Appointments

- (1) Introduction: The effectiveness of the educational programs of the Department depends on the scholarship of its faculty. Quality faculty with the capacity to grow and mature professionally and with the ability to adjust to changing demands are imperative for the University of Wisconsin-Extension (UW-Extension) and the Department of Family Development to continue to be a vital force in meeting the needs of the Wisconsin people.

UW-Extension and the Department differ significantly from resident campuses with respect to the program content, clientele, teaching methods and financing. Therefore, criteria for appointment and promotion of the Department faculty are established to evaluate performance and scholarship in this unique situation.

It is the policy of UW-Extension and the Department to appoint probationary faculty only to those positions which encourage development to the rank of professor. The inherent qualifications requisite for appointment of the faculty at any rank are the same as those required for appointment at the highest level.

For initial appointment, renewal, promotion or the granting of tenure, the qualifications and accomplishments of the candidate shall be evaluated on the candidate's education, experience and professional activities as a scholar.

Scholarship includes teaching, research, outreach, or integration. (See Boyer, E.L. (1990). *Scholarship Reconsidered: Priorities of the Professoriate*. San Francisco, CA, Jossey-Bass).

Scholarship in UW-Extension is:

- *creative, intellectual work;
- *reviewed by the scholar's peers who affirm its value;
- *added to our intellectual history through communication; and
- *valued by those for whom it was intended.

UW-Extension faculty are required to have education and experience appropriate to their appointments. Candidates for initial appointment, renewal, promotion or granting of tenure must demonstrate the desire and capacity for professional growth and continued productive scholarly study. Evidence of continued professional growth may be the following:

- a. Progress on an organized plan for scholarly development and completion of course work or degrees when appropriate;
- b. Active participation in professional associations and conferences, and presentation of papers as appropriate; and
- c. Development of professional networks through active participation at workshops, program travel, study and conferences.

For initial appointment to a faculty position, previous experience and formal education should be evaluated. To judge previous experience, evidence should be obtained from the candidate's employer and from colleagues in the field. Consistency of performance over a period of years is usually an excellent predictor of future performance. The academic department chair determines rank at initial appointment based on credentials submitted by the candidate and may determine rank only if all of the credentialing criteria set forth in Section 4.02 for a designation are met.

- (2) Rank Appointments - Appointments of probationary and tenured faculty in the Department at each of the four ranks are dependent on academic preparation, evidence of past and current performance, and an expectation of continued growth. An interpretation of each rank is as follows:
 - a. Instructor: The faculty member is prepared to work as an independent scholar and has the capacity for professional maturity and leadership;
 - b. Assistant Professor: The faculty member is developing as an independent scholar and gives evidence that within five years professional maturity and leadership will be attained.
 - c. Associate Professor: The faculty member has demonstrated to the satisfaction of colleagues, attainment of professional maturity and leadership and shows promise of continued professional growth; and

Professor: The faculty member has fully demonstrated professional maturity and leadership and continues professional growth.

4.02 Minimum Credential Requirements

A designation may be granted to a faculty member only if all the minimum criteria for credentialing are met. Minimum credential requirements shall be based on the following criteria:

- (1) Instructor (This rank does not carry tenure):
 - a. A masters or terminal degree, with at least one degree in a family development related field. If this criterion is met, then consider 4.02(1)b
 - b. Less than three years of community, adult, post-secondary professional or Extension experience relevant to the job responsibilities. If this criterion is met, then consider 4.02(1)c; and
 - c. Evidence of professional competence.
- (2) Assistant Professor (This rank does not carry tenure):
 - a. A masters or terminal degree, with at least one degree in a family development related field. If this criterion is met, then consider 4.02(2)b;
 - b. At least three years of community, adult, post-secondary professional or Extension experience relevant to the job responsibilities. If this criterion is met, then consider 4.02(2)c; and
 - c. Evidence of professional competence.
- (3) Associate Professor (This rank does carry tenure):
 - a. A masters or terminal degree, with at least one degree in a family development related field. . If this criterion is met, then consider 4.02(3)b;
 - b. At least four years of community, adult, post-secondary professional or Extension experience relevant to the job responsibilities. If this criterion is met, then consider 4.02(3)c. ; and
 - c. Evidence of professional competence.
- (4) Professor (This rank does carry tenure):
 - a. A masters or terminal degree, with at least one degree in a family development related field. If this criterion is met, then consider 4.02(4)b;
 - b. At least five years of community, adult, post-secondary professional or Extension experience relevant to the job responsibilities; since promotion to Associate Professor. If this criterion is met, then consider 4.02(4)c; and
 - c. Evidence of professional competence.

4.03 Rank Promotion and Tenure Appointment

Faculty seeking promotion to Assistant, Associate or Professor rank should see the relevant Appendix to this document for those minimal promotion and/or tenure requirements as well as University of Wisconsin-Extension Articles of Faculty Governance Appendices I and II.

5.00 Transfer into the Department:

5.01 A faculty member may request transfer into the department from another University of Wisconsin-Extension Academic Department.

- (1) A transferring faculty member must meet the criteria for designated faculty rank established by the department.
- (2) The transferring faculty must submit a letter of request for transfer and rank to the Department Chair. Accompanying the letter of request should be a copy of the last promotional materials used for rank and/or tenure, and two letters of recommendation (one letter from the current Department Chair and one from a Department of Family Development colleague endorsing the transfer).
- (3) The Department Chair, upon receipt of the materials, shall forward a request for a recommendation to the Standards, Rank and Promotion Committee or the Committee of Professors. The Standard, Rank and Promotion Committee or the Committee of Professors may request further documentation. The Department Chair forwards the recommendation to the Dean.
- (4) The Dean forwards a recommendation to the Chancellor.
- (5) If transfer into the department is not recommended by the Standards, Rank and Promotion Committee or the Committee of Professors, the Department Chair may request review by the Executive Committee.

6.00 Status within Department

6.01 Academic Staff

- (1) An academic staff UWEX colleague may be appointed to a tenure track faculty position in the Department of Family Development only when mutually agreed upon by the Dean and the Department.
- (2) Appointments made under this section will follow criteria in Department of Family Development bylaws 4.00 Entrance into the Department.

6.02 Emeritus Status

- (1) Faculty members granted emeritus status enjoy certain rights and privileges. (See UPG #4 - www.uwex.edu/secretary/policies/section7/upg4.pdf) Eligibility: Emeritus status can be conferred only on former faculty and academic staff who have had permanent employment with the University and who have activated their annuities from the Wisconsin Retirement System.
- (2) Procedure for recommending Emeritus Status:
 - (a) The Department member notifies the Department Chair of plans to retire and sends a brief retirement letter for their file.

- (b) Department Chair notifies the Standards, Rank and Promotion Committee Chair of the pending retirement or retirement of a department member.
- (c) Standards Rank and Promotion Committee Chair requests that the SRP member in the retiree's district/quad prepare information on behalf of the retired department member using the following criteria:
 - (1) Membership in the department for a minimum of five years.
 - (2) Holds tenure in the Department of Family Development.
 - (3) Continues to exemplify the standards appropriate to rank in teaching, programming and other professional contributions.
- (d) Standards, Rank and Promotion Committee reviews the information and votes on the recommendation within three months of the candidate's retirement date.
- (e) Following an affirmative vote, the Standards, Rank and Promotion Committee submits a letter of recommendation to the Department Chair stating criteria for Emeritus Status recommendation have been met and citing faculty contributions of the candidate.
- (f) Department Chair sends a letter of recommendation to the Dean stating the criteria for Emeritus Status has been met and citing faculty contributions of the candidate. Final approval comes from the Chancellor.