

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.3) 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 1B. (www.uwex.edu/secretary/policies/section8/fapp1b.pdf)
 - (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.
 - (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 15 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 15 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 scheduled committee meetings.
- (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. Please use a font no smaller than 11-point and one-inch margins (top, bottom and sides). Print shall appear on only one side of each page. Candidate will submit copy of abbreviated portfolio to each Standards, Rank and Promotion Committee member.

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) State, regional, or national publications or material development.
 - (f) State, regional or national presentations.
 - (g) Program materials developed.
2. Position Description:

Include all faculty position descriptions for programming, appointment, administrative appointment, or other significant candidate roles for which a description exists. If a significant change has occurred in a candidate's responsibilities, the candidate may wish to include any relevant explanation.

3. One Plan of Work and Annual Accomplishment Report and/or Success Stories should be for the same year and correspond to the Multi-Year Plan of Work.

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/planned activities
- (d) Impact/Outcomes
- (e) Professional development in response to personal and programmatic needs

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

The purpose of this statement is to provide 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 may select materials that support and clarify the Summary of Professional Contributions and Scholarship. No more than 15 supportive exhibits are permitted. An exhibit is one item (newsletter, news release, teaching packet, etc.) Only relevant materials which help to explain or illustrate the narrative portion of the portfolio should be included. For all supportive materials the unique contribution of the candidate must be specified.

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

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