

Appendix D.1

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. (www.uwex.edu/secretary/policies/section8/fapp1b.pdf), 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 contains criteria and Appendix II.B (www.uwex.edu/secretary/documents/F-appendix2b.pdf) contains 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 hired prior to July 1, 1998, may select to prepare a vita. If so, they shall follow the “Vita Contents for Promotion to the Rank of Associate Professor with Tenure.” (Appendix D-2)
 - (b) Candidates hired after July 1, 1998, will prepare a portfolio and shall follow the guidelines in UWEX Articles of Faculty Governance Appendix II B.

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 meeting". Unless otherwise requested, reviews will be held in closed session. 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 15 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 granted, candidates will be required to submit 11 copies of the promotion materials to the Secretary of the Faculty for review by the Faculty Tenure Advisory Committee by October 10, January 10 or February 10 (www.uwex.edu/secretary/documents/F-appendix2b.pdf).

Appendix D.2

Vita Contents for Promotion to the Rank of Associate Professor with Tenure

1. Personal Information (Please list items in reverse chronological order.)

- (a) Name
- (b) Ranks held in UW-Extension, including date granted. Rank for which nominated.
- (c) Percent of time employed by UW-Extension.
- (d) Formal education (include all institutions attended and degrees granted).

<u>Major Field</u>	<u>Institution</u>	<u>Degree</u>	<u>Year Granted</u>
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Continued professional development, such as significant in-service training and post-degree work completed and/or definitely scheduled (CEUs and certifications earned; attendance at appropriate workshops, conferences, and institutes; and independent study can be included):

<u>Course</u>	<u>Programs</u>	<u>Institution</u>	<u>With or Without Credits</u>	<u>Dates</u>
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- (e) Relevant employment (designate with an asterisk Extension appointments, starting with present position and rank; indicate whether part time or full time.):

<u>Position</u>	<u>Employer</u>	<u>Year</u>	<u>Rank</u>	<u>Title</u>
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- (f) Professional honors, awards, if any: Award Given by Year

2. Professional Contributions

Promotions involving tenure should consider select relevant information related to the professional achievements of the candidate. Material selected should convey to the reader the highest levels of the candidate's accomplishments.

These guidelines provide a wide range of latitude to display creativity and professional competence: Questions about interpretation of this document should be addressed to your mentoring team.

- (a) The University
Note contributions to committees of the University.
- (b) The Profession
List memberships and offices held in local, regional, state, national, and international professional organizations along with years of service for each. List other contributions to the profession such as presentations made or papers presented.
- (c) Public Service Relating to Educational Role
In your capacity as an Extension educator, list contributions to or consultation with community and service organizations, governmental boards, foundations, etc.

3. Program Development and Implementation

Programs are major educational efforts that are related to your position description, that involve multiple teaching events that are aimed at a variety of audiences, and that evidence evolving objectives.

Provide copies of relevant Extension position descriptions.

List major Extension programs developed and implemented by the candidate including starting and ending dates.

Describe one to three of the more recent programs as listed using the following outline:

- (a) Statement of the Issue including its relationship to and significance for the clientele and its place within the community and society;
- (b) Objectives established for or by participants and an indication of how the objectives were modified by experience;
- (c) Clientele;
- (d) Subject Matter Taught;
- (e) Teaching Methods Used;
- (f) Results and Evaluation; and
- (g) Implications.

Emphasize innovative aspects and impact on clientele.

4. Teaching (If a joint appointment, briefly identify both areas of work.)

List major Extension courses, workshops, seminars, or other events in which the candidate had an instructional role, including starting and ending dates.

Describe one to three of the more recent instructional events as listed using the following outline:

- (a) Identify Program and Clientele;
- (b) Objectives Established for Participants;
- (c) Method of Instruction;
- (d) Instructional Innovations;
- (e) Adaptation of Research;
- (f) Counseling Offered;
- (g) Materials Developed;
- (h) Evaluation.

If the event involves several teachers, the contributions of the candidate should be clearly identified. The instructional events selected may be a component of one or more of the programs described in Section 3.

Include a lesson plan or outline of ideas and concepts taught for each of the instructional events described in detail.

5. Research and Publications

Explain select professional contributions, for example:

- (a) Cooperation with University Research Programs
- (b) Research Projects Including Theses and Dissertation if appropriate
- (c) Publications
- (d) Authorship and Editing of Educational Tests, Manuals, Newsletters, Exhibits, Slide Tapes, Video Tapes, etc.

Please provide bibliographical detail for all documents to permit access, if desired.

6. Administration of Educational and/or Research Programs

Using the following outline, describe substantial administrative responsibilities, for example:

- (a) Administrative Leadership;
- (b) New Program Directions;
- (c) Program and Agency Coordination;
- (d) Personnel Management;
- (e) Budget Management;
- (f) Reporting;
- (g) Public Relations and Developing Understanding of Extension and Related Institutions;
- (h) Grant Writings, etc.

7. Supportive Material

Two copies of supportive materials such as journal articles, research monographs, publications, program guides, project plans, reports, instructional materials (pamphlets, computer software, videotapes, slide tapes, manuals, etc.) and/or evaluation summaries prepared by the candidate should be submitted for review. No more than 30 supportive exhibits are permitted. Only relevant material which helps to explain or illustrate the narrative portion of the vita should be included. For all supportive material the unique contribution of the candidate must be specified.

Appendix D.3

Portfolio Contents for Promotion to the Rank of Associate Professor

The candidate is requested to follow criteria for promotion as outlined in UWEX Articles of Faculty Governance Appendix IIB. (www.uwex.edu/secretary/documents/F-appendix2b.pdf). 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.

Additional Requirements

Plans of Work and Accomplishment Reports - One multi-year Plan of Work, past three Annual Plans of Work, and three related Accomplishment Reports/Success Stories are to be included.

Revision approved May 1, 2008