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MEMO

TO: Eligible Candidates for Promotion to Associate Professor

FROM: 
Donna Doll-Yogerst
Department of Family Development Chair
Family Living Agent - Oconto County

DATE: July 3, 2008

RE: Change in Faculty Rank/Promotion

The Department of Family Development's Standards, Rank and Promotion (SRP) Committee is preparing its schedule for the 2008-2009 academic year. To do this, we need to know whether you intend to submit a nomination for promotion this year. Please review and return the attached Statement of Intent form by August 1, 2008. The form asks you to list the members of your Department Mentor Team, as well as other details concerning your next promotion. You are eligible to submit after your 4th year on the tenure track. *As a courtesy this letter was sent to colleagues with tenure due dates 2009-2012.*

Our Department is here to help you be successful in your nomination for promotion. There are formal and informal mechanisms to assist you.

- Candidates for 08-09 promotion will use the current DFD documents. Our new 2007 documents are not posted yet and even when they were, you will need to use the previous documents.
- I encourage you to initiate and utilize the expertise of your department mentor team. Please give them adequate time to respond to your promotion materials. If you are not intending to submit promotion materials this year, now is a great time to begin collecting and preparing your materials with the support of your department faculty mentor team. The SRP committee needs to know that your mentor team reviewed your complete document prior to submission.
- Use the Articles of Faculty Governance Appendix II.B - Portfolio Format available at <http://www1.uwex.edu/secretary/policies/section8/fapp2b.pdf>. This site will offer UWEX Guidelines for Nomination for Tenure. Again, the proposed changes to II B have not occurred yet and we may not see them for 6-12 months.
- Our Department document "Guidelines for Submitting Nomination for Promotion to Associate Professor with Tenure," December 2005, is located on our department website at http://www.uwex.edu/ces/flp/department/documents/AppendixD_promotion.pdf. This site will be a key resource as Associate Professor candidates develop and compile materials for their promotion.

- Posted you will also find examples of tenure reflective pieces. The reflection examples are provided to share what creative, intellectual work in a reflection piece could look like by giving you a variety of ideas - <http://www.uwex.edu/ces/flp/department/promotion.cfm>
- Please keep in touch with your mentor team, SRP District Committee member, and Faye Malek SRP Committee Chair (Manitowoc County) or Ruth Schriefer, Chair elect (Iowa County).

The first meeting of the SRP Committee to review portfolios for this year is September 23rd, 2008. In order for the SRP Committee to review your portfolio, each committee member must receive a copy a minimum of ten working days before the scheduled meeting. In this case, members of the committee will need to have the document in their hands on September 2nd for review at the September 23rd meeting. The attached promotion chart provides all the necessary dates.

Please be sure to notify your local budget administrator (often the Department Head) of your intent for promotion as there will be budgetary implications. The salary increase for promotion to Associate Professor with Tenure is \$3,500 which would be effective July 1, 2009 for colleagues who achieve tenure.

As part of the rank change process to Associate Professor, you need to provide the Department Chair with the names of at least three, and no more than five, individuals who will be willing to write letters of recommendation. If you plan to submit materials for a promotion to Associate Professor, I would appreciate these names as soon as possible, but no later than August 1st. I have attached the letter sent to district directors so you can see what I request from them. Your district director is not one of your 3-5 letters. As Department Chair, I request these letters on your behalf.

Before giving me their names, please contact the individuals and ask them if they will provide you with a letter of recommendation for your promotion to Associate Professor. It is a good idea to speak to them to be sure they understand exactly what you are requesting. Explain what things they may wish to address in the letter are your overall scholarship, professional performance, teaching ability, programming, organizational and administrative abilities, leadership qualities and ability to work with others. Or, you might request that they write about one or two aspects. Sharing a copy of your portfolio, even if it is still in draft form, before they author the letter may be helpful. I will be contacting them to ask that the letter of recommendation be sent to me.

Preparation of promotion materials, including compiling supportive material and letters of recommendation, is an important responsibility. The ultimate responsibility for promotion is yours. Working with your Department Mentor Team is a valuable experience. Please remember that the SRP Committee is available to help. We want you to be successful and are ready to assist.

Enclosures: Statement of Intent
 List of SRP Committee Members
 Recommendation Form
 08-09 Promotion Chart
 Example District Director Recommendation Request letter

cc: Standards, Rank and Promotion Committee, DFD Faculty Tenure Advisory Committee, Mentor Teams, Mary Detra, Laurie Boyce, District Directors.

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