


301 Washington Street,  
Oconto, WI 54153-1699  
(920) 834-6845  
FAX (920) 834-6853  
TDD No Voice Service (920) 834-7045  
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## MEMO

TO: Eligible Candidates for Promotion to Associate Professor

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

DATE: June 21, 2011

RE: Change in Faculty Rank/Promotion

The Department of Family Development's Standards, Rank and Promotion (SRP) Committee is preparing its schedule for the 2011-2012 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, 2010. The form asks you to list the members of your Department Mentor Team, as well as other details concerning your next promotion. Candidates are eligible to submit after at least 4 years of tenure track experience. *As a courtesy this letter was sent to colleagues with tenure due dates 2013-2015. Please seek the advice of your mentor team if you plan to submit early.*

The Department of Family Development (DFD) colleagues are here to help you be successful in your nomination for promotion. There are formal and informal mechanisms to assist you.

- Candidates for 11-12 promotion will use the current DFD March 29, 2010 Appendix D.  
<http://www.uwex.edu/ces/flp/department/documents/AppendixDfinalMarch2010.pdf>
- Utilize the expertise of your DFD mentor team. Please give them adequate time to read your portfolio for their support and advice. Once the portfolio is completely assembled, ask them to read it a final time. This will help you identify possible missing pieces, or sections which could be written more clearly. Always double check for grammar and spelling errors. Bring your best work to the SRP review. If you are not intending to submit a portfolio this year, now is a great time to begin collecting and preparing your materials with the support of your Department Mentor Team.
- Candidates who began on the tenure track on or after to July 1, 1998 will prepare a portfolio and shall follow the guidelines in UWEX Articles of Faculty Governance Appendix II.B. or by their choice, the guidelines in UWEX Articles of Faculty Governance Appendix II.C.

UWEX Articles of Faculty Governance Appendix I.B & IIB. (This version, established in September, 1997, applies to faculty who began on the tenure track on or after July 1, 1998. This version is available by choice for faculty who began on the tenure track prior to July 1, 1998).

<http://www.uwex.edu/secretary/documents/Appendix-IB.pdf>  
<http://www.uwex.edu/secretary/documents/F-appendix2b.pdf>

UWEX Articles of Faculty Governance Appendix I.C & IIC. (This version, established in June 2008 applies to faculty who began on the tenure track on or after July 1, 2009. This version is available by choice for faculty who began on the tenure track prior to July 1, 2009).

<http://www.uwex.edu/secretary/documents/Appendix-IC.pdf>

<http://www.uwex.edu/secretary/documents/Appendix-IIC.pdf>

- Posted you will also find examples of eight-page Professional Contributions & Scholarship. The examples are provided as a way to share how other colleagues have reflected on and assessed their professional contributions and scholarship. <http://www.uwex.edu/ces/flp/department/promotion.cfm>
- Please keep in touch with your DFD Mentor Team, SRP District Committee member (the SRP committee list is included), and Jennifer Caravella, SRP Committee Chair (Waushara County).
- The Professors committee's Wisline "So You're Thinking About Writing for Promotion to Professor can be helpful at any level of promotion and can be heard by clicking on the radio symbol: <http://www.uwex.edu/ces/flp/department/promotion.cfm>

The first meeting of the SRP Committee to review portfolios for this year is September 2, 2011. 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 by August 19th for review at the September 2nd meeting. The attached 2011-2012 promotion document due dates 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, 2012.

As part of the rank change process to Associate Professor with Tenure, you need to provide me with the names of at least three, and no more than five, individuals who will be willing to write letters of recommendation. I would appreciate these names as soon as possible, but no later than August 1<sup>st</sup>. I have attached the letter sent to district directors to show you what I request from them. Your district director is **not** included in one of the 3-5 letters. I will request these letters on your behalf once you provide me with the names.

Before giving me your names please contact them and ask if they will provide you with a letter of recommendation for your promotion to Associate Professor with Tenure. It is a good idea to have that conversation to be sure they understand exactly what you are requesting. Explain what you want them to address in the letter including 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 of these criteria. Sharing a copy of your portfolio, even if it is still in draft form, before they author the letter may be helpful.

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.

After I receive your intent to submit date I prepare a chart for the district directors, FLP liaisons to alert them of the timeline.

Enclosures:     Statement of Intent  
                    List of SRP Committee Members  
                    Recommendation Form  
                    11-12 Promotion Document Due Dates Chart  
                    Example District Director Recommendation Request letter



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Cooperative Extension  
University of Wisconsin-Extension  
Department of Family Development

cc: Standards, Rank and Promotion Committee, Mary Detra, Laurie Boyce

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