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CONFIDENTIAL

MEMO

TO: District Directors

FROM: Donna Doll-Yogerst, Chair
Department of Family Development

DATE: August 4, 2011

RE: Letters of Support and Performance Reviews for Promotion with Tenure

According to Section II. of the UWEX Guidelines for Nomination for Tenure. . . “to have full knowledge of the status of the faculty member before acting on a tenure application, the department needs to contact and involve the appropriate administrative unit.

Therefore, the department chair must request a letter from the head of the administrative unit or district director for each department member who had indicated an intent to apply for tenure during the coming year. This letter should address stability of funding for the position, assessment of long-term organizational need and administrative assessment of the faculty member’s performance based upon the annual performance review process.”

Again, the emphasis should be placed on:

- Stability of funding
- Assessment of long-term need
- Assessment of the faculty member’s performance

I would appreciate it if you could provide me this information no later than the document due date on the attached chart. This is either August 19, November 2, 2011 or January 5, 2012.

Thank you for your attention to this request.

cc: Rick Klemme, Laurie Boyce, Mary Detra, Candidates for Promotion with Tenure, SRP Chair, FTAC Department of Family Development members, Greg Hutchins