

Appendix E.1
Guidelines for Submitting Nominations for Promotion to Professor

1. The criteria for the Professor rank includes:
 - (a) An M.S., M.A. and/or terminal degree is necessary in addition to all stipulations set forth in the Associate Professor criteria. Include course work beyond M.S. or M.A. degree plus a professional development plan.
 - (b) Ten years or more of experience relevant to the job responsibilities of the Extension position.
 - (c) Candidates are eligible to submit portfolio for promotion to professor after at least five years relevant experience since promotion to Associate Professor at time of submission to Committee of Professors.
 - (d) Criteria to be used to determine eligibility for this rank may include:
 - evidence of successful scholarship as defined in Appendix I.B.
 - evidence of continuing professional development
 - evidence of leadership in program development
 - evidence of effective working relationships with colleagues and clientele.
 - contributions to the profession, department and university
 - probability of positive future contributions to the profession, department and university
 - (e) Additional criteria to be used to determine eligibility for this rank may include:
 - evidence of exemplary teaching ability
 - evidence of significant research and publication
 - evidence of grantsmanship, collaboration, and supervision
 - demonstrated leadership in academic affairs
 - evidence of new insight/reflections
2. Candidates desiring promotion to Professor will notify the Department Chair in writing by August 1 of their intent to prepare and submit promotion materials for a change in rank to Professor. Candidates will prepare and submit promotion materials with supportive material for review by the Committee of Professors. The promotion materials shall provide evidence that the candidate meets the requirement for the rank of Professor as described in “Guidelines for Submitting Nominations for Promotion to Professor” (Appendix E.1).
 - (a) Candidate selecting to prepare a portfolio shall follow the “Portfolio Contents for Promotion to the Rank of Professor” (Appendix E.2)
 - (b) Candidates selecting to prepare a vita shall follow the “Vita Contents for Promotion to the Rank of Professor” (Appendix E.3)
3. Letters of Recommendation:
 - (a) Candidate will send names and addresses of persons who had agreed to write letters to the Department Chair in August.
 - (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 send a copy of the letters to the Chair of the Committee of Professors for review by the Committee of Professors.
 - (d) Letters are returned to the Department Chair who forwards them to the Dean along with the recommendation regarding the promotion.
4. By August 15, Department Chair will notify Chair of the Committee of Professors of the names of candidates who indicated their intent to submit promotion materials for change in rank to Professor. Chair of Professors will then assign a mentor to each candidate and provide instructions to candidates on the number of copies the promotion materials to prepare and to whom they should be sent.
 5. Copies of the promotion materials are due to members of the Committee of Professors by December 1.
 6. Timeline:

May 1	Department Chair invites all eligible Associate Professors to consider submitting promotion materials for rank change to Professor.
August 1	Candidates indicate their intent to submit promotion materials for rank change to Professor to Committee of Professor's Chair and provide Department Chair with names and addresses of persons who have agreed to write letters of recommendation.
August 15	Chair of Committee of Professors assigns a mentor (if one has not already been assigned to each candidate) and provides candidates with number and mailing instructions for copies of the promotion materials.
November 1	Chair of Committee of Professors appoints Primary and Secondary readers.
December 1	Copies of promotion materials and support materials are due to the Committee of Professors.
January	Committee of Professors Meeting
March 1	If the promotion is affirmative, it will be forwarded to the Department Chair (with a copy of the letter to the candidate) who will forward the recommendation to the Dean. The Dean will review the recommendation and, if in concurrence, will forward it to the Chancellor for a similar review and on to the Board of Regents who will act on all promotions at their June meeting. The Chancellor will notify the candidate of the Board's action in July. If the promotion is not approved, the Committee Chair will communicate it to the candidate with a copy to the Department Chair. The candidate may resubmit the following year. Department Chair sends recommendations on promotions to Dean.
July 1	Rank changes become effective.

Appendix E.2
Portfolio Contents for Promotion to the Rank of Professor

The candidate is requested to provide items described below. Please use a minimum of a 10-point font and one-inch margins (top, bottom and sides). Print shall appear on only one side of each page.

1. Professional Resume (no more than five pages) Includes:
Formal Education and Other Significant Relevant Professional Development
Relevant Employment (indicate Extension employment and percent time employed by Extension)
Professional and University Contributions and Recognitions
Experience with Grants, Collaborations, Supervision
State, Regional, or National Publications or Materials Developed
State, Regional, or National Presentations
Program Materials Developed

2. Position Description(s)

Include current position description 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 Multi-Year Plan of Work, Past Three Annual Plans of Work and Annual Accomplishment Reports (or equivalent documentation as required for the candidate's position), and Professional Development Plan.

Multi-year plan of work must have been implemented within the last five to seven years. Plan of work and annual accomplishment reports must correspond to multi-year plan of work.

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

The purpose of this statement is to provide the candidate with an opportunity to reflect upon and assess professional contributions and scholarship. The candidate is responsible for analyzing career contributions, 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. Support Materials (no more than five pieces)

Candidate is limited to five pieces. A "piece" is defined as an item or several closely linked items. Candidate is limited to a total of 25 items. Up to seven copies of each item is needed for the review.

6. Past Three Administrative Performance Reviews

The Department Chair from the District Director or equivalent requests these documents from administrator.

7. Peer Review

Chair of Committee of Professors will request copies of tenured faculty review and/or peer review summaries for the candidate from the Department Chair.

8. Letters of Recommendation (three to five letters from colleagues and professionals who are familiar with the candidate's professional contributions and scholarship).

The Department Chair requests these three to five letters.

Appendix E.3
Vita Contents for Promotion to the Rank of Professor

1. Personal Information

- (a) Name:
- (b) Ranks held in UW-Extension listed chronologically with current rank listed first, 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):
Major Field Institution Degree Year Granted
- (e) Selected professional development with relevance to program, teaching and research.
- (f) Employment, listed chronologically: (designate with an asterisk (*) Extension appointments starting with present position and rank; indicate whether part-time or full-time). Include a description of the responsibilities of your current position:

<u>Position</u>	<u>Employer</u>	<u>Year</u>	<u>Rank/Title</u>
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2. Professional Contributions – Since the rank change to Associate Professor

- (a) The University
Note service and/or leadership in departmental, program area, university or governance committees, and support for department affairs.
- (b) The Profession
List memberships, offices held in, and community activity performed for local, regional, national and international professional organizations with years of service in each. List other contributions to the profession such as meetings attended, speeches given or papers presented. Stress leadership responsibilities where applicable.
- (c) Public Service Relating to the Extension Rule
In your capacity as an Extension Educator list contributions to, or consultations with, community and service organizations, agencies, governmental boards, foundations, etc.

3. Program Development and Implementation

List major Family Living Programs developed and implemented by candidate, including starting and ending dates over the past five years.

Describe one major program using the following outline:

- (a) Statement of problem
- (b) Learner objectives (Knowledge, attitudes or skills to be mastered)

- (c) Clientele
- (d) Methodology including grants developed and received, creative materials and delivery systems utilized.
- (e) Results, evaluation impact including original applied research, publications, and presentations for professional audiences.
- (f) Implications for future programming directions, projects, institutions and/or agencies.

Document the program to reflect its significance and relevance to problems of the community/society. Emphasize individual specialization, innovation, professional leadership, support for the institution and evaluation/impact. Each step of program development can appear in supportive materials. All materials are to be original with research base.

4. Teaching

List major Family Living Programs courses, workshops, seminars, leader training, distance education, etc. where candidates had an instructional role in the last five year period.

Include: Title, a brief description of the program, dates and type of clientele.

Describe one teaching example where you utilized original materials or methods derived from an area of specialization and research base using the following outline:

- (a) Program and clientele
- (b) Learner objectives (knowledge, attitudes or skills to be mastered)
- (c) Method of instruction
- (d) Instructional innovations – relate to local program needs
- (e) Adaptation of research
- (f) Counseling offered
- (g) Materials developed
- (h) Evaluation (knowledge skills attitudes applied)
- (i) Appropriate lesson plan that would be useful for other professionals.

In the support documentation, include any original teaching materials developed for the presentation/lesson.

5. Research

Identify and describe role/contributions for all University research projects. Identify completed work by author/co-author, title, date. Include an abstract or executive summary, of the project. A complete copy of the research project will be included in the supportive documentation. Work in progress should also be noted.

6. Publications/Presentations

Use the American Psychological Association (APA) format. Those that are peer reviewed indicate with an asterisk (*). Examples of items to include: Department papers, professional organization journals, book reviews, annotated bibliographies. Also consider papers presented at professional meetings. Minor publications like leader lesson materials could be included. Work in progress should also be noted.

7. Additional Instructional Materials Developed

In this section, list and describe the development and/or delivery of videotape, computer programs, satellite, audio/visual productions and training or resource manuals. Indicate author's role in development and implementation as well as other who have cooperated in development (if applicable). Note evaluation done on effectiveness of the materials.

8. Administrative Leadership/Management Responsibilities and Networking Opportunities

Identify and describe candidate's role in:

- (a) Administration/budget
- (b) Program and agency coordination
- (c) Personnel management, i.e., salaried, paid and volunteer
- (d) Public relations for UWEX and programming
- (e) Accountability
- (f) Grants developed and accepted

9. Letters of Recommendation

List names of 3-5 individuals who will be solicited for letters of recommendation.

10. Index of Supportive Materials

11. Past Three Administrative Performance Reviews

These documents are requested by the Department Chair from the District Director or Equivalent administrator.

12. Peer Review

Chair of Professors will request copies of tenured faculty review and/or peer review summaries for the candidate from the Department Chair.

Appendix E.4
Promotion Materials Review Sheet for Promotion to the Rank of Professor

Professor Candidate _____ **Date** _____
Name of Reviewer _____

Criteria	Strengths	Needs Improvement
1. Evidence of leadership/scholarship in program development		
2. Evidence of exemplary teaching ability		
3. Evidence of successful working relationship with colleagues, community leaders, agencies, organizations and clientele		
4. Evidence of significant research and publications		
5. Evidence of grantsmanship collaboration and supervision		
6. Demonstrated leadership in academic affairs		
7. Contributions to the profession		
8. Reflection/Insights		

Recommend _____ for promotion to Professor.
 ___ Yes ___ No Approved by committee of professors _____/20 ___