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MEMO

TO: Eligible Candidates for Promotion to Assistant Professor



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

DATE: July 29, 2011

RE: Change in Faculty Rank/Promotion to Rank of Assistant Professor

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 to Assistant Professor this year. Please review and return the attached Statement of Intent form by August 1, 2011. 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 portfolio for promotion to Assistant Professor after their 3rd anniversary of date of hire, unless the mentor team requests early submission. As a courtesy this letter was sent to those with possible promotion dates from 2010-2014 so you are aware of what is coming the year you are eligible.*

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

- I encourage you to initiate and utilize the expertise of your department mentor team. If you are not intending to submit promotion materials this year, now is the best 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.
- For Promotion to Assistant Professor refer to our Department document appendices C.1-C.3 revised March 28, 2010 <http://www.uwex.edu/ces/flp/department/documents/AppendixCrev0310FINAL.pdf>
- Please keep in touch with your SRP District Committee member and SRP Committee Chair, Ruth Schriefer, Iowa County.

- 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 Assistant Professor is \$2,500. Please NOTE that this promotion is effective as soon as the Dean approves it. Thus, if you plan to get through the process in 2010 or 2011, be sure there are funds there.
- The Professors committee's Wisline "So You're Thinking About Writing for Promotion to Professor" can be helpful at any level of promotion. To listen click on the radio symbol here:
<http://www.uwex.edu/ces/flp/department/promotion.cfm>

The first meeting of the SRP Committee to review portfolios for this year is September 9, 2011. In order for the SRP Committee to review your portfolio they must have 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 25th for review at the September 9th meeting. The attached 2010-2011 promotion document due dates chart provides all the necessary dates. Documents for this promotion do not go to the FTAC (Faculty Tenure Advisory Committee). Upon recommendation by SRP the DFD chair sends a letter to the Dean who approves or denies the promotion.

As part of the rank change process to Assistant Professor, you need to provide the Department Chair with the name of one person for your letter of recommendation by August 1, 2010. Often this is your Mentor Team Chair.

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

Preparation of promotion materials is an important responsibility. Working with your Department Mentor Team is a valuable experience. Please remember that the SRP Committee is available to help. They want you to be successful and are ready to assist.

Enclosures: Statement of Intent
List of SRP Committee Members
Recommendation Form
11-12 Promotion Document Due Dates Chart

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

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2011-12 requesting promotion to assistant prof.doc