



**Department of Family Development  
Standard, Rank & Promotion Committee Meeting  
Meeting Minutes – December 12, 2006  
1:00 – 4:00 PM  
via Wisline**

**1. Call to Order**

Chairperson McIntee called the meeting to order at 1:03 pm.

**2. Certification of Wisconsin Open Meeting Law**

Chairperson McIntee reported that the meeting notice and agenda were posted in compliance with the requirements of the Wisconsin Open Meeting Law, Section 19.84 of the Wisconsin State Statutes. Posted by Mary Detra on December 8, 2006 in Madison.

**3. Adoption of the Agenda**

Motion by Sue Nagelkirk to adopt the agenda as posted. Seconded by Faye Malek. Motion carried.

**4. Roll Call – Gail Peavey**

Members present: Mary Geissler; Faye Malek; Marma McIntee; Sue Nagelkirk; Linda Olson; Gail Peavey; Dianne Weber.

**5. Approval of Minutes from September 22, 2006 Meeting**

Motion by Faye Malek to approve the minutes as distributed via e-mail. Linda Olson seconded. Motion carried.

**6. Old Business**

• **Review Internal Document – Principles to Guide Portfolio Reviews – Sue Nagelkirk, Gail Peavey**

Nagelkirk recommended Internal Committee Document to be more detailed with review annually by all members of SRP. This document is part of committee's general functioning and not shared with the rest of the Department of Family Development.

The following changes to Guiding Principles of the Internal Committee Document should be considered:

**Principle #1** The SRP Committee can't be the Mentoring Committee. It is the role of the Mentoring Committee to check for grammar and misspellings. **CHANGE TO: The SRP Committee supports the importance of the Mentor Team. Add following bullets:**

- ▶ The SRP Committee is not the mentor team and therefore expects that the mentor team will have major responsibility for counseling the probationary faculty in preparation of the portfolio for promotion and in determining its readiness for submission.
- ▶ The SRP Committee agreed that the Mentor Team should guide the candidate regarding the cover for the portfolio.
- ▶ The Mentor Team needs to help the mentee provide supporting pieces which are a strong reflection of their work and contribution. Terminology on the supporting

piece needs to clearly identify the role of the candidate (i.e. created, edited, modified, developed, etc.)

- ▶ Mentor teams must counsel probationary faculty on the appropriate timing for submitting portfolios to meet the tenure timeline in accordance with Board of Regents approval dates.
- ▶ The mentee and/or mentor team will sign off on the readiness of the portfolio.
- ▶ It is the role of the Mentor Team to check for grammar and misspelled words.

**Principle #2** The role of SRP is to “step back and look at the big picture.” In addition, we are to be supportive and collegial. We are to be evaluating and provide constructive feedback. KEEP AS IS.

**Principle #3** SRP will use the criteria in the Articles of Faculty Governance as the guide for the review. **CHANGE TO: First and foremost in matters in promotion, the Department of Family Development looks for demonstrated attainment of professional maturity and leadership that shows promise for continued professional growth. Add bullets:**

- ▶ This is in line with the Faculty Articles of Governance “Quality faculty with the capacity to grow and mature professionally and with the ability to adjust to changing demands are imperative for University of Wisconsin-Extension to continue to be a vital force in meeting the needs of the people of Wisconsin.”
- ▶ The Department of Family Development mentor teams counsel to the six criteria outlined by the Faculty Articles for Governance: scholarship, continuing professional development, leadership in program development, effective working relationships, contributions to the profession/department/university, probability of future contributions.

**ADD FOLLOWING PRINCIPLE:**

**Principle #4** Mentor team and candidate should review the Faculty Mentor Team/ Mentee Handbook, Articles of Faculty Governance Appendix IIB and Department of Family Development Bylaws and any other tools to assist in the development of the portfolio.

**Principle #5** The Primary and Secondary Readers shall assume the role of discussion leader, however, every committee member has responsibility for providing input. There is no need to repeat something that has already been said. **Add bullets:**

- ▶ Chair will tell the candidate that silence on the part of the other SRP Committee members indicates that they agree with what has been said and have nothing to add.
- ▶ Any committee member can ask a clarifying question of the candidate.

**Principle #6** Comments should be reflective and forthright regarding any criteria not met.

**Principle #7** SRP will conduct reviews in a friendly atmosphere but focus on evidence of the criteria being met. The candidate will be invited to sit with committee members at the table during the view. **Add bullets:**

- ▶ Each committee member will welcome the candidate and guest.

- ▶ The process should be viewed as helpful and supportive to the candidate rather than pick on details.
- ▶ The discussion about the document is a discussion between the members of the SRP committee. If the SRP committee seeks comments or clarification from candidate, they will ask for specific requests for further information.
- ▶ This is the only time the document has been reviewed as a total SRP committee. The comments of the committee may not always be in agreement. The SRP committee ask the candidate to apply professional judgment in relating comments to their work.
- ▶ The SRP committee will begin the discussion of the portfolio by making an affirmative motion relative to tenure. The motion will be made by primary reader, seconded by secondary reader. I (name of SRP primary reader) move to recommend the candidate for promotion to associate professor with tenure.
- ▶ If the document passes, candidate is not allowed to make any changes unless directed by SRP committee. The committee will review procedures for Faculty Tenure Advisory Committee (FTAC) at the time document is passed.
- ▶ If the document does NOT pass, utilize committee's comment to revise document provided timeline allows for resubmission. The primary reader will keep a copy of the document. Candidate can contact any committee member about document, however, the primary and secondary are most familiar with portfolio. The notes for each members personal reference during the discussion cannot be shared.
- ▶ Other members of the SRP committee will be assigned a section to review in detail to make additional comments.

**Principle #8** It is permissible for 2 members of SRP to discuss a document between themselves. **Add bullet:**

- ▶ The primary and secondary reader, for example, can discuss a document before the review. However, SRP members violate open meeting law if three or more committee members discuss a candidate portfolio.

**Principle #9** We agreed to “monitor” each other and feel comfortable to remind each other “*we agreed not to go there . . .*” when discussion is not focused on the criteria for promotion.

The Internal Document of CNRED Program will be reviewed in the future. Other sections to be discussed and reviewed include: philosophy of SRP Committee, and a separate document should be drafted in regards to Portfolio Contents: Tips on Summary of Professional Contributions and Scholarship and Tips on support materials. Currently, Internal Committee Document is part of committee's general functioning and not shared with the rest of the Department of Family Development.

## 7. New Business

- **Emeritus Status for Faden Fulleylove-Krause – Marma MfcIntee**  
Motion by Faye Malek to recommend emeritus status for Faden Fulleylove-Krause. Seconded by Dianne Weber. Motion passed.

Procedure for emeritus status includes: retiree district writes letter and presents to SRP Committee; the letter is sent to Chair of Department of Family Development and to Chancellor for approval. Upon approval, a letter is sent to faculty member that emeritus status is granted.

- **Review of Department of Family Development By-laws for SRP Committee. Appendix D3 Portfolio Contents for Promotion to the Rank of Associate Professor.** Discussion ensued on changes to Bylaws Page (10) 2.09 Standards, Rank, and Promotion Committee – (2) Responsibilities – Consider adding:

f) If candidate questions outcome of document, refer to faculty policies and procedures in regard to tenure decision.

The following documents should be reviewed for more comprehensive definition and criteria for early submission for tenure:

Appendix D1 – Criteria for Associate Professor with Tenure rank – (1b) “At least four years of experience relevant to the job responsibilities of the Extension position.”

Articles of Faculty Governance – Appendix II.B – VI. Early Tenure Consideration Granted at Time of Hire

#### **8. Other Business – for discussion only**

Future Meetings: January 29, Stevens Point, 4 (perhaps 5) portfolios for review.  
Meeting will begin at 11:30 (no lunch) and go until 5:00 pm.

February 28, Wausau, for V-chairs, SRP and Mentor Ad Hoc Committee.

#### **9. Adjourn**

Chair McIntee adjourned meeting at 2:37 pm.

Respectfully submitted,

Gail Peavey