

Department of Family Development Standards, Rank and Promotion Committee Position Description

Duties of an SRP Committee Member

1. Serve a 3-year term: Appendix A, Rotation for Election
http://www.uwex.edu/ces/flp/department/documents/AppendixA_rotation_05.pdf
2. Participate in SRP Committee meetings via teleconference or face-to-face.
3. Participate in annual Forum on Scholarship and Faculty Tenure Orientation workshops as offered.
4. Maintain and update the SRP Committee handbook. Pass it on to your successor.
5. Be available to answer questions and provide counsel prior to the submission of a portfolio to individuals eligible for promotion, rank change, and/or tenure.
6. Work with appropriate department committees to develop and provide orientation sessions for tenure candidates as needed.
7. Serve as primary or secondary reader of a portfolio as assigned by the Chair of the Standards, Rank and Promotion Committee. These assignments may change with re-submission of a portfolio. Committee members unable to attend the portfolio review are expected to submit comments on the portfolio to the primary reader or committee chair. SRP Committee members on a candidate's mentor team will not be assigned as primary or secondary readers.
8. Evaluate portfolio using criteria set forth in:
 - Articles of Faculty Governance, Appendix I.B - Criteria for Faculty Appointment and Promotion in UW- Extension www.uwex.edu/secretary/policies/section8/fapp1b.pdf (Sept. 1997)
 - Articles of Faculty Governance Appendix II.B - UWEX Guidelines for Nominations for Tenure www.uwex.edu/secretary/documents/F-appendix2b.pdf (Sept. 1997) and Department of Family Development:
 - "Guidelines for Submitting Nominations for Promotion to Assistant Professor Appendix C1 http://www.uwex.edu/ces/flp/department/documents/AppendixC_nominations.pdf (December 5, 2005)
 - "Guidelines for Submitting Nominations for Promotion to Associate Professor with Tenure." Appendix D1 http://uwex.edu/ces/flp/department/documents/AppendixD_promotion.pdf (December 5, 2005).

Note: The SRP Committee reviews re-submissions as a "new" document. When re-submission of a portfolio is necessary, the primary and/or secondary readers serve as the point of contact for the candidate to orally review committee feedback. Any SRP member also on the candidate's faculty mentoring team is strongly encouraged to be included in this discussion.

9. Recommend faculty member for approval or non approval of tenure upon completion of the review by SRP Committee. Voting will be completed by written ballot and recorded in the minutes.
10. Upon request of the Department Chair or executive committee, the SRP committee will review documentation and make a recommendation for non-tenure change in rank, transfer into the department, or entry at tenure rank by faculty or academic staff (e.g. transfer to department, re-entry to department, etc.)

11. Be responsible for making recommendations to update DFD documents related to promotion, rank change, and/or tenure on an annual basis to keep them current/consistent with UW-Extension guidelines.
12. SRP Committee members from the district of a retiring tenured faculty member will write a letter to the SRP committee chair requesting emeritus status, which includes a summary of professional accomplishments. The SRP committee reviews the letter and recommends approval and then forwards the recommendation for emeritus status to the Department of Family Development Chair. UW-Extension Associate Professors with tenure and UW-Extension Professors are eligible for Emeritus status. Refer to Bylaws 6.02 Emeritus Status for procedures for recommending Emeritus Status: www.uwex.edu/ces/flp/department/documents/bylaws_05.pdf and, <http://www.uwex.edu/secretary/policies/section7/upg4.pdf>

SRP Committee Chair Responsibilities ... in addition to duties of a committee member, the Chair will:

1. Work with new committee members to help them become familiar with committee procedures and policies.
2. Establish meeting times and dates; secure facilities and/or teleconference time for working with SRP Committee members. Inform department members of meeting schedule.
3. Develop portfolio/vita review schedule, assign primary and secondary readers for each document.
4. Develop and distribute meeting agendas, post 10 days prior to meeting through the Dean's Liaison to Academic Departments (Mary Detra), and share with committee members, department chair, and candidate(s). The Dean's Liaison to Academic Departments is responsible for sending the agenda to the meeting site and request that it is posted. If it is not posted the day of the meeting, the Chair should post the agenda.)
5. Correspond with candidate(s) seeking promotion, rank change, and/or tenure:
 - Verify plans for submission of documentation
 - Share committee membership list
 - Explain vita/portfolio review dates/schedule
 - Review closed meeting guidelines and have candidate determine if the review will be open or closed session - provide response form
 - After the document is reviewed, report committee decision in writing to the candidate and cc the Department Chair regarding their documentation
 - If the committee voted "not to approve for tenure", discuss options with the candidate including re-submission to the committee (re-work document) if the candidate's timeline allows along with upcoming review dates. Or, to utilize the appeal procedure described in the Department of Family Development By-laws section 2.09(4).
6. Correspond with the DFD Department Chair regarding:
 - Committee decisions regarding rank change
 - Committee activities and recommendations
 - Committee document - revisions
 - Candidate(s) letters of recommendation and performance reviews
7. Submit and present committee reports at department meetings.
8. Coordinate updating of committee documents.
9. Maintain SRP Committee documents and records.
10. When a document is approved, forward the appropriate number of documents to the Dean's Liaison to Academic Departments, now Mary Detra.

11. Make sure that committee members process reimbursement forms and forward to the Department Chair for signature.
12. Become familiar with criteria concerning open and closed meeting policies.
13. As appropriate, consult with other departments concerning Standards, Rank and Promotion issues.

SRP Committee Secretary Responsibilities

1. Record activities of the committee and prepare minutes. Send minutes to SRP Committee members and vote on their acceptance or non acceptance at the next SRP meeting. Once accepted, label them with the date they have been accepted and send to the Department of Family Development Chair for posting on the DFD website, and to Dean's Liaison to Academic Departments, now Mary Detra.
2. Record balloting on document decisions in committee minutes.
3. Maintain committee-meeting records and the secretary handbook.
4. Become familiar with the open and closed meeting policies.
5. Review procedures for preparing minutes for closed session. (Reference located in 3-ring SRP Secretary notebook.)

Note to future users of this document: This is not a part of the DFD Appendices or Bylaws. Therefore, it can be updated without Department approval. However, discussions with the Department Chair and the Secretary of the Faculty will help the SRP Committee members know what is within their responsibilities. This sheet is meant to provide an orientation of responsibilities to new SRP members.

Approved June 2003

Revised October 2007

Revised August 2008, Reviewed by all SRP Committee members, Donna Doll-Yogerst- DFD Chair, and Ray Schultz- Secretary of the Faculty