



**FACULTY TENURE ADVISORY COMMITTEE**

**March 25, 2008**

**Pyle Center**

University of Wisconsin-Extension

702 Langdon Street, Rm. 320

Madison, WI 53706-1420

**Minutes (approved 05/13/2008)**

The meeting of the Faculty Tenure Advisory Committee was called to order at 9:30 a.m. on March 25, 2008 by Chair Kathleen Eisenmann. Other members present: Mike Ballweg, Paul Ohlrogge, Mary Fran Lepeska, Denise Retzleff, Jerry Braatz, Jamie Robertson, Corliss Olson, Chuck Prissel and Tim Rehbein.

Members Excused: Not Applicable

Non-members in attendance: None

**Certification of Compliance with Opening meetings laws:** Kathy Eisenmann certified to the committee members that the notice requirements of the open meetings law had been met. The door is open.

**Approval of February 11, 2008 minutes:** Motion by Rehbein; second by Braatz to approve the minutes of the February 11, 2008 meeting. Motion passed. Voice vote, no negatives. Minutes were approved and placed on file.

**Motion to Amend the March 25, 2008 Agenda:** Motion by Olson to amend agenda to reflect change in agenda on item of suggested revisions to UWEX Faculty Governance Chap. 5 to UWEX Articles of Faculty Governance Article 5; second by Ballweg; Motion passed, voice vote. No negatives.

Andrew Dane joined the meeting by phone at approximately 9:45 a.m.

**Review and Request for Promotion of Andrew Dane:** The committee reviewed Andrew Dane's request for promotion to associate professor with tenure. Motion by Rehbein, second by Retzleff to recommend Andrew Dane for promotion to associate professor with tenure. Motion passed on a 10-0 vote by ballot.

Dane left the meeting at approximately 10:45 a.m. William Halfman and Lee Mulligan joined the meeting at approximately 11:00 a.m.

**Review and Request for Promotion of William Halfman:** The committee reviewed William Halfman's request for promotion to associate professor with tenure. Motion by Ohlrogge, second by Braatz to recommend William Halfman for promotion to associate professor with tenure. Motion passed on a 10-0 vote by ballot.

**Meeting recessed at 12:00 p.m. for Lunch**

**Eisenmann reconvened the meeting at 1:05 p.m.**

**Election of Committee Chair for 2008-09 Academic Year:** The committee discussed the election of a committee chair for the 2008-09 academic year. Motion by Eisenmann; second by Ohlrogge to nominate Mike Ballweg as committee chair for 2008-09 and cast a unanimous ballot. No discussion. Motion passed on a voice vote, no negatives.

**Review UW-Extension Articles of Faculty Governance Article 5 and Appendices I.B and II.B for Suggested Revision:** The committee reviewed the documents and made the following recommendations:

### **Appendix I.B**

1. Suggestion was made to clean up and clarify Sections IV and V by incorporating them into Section III "Appointments and Promotions" and including them as subsections of Section III. The committee felt this would clarify that the criteria by which faculty are evaluated on initial appointment, renewal, promotion or the granting of tenure are all the same. There seems to be some confusion among the broader faculty on this concept.

2. Section VI Assessment of Scholarship – The committee felt this section could be clearer and emphasize the need to provide evidence of all four components of scholarly work in the portfolio. (See page 4 of Appendix I.B. paragraph 2, last sentence.) That concept is important and gets buried in that paragraph.

3. Section VII Mission and Resource Support – The second sentence of this section refers to a provision of law requiring UW-Extension faculty to assume primary responsibility for reviewing responses to meet the changing needs of Wisconsin citizens. It would be helpful if there was a citation to the applicable law, so faculty could have the specific information on this law.

### **Appendix II.B**

1. Section II - In paragraph 3 of this section, the committee recommends revising sentence two as follows "One of the Faculty Tenure Advisory Committee's functions is to advise the appropriate dean regarding tenure decisions." The committee has been required to perform other functions related to this primary function such as participating in tenure orientation workshops and other trainings as well as consulting with Faculty Senate on the Articles of Faculty Governance which apply to tenure decisions. See Appendix I.B, last paragraph as revised in September 2001.

2. Section II – There seems to be a significant amount of confusion and misinformation among some departments regarding the use of language in paragraph 5 of this section. The third sentence in paragraph 5 seems to be causing the most problems for the departments. The committee would recommend cleaning up the language in that sentence to read "The primary reason for Faculty Tenure Advisory Committee involvement is to ensure that probationary faculty requesting promotion with tenure meet the level of academic excellence outlined in Appendices I.B and II.B of the UW-Extension Articles of Faculty Governance."

3. UWEX Tenure Portfolio Contents

a. Position Description – The committee would recommend revising the first sentence of this paragraph to read "Include faculty position descriptions for programming appointment, administrative appointment, or other significant candidate roles for which a faculty position

description exists.” The committee feels it should only be considering faculty level position descriptions when evaluating a department’s recommendation of a faculty member’s request for promotion with tenure.

b. Program Development: Plans of Work and Accomplishment Reports – The committee recommends revising the first sentence of this subsection to read “The portfolio shall be a collection of relevant professional material developed over the probationary period of the faculty member. “

c. Summary of Professional Contributions and Scholarship –

i. The committee recommends striking the word “Summary” from the title of this subsection. It seems to cause a significant amount of misunderstanding of the purpose of this section. Often, candidates include sections of the accomplishment reports or success stories by cutting and pasting them into this section. This is duplicative of the prior section and not the intended purpose of this section.

ii. The committee recommends revising the first sentence of the paragraph as follows “The purpose of this statement is to provide the candidate with an opportunity to assess professional contributions and scholarship.” The words “reflect upon” have been interpreted in a variety of ways which have cause significant problems for individual candidates.

iii. The committee recommends revising the second sentence of this subsection as follows “The candidate is responsible for analyzing career contributions, their professional growth over time and their most significant work, developing a framework for describing the contributions, and explaining the impacts and implications for the intended audience, as well as the profession.” Again, there is quite a bit of confusion about the words “reflecting upon” and what the candidates should be discussing in this section.

d. Letters of Recommendation – The committee recommends revising the third paragraph of this subsection as follows “Selection of writers is critical. As these letters are used as a measure of the candidate’s scholarly work, they should be from faculty and non-faculty colleagues, administrators, (i.e. administrative unit chairs, district directors, program leaders, etc.), subject matter experts (specialists), either tenured or untenured. References from persons not employed by UW-Extension may be included if such persons hold positions in another institution which are similar to that of the candidate and if such persons have the experience necessary to gauge the candidate’s capabilities and scholarly contributions.” The committee would like to clarify the letters should speak to the candidate’s education, experience, and professional activities as a scholar. Often, the letters do not do so very well or at all.

A quorum of committee members unanimously requested that Eisenmann convey these suggestions to Rob Burke, chair of the University Committee as soon as possible. Eisenmann will do so via email attachment with a copy to each committee member.

Ohlrogge was excused and left the meeting at 2:15 p.m. Prissel was excused and left the meeting at 3:00 p.m. and Retzleff was excused and left the meeting at 3:45 p.m.

**Recognition of Outgoing Members:** Eisenmann recognized Tim Rehbein, Jerry Braatz, and Jamie Robertson for their leadership, commitment to faculty governance, and professional contributions to the committee during their terms, especially during the last year which was often extremely difficult.

**Next Meeting Dates:** May 13, 2008 10:00 a.m. wisline. Eisenmann will send out an email to the committee with the wisline information on it shortly before the date. At the May meeting, the incoming and returning committee members will consider holding an additional orientation meeting in early fall of 2008. Eisenmann will send out an email to committee members prior to the May wisline polling them on October and November 2008 dates as well as February and March 2009 meeting dates.

Meeting adjourned at 4:00 p.m. Recorded by Kathy Eisenmann