UWEX ARTICLES OF FACULTY GOVERNANCE

Article 1

Definitions of Terms Used in Articles 1-6

1.01 **Academic department.** An academic department, hereinafter referred to as "department," is a group of faculty members recognized by the faculty, the chancellor, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest. The faculty of the department shall have primary responsibility for academic and educational activities and related activities and faculty personnel matters in its fields of knowledge and interest in support of the outreach mission of Extension. Departments are established, restructured, and discontinued by the chancellor in consultation with the appropriate departmental voting bodies.

1.02 **Ad hoc committees.** Ad hoc committees are committees appointed by and reporting to, the University Committee or the senate, for a specific purpose and limited period.

1.03 **Faculty governance unit.** A faculty governance unit is a group of voting body members dealing with a common field of knowledge or having interdisciplinary programming interests. The voting body of the faculty governance units is responsible for carrying out programs in the unit's areas of knowledge and interest in support of the outreach mission of Extension. The faculty governance unit differs from a department in that it does not grant faculty rank or academic tenure. However, faculty governance units may recommend faculty rank and tenure action to the department and the appropriate administrator. Faculty governance units are established, restructured, and discontinued by the chancellor in consultation with the appropriate faculty governance unit voting bodies.

1.04 **Board of regents or board.** "Board of regents" or "board" means the Board of Regents of the University of Wisconsin System.

1.05 **Chancellor.** The chief executive officer of Extension is the Chancellor, hereinafter referred to as "chancellor."

1.06 **Chancellor's committees.** Chancellor's committees are appointed by the chancellor, serve at the chancellor's pleasure, and report to the chancellor. A record of membership and copies of charges to the committees shall be filed with the Secretary of the Faculty.

1.07 **Dean.** "Dean" means the executive head of any administrative grouping of faculty, and includes, but is not limited to, persons titled "dean."

1.08 **District director.** "District director" means the executive head of an administrative grouping of Cooperative Extension faculty and academic staff budgeted to a specific geographic area of the state.

1.09 **Faculty Tenure Advisory Committee.** "Faculty Tenure Advisory Committee" means the committee elected by the tenured faculty of Extension for the purpose of advising the dean on promotion of faculty in tenure and rank.

1.10 **Faculty status.** "Faculty status" means a right to participate in the faculty governance of Extension, according to its policies and procedures and its articles of faculty governance. Faculty status does not confer faculty rank or tenure, or convert an academic staff appointment into a faculty appointment.

1.11 **Institution.** "Institution" means any university, or an organizational equivalent designated by the board. As used throughout these articles, "Extension" means the institution designated as University of Wisconsin-Extension.

1.12 **President.** "President" means the president of the University of Wisconsin system.

1.13 **Secretary of the Faculty.** The Secretary of the Faculty is appointed by the chancellor after consultation with the University Committee and is administratively responsible to the chancellor. The Secretary of the Faculty assists the University Committee and the senate and maintains appropriate records of the faculty.

1.14 **Senate.** The senate consists of members of the voting body elected by the voting body to exercise the governance powers vested in the faculty.

1.15 **Staff categories.** The following staff categories are established within Extension:

(1) "Faculty" ("tenure track" or "ranked") means persons who hold the following ranks:

(a) Professor

(b) Associate professor

(c) Assistant professor

(d) Instructor

(2) "Academic staff" means professional and administrative personnel, other than faculty and classified staff, with duties that are primarily associated with higher education institutions or their administration. Academic staff appointments include, but are not limited to, the position titles identified in 36.15(1)(b), Wis. Stats.

(3) Limited appointments, including, but not limited to, the position titles identified in 36.17(2), Wis. Stats.

(4) Other appointments, including, but not limited to, the position titles identified in 36.19, Wis. Stats.

(5) Emeritus faculty and emeritus academic staff.

1.16 **University Committee.** The University Committee is the executive committee of the faculty.

1.17 **Voting body.**

(1) The voting body consists of the following individuals who hold appointments of one-half time or more in the University of Wisconsin-Extension:

(a) The ranked faculty;

(b) Academic staff members who have been granted "faculty status" by the senate and the chancellor upon the recommendation of the appropriate department or faculty governance unit.

(2) All academic staff members who were granted faculty status by action of the senate prior to the adoption of these articles shall continue to enjoy all rights previously granted to them.

Revised October, 1997
Revised October, 1998
Revised January, 2008

UWEX ARTICLES OF FACULTY GOVERNANCE

Article 2

UW-Extension Senate and University Committee

2.01 **Senate: membership.**

(1) The Senate shall consist of members of the University Committee plus fifteen senators elected by departments as described in 2.01(2).

(2) The departments of Labor Education, Educational Communications, and Environmental Sciences shall each be represented by one senator. The departments of Agriculture/Agri-Business, Community Resource Development, Family Development, and Youth Development shall each be represented by three senators. Within these four departments, senate seats are assigned to geographic zones; one senate seat for the combined Central and Southern CE districts, one for the combined Eastern CE district and Southeast urban cluster, and one for the combined Northern and Western CE districts. When possible, senate representation should alternate between districts within each geographic zone.

(3) If a change in appointment shifts the department or geographic zone of a senator, the seat shall be deemed vacant and the vacancy filled according to 2.10(3).

(4) Senators who represent departments shall be elected to three-year staggered terms. Members may not succeed themselves after serving one full term. No such senator shall simultaneously serve on the University Committee. Members shall take office on July 1 following their election.

(5) Each senator elected under subsection (4) shall name an alternate from his/her department and geographic zone. The name of the alternate shall be reported in writing to the Secretary of the Faculty within 15 days after the election of the senator. The alternate shall exercise the functions of the senator whenever the senator shall for any reason be unable to do so.

(6) The Chancellor or his/her designee is an ex-officio non-voting member of the Faculty Senate.

2.02 **Senate: jurisdiction and powers.** The senate shall exercise the governance powers vested in the faculty by 36.09(4), Wis. Stats., and shall serve as the faculty organizational structure through which the faculty provide consultation on the matters specified in 36.09(3), Wis. Stats.

> "The faculty of each institution, subject to the responsibilities and powers of the board, the president and the chancellor of such institution, shall be vested with responsibility for the immediate governance of such institution and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and

faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance."

2.03 **Senate: meetings.**

(1) Four regular meetings of the senate shall be scheduled each fiscal year. The calendar shall be established annually by the University Committee.

(2) The first regular meeting shall normally be held in Madison no later than October 1.

(3) Special meetings of the senate may be called by the chancellor or the University Committee or upon written petition to the Secretary of the Faculty by 7 members of the senate or 50 members of the voting body.

2.04 **Senate: rules.**

(1) Executive committee. The University Committee serves as the executive committee of the senate and acts on behalf of the senate between senate meetings.

(2) Agenda. The chancellor and the chair of the University Committee, in consultation with the University Committee, shall prepare the agenda for each senate meeting, subject to the right of any voting body member to propose agenda items and in compliance with Wisconsin's Open Meetings Law. Such proposals shall be submitted in writing to the chair of the University Committee with appropriate supporting documents, if any. The chancellor and the University Committee chair shall determine whether proposed items are within senate jurisdiction and in suitable form.

(3) Items not on agenda. A matter not on the agenda for a senate meeting may not be considered for action at that meeting. However, an item not on the agenda may be discussed relative to placing it on a future agenda or referring it to an ad hoc-committee, and a vote for this purpose may be taken.

(4) Circulation of agenda. The agenda for a regular meeting of the senate must be circulated to the Senate membership at least five days prior to the meeting. The agenda for a special senate meeting shall be prepared and circulated as far in advance of the meeting as practicable. The public posting location for minutes and agendas will be the UW-Extension World Wide Web site.

(5) Procedure for faculty legislative petitions. Notwithstanding subsections (2), (3), and (4) above, a written legislative proposal to the senate presented to the University Committee on petition of 20 members of the voting body shall be presented to the senate for action. Likewise, a senator shall present a written legislative proposal if petitioned to do so by 10 of the senator's constituents.

(6) Presiding officer. The University Committee chair is the presiding officer of the senate.

(7) Parliamentary procedure. Proceedings shall be governed by Robert's Rules of Order. The Secretary of the Faculty shall be designated as the

parliamentarian for the Faculty Senate. All motions will be decided by a voice vote unless a roll call or show-of-hands vote is requested by a senator or the chair of the senate.

(8) Attendance at senate meetings.

(a) Senators are expected to attend all senate meetings. When a senator cannot attend a meeting, the alternate and Secretary of the Faculty should be informed as early as possible.

(b) Anyone present may speak at senate meetings if recognized by the chair or with consent of three-fourths of those present and voting, but only members of the senate or their designated alternates may vote.

(9) Confidential business. In accordance with laws of the State of Wisconsin, the senate may meet in closed session. Business of a confidential nature as provided for in subchapter IV of chapter 19, Wis. Stats., shall be so indicated on the agenda of the senate meeting, presented to the senate in closed session, and published in the minutes by title or other brief form.

(10) Minutes. The Secretary of the Faculty prepares draft minutes of all senate meetings and distributes copies to all members of the senate. The draft minutes of each senate meeting shall be considered for approval at the following senate meeting.

2.05 **Senate: apportionment procedure.** The University Committee, in consultation with the voting body, shall review and alternate as necessary the senate apportionment at least once every six years.

2.06 **University Committee: membership.** The University Committee shall consist of seven voting members, one from each department elected by the department. The members will serve staggered three-year terms. Members may not succeed themselves after serving one full term. Members shall take office on July 1 following their election. The immediate past chair, if not serving an elected term on the Committee, shall serve as past chair, and ex-officio, non-voting Committee member.

2.07 **University Committee: jurisdiction and powers.** The University Committee has jurisdiction over all matters of general faculty concern subject to the jurisdiction and powers of the Senate (2.02) and acts on behalf of the Senate between senate meetings. Its responsibilities include, but are not limited to, the following:

(1) To consult with and make recommendations to the administration on the educational interests and policies of Extension;

(2) To examine actions affecting Extension which are taken by the Board of Regents, the various faculties and administrations of the System, or other bodies or individuals related to Extension;

(3) To consult with appropriate administrative officers on budget matters and to consult with the chancellor on administration of all funds, from whatever source, allocated, generated, or intended for use within UW-Extension;

(4) To initiate and carry out studies and make recommendations to faculty and administration on educational policy. Administration is encouraged to ask the committee for advice. The committee may advise the administration directly or refer requests to the senate for discussion;

(5) Upon the request of the chancellor, to review the status of interagency agreements and relationships with government, commercial, or other educational agencies, meeting with representatives of such agencies as appropriate. The University Committee may, in consultation with the chancellor, initiate such a review;

(6) To advise the chancellor on procedures for involving the faculty in decisions on organization or reorganization of interdepartmental or interdisciplinary programs, and on creation of new administrative units or departments involving significant educational programs;

(7) To advise the chancellor on procedures for involving faculty in the nominating process for appointments to major administrative positions, including nominations to search and screen committees;

(8) Actions relative to the above items 1 - 7 shall be taken to the Senate for action in so far as timelines permit.

(9) To serve as the executive committee of the faculty and the senate;

(10) To prepare the senate agenda;

(11) To report at least once a year to the senate on its activities;

(12) To represent Extension, through its chair or a designated representative, on systemwide faculty bodies; and

(13) To select nominees for election to the Faculty Hearings and Appeals Committee described in UWEX Chapter 2.02.

2.08 <u>University Committee: meetings.</u>

(1) The University Committee shall establish a schedule of monthly meetings.

(2) Additional special meetings may be called by the chair or the chancellor, or at the request of any four members of the University Committee.

2.09 <u>University Committee: rules.</u>

(1) Chair. The University Committee elects its own chair annually at its April meeting. The chair serves from July 1 to June 30.

(2) Vice chair. The University Committee elects its own vice chair annually at the first meeting after July 1. The vice chair presides in the absence of the chair and acts as alternate to the chair at meetings of systemwide faculty bodies.

(3) Past Chair. The immediate past chair, if not serving an elected term on the Committee, shall serve as past chair, and ex-officio, non-voting Committee member.

(4) Secretary. The Secretary of the Faculty acts as secretary to the University Committee.

(5) Quorum. A quorum shall consist of four members of the committee.

2.10 <u>Election procedures: Senate and University Committee.</u>

(1) Nominations and election. Each year prior to the final regularly scheduled meeting of the senate, those departments with senators or University Committee members completing terms shall elect replacements. The Secretary will notify each department by March 1 of the need to elect members. The nomination and election procedure shall be at the discretion of each department, either by ballot or at a meeting of the department.

(2) Notification. Each department shall notify its members and the Secretary of the Faculty of the results of its election within ten days of the close of the balloting.

(3) Vacancies. If a vacancy in the Senate occurs, the University Committee, in consultation with the respective department chair, shall name a replacement from the department and geographic zone. The replacement shall serve for the balance of the term. If a vacancy on the University Committee occurs, the University Committee, in consultation with the appropriate department chair, shall name a replacement from the respective department. The replacement shall serve for the balance of the term.

Revised April, 1998
Revised October, 1998
Revised September, 2001
Revised December 2004

UWEX ARTICLES OF FACULTY GOVERNANCE

Article 3

The Academic Department

3.01 Department Functions

(1) Each department shall meet at least once per year.

(2) Each department must have written procedures for:

(a) Recommending appointment in the department

(b) Recommending promotion in faculty rank, including tenure

(c) Tenured Faculty Review (TFR). Department TFR procedures must conform to the Institutional TFR Policy.

(d) A Mentor Program. A mentor program must make mentor support or assistance available to every probationary faculty member in the department. A mentor program must include an annual department review and a summary activity report filed with the secretary of the faculty.

(3) The process of adoption and revision of department bylaws is carried out in consultation with the Chancellor or designee, and his/her concurrence is assumed unless he/she indicates otherwise.

3.02 Department voting body.

(1) The departmental voting body consists of individuals who hold appointments of one-half time or more in the University of Wisconsin-Extension with a closely related disciplinary or mission-oriented interest, and who are members of the ranked faculty, or members of the academic staff who have been granted faculty status by the senate and the chancellor. The departmental executive committee may, when appropriate, extend the right to vote and participate in departmental meetings to other individuals.

(2) The governance of the department is vested in its voting body, which has jurisdiction over all the interests of the department, including authority to determine all departmental questions that are not vested in the departmental executive committee by 3.03.

3.03 Department executive committee: membership.

(1) Each department has an executive committee consisting of:

(a) All members of the department who are professors, associate professors, and assistant professors with tenure, and whose appointments in the department are at least one-half time;

(b) Professors, associate professors, and assistant professors with tenure in the department with appointments of less than one-half time, for whom the executive committee of that department was the principal sponsor of the appointment; and

(c) Other professors, associate professors, and assistant professors with tenure who have been made members of the executive committee by action of that executive committee.

(2) If the executive committee of a department as described above consists of less than three members or is otherwise deemed by the dean or the chancellor to be too small to function effectively, the dean or the chancellor may, for a specified period of time and with the approval of the University Committee, appoint additional members to the executive committee.

(3) The dean or the chancellor may, with the consent of the departmental executive committees involved and the approval of the University Committee, combine two or more departments for a specified period of time for tenure review purposes, their combined executive committees functioning as a single executive committee under a chair designated by the dean.

(4) Members of an executive committee who are on leave may participate in its decisions insofar as participation is feasible in the judgment of the executive committee.

3.04 <u>Department executive committee: functions.</u>

(1) The departmental executive committee has authority to make recommendations concerning appointments and promotions, which are transmitted through the chair to the dean. The executive committee may, by annual vote, or department bylaws, delegate to a subcommittee or to the chair its authority to make recommendations with respect to:

(a) Probationary faculty appointments;

(b) Promotion of faculty in rank or to tenure; and

(c) Faculty status recommendations to the senate and the chancellor as specified in Chapter UWEX 1.06 and Chapter UWEX 1.13 of the UWEX Faculty Policies and Procedures.

(2) The department executive committee must approve or delegate approval of a department mentor program that provides mentor support or assistance to every probationary faculty member in the department.

3.05 <u>Department executive committee: procedures</u>

When the departmental executive committee meets, a majority of its members must be present to constitute a quorum. Ordinarily, decisions of the executive committee will be determined by a majority vote of the members present and voting. In no case is voting by proxy permitted. Votes may be conducted by a mail ballot provided:

(1) No member of the executive committee objects to the mail vote;

(2) The issue to be decided is not an application for promotion or tenure; and

(3) All members of the executive committee vote by mail ballot and all are provided with the same summary of any discussion of the issue held during the course of an executive committee meeting.

3.06 <u>Department chair: selection.</u>

(1) All members of the departmental voting body shall express their preference for chair from among the professors and associate professors of the department each year by secret ballot. Ballots shall be forwarded to the dean not later than March 1, except that the departmental executive committee may, by annual vote, authorize a committee to count the votes before the ballots are forwarded to the dean and submit a summary of the balloting, along with the

ballots. A voting member of the department who is eligible to participate in this balloting.

(2) After considering the preference ballot and following consultation with the chancellor, the dean appoints a chair.

(3) The term of office of a department chair is one or two years, effective July 1, but there is no limit to the number of years that may be served.

3.07 **Departmental chair: duties.** The chair acts as the executive of the department, with duties including, but not limited to, the following:

(1) Serves as the department's official channel of communication;

(2) Calls meetings of the departmental voting body and of the executive committee, and presides over the meetings. The chair shall call a meeting at the request of at least 20 percent of the members of the departmental voting body;

(3) Has charge of all official correspondence of the department, and of all departmental announcements.

(4) Determines that all necessary departmental records are kept;

(5) Reports to the dean regarding the activities and needs of the department;

(6) Takes action in case of emergency, pending a meeting of the departmental executive committee;

(7) Administers the department mentor program or delegates the administration of the mentor program; and

(8) Administers the department Tenured Faculty Review or delegates the administration of the Tenured Faculty Review.

Revised October, 1997
Revised September, 2000
Revised September, 2001

UNIVERSITY OF WISCONSIN-EXTENSION ARTICLES OF FACULTY GOVERNANCE

Article 4

The Faculty Governance Unit

4.01 Faculty governance unit voting body.

1. The faculty governance unit voting body consists of the following individuals who hold appointments of one-half time or more in the University of Wisconsin-Extension:
    a. The ranked faculty;
    b. Academic staff members who have been granted "faculty status" by the senate and the chancellor upon the recommendation of the appropriate department or administrative unit.
    c. All academic staff members who were granted faculty status by action of the senate prior to the adoption of these articles shall continue to enjoy all rights previously granted to them.
2. Faculty governance units can be identified as appropriate at the county level, the state staff level, the program level, and/or multi-county level by the University Committee with the approval of the Chancellor. At the request of the faculty members and voting individuals involved, a faculty governance unit may be deemed by the appropriate administrators or the chancellor to be too small to function effectively. If so deemed, the University Committee may, with the approval of the Chancellor, combine two or more faculty governance units, for a specified period of time .
3. Voting members of a faculty governance unit who are on leave may participate in its decisions insofar as participation is feasible in the judgment of the faculty governance unit voting body.

4.02 Faculty governance unit rights and functions.

1. The function of a faculty governance unit is defined in the UW-Extension Policies and Procedures Chapter 1 (1.02) and Article 1 (1.03)
2. The voting body of the faculty governance unit has jurisdiction over the governance interests of the unit.
3. The faculty governance unit has the authority to:
    a. Make recommendations and provide input to the appropriate Academic Departments and appropriate administrators concerning:
        i. Appointments
        ii. Non-renewals
        iii. Dismissals
        iv. Rank and promotion action
        v. Salaries
        vi. Other personnel matters

b. Support the development of scholarship in all members of the unit through professional development and support for program development, implementation and advancement.

4. The faculty governance unit has the right to be informed on all issues over which it has authority.

   The functions of the department head/office management and faculty governance unit are distinct functions.

   The faculty governance unit chair shall provide input or advice to the department head/office management head on matters over which the faculty governance unit has authority.

5. The faculty governance unit may, by annual vote, delegate to a committee or the chair, its authority to make recommendations or provide input as described in 4.02(3)(a) and:
   a. Academic staff and classified personnel needs of the faculty governance unit.
   b. Faculty status recommendations to the Faculty Senate and the Chancellor as specified in UW-Extension Faculty Policies and Procedures Chapter 1.06 and Chapter 1.13.

4.03 **<u>Faculty Governance unit chair selection.</u>**

1. The Secretary of the Faculty and Academic Staff shall facilitate an election of the faculty governance unit chair. All members of the faculty governance unit shall be eligible to vote. The election shall take place not later than March 1. A voting member of the faculty governance unit who is on leave is eligible to participate in the balloting. The Secretary of the Faculty and Academic Staff shall communicate the results of the election to all administrators in the Division in which the faculty governance unit is located.
2. The term of office of a faculty governance unit chair is one year effective July 1. There is no limit to the number of years that may be served.
3. The election of the faculty governance unit chair is separate from the selection process for the department head/office management head. A person can serve in both the department head/office management head administrative role and the faculty governance unit chair if selected as such from the respective selection processes.

4.04 **<u>Faculty governance unit chair duties.</u>** The chair acts as the executive of the faculty governance unit, with duties including, but not limited to, the following:

1. Serves as the faculty governance unit's official channel of communication in areas of developing scholarship, personnel matters and faculty salaries;
2. The faculty governance unit chair shall provide input or advice to

the department head/office management head on matters over which the faculty governance unit has authority;

3. Coordinates with and serves on committees with appropriate administrators concerning faculty hiring, dismissal, personnel matters, promotion, professional development, and programmatic development, implementation and advancement;
4. Calls meetings of the faculty governance unit voting body and presides over the meetings. The chair shall call a meeting at the request of at least 20 percent of the members of the voting body. Each faculty governance unit should meet at least twice per year;
5. Has charge of all official correspondence of the faculty governance unit;
6. Determines that all necessary faculty governance unit records are kept;
7. Reports to the appropriate administrators regarding the activities and needs of the faculty governance unit; and
8. Takes action in case of emergency, pending a meeting of the faculty governance unit voting body.

Revised October 2002
Revised January 2008

UWEX ARTICLES OF FACULTY GOVERNANCE

Article 5

Faculty Tenure Advisory Committee

5.01 Membership.

(1) The membership of the Faculty Tenure Advisory Committee shall consist of eleven members of the tenured faculty of Extension, elected for staggered three-year terms.

(2) Each of the four Cooperative Extension community-based departments will elect two tenured faculty to the Faculty Tenure Advisory Committee; all other UW-Extension faculty departments will elect one tenured faculty member to this committee. If a department chooses not to elect a member, that position shall remain vacant until that department chooses to fill that position.

(3) Members may not succeed themselves but are eligible for election again after two years.

5.02 Elections.

(1) Each academic department shall determine its own procedures for nominating and electing members to the Faculty Tenure Advisory Committee.

(2) Vacancies that occur mid term on the Faculty Tenure Advisory Committee shall be filled for the remainder of the term by the University Committee in consultation with the relevant department.

(3) When a member of the Faculty Tenure Advisory Committee is unable to serve for a continuous six-month period during an elected term, that position shall be deemed vacant and filled according to (2) above.

5.03 Chair.

(1) Each year, between March 1 and July 1, the Faculty Tenure Advisory Committee shall elect a chair from among its members according to procedures determined by the committee.

5.04 Functions.

The sole function of the Faculty Tenure Advisory Committee is to provide a recommendation to the dean, as required under Chapter UWEX 3.06, of the UWEX Faculty Policies and Procedures.

5.05 Meetings.

(1) Regular meetings. The Faculty Tenure Advisory Committee shall meet as needed to conduct its business. Meeting dates for the next year shall be published no later than July 1 and shall be distributed to the committee members and appropriate deans.

(2) Special meetings. The chair may call a special meeting of the Faculty Tenure Advisory Committee at any time and must do so at the request of a dean or four members of the committee. Notice of special meetings shall be distributed as soon as feasible to all Extension faculty, but under no circumstances may notice be provided less than 24 hours before the special meeting is scheduled to begin.

5.06 **Procedures.**

(1) Presentation of candidate's documentation in support of promotion in tenure and rank. The Faculty Tenure Advisory Committee shall review the materials forwarded by the dean for consideration by the committee. Meetings of the Faculty Tenure Advisory Committee may be held in either open or closed session at the committee's decision, except that a Faculty Tenure Advisory Committee meeting held to review and/or deliberate on a candidate's application for tenure must be held in open session if that candidate so requests. In an open meeting, the candidate or, if he or she chooses, a representative of the candidate, may be present for all discussion and voting and may provide clarification and explanation if the committee so requests. No new material may be presented to the committee unless it has first been submitted to the dean. Following consideration of these materials, the committee shall vote upon its recommendation.

(2) Voting and record of vote. Voting may be by written ballot, but ballots must be signed and preserved (forwarded to Secretary of the Faculty). If vote is by show of hands, only the number voting each way must be recorded. However, if a member of the committee requests at the time that the vote is taken, a roll call vote must be taken and each member's vote recorded. Advice on personnel recommendations shall include the text of the motion voted on by the Faculty Tenure Advisory Committee and the number of "ayes," "nays," and abstentions.

(3) Record of committee advice. All advice and recommendations of the Faculty Tenure Advisory Committee to the dean shall be a detailed written rationale consistent with the criteria for tenure and promotion in rank as expressed in Appendices IB and IIB or Appendices IC and IIC of the UW-Extension Articles of Faculty Governance and shall accompany the relevant personnel papers through channels to the chancellor. Copies of the advice and recommendations provided to the dean shall be given to the department and to the candidate within 10 calendar days of the committee's action.

(4) Reconsideration of negative advice. If the Faculty Tenure Advisory Committee advises against a recommendation for tenure, within thirty calendar days of receipt of the recommendation, the dean, the department, or candidate may request in writing a reconsideration on the grounds that the procedures followed were improper or that factors relevant to the decision were not properly considered. Within forty-five calendar days the committee must hear the dean, the department, or candidate and take a new vote. The chair of the committee shall set the date, time and location or medium of the meeting for reconsideration. The committee chair, after consultation with the party who requested the reconsideration, shall set the scope of the reconsideration process and shall communicate the scope of the reconsideration process to the dean, department and candidate at least five calendar days prior to the meeting for reconsideration.

(5) Quorum rule. Seven members shall constitute a quorum at any meeting.

Revised October, 1997
Revised September, 2001
Revised June 2008

UWEX ARTICLES OF FACULTY GOVERNANCE

Article 6

Committees of the Senate

6.01 Committee membership.

(1) All members of the voting body are eligible for membership on committees.

(2) The chair of a committee shall have an Extension appointment of one-half time or more.

(3) All committee nominees must agree prior to election or appointment to serve if chosen.

(4) Vacancies shall be filled by the university committee.

6.02 Committees: selection.

(1) The senate may instruct the university committee to appoint a committee by a resolution specifying the size, duration, and charge of the committee, or leaving some or all of these to the discretion of the university committee. Such appointments are subject to ratification of the senate. A committee so constituted shall report to the senate, or between senate meetings, to the university committee.

(2) The university committee may appoint a committee pursuant to a motion specifying the size, duration, and charge of the committee. The university committee may, at its option, seek ratification from the senate for such an action. A committee so constituted shall report to the university committee.

6.03 Committee functions.

Unless other provision is made, committees, in their assigned areas of competence, shall have the following functions:

(1) To study matters referred to them;

(2) To make, on their own initiative, recommendations for action; and

(3) To make rules within the terms of authority granted them.

6.04 Committee reports and records.

(1) Committees are invited to report to the university committee or the faculty senate at any time or as charged. Committees created by the senate shall make written reports, at least annually, which shall be filed with the secretary of the faculty by June 1 for presentation at the June senate meeting. Written reports shall summarize the committee's work since commenced or since the last report, list the committee members and chair, detail the main objectives, or charge, for the committee, summarize recent accomplishments and current activities in progress, and offer recommendations to the university committee and faculty senate.

(2) All committee records and reports are official university records, and they may not be destroyed or discarded without the consent of the university

archivist. When the chairs of committees wish to reduce the files in their custody, they shall transfer all material to the Secretary of the Faculty.

6.05 **Committee chair.** The chair of a committee shall be chosen by the members of the committee unless otherwise stated in the motion that created the committee. A committee which elects its own chair will do so at its initial meeting.

Revised October, 1998
Revised September, 2001

ARTICLES OF FACULTY GOVERNANCE APPENDIX I.B

(This version, established in September, 1997, applies to faculty who began on the tenure track on or after July 1, 1998. This version is available by choice for faculty who began on the tenure track prior to July 1, 1998.

CRITERIA FOR FACULTY APPOINTMENT AND PROMOTION IN UW-EXTENSION

I. Introduction

The effectiveness of the educational programs of the University of Wisconsin-Extension depends on the scholarship of its faculty. 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.

Scholarship includes teaching, research, outreach, or integration. (See Boyer, E. L. (1990). Scholarship Reconsidered: Priorities of the Professoriate. San Francisco, CA. Jossey-Bass.)

Scholarship in UW-Extension is…

- ❑ creative, intellectual work;
- ❑ reviewed by the scholar's peers who affirm its value;
- ❑ added to our intellectual history through its communication; and
- ❑ valued by those for whom it was intended.

Information included in this document identifies general criteria for appointment of tenured and probationary faculty. Tenured faculty includes all professors and associate professors. The probationary faculty includes assistant professors and instructors.

II. Rank Appointments

Appointment of probationary or tenured faculty in UW-Extension at each of the four ranks is dependent on academic preparation, evidence of past and current performance, and an expectation of continued growth. An interpretation of each rank is as follows:

Instructor:
The faculty member is prepared to work as an independent scholar and has the capacity for professional maturity and leadership.

Assistant Professor:

The faculty member is developing as an independent scholar and gives evidence that within a few years professional maturity and leadership will be attained.

Associate Professor:
The faculty member has demonstrated, to the satisfaction of colleagues, attainment of professional maturity and leadership, and shows promise of continued professional growth.

Professor:
The faculty member has fully demonstrated professional maturity and leadership and continues professional growth.

It is the policy of UW-Extension to appoint probationary faculty only to those positions which encourage development to the rank of professor. The inherent qualifications requisite for appointment to the faculty at any rank are the same as those required for appointment at the highest level.

III. Appointments and Promotion

UW-Extension differs significantly from resident campuses with respect to program content, clientele, teaching methods, and financing. Therefore, criteria for appointment and promotion to rank and tenure of UW-Extension faculty are established to evaluate performance and scholarship in this unique situation. This document suggests criteria for evaluating contributions of the faculty to the mission of UW-Extension.

For initial appointment, renewal, promotion, or the granting of tenure, the qualifications and accomplishments of the candidate shall be evaluated on the candidate's education, experience, and professional activities as a scholar.

IV. Criteria of Education and Experience

UW-Extension faculty are required to have education and experience appropriate to their appointments. Candidates for tenure must demonstrate the desire and capacity for professional growth and continued productive scholarly study. Evidence of continued professional growth may be the following:

A. Progress on an organized plan for scholarly development, and completion of course work or degrees when appropriate;
B. Active participation in professional associations and conferences, and presentation of papers as appropriate; and
C. Development of professional networks through active participation at workshops, program travel, study, and conferences.

For initial appointment to a faculty position, previous experience and formal education should be evaluated. To judge previous experience, evidence should be obtained from the candidate's employer and from colleagues in his/her own

field. Consistency of performance over a period of years is usually an excellent predictor of future performance.

V. Criteria for Evaluation for Rank Change

A. Evidence of successful scholarship as defined in Appendix I.B.
B. Evidence of continuing professional development;
C. Evidence of leadership in program development;
D. Evidence of effective working relationships with colleagues and clientele;
E. Contributions to the profession, department, and university; and
F. Probability of positive future contributions to the profession, department, and university.

VI. Assessment of Scholarship

The effectiveness of the educational programs of the University of Wisconsin-Extension depends on the abilities and skills of its faculty. Quality faculty with the capacity to grow and mature professionally, with the ability to adjust to changing demands and needs of clients, customers, and colleagues, and with the commitment to do scholarly work are imperative for the UW-Extension to continue to be a vital force in meeting the needs of the people of Wisconsin.

These guidelines are presented to assist faculty in the assessment of their own scholarly work or the scholarly work of a faculty colleague. This assessment is to determine the presence of a rigorous, intellectual approach to issue identification, clarification, plan of action development, plan implementation, and appropriate evaluation of the resulting outcomes and impacts of the work. Scholarship, therefore, is an approach to the way faculty do their work that is:

- creative intellectual work;
- reviewed by the scholar's peers who affirm its value;
- added to our intellectual history through its communication; and
- valued by those for whom it was intended.

Scholarship may occur in many forms, such as academic presentations, exhibitions of work, creative performances, or publication of articles. Certainly one of the significant contributions of Extension work is the diversity of its manner of presentation to and incorporation in the lives of Wisconsin residents; however, across all of the diversity of Extension work, the four elements of scholarship assessed in these guidelines are all present in substantive form.

Collaborative work is valued and encouraged. When reporting on scholarly collaborative work, faculty should clearly document their own contributions and how that contribution enhanced the collaborative effort.

It should be noted that not all scholarly work need be "successful" in the sense that the desired outcomes are always achieved, nor is all of the work of an Extension faculty member necessarily scholarly.

Listed after each of the four elements of scholarship are pertinent questions that can be used to assess scholarly work. These guidelines are applicable to all collegial assessments of scholarly work, reviews (e.g., annual, three-year, post-tenure) and promotion in tenure or rank. In the development of a portfolio, the candidate must provide evidence of all four components of scholarly work.

Scholarly work is shown through:

"Creative intellectual work"
To be considered as scholarship the work must be creative and intellectual in nature. The scholar has developed new knowledge, and/or incorporated creative methods of applying, sharing or presenting new or existing knowledge. The scholar demonstrates personal awareness of best practices plus existing knowledge available in the field. The scholar has clearly identified the need for new knowledge or an improved practice, and has developed that knowledge, method, or approach to appropriately fill the need.

A. How does the work build upon the knowledge, research, or practice in the field?
B. How does the work respond to an identified need, fill a need for new knowledge, a new approach, or a new method, or the creative adaptation of existing knowledge, approaches, or methods?
C. How did the work result in the development of new information or the development of new or creatively adapted methods or approaches?

"Reviewed by the scholar's peers who affirm its value"
Through review and evaluation peers affirm the work of the scholar as it is shared in the form of academic presentations, exhibitions of work, creative performances, or publication of articles. This listing is not meant to be exclusive of other means by which the product of a scholar's work has undergone independent evaluation by those persons having comparable understanding of the discipline or activity and who can provide judgment as to the work's value or merit to the academic discipline.

Since evaluation of one's work is most valid when that judgment is independent, the scholar's peers, as opposed to collaborators, should do the evaluation. Collaborators can and do provide useful review, but such review is not peer review in the sense meant here. A "peer" or "one's peers" are persons working in the same academic discipline or who are familiar with the body of

knowledge in that discipline, and may include person(s) whose professional work has been done outside of the University of Wisconsin-Extension.

A. How has the scholar's work been shared in published articles, academic presentations, exhibitions of work, creative performances, or in other public venues in which peers independently evaluated this work?
B. How has the scholar's work resulted in the receiving of an award, honor, or some other public recognition by peers?
C. How has the scholar's work resulted in testimonials, letter of recommendation, or adaptations that affirm the value of this work?

"Added to our intellectual history through its communication"
It is important that faculty communicate their work and add to the existing body of intellectual history. Faculty members choose the various ways to share and similarly, the specific ways that they will make their work accessible to others. This may be accomplished through a variety of means including, but not limited to, presentations, publications (e.g., journal articles, hard copy and electronic papers), and other ways of sharing work with colleagues.

A. How has the work been shared with colleagues?
B. How has the work added to the body of knowledge?
C. Where is the work accessible?

"Valued by those for whom it was intended"
The term "valued" is meant to convey the following meanings: persistence of use, impact, and duration of public use, scope, persistence of influence, and/or public appreciation. The "intended" portion of the statement is framed within the context of a primary audience. These audiences might be peers, educators, students, various publics, patrons, and/or customers.

A. What actions did the intended audience take as a result of this work?
B. What measurable impacts occurred as a result of the effort (e.g., individual, family, community -- knowledge gained, information shared, behavior change)?
C. How were the developed materials or processes subsequently used by others?
D. What were the implications, either positive or negative, beyond those anticipated for the intended clientele and/or community?

VII. Mission and Resource Support

The educational needs of Wisconsin citizens are constantly evolving. Accordingly, the response of UW-Extension should evolve to meet changing needs. Review of UW-Extension responses should be the responsibility of both the faculty and administration, with the faculty assuming primary responsibility, as required by law. Likewise, the capacity of the state to

support its various functions may also be subject to change. It is in the interests of both individual UW-EXTENSION faculty and UW-Extension to recognize the factors of changing needs and resources and to incorporate them into the promotion process.

There may well be occasions in which promotions will be sought despite inhibiting fiscal situations, typically manifested in programmatic limitations or budgetary constraints, or conceivably both. Individual faculty should be informed of such restrictions as early as possible. UW-Extension administration has the responsibility to make faculty aware of potential restrictions as promptly as they are known, to assist faculty in revising their career decisions.

University of Wisconsin-Extension departments or administrative units (whichever entities have the programmatic budgetary responsibility) shall exercise their responsibility as charged under UWS 3.06(l)(b) to assess in the above-mentioned faculty personnel matters, their programmatic needs, their tenure density, and their budgetary situation. This should be done in such a way that maximum protection for the quality and the vitality of the department/unit is provided.

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The Faculty Senate is charged with reviewing this document at least every three years, following consultation with the University Committee and the Faculty Tenure Advisory Committee. The process of the adoption and revision of this document is carried out in consultation with the Chancellor, or Chancellor's designee, and his/her concurrence is assumed unless he/she indicates otherwise.

Established September 25, 1997
Revised September, 2001

ARTICLES OF FACULTY GOVERNANCE APPENDIX II.B

(This version, established in September, 1997, applies to faculty who began on the tenure track on or after July 1, 1998. This version is available by choice for faculty who began on the tenure track prior to July 1, 1998.)

UWEX Guidelines for Nominations for Tenure

I. Introduction

Faculty who aspire to achieve tenure should make early plans to attain this academic achievement. Major responsibility for a strong record of accomplishment rests with the faculty member. Progress should be periodically reviewed and documented.

The policies and procedures outlined in this document will be followed when nominating Extension faculty for tenure. Chapters UWEX 3.04, 3.05, 3.06, 3.07, and 3.08 and Article 5 and Appendix I of the UWEX Articles of Faculty Governance explain the basic policy. Copies of these documents are available in the UW-Extension Employee Handbook via the world wide web (http://www.uwex.edu/secretary) and are available in other formats from the UW-Extension Secretary of the Faculty (501 Extension Building, 432 North Lake Street, Madison, WI 53706; 608-262-4387).

The granting of tenure is based on a consistent and high level of scholarship, not on years of experience. Early tenure consideration may be granted at the time of hire, based on scholarship prior to UW-Extension employment. Generally, tenure may only be granted after a minimum of four years of probationary faculty employment in UW-Extension, based on performance and scholarship in UW-Extension. If prior experience does not warrant early tenure consideration at time of hire, then the consistency of performance and scholarship necessary for tenure cannot be ascertained from less than four years of UW-Extension probationary faculty employment. Therefore, in no case other than in those cases where early tenure consideration has been granted at the time of hire, should a portfolio for tenure application be based on less than the four years of UW-Extension probationary faculty employment.

Tenure must be achieved (approved by the Board of Regents or the president on behalf of the Board) by the end of the sixth year of UW-Extension probationary faculty employment. Under related statutes and personnel rules, the maximum probationary period for a full-time appointment is seven years. No faculty member will be allowed to apply for or be considered at the institutional level for tenure during a seventh and terminal year of UW-Extension probationary faculty employment. (See Chapter UWEX 3, Faculty Appointments, for the complete policy on faculty appointments.

The annual appointment letter for all probationary faculty will include the latest date to receive an affirmative tenure decision. Throughout the probationary period, the

administration shall advise a faculty member through annual reviews of the probability that programmatic priorities and budgetary support will justify tenure. However, despite budgetary and program constraints, the faculty member will not be prevented from applying for tenure through the normal review process for granting tenure.

II. The Nomination Process: Departments and the Faculty Tenure Advisory Committee

Nominations for faculty budgeted to an academic department originate with the department and are transmitted through the chair to the dean, who then forwards them to the Faculty Tenure Advisory Committee for advice.

Nominations for faculty budgeted to an administrative unit (Chapter UWEX 1.02) rather than an academic department may originate via recommendation from the administrative unit to the academic department or directly by the academic department. In the latter case, to have full knowledge of the status of the faculty member before acting on a tenure application, the department needs to contact and involve the appropriate administrative unit. Therefore, the department chair must request a letter from the head of the administrative unit or district director for each department member who has indicated an intent to apply for tenure during the coming year. This letter should address stability of funding for the position, assessment of long-term organizational need, and administrative assessment of the faculty member's performance based upon the annual review process. This letter, along with the portfolio described on the following pages, should accompany a department's recommendation to the dean.

In accordance with Chapter UWEX 3.06, the dean shall seek the advice of the Faculty Tenure Advisory Committee for each tenure recommendation forwarded from a department. The Faculty Tenure Advisory Committee's sole function is to advise the appropriate dean regarding tenure decisions. The Committee's advice shall be based on a review of the material forwarded by the dean for each candidate and take the form of a positive or negative recommendation to the dean.

Every application for tenure must conform to the general guidelines published in UWEX Guidelines. In addition, each academic department may have more specific guidelines. It is the department's responsibility to assess and monitor compliance with its own department guidelines.

The Faculty Tenure Advisory Committee will receive a faculty member's application only after the department has recommended to the dean that the faculty member be awarded tenure. Therefore, it would be inappropriate for Faculty Tenure Advisory Committee members to hold applicants to specific requirements included in department guidelines but not included in the UWEX Guidelines. The primary purpose for Faculty Tenure Advisory Committee involvement is to ensure that tenured faculty meet the highest level of academic excellence. The Faculty Tenure Advisory Committee will assess the overall quality of professional performance and

scholarship and assure that the applicant is performing at a level commensurate with expectations for tenured faculty performance at UW-Extension.

III. Preparation of Portfolio

A candidate's tenure application takes the form of a portfolio normally submitted through his/her department. The candidate is responsible for initiating and producing the portfolio used in the tenure review process. It is the candidate's responsibility to:

- select, provide and organize the components submitted in the portfolio
- meet the time table outlined for portfolio submission
- seek assistance from the program unit, department and/or peers as needed

The content of the portfolio should follow the format outlined in the UWEX Tenure Portfolio Contents.

UWEX TENURE PORTFOLIO CONTENTS

The candidate supplies items described in sections A - F.

A. PROFESSIONAL RESUME (no more than 5 pages)

Include:

- Formal education and other significant relevant professional development
- Relevant employment (indicate UW-Extension employment and percent of time employed by UW-Extension)
- Professional and University contributions and recognition
- Experience with grants, collaborations, and supervision
- Publications or materials developed
- State, regional or national presentations
- Program materials developed

B. POSITION DESCRIPTION(S)

Include position descriptions 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.

C. PROGRAM DEVELOPMENT: PLANS OF WORK AND ACCOMPLISHMENT REPORTS

The portfolio is intended to be a collection of relevant professional material developed over the probationary period of the faculty member.

It is the responsibility of the individual probationary faculty member to plan, develop, maintain, implement and assess a multi-year program of work. The purpose of this section of the tenure portfolio is to demonstrate that the probationary faculty member has engaged in this, or a similar process, throughout the probationary period. Candidates should include plan and report documents that they have prepared in response to department and/or administrative requirements, or for the general benefit of their own work and its review by faculty peers. In the absence of any explicit requirement to develop plan and report documents, the probationary faculty member may present a plan and report that chronicles the process and progress of program development.

Documentation presented in this section of the portfolio should reasonably address the following elements and detail the faculty member's role throughout the process:

- Situation statement
- Program objectives
- Faculty member's response/planned activities
- Impact/Outcomes

- Professional development in response to personal and programmatic needs

D. SUMMARY OF PROFESSIONAL CONTRIBUTIONS AND SCHOLARSHIP
(no more than 8 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 for the profession. (See the introduction, criteria for evaluation for rank change, and assessment of scholarship found in Appendix I.B, Sections I., V., and VI.).

E. SUPPORT MATERIALS
The candidate may select materials that support and clarify the **Summary of Professional Contributions and Scholarship.** No more than 30 supportive exhibits are permitted. An exhibit is one item (newsletter, news release, teaching packet, etc.). Only relevant materials which help to explain or illustrate the narrative portion of the portfolio should be included. For all supportive materials the unique contribution of the candidate must be specified.

F. PAST THREE ANNUAL REVIEWS or, at the option of the applicant, a letter from the head of the administrative unit (or district director) that summarizes the past three annual reviews.

G. LETTERS OF RECOMMENDATION
The candidate supplies the names of individuals from whom letters of recommendation should be obtained. The Department Chair requests these letters and an additional letter from the candidate's District Director or equivalent administrator regarding the financial support and programmatic need for the position.

At least three and nor more than five current letters of recommendation must be provided. Such letters should specifically evaluate the candidate's qualifications for the promotion and tenure.

Selection of writers is critical. As these letters are often used as a measure of the candidate's quality, 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 non-tenured. References from persons not employed by UW-Extension may be included if such persons hold positions in another institution which is similar to that of the candidate and if such persons have the experience necessary to gauge the candidate's capabilities and contributions.

ARTICLES OF FACULTY GOVERNANCE APPENDIX I.C

(This version, established in June 2008 applies to faculty who began on the tenure track on or after July 1, 2009. This version is available by choice for faculty who began on the tenure track prior to July 1, 2009.

CRITERIA FOR FACULTY APPOINTMENT AND PROMOTION IN UW-EXTENSION

I. Introduction

The effectiveness of the educational programs of the University of Wisconsin-Extension depends on the scholarship of its faculty. 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. Faculty appointments, the granting of tenure, and promotion in rank at UW-Extension are based on a record of and potential for a consistent and high level of scholarship and scholarly activity.

Scholarship includes teaching, research, outreach, or integration. (See Boyer, E. L. (1990). Scholarship Reconsidered: Priorities of the Professoriate. San Francisco, CA. Jossey-Bass.)

Scholarship in UW-Extension is…

- ❑ creative, intellectual work;
- ❑ reviewed by the scholar's peers who affirm its value;
- ❑ added to our intellectual history through its communication; and
- ❑ valued by those for whom it was intended.

Information included in this document identifies general criteria for appointment of tenured and probationary faculty. Tenured faculty includes all professors and associate professors. The probationary faculty includes assistant professors and instructors.

II. Rank Appointments

Appointment of probationary or tenured faculty in UW-Extension at each of the four ranks is dependent on academic preparation, evidence of past and current performance, and an expectation of continued growth. An interpretation of each rank is as follows:

Instructor:
The faculty member is prepared to work as an independent scholar and has the capacity for professional maturity and leadership.

Assistant Professor:
The faculty member is developing as an independent scholar and gives evidence that within a few years professional maturity and leadership will be attained.

Associate Professor:
The faculty member has demonstrated, to the satisfaction of colleagues, attainment of professional maturity and leadership, and shows promise of continued professional growth.

Professor:
The faculty member has fully demonstrated professional maturity and leadership and continues professional growth.

It is the policy of UW-Extension to appoint probationary faculty only to those positions which encourage development to the rank of professor. The inherent qualifications requisite for appointment to the faculty at any rank are the same as those required for appointment at the highest level.

III. Appointments and Promotion

UW-Extension differs significantly from resident campuses with respect to program content, clientele, teaching methods, and financing. Therefore, criteria for appointment and promotion to rank and tenure of UW-Extension faculty are established to evaluate performance and scholarship in this unique situation. This document suggests criteria for evaluating contributions of the faculty to the mission of UW-Extension.

For initial appointment, renewal, promotion, or the granting of tenure, the qualifications and accomplishments of the candidate shall be evaluated on the candidate's education, experience, and professional activities as a scholar.

IV. Criteria Used to Evaluate Candidates for Faculty Appointments, Granting of Tenure, and Promotion in Rank

As stated in Section I, Introduction, scholarship is the foundational concept basic to faculty appointments, tenure, and promotion in rank in UW-Extension. Scholarly activity and behavior on the part of UW-Extension faculty is demonstrated throughout a faculty member's academic career – including teaching, research, service, and outreach. Documentation of scholarship should be demonstrated and evaluated with all criteria listed below:

A. Education and experience.
UW-Extension faculty are required to have education and experience appropriate to their appointments. Candidates for tenure must demonstrate the desire and capacity for professional growth and continued productive scholarly study.

For initial appointment to a faculty position, previous experience and formal education should be evaluated. To judge previous experience, evidence should be obtained from the candidate's employer and from colleagues in his/her own field. Consistency of performance over a period of years is usually an excellent predictor of future performance.

B. Continuing professional development and growth
Evidence of continued professional growth may be the following:
1. Progress on an organized plan for scholarly development, and completion of course work or degrees when appropriate;
2. Active participation in professional associations and conferences, and presentation of papers as appropriate; and
3. Development of professional networks through active participation at workshops, program travel, study, and conferences.

C. Leadership in program development
Evidence of leadership in program development may include development of work plans that include assessment of needs, identification of appropriate educational responses to those needs, assessment of outcomes, and related program activities.

D. Effective working relationships with colleagues and clientele
Such evidence may include description and documentation of opportunities to collaborate with colleagues and the results of those collaborations, examples of impact and outcomes resulting from experiences of clientele, and related descriptive and evaluative information selected by the candidate.

E. Contributions to the profession, department, and university
Documentation and descriptions of such contributions may include membership in and leadership of committees, organizations, and governance groups appropriate to the faculty member's position descriptions(s) and her/his profession.

For all the criteria listed above, a faculty member's scholarship, as demonstrated by scholarly activity and behavior, needs to be documented and evaluated by candidates themselves and by their faculty colleagues, as they work as UW-Extension educators on behalf of the citizens of the state, the university, and their profession. Guidelines for the assessment of scholarship are listed in Section V.

V. Assessment of Scholarship

The effectiveness of the educational programs of the University of Wisconsin-Extension depends on the abilities and skills of its faculty. Quality faculty with the capacity to grow and mature professionally, with the ability to adjust to changing demands and needs of clients, customers, and colleagues, and with the commitment to do scholarly work are imperative for the UW-Extension to continue to be a vital force in meeting the needs of the people of Wisconsin.

These guidelines are presented to assist faculty in the assessment of their own scholarly work or the scholarly work of a faculty colleague. This assessment is to determine the presence of a rigorous, intellectual approach to issue identification, clarification, plan of action development, plan implementation, and appropriate evaluation of the resulting outcomes and impacts of the work. Scholarship, therefore, is an approach to the way faculty do their work that is:

- creative intellectual work;
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Scholarship may occur in many forms, such as academic presentations, exhibitions of work, creative performances, or publication of articles. Certainly one of the significant contributions of Extension work is the diversity of its manner of presentation to and incorporation in the lives of Wisconsin residents; however, across all of the diversity of Extension work, the four elements of scholarship assessed in these guidelines are all present in substantive form.

Collaborative work and teamwork are valued, encouraged, and may be scholarly. Collaborative work is defined as work with agencies or clientele groups to address a local, regional, or state effort, priority or an identified need. Teamwork may be programmatic, cross-programmatic, or institutional and may address statewide or local priorities. Collaborations and teamwork are important within Extension and are an effective way of utilizing people and fiscal resources. When addressing a candidate's contributions with respect to collaboration and teamwork, it is important to highlight individual contributions as well as collective team results. Candidates must describe and assess their own contributions and how that contribution enhanced the collective effort.

It should be noted that not all scholarly work need be "successful" in the sense that the desired outcomes are always achieved, nor is all of the work of an Extension faculty member necessarily scholarly.

Listed after each of the four elements of scholarship are pertinent questions that can be used to assess scholarly work. These guidelines are applicable to all collegial

assessments of scholarly work, reviews (e.g., annual, three-year, post-tenure) and promotion in tenure or rank. In the development of a portfolio, the candidate must provide evidence of all four components of scholarly work.

Scholarly work is shown through:

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A. How does the work build upon the knowledge, research, or practice in the field?
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The term "valued" is meant to convey the following meanings: persistence of use, impact, and duration of public use, scope, persistence of influence, and/or public appreciation. The "intended" portion of the statement is framed within the context of a primary audience. These audiences might be peers, educators, students, various publics, patrons, and/or customers.

A. What actions did the intended audience take as a result of this work?
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C. How were the developed materials or processes subsequently used by others?
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VI. Mission and Resource Support

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responsibility as charged under UWS 3.06(l)(b) to assess in the above-mentioned faculty personnel matters, their programmatic needs, their tenure density, and their budgetary situation. This should be done in such a way that maximum protection for the quality and the vitality of the department/unit is provided.

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Established September 25, 1997
Revised September, 2001
Revised June 2008

IV. Cover Letter for the Recommendation

The portfolio should be accompanied by a cover letter from the chair (or representative) of the department. This letter should state the recommended promotion precisely; for example: "Recommendation for promotion from Assistant Professor to Associate Professor with tenure" or "Recommendation for appointment as Associate Professor with tenure."

The letter should outline the candidate's present and future responsibilities in the department and/or administrative unit. It should also indicate the department's evaluation of the candidate's scholarship and should include a statement of reasons given by the department's executive committee (or representative committee) for recommending the candidate's promotion to a tenure position. In addition, the letter should contain a statement outlining the department's/unit's need for the candidate in terms of its academic mission and long-range plans.

V. Copies Required

The Faculty Tenure Advisory Committee requires eleven copies of the candidate's portfolio, eleven copies of support materials, and a letter from the appropriate dean requesting the advice of the committee.

VI. Early Tenure Consideration Granted at Time of Hire

Early tenure consideration may be granted at the time of hire, meaning that the tenure process may be initiated before or within the first twelve months of the employment date of a faculty member. Generally, tenure may only be granted after a minimum of four years of probationary faculty employment in UW-Extension. The granting of early tenure consideration granted at the time of hire begins when the candidate, the academic department and the appointment authority agree to a tenure consideration at time of hire. Candidates will be hired at the highest appropriate nontenure rank and if tenure is granted, the new rank will be effective at the time it is granted.

While portfolios for candidates who have been granted early tenure consideration at the time of hire may differ from those of other candidates, it is the responsibility of the candidate to provide materials that, at a minimum, address the elements of scholarship and document how they have met the criteria for evaluation for rank change and assessment standards found in Appendix I.B, Sections V. and VI. The tenure application portfolio will consist of existing materials that show evidence of professional performance and scholarship and other materials requested by the department.

The academic department chair must provide a written explanation of the circumstances of the request for early tenure consideration granted at the time of hire in the letter which is forwarded to the dean. This explanation must include the candidate's previous position(s) and the new appointment in UW-Extension.

Nominations for early tenure consideration granted at the time of hire will follow the same channels as other tenure nominations (see section II). The department committees and the Faculty Tenure Advisory Committee should consider relevant information relating to the professional achievements of such candidates. These committees may also need to schedule special meetings to consider such candidates. The Faculty Tenure Advisory Committee must consider and act on applications for tenure for those granted early consideration at the time of hire within 30 days of the request by the dean to do so.

VII. Meeting Dates and Deadlines for Tenure Nominations

Any meeting in a tenure proceeding may be held in closed session if the deliberating body votes to do so, with the exception that the candidate in question has the right to require that the proceedings be held in open session. Candidates can require that meetings to hear evidence and to take final action be held in open session. State Statute Section 19.85(1)(b) is the provision pertinent to tenure proceedings. For tenure proceedings within both department committees and the Faculty Tenure Advisory Committee, the individual candidates must be given advance notice of meetings and informed that they have the right to require open meetings.

The Faculty Tenure Advisory Committee regularly meets in November, February, and March. To be considered at one of these meetings, a faculty member's application must be forwarded from the department to the dean by the deadlines noted below (or the following Monday when those dates fall on a weekend). In special cases, such as a recommendation for early tenure consideration granted at the time of hire or a tenure due date (six years anniversary) that does not allow for delay until the next regularly scheduled meeting, the Faculty Tenure Advisory Committee may hold a special meeting at any time of the year.

For Review at a November Meeting

- **Department chair must forward materials to the appropriate dean by October 10.**
- **Dean must submit all materials to the Faculty Tenure Advisory Committee chair by October 17.**

For Review at a February Meeting

- **Department chair must forward materials to the appropriate dean by January 10.**
- **Dean must submit all materials to the Faculty Tenure Advisory Committee chair by January 17.**

For Review at a March Meeting

- **Department chair must forward materials to the appropriate dean by February 10.**
- **Dean must submit all materials to the Faculty Tenure Advisory Committee chair by February 17.**

The process of the adoption and revision of this document is carried out in consultation with the Chancellor, or Chancellor's designee, and his/her concurrence is assumed unless he/she indicates otherwise.

Approved by the Faculty Senate, September 25, 1997
Revised June, 2000
Revised September, 2001
Revised December 2004

ARTICLES OF FACULTY GOVERNANCE APPENDIX II.C

(This version, established in June 2008, applies to faculty who began on the tenure track on or after July 1, 2009. This version is available by choice for faculty who began on the tenure track prior to July 1, 2009.)

UWEX Guidelines for Nominations for Tenure

I. Introduction

Faculty who aspire to achieve tenure should make early plans to attain this academic achievement. Major responsibility for a strong record of accomplishment rests with the faculty member. Progress should be periodically reviewed and documented.

The policies and procedures outlined in this document will be followed when nominating Extension faculty for tenure. Chapters UWEX 3.04, 3.05, 3.06, 3.07, and 3.08 and Article 5 and Appendix I of the UWEX Articles of Faculty Governance explain the basic policy. Copies of these documents are available on the website of the Secretary of the Faculty and Academic Staff (http://www.uwex.edu/secretary) and are available in other formats from the UW-Extension Secretary of the Faculty (432 North Lake Street, Madison, WI 53706; 608-262-4387).

The granting of tenure is based on a consistent and high level of scholarship, not on years of experience. Early tenure consideration may be granted at the time of hire, based on scholarship prior to UW-Extension employment. Generally, tenure may only be granted after a minimum of four years of probationary faculty employment in UW-Extension, based on performance and scholarship in UW-Extension. If prior experience does not warrant early tenure consideration at time of hire, then the consistency of performance and scholarship necessary for tenure cannot be ascertained from less than four years of UW-Extension probationary faculty employment. Therefore, in no case other than in those cases where early tenure consideration has been granted at the time of hire, should a portfolio for tenure application be based on less than the four years of UW-Extension probationary faculty employment.

Tenure must be achieved (approved by the Board of Regents or the president on behalf of the Board) by the end of the sixth year of UW-Extension probationary faculty employment. Under related statutes and personnel rules, the maximum probationary period for a full-time appointment is seven years. No faculty member will be allowed to apply for or be considered at the institutional level for tenure during a seventh and terminal year of UW-Extension probationary faculty employment. (See Chapter UWEX 3, Faculty Appointments, for the complete policy on faculty appointments.

The annual appointment letter for all probationary faculty will include the latest date to receive an affirmative tenure decision. Throughout the probationary period, the

administration shall advise a faculty member through annual reviews of the probability that programmatic priorities and budgetary support will justify tenure. However, despite budgetary and program constraints, the faculty member will not be prevented from applying for tenure through the normal review process for granting tenure.

II. The Nomination Process: Departments and the Faculty Tenure Advisory Committee

Nominations for faculty budgeted to an academic department originate with the department and are transmitted through the chair to the dean, who then forwards them to the Faculty Tenure Advisory Committee for advice.

Nominations for faculty budgeted to an administrative unit (Chapter UWEX 1.02) rather than an academic department may originate via recommendation from the administrative unit to the academic department or directly by the academic department. In the latter case, to have full knowledge of the status of the faculty member before acting on a tenure application, the department needs to contact and involve the appropriate administrative unit. Therefore, the department chair must request a letter from the head of the administrative unit or district director for each department member who has indicated an intent to apply for tenure during the coming year. This letter should address stability of funding for the position, assessment of long-term organizational need, and administrative assessment of the faculty member's performance based upon the annual review process. This letter, along with the portfolio described on the following pages, should accompany a department's recommendation to the dean.

In accordance with Chapter UWEX 3.06, the dean shall seek the advice of the Faculty Tenure Advisory Committee for each tenure recommendation forwarded from a department. The Faculty Tenure Advisory Committee's sole function is to advise the appropriate dean regarding tenure decisions. The Committee's advice shall be based on a review of the material forwarded by the dean for each candidate and take the form of a positive or negative recommendation to the dean.

Every application for tenure must conform to the general guidelines published in UW-Extension Guidelines. In addition, each academic department may have more specific guidelines. It is the department's responsibility to assess and monitor compliance with its own department guidelines.

The Faculty Tenure Advisory Committee will receive a faculty member's application only after the department has recommended to the dean that the faculty member be awarded tenure. Therefore, it would be inappropriate for Faculty Tenure Advisory Committee members to hold applicants to specific requirements included in department guidelines but not included in the UW-Extension Guidelines. The primary purpose for Faculty Tenure Advisory Committee involvement is to ensure that tenured faculty demonstrate an individual record of and continuing potential for a

consistent, high level of scholarship in accordance with applicable institutional criteria and guidelines.

III. Preparation of Portfolio

A candidate's tenure application takes the form of a portfolio normally submitted through his/her department. The candidate is responsible for initiating and producing the portfolio used in the tenure review process. It is the candidate's responsibility to:

- select, provide and organize the components submitted in the portfolio
- meet the time table outlined for portfolio submission
- seek assistance from the program unit, department and/or peers as needed

Candidates should refer to Appendix IC, Section IV, for a listing of the criteria used to evaluate candidates for promotion in tenure and rank in UW-Extension. The five criteria are:

- Education and experience,
- Continuing professional development and growth,
- Leadership in program development,
- Effective working relationships with colleagues, and clientele, and
- Contributions to the profession, department, and university.

For all the criteria just listed, a candidate's scholarship, as evidenced by his/her scholarly activity and behavior, is documented and assessed using the materials contained in the portfolio.

The relationship between Appendix IC, Section IV (Criteria for rank change) and Appendix IIC (Guidelines) is expressed in the following – NOT as a prescription of the relationship, but rather as a suggested approach to express the relationship.

As the candidate develops her/his portfolio,

- Much of the education and experience criterion are documented in Part A (Professional Resume).
- The criterion of continuing professional development and growth is addressed principally in Part A, Part B (Candidate's Position(s) in UW-Extension), and Part C (Summary of Program Development and Accomplishments).
- The criterion of leadership in program development is principally addressed in Part C and Part D (Statement of Professional Contributions and Scholarship).
- The criterion of effective working relationships with colleagues and clientele is addressed in Part C and Part D.
- The fifth criterion of contributions to the profession, university, and department is addressed principally in Part A.

Part E (Support Materials), Part F (Performance Evaluation), and Part G (Letters of Recommendations) are important sources of clarifying and corroborative information for all criteria.

PORTFOLIO FORMAT

The content of the portfolio should follow the format outlined in the UWEX Tenure Portfolio Contents.

UW-EXTENSION TENURE PORTFOLIO CONTENTS

The candidate supplies items described in sections A - F.

A. PROFESSIONAL RESUME (no more than 5 pages)

Include:

- Formal education and other significant relevant professional development
- Relevant employment (indicate UW-Extension employment and percent of time employed by UW-Extension)
- Professional and University contributions and recognition
- Experience with grants, collaborations, and supervision
- Publications or materials developed
- State, regional or national presentations
- Program materials developed

B. CANDIDATE'S POSITION(S) IN UW-EXTENSION

Include position descriptions for programming appointment, administrative appointment, or other significant candidate roles for which a description exists. The candidate may provide a background narrative about her/his position(s) in UW-Extension to help readers better understand the work of the candidate.

C. SUMMARY OF PROGRAM DEVELOPMENT AND ACCOMPLISHMENTS

(The purpose of this section is to summarize "what the candidate has done and how he/she did it".)

Documentation presented in this section of the portfolio should reasonably address the following elements and detail the faculty member's role throughout the process:

- Situation statement
- Program objectives
- Faculty member's response including: planned activities, implementations, and teaching
- Impact/Outcomes
- Program Evaluations
- Professional development in response to personal and programmatic needs

It is the responsibility of the individual probationary faculty member to plan, develop, maintain, implement and assess a multi-year program of work. The purpose of this section of the tenure portfolio is to summarize the process and progress of program development and accomplishments throughout the probationary period. Candidates may include plan and report documents, or their most relevant parts, or a summary based on these documents that they have prepared in response to department and/or administrative requirements, or for the general benefit of their own work and its review by faculty peers.

D. STATEMENT OF PROFESSIONAL CONTRIBUTIONS AND SCHOLARSHIP (no more than 8 pages) (The purpose of this section is to share the meaning of the work that has been accomplished.)

This statement provides 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 for the profession. (See the introduction, criteria for evaluation for rank change, and assessment of scholarship found in Appendix I.C, Sections I., IV, and V.).

E. SUPPORT MATERIALS

The Candidate is encouraged to carefully select supportive exhibits which help explain or illustrate the candidate's accomplishments and the narrative portions of the portfolio. No more than 30 exhibits are permitted For all supportive materials the unique contribution of the candidate must be specified.

F. PERFORMANCE EVALUATION

This section of the portfolio will be a summary of the candidate's performance by the appropriate administrator in the form of a letter from the administrator or as the candidate's past annual reviews.

G. LETTERS OF RECOMMENDATION

The candidate supplies the names of individuals from whom letters of recommendation should be obtained. The Department Chair requests these letters and an additional letter from the candidate's District Director or equivalent administrator regarding the financial support and programmatic need for the position.

At least three and not more than five current letters of recommendation must be provided. Such letters should specifically evaluate the candidate's qualifications for the promotion and tenure.

Selection of writers is critical. As these letters are often used as a measure of the candidate's quality, they should be from faculty (tenured or non-tenured), non-faculty colleagues, collaborators, and/or subject matter experts.

IV. Cover Letter for the Recommendation

The portfolio should be accompanied by a cover letter from the chair (or representative) of the department. This letter should state the recommended promotion precisely; for example: "Recommendation for promotion from Assistant Professor to Associate Professor with tenure" or "Recommendation for appointment as Associate Professor with tenure."

The letter should outline the candidate's present and future responsibilities in the department and/or administrative unit. It should also indicate the department's evaluation of the candidate's scholarship and should include a statement of reasons given by the department's executive committee (or representative committee) for recommending the candidate's promotion to a tenure position. In addition, the letter should contain a statement outlining the department's/unit's need for the candidate in terms of its academic mission and long-range plans.

V. Copies Required

The Faculty Tenure Advisory Committee requires eleven copies of the candidate's portfolio, eleven copies of support materials, and a letter from the appropriate dean requesting the advice of the committee.

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Approved by the Faculty Senate, September 25, 1997
Revised June, 2000
Revised September, 2001
Revised December 2004
Revised June 2008

FACULTY DOCUMENT NO. 42

CRITERIA AND PROCEDURES FOR GRANTING EXTENSION FACULTY STATUS

University of Wisconsin-Extension
Faculty Document No. 42
Approved by Faculty Senate December 8, 1976
Revised by Faculty Senate May 10, 1978
Revised by Faculty Senate September 12, 1979

Criteria and Procedures for Granting Extension Faculty Status

The unique mission of University of Wisconsin-Extension has made it advantageous to have academic staff positions that enable the institution to employ individuals with needed skills, talents, and experiences; but these positions do not meet criteria for faculty appointments.

This faculty document enumerates and clarifies criteria and procedures for granting "faculty status" to academic staff members and indicates the rights of academic staff members granted faculty status.

Definitions

"Faculty" and "academic staff" are separately defined in Chapter 36 of the Wisconsin Statutes. These definitions are further defined in the Wisconsin Administrative Code, Rules of the Board of Regents of the University of Wisconsin System, as follows:

> UWS 1.01 Academic staff.. "Academic staff" means professional and administrative personnel, other than faculty and classified staff, with duties and types of appointments that are primarily associated with higher education institutions or their administration.
>
> UWS 1.04 Faculty. "Faculty" means persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent in an institution. The appointment of a member of the academic staff may be converted to a faculty appointment in accordance with UWS 3.01(1)(c).
>
> UWS 1.05 Faculty status. By action of the appropriate faculty body and chancellor of an institution, members of the academic staff may be designated as having "faculty status." "Faculty status" means a right to participate in faculty governance of an institution in accordance with the rules of the institution. Faculty status does not confer rank or tenure, or convert an academic staff appointment into a faculty appointment.
>
> UWS 3.01(1)(c) In accordance with section 36.05(8), Wis. Stats., academic staff appointments may be converted to faculty appointments by the action of the board upon the recommendation of the appropriate faculty body and the chancellor of an institution. Such faculty appointees shall enjoy all the rights and privileges of faculty.
>
> UWS 3.01(1)(d) In accordance with UWS 1.05 members of the academic staff may be given faculty status. Members of the academic staff who have been given faculty status have employment rights under the rules and policies concerning academic staff.

The University of Wisconsin-Extension Academic Staff Policies and Procedures make no reference to "faculty status" because this is not an intrinsic right of academic staff members. The right is conferred by the faculty, in concert with the Chancellor, according to criteria established by the faculty.

Criteria

In order to be considered for Extension faculty status, an academic staff member must meet the following qualifications:

1. Hold an appointment of one-half time or more in the University of Wisconsin System; hold an Extension appointment; or have Extension responsibilities as a result of a budget transfer;

2. Have at least a Master's degree or have a Bachelor's degree and at least three (3) years' employment with the University of Wisconsin System or comparable employment experience; and

3. Sufficient evidence (via a written description) to verify that the individual's training, experience, and responsibilities are comparable to Extension faculty.

If the academic staff member is to strengthen faculty governance, that staff member should be evaluated according to criteria comparable to that used in measuring faculty roles. When submitting nominations for faculty status, the department's or administrative unit's nomination should include:

a. A resume adequately addressing the staff member's responsibilities and activities in:

    1. Program development and delivery
    2. Academic quality of teaching
    3. Publications and programs
    4. Working relationships with faculty, other staff, and clientele
    5. Continuing education
    6. Professional contributions
    7. Administrative accomplishments (if applicable)

b. A job description of the staff member.

Initiation of Request

All requests must be approved and forwarded by a department; or if not a member of a department, by an administrative unit. A request for consideration by a department or administrative unit for recommending the granting of Extension faculty status may be initiated in any of the following ways:

1. By the chair of the appropriate department or administrative unit;

2. By a member of the appropriate Departmental Executive Committee or Administrative Unit Voting Body; and

3. By an academic staff member on his/her own behalf.

Procedure

The following route of approval will be used for considering recommendations for Extension faculty status, with the right to request additional information at any level:

1. Upon affirmative vote of the faculty in a department or administrative unit, its recommendation will be forwarded through its chair and appropriate Dean to the University Committee and the Chancellor. For those persons in administrative units without faculty, the recommendation may be forwarded to

the University Committee by the unit chair through the appropriate Dean or the senior administrative officer;

2. The University Committee makes a recommendation to the Senate for its action; and

3. The Chancellor takes action.

Both the Senate and the Chancellor must approve the recommendation before faculty status can be conferred (UWS 1.05, UW System Personnel Rules for Faculty).

Rights Conferred by Extension Faculty Status

An academic staff member receives the following rights when granted Extension faculty status:

1. The right to participate in the faculty governance of Extension, according to its policies and procedures and its articles of faculty governance;

2. Voting rights in Senate and University Committee elections;

3. Eligibility for election to the Senate and the University Committee;

4. Eligibility for election/appointment to committees of the Senate (standing committees, subcommittees, and ad hoc committees) except the Faculty Rights and Appeals Committee or the Divisional Executive Committees;

5. Departmental voting body or administrative unit voting body membership (see Article 3, section 3.01 regarding departmental voting body, and Article 4, sections 4.01 and 4.02 regarding administrative unit voting body of the UWEX Faculty Governance Legislation approved by the UWEX Faculty Senate on September 22, 1976); and

6. Faculty status is granted for the duration of an academic staff member's assignment, unless or until that person's responsibilities are significantly altered. An annual letter shall be written by the Secretary of the Faculty to the administrators of the departments or administrative units containing academic staff with faculty status to ascertain whether the responsibilities of these staff members have been significantly altered. If an academic staff member who has been granted faculty status changes positions or now has responsibilities that have been altered significantly, faculty status will be placed on inactive status pending reevaluation. The department or administrative unit will be asked to reevaluate that staff member as to whether the new responsibilities are comparable to those "used in measuring faculty roles" based on the present criteria within 6 months of the change in position or change in responsibility. Such a review reevaluation may lead to re-endorsement of faculty status or to a recommendation to the Senate and Chancellor to terminate faculty status. The department or administrative unit will submit required documentation and recommendations to the University Committee via the Secretary of the Faculty.

University of Wisconsin-Extension
Faculty Document No. 42
Approved by Faculty Senate September 10, 1980
Revised by Faculty Senate November 12, 1980

ADDENDUM - to UWEX Faculty Document No. 42

I. In order for the Faculty Senate to consider granting of faculty status, the resume and job description forwarded by the department or academic unit to support the request for granting of faculty status must demonstrate that the nominee:

   A. Has taught, is regularly teaching, and will teach as an integral part (as opposed to an occasional activity) of regularly assigned work. The students taught should be primarily Extension clients.

   B. Has engaged in, is currently engaged in, and will be engaged in academic publication, broadly defined as the dissemination of specialized knowledge to Extension clients by any of the media available to Extension or to professional groups broadly defined. Publication as used here must include being professionally responsible for a significant part of the content published.

II. Faculty status will be granted based on the duties required by the position and included in the job description.

   When a new position is created or when a vacancy occurs, the department or unit may propose that the position carry faculty status. The position description will be forwarded to the University Committee and to the Chancellor for review and approval of faculty status.

III. Position descriptions will be reviewed by units (faculty and academic staff) and the dean every three years in March for academic staff positions having faculty status.

   A summary of activities over the three years and changes in job responsibilities will be forwarded to the University Committee for the review.

IV. The University Committee will forward its recommendations regarding faculty status to the Faculty Senate for action at its next regular meeting.

University of Wisconsin-Extension
Faculty Document No. 42
Approved by Faculty Senate June 25, 1981

ADDENDUM II - to UWEX Faculty Document No. 42

Facuity status may be granted for participation in both Extension-wide and unit or department faculty governance ("Extension Faculty Status") or restricted to unit or department governance ("Faculty Status in the Unit/Department").

Criteria for Faculty Status in the Unit/Department

In order to be considered for Unit/Department Faculty Status, an academic staff member must meet the criteria defined by the faculty of the unit/department. These criteria should address percentage of appointment held, academic qualifications and length of service. In addition, they should define what is required of an academic staff member in training, experience and responsibility which would make him/her comparable to a unit/department faculty member.

When a nomination is submitted for unit/department faculty status, documentation should include:

a. The faculty governance rights requested

b. A resume addressing the criteria established by the unit/department faculty and:

   (l) working relationships with faculty, other staff and clientele
   (2) continuing professional development
   (3) professional contributions
   (4) administrative accomplishments (if applicable)

c. The position description of the staff member

d. A statement by the unit/department chair describing how the academic staff member meets the unit/department's criteria.

Rights Conferred by Faculty Status in the Unit/Department

An academic staff member may be granted such rights to participation in unit/department faculty governance as are described by the faculty of the unit/department in its action on the request except participation in matters which are vested in the departmental executive committee.

Procedure

An individual's request for unit/department faculty status should be forwarded to the chair of the unit/department for consideration by that unit/department executive committee, if one exists.

Names of individuals granted such status should be forwarded to the University Committee and will be retained in the files of the UWEX Secretary of the Faculty.