

**UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL  
GUIDELINES (UPG)**

**UPG #12**

**UNIVERSITY OF WISCONSIN-EXTENSION TENURED FACULTY REVIEW AND  
DEVELOPMENT POLICY**

**12.01 Introduction**

This document describes UW-Extension's Tenured Faculty Review and Development Policy as adopted by its Faculty Senate following the guidelines of the University of Wisconsin System Board of Regents.

The UW-Extension faculty and administration recognize that the periodic review of tenured faculty is necessary to ensure that individual faculty continue to demonstrate scholarship, grow professionally, and effectively share their expertise with students, clients, and colleagues throughout their university career.

**12.02 Purpose**

The purposes of the University of Wisconsin-Extension Tenured Faculty Review and Development Policy are:

- to recognize and foster the scholarly work of its faculty;

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.

**NOTE:** UW-Extension's definition of scholarship and guidelines for its assessment are detailed in Appendix I.B of the Articles of Faculty Governance.

- to assure that faculty members commit their talents to best serve the interests of students, colleagues, and clients, the institution, the academic discipline, and their own intellectual growth;
- to assist tenured faculty in their continuing professional development; and
- to provide guidance and support for addressing any deficiencies identified in the current review.

The tenured faculty review and development process shall respect all aspects of academic freedom.

**12.03 Guidelines for Tenured Faculty Review and Development**

The goal of the Tenured Faculty Review and Development process is to:

- ensure continuing scholarly growth and development of faculty professional

- skills;
- encourage faculty exploration of new ways to promote academic excellence;
  - identify areas for improvement; and
  - provide support for that improvement.

Each UW-Extension Academic Department shall develop and implement a Tenured Faculty Review and Development policy. Departmental policies must be approved by the Faculty Senate, and copies kept on file with the Secretary of the Faculty. Each policy must include the following statement in its introduction:

The UW-Extension Tenured Faculty Review and Development Policy was created with the idea that the collegial review should provide an opportunity for long-term reflection on the accomplishments, scholarship, and aspirations of the faculty member being reviewed. The review of the tenured faculty serves as a continuation of the evaluation process that initially led to the granting of tenure.

Each Academic Department's policy may also contain specific details and criteria appropriate to the mission of that department, but all departmental policies should adhere to the following general guidelines:

(1) Frequency and period of review

Tenured faculty performance shall be reviewed once every five years. The review shall cover performance for the previous five years. A faculty member may request a new review after two years.

(2) Criteria and methods for review

(a) Criteria

It is essential that the review process includes fair, reliable, and valid measures to assess performance. The review and methods shall fully respect academic freedom. Progress and accomplishments shall support the mission of UW-Extension. The review process will also consider the specific missions of UW-Extension divisions and academic departments.

Each faculty member's scholarly growth and professional development shall be evaluated on the criteria appropriate for the individual job description and the division's and/or academic department's mission, such as:

- evidence of continuing scholarship in:
  - ✓ research,
  - ✓ integration,
  - ✓ outreach/engagement, and
  - ✓ teaching;
- continuing professional development as demonstrated by:
  - ✓ personal intellectual growth – acquisition of new job-related skills, ideas, experiences,
  - ✓ contributions to the profession,
  - ✓ contributions to the university – including faculty governance,

- ✓ program development and implementation, and
- ✓ administration/leadership of educational and/or research programs.

The review shall include student, colleague, and client evaluations as appropriate.

(b) Methods

UW-Extension comprises a diverse grouping of divisions, units, and academic departments with differing functions and missions. Recognizing this diversity and the need to allow for flexibility, it is anticipated that Tenured Faculty Review and Development Policies from different academic departments will not be exactly alike. However, each departmental policy must require the following be part of an individual faculty member's Tenured Faculty Review and Development Plan evaluation:

- a concise report, reflective of accomplishments, impacts, challenges, and future directions, written by the faculty member, and consisting of no more than eight pages, stating progress on the criteria listed above, as appropriate to the faculty position. Existing reports may be included within the eight-page report. The faculty member will prepare, in addition to the report, a proposed plan for scholarly growth and professional development (not to exceed one page) which identifies his/her preferred professional development activities for the next five years;
- input from sources external to the department but within UW-Extension, and external to UW-Extension (clients, partner agencies, etc.);
- review and assessment by a departmental review committee, consistent with department guidelines;
- a meeting of the departmental review committee and the faculty member to review progress, accomplishments, and proposed scholarly growth and professional development activities; and
- written feedback, in the form of a summary report prepared by the departmental review committee that includes a mutually agreed-upon plan for scholarly growth and professional development.

(3) Responsibilities

Section 36.09(3)(a) Wis. Stats. gives chancellors of the institutions, in consultation with their faculties, the responsibility for defining and administering institutional standards for faculty peer evaluation, promotion and tenure, and recommending individual merit increases. The academic department chair/designee and departmental review committee shall share responsibility for tenured faculty review and shall also jointly be responsible for keeping a written record of the review process. This record, including a summary report, will provide documentation for the review and assure external constituents that there is appropriate accountability.

The review shall be initiated by the academic department chair/designee

and/or a departmental review committee who shall:

- solicit input from the administrative unit chair/head (office chair/department head), state program leader/designee, district director, county partners, students/clients, and other partner agencies, as appropriate;
- seek input from the faculty member's peers, and the faculty member; and
- summarize the review and transmit a summary report to the faculty member and the dean.

The summary report on an individual faculty member's completed Tenured Faculty Review and Development Plan shall be placed by the dean in that faculty member's official divisional personnel file. The dean may furnish a copy of the report to any of the following individuals as appropriate:

- academic department chair;
- program leader;
- administrative unit chair/head; and
- district director.

(4) Linkage with merit process

In the year of a tenured faculty member's review, the results of the review as described in the summary report will be the primary basis for merit review (annual pay plan distribution). In years between tenured faculty reviews, the results of the most recent tenured faculty review must be considered along with annual performance review information in the annual merit process. The specific annual salary changes will depend on the UW System and UW-Extension guidelines for merit salary determinations, tenured faculty review results, and the specific context of the faculty member's appointment.

(5) Enhancement of Scholarly Growth and Professional Development

(a) Growth and Development opportunities

Upon completion of a tenured faculty member's review, the department will, in collaboration with the dean or dean's designee, identify opportunities for and sources of support for continuing scholarly growth and professional development. However, it is the faculty member's responsibility to carry out the summary report's recommendations for scholarly growth and professional development with the cooperation of the University and any other contributing bodies.

(b) Remediation responsibility

Deficiencies in faculty performance identified in the Tenured Faculty Review and Development Plan summary report must be addressed to ensure the quality of the academic program. Responsibility for remedying performance problems is shared with the individual faculty member, the academic department, and the administration.

For a faculty member whose review reveals significant developmental needs in performance, a remediation review team shall be appointed by the dean based on recommendations from the department chair. The remediation review team shall work with the faculty member and the dean in determining a mutually agreed-upon action plan for the next 12 months. At the conclusion of the 12-month-long remediation period, the remediation review team shall prepare a report on the outcome(s) of the remediation effort and forward that report to the dean.

If an individual does not meet the requirements of the action plan, the institution may proceed with discipline short of dismissal for cause, under Chapters UWS and UWEX 6, or, in extreme instances where the facts warrant it, with dismissal for cause, under Chapters UWS and UWEX 4.

(6) Accountability measures

UW-Extension ensures full implementation of the Tenured Faculty Review and Development Plan. The divisional dean will have the responsibility to assure fairness and equity in the review process.

Evidence of accountability will be accomplished by each divisional dean submitting a report on an annual basis to the Vice Chancellor. The report shall contain the following elements:

- (a) identification of reviews conducted during the review period
- (b) a brief description of the results of the reviews to include:
  - identification of meritorious performance;
  - plans for professional growth and development including monitoring;
  - procedures; and
  - remediation plans.
- (c) reviews scheduled for the next year.

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