

CRITERIA AND PROCEDURES FOR GRANTING EXTENSION FACULTY STATUS

University of Wisconsin-Extension  
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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.

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.

ADDENDUM II - to UWEX Faculty Document No. 42

Faculty 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:
  - (1) 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.