

**ARTICLES OF FACULTY GOVERNANCE APPENDIX II.A**

**(This version, which existed prior to September, 1997, is available by choice for faculty who began on the tenure track prior to July 1, 1998. Faculty who began on the tenure track on or after July 1, 1998 must refer to APPENDIX II.B)**

**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 UW-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 (521 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 professional performance, not on years of experience. Early tenure consideration may be granted at the time of hire, based on performance 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 in UW-Extension. If prior experience does not warrant early tenure consideration at time of hire, then the consistency of performance 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 time of hire, should a vita 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.

## **VITA FORMAT**

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 annually 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 Divisions**

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 vita 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 vita must conform to the general guidelines published in UWEX Guidelines, but in addition to these guidelines, each department may have its own 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

## **VITA FORMAT**

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 Vita Information**

Candidates for tenure normally apply through their departments. This application takes the form of a vita specially prepared for tenure application. The format of the material submitted should follow the format in the UWEX Tenure Vita Outline (attached). The Faculty Tenure Advisory Committee reserves the right to ask candidates to clarify vita sections if they are present or to request that the Dean have them modify vita sections which do not conform to the format of the UWEX Tenure Vita Outline. Candidates should also review departmental guidelines relating to tenure, for these are usually more specific and helpful than the UWEX Tenure Vita Outline.

### **IV. Cover Letter for the Recommendation**

The vita information 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 promotion from Assistant Professor with tenure to Associate Professor," 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 capabilities 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 each of the following items: (a) vita; (b) the letters of recommendation; (c) cover letter from department chair, including the department's evaluation; and (d) letter from dean requesting the advice of the Committee. For applicants budgeted to administrative units, the administrative unit's evaluation should either be incorporated with the department's evaluation or provided as an addition. Two copies are required of any supportive materials to be submitted.

### **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

## **VITA FORMAT**

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 appointing 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.

Candidates who have been granted early tenure consideration at the time of hire need not adhere to the format required of other candidates. The tenure application will consist of materials that show evidence of professional performance as defined in "Appendix I, Criteria for Faculty Appointment and Promotion in UW-Extension."

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. 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 regular scheduled meeting, the Faculty Tenure Advisory Committee may hold a special meeting at any time of the year.

## **VITA FORMAT**

### **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.

**Revised by the Faculty Senate, September 25, 1997**  
**Revised September, 2001**

**VITA FORMAT**

**UWEX TENURE VITA OUTLINE<sup>1</sup>**

\_\_\_\_\_ Division  
(Designate your Faculty Division)

**I. PERSONAL INFORMATION** (Please list items in reverse chronological order)

A. Name:

B. Ranks held in UW-Extension, including date granted:

Rank for which nominated:

C. Percent of time employed by UW-Extension:

D. Formal education<sup>2</sup> (include all institutions attended and degrees granted)

Major Field	Institution
Degree & Year Granted	

Continued professional development, such as significant in-service training and post-degree work completed and/or definitely scheduled (CEUs and certifications earned; attendance at appropriate workshops, conferences, and institutes; and independent study can be included):

Course, Programs	Institution
With or Without Credits	Dates

E. Relevant Employment: (Designate with an asterisk (\*) Extension appointments, starting with present position and rank; indicate whether part time or full time.)

Position	Employer
Year	Rank, Title

F. Professional honors, awards, if any:

Award	Given By	Year
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<sup>1</sup> Information requested is based on previously used UWEX Faculty Document No. 11, "Criteria for Appointment, Rank, and Tenure in UW-Extension," approved by the UW-Extension Faculty Senate. This form is to be followed in submitting all information appropriate to your situation.

<sup>2</sup> All persons hired on the tenure track must be made aware of the seven-year limitation and the need to have a Master's Degree, or its equivalent, to achieve tenure and/or the rank of Associate Professor.

## VITA FORMAT

### **II. PROFESSIONAL CONTRIBUTIONS**

Promotions to tenure should consider select relevant information relating to the professional achievements of the candidate. Material selected should convey to the reader the highest levels of the candidate's accomplishments.

These guidelines provide a wide range of latitude to display creativity and professional competence. Questions about interpretation of this document should be addressed to the Chair of your Divisional Committee.

- A. The University  
Note contribution to committees of the University.
- B. The Profession  
List memberships, and offices held in local, regional, State, national, and international professional organizations along with years of service for each. List other contributions to the profession such as presentations made or papers presented.
- C. Public Service Relating to Educational Role  
In your capacity as an Extension educator, list contributions to or consultation with community and service organizations, governmental boards, foundations, etc.

### **III. PROGRAM DEVELOPMENT AND IMPLEMENTATION -- Programs are major educational efforts, that are related to your position description, that involve multiple teaching events, that are aimed at a variety of audiences, and that evidence evolving objectives.**

Provide copies of relevant Extension position descriptions.

List major Extension programs developed and implemented by the candidate including starting and ending dates.

Describe one to three of the more recent programs as listed using the following outline:

- A. Statement of the Issue including its relationship to and significance for the clientele and its place within the community and society;
- B. Objectives established for or by participants and an indication of how the objectives were modified by experience;
- C. Clientele;
- D. Subject Matter Taught;
- E. Teaching Methods Used;
- F. Results and Evaluation; and

## **VITA FORMAT**

G. Implications.

Emphasize innovative aspects, and impact on clientele.

### **IV. TEACHING** (If a joint appointment, briefly identify both areas of work)

List major Extension courses, workshops, seminars, or other events in which the candidate had an instructional role, including starting and ending dates.

Describe one to three of the more recent instructional events as listed using the following outline:

- A. Identify Program and Clientele;
- B. Objectives established for participants;
- C. Method of Instruction;
- D. Instructional Innovations;
- E. Adaptation of Research;
- F. Counseling Offered;
- G. Materials Developed; and
- H. Evaluation.

If the event involves several teachers, the contributions of the candidate should be clearly identified. The instructional events selected may be a component of one or more of the programs described in Section III.

Include a lesson plan or outline of ideas and concepts taught for each of the instructional events described in detail.

### **V. RESEARCH AND PUBLICATIONS**

Explain select professional contributions, for example:

- Cooperation With University Research Programs
- Research Projects including Thesis and Dissertation if appropriate;
- Publications
- Authorship and Editing of Educational Texts, Manuals, Newsletters, Exhibits, Slide Tapes, Video Tapes, etc.

Please provide bibliographical detail for all documents to permit access, if desired.

### **VI. ADMINISTRATION OF EDUCATIONAL AND/OR RESEARCH PROGRAMS**

## **VITA FORMAT**

Using the following outline, describe substantial administrative responsibilities for example:

- Administrative Leadership;
- New Program Directions;
- Program and Agency Coordination;
- Personnel Management;
- Budget Management;
- Reporting;
- Public Relations and Developing Understanding of Extension and Related Institutions; and
- Grant Writings, etc.

### **VII. LETTERS OF RECOMMENDATION**

At least three and no more than five current letters of recommendation must be provided. Such letters should specifically evaluate the candidate's qualifications for the recommended appointment.

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, district directors, program chairs, or subject-matter 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 are similar to that of the candidate and have the experience necessary to gauge the candidate's capabilities and contributions.

The following is a suggested procedure for obtaining letters of support:

- A. Applicant supplies names of individuals from whom letters of recommendation should be obtained.
- B. The department chair contacts the individuals and requests that letters of recommendation be sent to the department chair. These individuals should be informed that the letters will be treated as confidential and will not be made available to the candidate. The writers should be asked to address the candidate's overall professional performance, such as quality of teaching and programmatic activity, creativity, organizational and administrative abilities, leadership qualities, and ability to work with others.
- C. The department chair has the responsibility of providing current letters of recommendation to the department committee reviewing the application. The department chair will also forward the department committee action and the letters of recommendation to the dean.

## **VITA FORMAT**

**Revised, December, 1994**

### **VIII. SUPPORTIVE MATERIAL**

Two copies of supportive materials such as journal articles, research monographs, publications, program guides, project plans, reports, instructional materials (pamphlets, computer software, videotapes, slide tapes, manuals, etc.), and/or evaluation summaries prepared by the candidate should be submitted for review. No more than 30 supportive exhibits are permitted. Only relevant material which helps to explain or illustrate the narrative portion of the vita should be included. For all supportive material the unique contribution of the candidate must be specified.

**Revised September, 2001**