

MEMORANDUM

To: UW-Whitewater Faculty, Deans, and Department Chairs

From: John D. Chenoweth, Provost and Vice Chancellor for Academic Affairs
Kim Nath, Chair, Faculty Senate

Subject: Reappointment/promotion/tenure procedures

Date: August 21, 2023

In accordance with the UW-Whitewater Faculty Personnel Rules, the following procedures will be used for reappointment/promotion/tenure for the 2023-2024 academic year. Keep in mind that faculty hired with prior years of credited service will be reviewed with those years taken into consideration—see [Appendix C: Review, Reappointment and Tenure Decision Schedules in the Faculty Personnel Rules](#).

1. University Tenure and Promotion Standards will be used for reappointment, promotion, and tenure reviews and can be found at <https://www.uww.edu/documents/acadaff/Purple%20Book/University%20Tenure%20and%20Promotion%20Standards.docx>. Standards that are approved for the college and department levels will also be used, fitting timelines for their implementation (See Section III, A, 6, a-d). Policies governing reappointment for Promotion and Tenure of Probationary Faculty are found in the Faculty Personnel Rules at the UW-Whitewater Faculty/Staff Personnel Rules website located at <https://www.uww.edu/facsenate/current-policies/faculty-personnel-rules>
2. For probationary faculty whose initial two-year contracts begin in the fall of 2023, departments will conduct a consultation following the first semester on campus. Continuing probationary faculty in the first year of a two-year contract will undergo a consultation during the fall of 2023.
3. During the fall of 2023, departments will review those probationary faculty who are on one-year contracts or who are in the second year of a two-year contract to determine whether or not to reappoint these probationary faculty members. If reappointed, departments will advise offers of either two-year or one-year contracts. Both decisions must be forwarded to the Dean.
4. Constituency Standards Committee review is required of all probationary faculty in their 4th or 6th years of service, or of persons in their 2nd year of initial contract who brought in 2 or 3 years of credited service.

5. The sequence of reviewers who make decisions or recommendations on the various reappointment, promotion, and/or tenure reviews, including faculty with credited years of service, is found in Appendix C in the personnel rules. The responsibilities for each reviewer are detailed in the Rules, Section C, Reappointment, Tenure and Promotion.
 - See Section III, C, 3 for Faculty member's responsibilities
 - See Section III, C, 4 for the Department's responsibilities.
 - See Section III, C, 5 for the Dean's responsibilities.
 - See Section III, C, 6 for the Constituency Standards Committee's responsibilities.
 - See Section III, C, 7 for the Vice Chancellor for Academic Affairs' responsibilities.
 - See Section III, C, 8 for the Chancellor's responsibilities.
6. Faculty members who wish to apply for an early tenure and promotion decision must present a written request for the early decision to the department chair or equivalent by the end of the semester prior to the academic year during which the decision is to be made (Rules III, C, 2, c). Department chairs are advised to notify the Dean and Provost of all early tenure requests.