

**I.**

**II. Refer to Wisconsin Administrative Code UWS CHAPTER 2, FACULTY RULES; COVERAGE AND DELEGATION, which authorizes the faculty of each institution to write rules and procedures pursuant to chapters UWS 3, 4, 5, 6, and 8.**

**III. RULES GOVERNING FACULTY APPOINTMENTS UNDER UWS 3, WISCONSIN ADMINISTRATIVE CODE**

(Approved by Board of Regents on October 5, 1979, and amended February 5, 1982 and XXX, 2001)

**A. Development and Revision of Standards and Procedures for Reappointment, Tenure, and Promotion**

1. General policies

- a. Standards and procedures must be consistent with state and university reappointment, tenure, and promotion policies as defined by
  - (1) State and federal statutes,
  - (2) Wisconsin Administrative Code, UWS 3,
  - (3) UW-Whitewater Faculty Personnel Rules,
  - (4) Recommendation 9 of the report of the Governor's Commission on UW System Compensation (Board Resolution 6198), and
  - (5) Board of Regents Policy 74-13, Student Evaluation of Instruction.
- b. The Faculty Senate and the Chancellor grant the final approval of the standards and procedures.
- c. Department, constituency, and university standards of evaluation for purposes of reappointment, tenure and/or promotion shall be in effect one year after the Faculty Senate and the Chancellor approve the standards.
- d. Pending approval of constituency standards, the university standards shall be used in lieu of approved constituency standards. Similarly, pending approval of department standards, constituency standards shall be used in lieu of approved department standards.
- e. Schedules for reappointment, tenure, and promotion shall be in accordance with UW System and UW-Whitewater policy. Timelines (III, I of these rules) for reviews shall be published by the Vice Chancellor for Academic Affairs on or before the first contract day of the academic year.
- f. All materials submitted for review shall adhere to a common university format, referred to in these rules as the portfolio (III, F of these rules).
- g. The dean of each respective constituency shall provide faculty members with the format instructions for submitting portfolios.

2. Department standards committee

- a. Formation: Each department shall establish a committee to develop standards and procedures for reappointment, tenure, and promotion decisions.
- b. Functions
  - (1) Write

- (a) Write department standards that are consistent with the constituency and university standards and the mission and goals of the department, constituency, and university. Since probationary faculty shall demonstrate substantial progress toward meeting the standards for tenure and/or promotion, the committee may wish to write intermediate or formative standards for probationary faculty.
  - (b) Write department procedures that are consistent with these rules to be used when making reappointment, tenure, and/or promotion decisions.
  - (c) Define any elements of the format for submitting reappointment, tenure and/or promotion materials that are unique to the department. These elements must be consistent with the portfolio established by the University Standards Committee (III, C, 1, f, (1) - (3) and III, F of these rules).
- (2) Review: Assure that the content of the Document of Intent (III, C, 1, c and d; III, C, 4, a; and III, F, 2 - 4 of these rules) indicates the probationary faculty member's commitment to make substantial progress toward meeting the department standards for tenure and/or promotion.
- (3) Report
- (a) Submit the standards and procedures to the tenured faculty in the department for approval.
  - (b) Submit department's approved standards and procedures to the constituency standards committee for review, possible negotiation and adjustment (III, A, 3, b, (4), (a) of these rules), and approval.
  - (c) After the constituency standards committee approves the department standards, submit department's standards and procedures to the Chancellor for review.
    - i) The focus of the Chancellor's review shall be to identify inconsistencies among the department standards and procedures and the constituency and university standards and procedures and/or the mission and goals of the department, constituency, and university.
    - ii) If the Chancellor finds inconsistencies among the department standards and procedures and the constituency standards and procedures and/or the mission and goals of the department and constituency, then the Chancellor shall request negotiation with the department (III, A, 2, b, (4), (b) of these rules).
    - iii) The request for negotiation shall be in writing and shall specify the inconsistencies the Chancellor has identified. The request shall be delivered to the chair of the department standards committee.
  - (d) Following the Chancellor's review and any needed negotiations, submit the department standards and procedures to the constituency

standards committee for approval and inclusion in the final standards and procedures package to be submitted to the Faculty Senate for approval. Official Faculty Senate actions shall go to the Chancellor for approval.

- (e) When all required approvals have been granted (III A, 1, b of these rules), forward copies of the department standards and procedures to the department, the constituency standards committee, the dean, the Vice Chancellor for Academic Affairs, and the Chancellor for reference during reappointment and tenure and/or promotion procedures.
- (4) Negotiate
- (a) If the constituency standards committee finds that these department standards do not show parity with other department standards within the constituency or in some way are not consistent with the constituency standards, the university standards, or the goals and mission of the department, constituency, or university, then the department standards committee shall
    - i) negotiate these differences with the constituency standards committee,
    - ii) submit a copy of the adjusted standards produced by these negotiations to the department for approval, and
    - iii) upon approval by the tenured faculty of the department, follow procedures listed in III, A, 2, b, (3), (b) through (e) of these rules.
  - (b) If the Chancellor or Chancellor s designee finds that these department standards are not consistent with the constituency standards, the university standards, or the goals and mission of the department, constituency, or university, then the department standards committee and a representative from the constituency standards committee shall
    - i) negotiate with the Chancellor or Chancellor s designee to seek resolution of these differences,
    - ii) submit a copy of the adjusted standards produced by the negotiations to the tenured faculty of the department for approval, and
    - iii) if approved by the tenured faculty of the department, follow procedures listed in III, A, 2, b, (3), (b) through (e) of these rules.
  - (c) If, after twelve months negotiation, the parties are unable to resolve differences (III, A, 2, b, (4), (a) and/or (b) of these rules), either of the differing parties may request that the Faculty Senate Executive Committee identify an individual to serve as a mediator. This individual must be external to the university and acceptable to both of the differing parties. The Vice Chancellor for Academic Affairs shall make arrangements for the mediator and mediation session(s).
3. Constituency standards committee

- a. Formation: Each constituency shall have a constituency standards committee composed of at least one tenured faculty member from each department. The total membership of the committee shall include proportionate representation from all departments within the constituency.
  - (1) The tenured faculty from each constituency shall determine
    - (a) the total number of representatives on this committee,
    - (b) the basis for defining proportionate representation, and
    - (c) percentage of committee members that constitutes a quorum.
  - (2) Each department's faculty shall elect its representative(s) to this committee.
  - (3) Departments without tenured faculty shall elect their representative(s) from the tenured faculty of other department(s) within the constituency.
- b. Functions
  - (1) Write
    - (a) In consultation with the constituency dean, write constituency standards that are consistent with the university standards and the mission and goals of the departments, constituency, and university.
    - (b) Prescribe the format for writing and submitting department standards and procedures.
  - (2) Review
    - (a) Review departments' standards and procedures to appraise
      - i) the compatibility of these standards with the constituency's approved standards, the university standards, and the mission and goals of the department, constituency, and university,
      - ii) the degree of parity among them, and
      - iii) their consistency with procedures specified in III, C, D, and E of these rules.
    - (b) Review the portfolios of faculty members who are applying for reappointment, promotion, or promotion and tenure.
  - (3) Report
    - (a) Present the constituency standards and procedures to the tenured faculty of the constituency for approval.
    - (b) Submit a copy of the constituency's approved standards and procedures to the University Standards Committee for review and approval.
    - (c) After the University Standards Committee approves the constituency standards, submit constituency's standards and procedures to the Chancellor for review.
      - i) The focus of the Chancellor's review shall be to identify inconsistencies among the constituency standards and procedures and the university standards and procedures and/or the mission and goals of the constituency and/or university.

- ii) If the Chancellor finds inconsistencies among the constituency standards and procedures and the university standards and procedures and/or the mission and goals of the constituency and university, then the Chancellor shall request negotiation with the constituency (III, A, 3, b, (4), (b) of these rules).
    - iii) The request for negotiation shall be in writing and shall specify the inconsistencies the Chancellor has identified. The request shall be delivered to the chair of the constituency standards committee.
  - (d) Following the Chancellor's review and any needed negotiations, submit the constituency standards and procedures to the University Standards Committee for approval and inclusion in the final standards and procedures package to be submitted to the Faculty Senate for approval. Official Faculty Senate actions shall go to the Chancellor for approval.
  - (e) When all required approvals have been granted (III A, 1, b of these rules), forward copies of the constituency standards and procedures to the departments, the constituency standards committee, the dean, the Vice Chancellor for Academic Affairs, and the Chancellor for reference during reappointment and tenure and/or promotion procedures.
- (4) Negotiate
- (a) To support making changes to be approved by the tenured faculty of each respective department (III, A, 2, b, (3), (a) through (e) of these rules), consult with department standards committees to negotiate (III, A, 2, b, (4), (a) of these rules) adjustments in standards and procedures to achieve
    - i) conformity with the approved format for the submission of standards (III, A, 3, b, (1), (b) of these rules).
    - ii) parity among the departments' standards and procedures,
    - iii) consistency with the department, constituency, and university goals and missions.
  - (b) If the Chancellor or Chancellor's designee finds that the constituency standards are not consistent with the university standards or the goals and mission of the constituency or university, then the constituency standards committee and a representative from the University Standards Committee shall
    - i) negotiate with the Chancellor or Chancellor's designee to seek resolution of these differences,
    - ii) submit the adjusted standards produced by these negotiations to the tenured faculty of the constituency for approval, and
    - iii) upon approval by the tenured faculty of the constituency, follow procedures listed in III, A, 3, b, (3), (b) through (e) of these rules.
  - (c) If, after twelve months' negotiation, the parties are unable to resolve differences (III, A, 3, b, (4), (a) or (b) of these rules), either of the

differing parties may request that the Faculty Senate Executive Committee identify an individual to serve as a mediator. This individual must be external to the university and acceptable to both of the differing parties. The Vice Chancellor for Academic Affairs shall make arrangements for the mediator and mediation session(s).

4. University Standards Committee

- a. Formation: The faculty of the university shall elect a University Standards Committee composed of an equal number of representatives from each constituency. The Elections Committee shall conduct this election (UW-Whitewater Handbook - Faculty Committees).
- b. Functions
  - (1) Write: In consultation with the Vice Chancellor for Academic Affairs,
    - (a) write university standards that are consistent with the university mission and goals,
    - (b) make revisions of the timeline (III, I of these rules) as needed,
    - (c) identify the types of evidence required in the portfolio (III, F of these rules), and
    - (d) prescribe the format for the portfolio.
  - (2) Review: Review constituency standards and procedures to appraise
    - (a) the compatibility of these standards and procedures with the university standards and the mission and goals of the constituency and the university,
    - (b) the degree of parity among them, and
    - (c) their consistency with the procedures specified in III, C, D, and E of these rules.
  - (3) Report
    - (a) Present recommendations as specified in III, A, 4, b, (1) of these rules to the Faculty Senate for approval. Official Faculty Senate actions shall go to the Chancellor for approval.
    - (b) Present the final standards and procedures documents to the Faculty Senate for approval. Official Faculty Senate actions shall go to the Chancellor for approval.
    - (c) When all required approvals have been granted (III A, 1, b of these rules), forward copies of the university standards and procedures to the department standards committees, the constituency standards committees, the dean, the Vice Chancellor for Academic Affairs, and the Chancellor for reference during reappointment and tenure and/or promotion procedures.
  - (4) Negotiate
    - (a) To support making changes to be approved by the tenured faculty of each respective constituency (III, A, 3, b, (3), (a) through (e) of these rules), consult with constituency standards committees to negotiate adjustments in standards and procedures to achieve

- i) parity among constituencies and
  - ii) consistency with the standards, procedures, and missions and goals of the constituencies and the university.
- (b) If the Chancellor or Chancellor s designee finds that the university standards and procedures cannot be approved because of inconsistency with the goals and mission of the university, then
  - i) the University Standards Committee and a representative elected by the Faculty Senate the shall negotiate with the Chancellor or Chancellor s designee to seek resolution of these differences,
  - ii) submit the adjusted standards produced by these negotiations to the Faculty Senate for approval,
  - iii) upon approval by the Faculty Senate, follow procedures listed in III, A, 4, b, (3), (b) & (c) of these rules.
- (c) If, after twelve months negotiation, the parties are unable to resolve differences (III, A, 2, b, (4), (a) or (b) of these rules), either of the differing parties may request that the Faculty Senate Executive Committee identify an individual who is external to the university to serve as a mediator. This individual must be acceptable to both of the differing parties. The Vice Chancellor for Academic Affairs shall make arrangements for the mediator and mediation session(s).

5. Faculty Senate

- a. Consider resolutions presented to it by the University Standards Committee.
- b. Report
  - (1) Forward copies of all resolutions concerning reappointment, tenure and/or promotion decisions to the Chancellor for approval.
  - (2) Forward copies of all resolutions concerning reappointment, tenure and/or promotion decisions to the university archives for storage.
  - (3) Forward copies of resolutions concerning reappointment, tenure and/or promotion decisions to the Vice Chancellor for Academic Affairs for reference and dissemination to affected parties.
- c. Elect a representative as needed in negotiations with the Chancellor or the Chancellor s designee and the University Standards Committee (III, A, 4, b, (4), (b) of these rules).
- d. Faculty Senate Executive Committee shall identify a mediator (III, A, 2, b, (4), (c); III, A, 3, b, (4), (c); and III, A, 4, b, (4), (c) of these rules).

**B. Authorization, Recruitment, and Initial Appointment**

- 1. Authorization: A department seeking authorization to recruit a faculty member shall, in consultation with the dean,
  - a. describe duties and responsibilities of the position,
  - b. define required and desired applicant qualifications, and
  - c. determine rank(s) (UWS 3.01) and salary range(s) for the position.
- 2. The dean shall submit the request for authorization to recruit a faculty member to the Chancellor for approval.

3. Recruitment: A department authorized to recruit a faculty member
  - a. may define a search committee by open and fair procedures previously agreed upon by the department members and dean which, through its composition and/or procedures, shall demonstrate the university's commitment to diversity and provide for faculty and student participation in the recruitment and selection processes. (This search committee will act on behalf of the department in those functions determined by the department),
  - b. shall meet with the Assistant to the Chancellor for Affirmative Action to establish the guidelines for recruitment procedures,
  - c. shall establish recruitment procedures, and
  - d. shall submit the recruitment procedures, position description, and advertisement to the Assistant to the Chancellor for Affirmative Action to assure that they are consistent with federal, state, UW System, and UW-Whitewater policies.
4. When the Assistant to the Chancellor for Affirmative Action approves the recruitment procedures, the department or its search committee shall
  - a. distribute advertisements for the position, making every effort to identify and attract a diverse pool of applicants,
  - b. establish the process and criteria for reviewing credentials, and
  - c. determine the method for selection of candidates.
5. Selection of candidates
  - a. The department or its search committee shall
    - (1) review applicants' credentials,
    - (2) create a list of candidates for approval by the Assistant to the Chancellor for Affirmative Action and Vice Chancellor for Academic Affairs for initial interview,
    - (3) provide a list of the remaining applicants and the reason(s) each was not recommended for immediate interview, and
    - (4) forward the search packet to the dean.
  - b. The dean shall
    - (1) review the list of candidates submitted by the department or its search committee to ascertain if the established procedures have been implemented in accordance with III, B, 3 and 4 of these rules, and
    - (2) based on this review, either
      - (a) sign the Recruitment Sign-off Sheet and forward it to the Assistant to the Chancellor for Affirmative Action and Vice Chancellor for Academic Affairs, or
      - (b) negotiate suggested changes with the department or its search committee and then sign the Recruitment Sign-off Sheet.
  - c. The Vice Chancellor for Academic Affairs and Assistant to the Chancellor for Affirmative Action shall
    - (1) review the candidates' qualifications to certify that the candidates' qualifications conform to the position description as advertised, and
    - (2) forward the certified list to the department or its search committee.
6. Interview

- a. The department or its search committee shall interview each candidate to determine the candidate's qualifications for appointment. If the appointment is to be at a rank higher than assistant professor, then additional interviews are required.
    - (1) The Vice Chancellor for Academic Affairs also shall interview any candidate to be considered for appointment at the associate professor rank.
    - (2) The Vice Chancellor for Academic Affairs and Chancellor also shall interview any candidate to be considered for appointment at the professor rank.
  - b. The department chair shall interview all candidates and inform them of department policies and procedures.
  - c. The dean shall interview all candidates and inform them of constituency policies and procedures.
  - d. At each interview level, the same core questions and format must be used during the interview of all candidates.
7. Recommendation of candidate
- a. At the close of the interview process, the department or its search committee, the department chair, and the dean shall meet to consider the respective views of the candidates' strengths and weaknesses, the department's needs, and proposed terms of employment. At the close of this consideration, the department or its search committee and the dean shall
    - (1) prepare a written document including:
      - (a) statement of their recommendation of the candidate to be offered the position,
      - (b) list of the terms of employment including terms of initial appointment (III, B, 8 of these rules) including
        - i) rank,
        - ii) credited prior service used to set the mandatory tenure decision, if any,
        - iii) years of teaching experience that may be used for promotion eligibility (III, B, 8, c, (3) & (4) of these rules), and
        - iv) conditions for conversion to faculty status, if necessary (III, B, 8, a, (3) of these rules).
      - (c) signatures of all members of the department or its search committee and the dean participating in this consideration process.
    - (2) If the department or its search committee and dean do not reach consensus to recommend any of the candidates, then the department or its search committee shall file a written
      - (a) request with the Assistant to the Chancellor for Affirmative Action and the Vice Chancellor for Academic Affairs asking that they meet with the department or its search committee, department chair, and the dean to again work toward consensus to recommend a finalist, or
      - (b) request with the Assistant to the Chancellor for Affirmative Action that the search be continued, or

- (c) recommendation with the Assistant to the Chancellor for Affirmative Action that the search be terminated.
  - b. When the actions specified in III, B, 7, a of these rules have been concluded, the dean submits the document prepared in III, B, 7, a of these rules to the Vice Chancellor for Academic Affairs who shall forward the document and name of the finalist to the Chancellor for his recommendation.
  - c. If the Chancellor agrees with the recommendation prepared in III, B, 7, a of these rules, then the Chancellor shall request that the dean
    - (1) contact the finalist and
    - (2) negotiate what would be an acceptable offer of employment following the terms described in III, B, 7, a, (1), (b) of these rules.
  - d. If the Chancellor agrees with the recommendation prepared in III, B, 7, a of these rules, but the dean was unable to negotiate with the candidate an acceptable offer of employment following the terms described in III, B, 7, a, (1), (b) of these rules, then the dean shall meet with the department or its search committee and the department chair to either
    - (1) recommend one of the other candidates as determined in III, B, 7, a, of these rules, and prepare a written recommendation of the candidate as in III, B, 7, a, (1) of these rules, or
    - (2) request continuation or termination of the search (III, B, 7, a, (2) of these rules).
  - e. If the Chancellor disagrees with the recommendation prepared in III, B, 7, a of these rules, the Chancellor shall request that the dean meet with the department or its search committee and the department chair to
    - (1) recommend one of the other candidates as determined in III, B, 7, a, of these rules, and prepare a written recommendation of the candidate as in III, B, 7, a, (1) of these rules, or
    - (2) request continuation or termination of the search (III, B, 7, a, (2) of these rules).
8. Initial appointments
- a. Type of appointment
    - (1) Probationary faculty appointment: The initial faculty appointment shall be for two years.
    - (2) Tenured faculty appointment: The initial appointment may be with tenure if the department finds that the candidate has met the department standards for tenure and both the department and Chancellor recommend granting tenure.
    - (3) Instructional academic staff: When a candidate who does not hold a terminal degree is recommended for a faculty position, the candidate shall be hired as instructional academic staff. At such time as the degree is completed and the instructional staff member meets the minimum requirements for the rank of assistant professor, the faculty member will be converted to faculty status. [Note: This conversion to faculty status from academic staff status occurs within an employment line listed as a

faculty line, not an academic staff line.] The mandatory tenure decision shall be based on a fall faculty appointment of the fall semester following award of the terminal degree.

- b. Rank at the time of initial faculty appointment shall be as determined in III, B, 1 of these rules and advertised (III, B, 4, a of these rules).
  - (1) Assistant professor only on the affirmative recommendation of the department (III, B, 6, a of these rules).
  - (2) Associate professor only on the affirmative recommendations of the department and Vice Chancellor for Academic Affairs (III, B, 6, a, (1) of these rules).
  - (3) Professor only on the affirmative recommendations of the department, the Vice Chancellor for Academic Affairs, and the Chancellor (III, B, 6, a, (2) of these rules).
- c. Probationary periods: In accordance with both state law and the accepted standards of academic practice defined by the Association of American Colleges and the American Association of University Professors, the length of the probationary period of a faculty member shall be determined using the following principles:
  - (1) The maximum probationary period of a faculty member without prior service credit shall be 7 years in a full-time appointment and 10 years in an appointment which is at least half-time, but less than full-time (UWS 3.04, (1)).
  - (2) A candidate may request credit for up to three years of prior service at the rate of one year for each year of full-time faculty or equivalent service at UW-Whitewater and/or at other colleges or universities. Acting upon the department's recommendation, the Chancellor may grant prior service credit to the candidate (III, B, 10, f of these rules). Such creditable service shall be
    - (a) subsequent to completion of the terminal degree and
    - (b) in positions that have expectations for productivity in the areas of research and creative activity and public and professional service as well as teaching.
  - (3) A candidate whose term of employment begins at the associate professor rank may request credit for up to three years for the purpose of determining the time of the mandatory tenure decision. However, once the minimum number of years in rank has been achieved and tenure has been granted, the faculty member may request that up to seven of their years of full-time faculty service at other colleges or universities and/or at UW-Whitewater be used to determine eligibility for promotion to professor.
  - (4) A candidate whose term of employment begins at the assistant professor rank may request credit for up to three years for the purpose of determining the time of the mandatory tenure decision. However, once the minimum number of years in rank has been achieved and tenure has been granted, the faculty member may request that up to three of their years of

full-time faculty service at other colleges or universities and/or at UW-Whitewater be used to determine eligibility for promotion to associate professor.

- (5) A candidate whose term of employment begins at the rank of instructional academic staff in a faculty line (III, B, 8, a, (3) of these rules) and who completes all requirements of a terminal degree during an academic year shall complete that year as an instructional academic staff member. Their mandatory probationary period will begin in the fall of the subsequent academic year; however, such a candidate may wish to request an early tenure decision (III, C, 2, c of these rules).
  - d. When a faculty member begins service in the spring semester, the faculty member shall select one of the following options:
    - (1) Accept an appointment as academic staff for the initial semester upon receipt of a letter from the Chancellor stipulating that
      - (a) the salary during the initial semester shall be that of a faculty member of the rank appropriate to the candidate's qualifications in the salary line assigned to the position,
      - (b) appointment as faculty commences in the fall subsequent to the spring appointment,
      - (c) the date of the first reappointment decision and of the mandatory tenure decision shall be based on an appointment as faculty in the fall subsequent to the initial spring appointment, and
      - (d) the first reappointment decision shall include performance data from all semesters of full-time instructional service at UW-Whitewater beginning with the date of initial appointment as determined in III, B, 10 of these rules. *Only in this special case can performance data from time as academic staff be considered in reviews for tenure and/or promotion.*
    - (2) Accept an appointment as faculty for the initial semester upon receipt of a letter from the Chancellor stipulating that
      - (a) appointment as faculty commences in the spring,
      - (b) the date of the first reappointment decision and of the mandatory tenure decision shall be based on an appointment as faculty in the fall prior to the initial spring appointment, and
      - (c) the first reappointment decision shall include performance data from all semesters under contract at UWW.
9. Offer of employment
- a. If the Chancellor or the Chancellor's designee supports the candidate and the conditions in III, B, 7, a, (1), (b) of these rules, the dean
    - (1) contacts the candidate to make an unofficial offer according to the terms in III, B, 7, a, (1), (b) of these rules;
    - (2) sends the candidate a memorandum of understanding specifying the terms agreed upon under III, B, 9, a, (1) of these rules with copies to the

department or its search committee and Vice Chancellor for Academic Affairs.

- b. If the Chancellor or the Chancellor's designee supports the candidate, but does not support the conditions in III, B, 7, d, (3) of these rules, then the department or its search committee and the dean negotiate the terms at issue with Chancellor or the Chancellor's designee. The dean then
    - (1) contacts the candidate to make an unofficial offer according to the negotiated terms, and
    - (2) sends the candidate a memorandum of understanding specifying the terms agreed upon under III, B, 9, b, (1) of these rules with copies to the department or its search committee and Vice Chancellor for Academic Affairs
  - c. If the Chancellor or the Chancellor's designee does not support the candidate or satisfactory terms cannot be negotiated under III, B, 9, b of these rules or the candidate declines the offer, then the department or its search committee and the dean shall
    - (1) submit the name of another acceptable candidate, or
    - (2) submit the name(s) of additional candidate(s) to be invited for campus interview(s), or
    - (3) request permission of the Assistant to the Chancellor for Affirmative Action to continue the search, or
    - (4) request permission of the Assistant to the Chancellor for Affirmative Action to terminate the search.
10. Appointment letter: The Chancellor's appointment letter shall include
- a. items listed in UWS 3.03,
  - b. the approximate date of first review,
  - c. assignment of home department (III, C, 9, a, (1) of these rules),
  - d. department standards for tenure and promotion,
  - e. notice that for subsequent reviews, other standards may be established in accordance with UWS 3.06, (1), (b),
  - f. statement of the number of years of credited prior service, if any,
  - g. credited prior service used to set the mandatory tenure decision, if any,
  - h. years of teaching experience that may be used for promotion eligibility,
  - i. the date of mandatory tenure decision, if applicable, and
  - j. a statement that acceptance of the appointment is an acceptance of all stated employment conditions.

### **C. Reappointment, Tenure, and Promotion**

1. General policies
  - a. Faculty appointments shall be renewed only on the affirmative decision of the department and Chancellor as required by UWS 3.06, (1), (a) except as provided in UWS 3.07, (1), (b); UWS 3.08, (1)-(3).
  - b. Tenure is an appointment for an unlimited period, granted to a faculty member by the Board of Regents upon the affirmative decision of the appropriate academic

department, or its functional equivalent, and the Chancellor of an institution via the president of the system. At UW-Whitewater, tenure may be granted either as a condition of initial appointment, or upon successful completion of the probationary period in accordance with UWS 3.04 and 3.06 and III, C, 2, b or c and III, C, 4, e, (1), (b) and III, C, 4, e, (3) of these rules.

- c. Performance reviews for teaching faculty are based upon the major evaluation categories of teaching, research and creative activity, and professional and public service as weighted by agreement between the probationary faculty member and the department as recorded in the Document of Intent (II, D of these rules). Performance reviews for faculty with non-teaching assignments are based upon the major evaluation categories of job performance, research and creative activity, and professional and public service as weighted by agreement between the probationary faculty member and the department as recorded in the Document of Intent.
  - d. Reappointment, tenure and/or promotion is recommended for those who, in the judgment of their peers, satisfy the department's discipline-related standards and the constituency and university standards. Such judgment shall take into account the weighting of performance in each category as agreed upon by the faculty member and the department as recorded in the Document of Intent.
  - e. Since the portfolio (II, E and III, F of these rules) is a cumulative record of performance, deficiencies in performance identified in earlier reviews that have been designated by the department as corrected shall not be held against the candidate in subsequent reappointment and tenure and/or promotion decisions.
  - f. The Standard Classification of Performance Data (III, G of these rules) provided in the portfolio shall be used for all reviews.
    - (1) Not all performance data need to be part of a performance review, but any performance datum listed is eligible for inclusion.
    - (2) Department standards committees may add performance data to an evaluation category, but may not remove an item from the standard classification or move it to a different category.
    - (3) The University Standards Committee recommends revisions of the Standard Classification of Performance Data to the Faculty Senate for approval.
2. Types of decisions
- a. Decisions within the probationary appointment period
    - (1) Affirmative or reappointment for additional academic year(s) within the probationary term. This decision does not confer tenure. *See consultation and review schedule chart in Appendix C.*
    - (2) Negative or non-reappointment. When negative decisions are made during the probationary period, the conclusion of the contract period in which the negative decision was rendered represents the termination of the appointment, but the time requirements for written notification of non-reappointment given in UWS 3.09 apply.
  - b. Decisions at the end of the maximum probationary appointment period: A decision to reappoint at the end of the maximum probationary period (III, B, 10, g

& i of these rules) is a decision to recommend tenure. The decision must be made during the review which immediately precedes the deadline for notice of reappointment/non-reappointment for the period following the maximum probationary period. If the decision is negative, the faculty member will be offered a terminal contract for one additional academic or fiscal year, whichever is appropriate (UWS 3.09, (c)).

- c. Optional early tenure decisions: The length of the mandatory probationary period is established at the time of the initial appointment (III, B, 7, a, (1), (b), ii); III, B, 8, c; and III, B, 10, g & i of these rules), but may be changed as provided in UWS 3.04, (1). Faculty members who have had a total of four or more years of full-time instructional service or the equivalent at UW-Whitewater and/or at other colleges or universities may request consideration for an early tenure or early tenure and promotion decision (III, B, 8, d, (1), (d); and III, H, 1, e of these rules).
  - (1) A faculty member who wishes to apply for an early tenure or 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.
  - (2) When the department denies tenure and/or promotion in early decision cases, the department must cite the standards which have not been met (III, C, 4, f, (1), (a), vi) of these rules).
  - (3) If a faculty member's request for early tenure or early tenure and promotion is denied, then the faculty member may not request
    - (a) a reconsideration (III, C, 4, g, (2), (a) of these rules) or appeal (III, E of these rules). (However, the faculty member may request that the dean review the department's decision and procedures as specified in III, C, 5, b, (1) & (2) of these rules.), or
    - (b) an additional early tenure and/or promotion consideration prior to the end of the mandatory probationary period established at the time of initial appointment.
  - (4) Denial of early tenure or early tenure and promotion shall not prejudice action on the tenure and/or promotion decision to be made at the completion of the mandatory probationary period established at the time of the initial appointment.
- d. Promotion
  - (1) Associate Professor: As of May, 1999, promotion to the rank of associate professor is concomitant with the tenure decision (FS989-48). Any probationary faculty member holding the rank of assistant professor who is granted tenure is also promoted to the rank of associate professor. Assistant professors tenured prior to May, 1999, may apply for promotion to associate professor when they have met the minimum university requirements for education and time in rank (III, H, 1 of these rules).
  - (2) Professor: Associate professors may apply for promotion to professor when they have met the minimum university requirement for education and time in rank (III, H, 1 of these rules).

3. Faculty member s responsibilities
  - a. Assemble the portfolio organized according to the university format (III, F and III, G of these rules). The portfolio is a cumulative record of the faculty member s performance at UW-Whitewater.
  - b. Write a Document of Intent (II, D of these rules) so that its fulfillment would represent significant progress toward satisfying the department, constituency, and university standards for tenure and/or promotion. Probationary faculty members shall submit an annual Document of Intent to the department standards committee for review. Generally the probationary faculty member will write the Document of Intent in consultation with the supervisor, i.e., department chair, department standards committee, or other appropriate person(s) specified by the department
    - (1) by the third Friday in September for new faculty members, or
    - (2) within ten calendar days of the department consultation during non-review years, or
    - (3) within ten calendar days of the department consultation following the review and decision by the department.
  - c. The faculty member places a copy of the approved and signed Document of Intent in the portfolio and submits a copy to the supervisor. Subsequent performance consultations and reviews assess progress in fulfilling the indicators of quality identified in the Document of Intent.
  - d. Satisfy the department requirements.
4. Department s responsibilities
  - a. Within ten calendar days from the time the faculty member submits the Document of Intent to the department, the department standards committee shall review a probationary faculty member s annual Document of Intent to insure that its fulfillment would represent significant, continuous progress toward a reasonable expectation, but not a guarantee, of an affirmative tenure and/or promotion decision. If needed, the department standards committee negotiates adjustments in the Document of Intent with the probationary faculty member. The department chair and a representative of the department standards committee shall sign the faculty member s approved Document of Intent.
  - b. Notice of performance consultation or performance review and decision. *See consultation and review schedule chart in Appendix C of these rules.*
    - (1) The faculty member being reviewed shall receive a written notice at least 20 calendar days prior to the department review. The department shall post a notice of the review at least 7 calendar days in advance in a public place regularly used for posting of notices by the department.
    - (2) The notice shall include
      - (a) time and place of the review,
      - (b) decision to be made,
      - (c) period of performance to be evaluated,
      - (d) department standards and procedures to be used,
      - (e) notice that the faculty member may present information orally or in writing,

- (f) notice that other persons may present information in writing or, with the consent of the committee, orally, and
  - (g) statement that the review will be conducted in accordance with UWS 3.06; section III, C, 4, c-f of these rules, and applicable state law governing meetings of public bodies.
- c. Department performance consultation (*See consultation and review schedule chart in Appendix C of these rules.*)
  - (1) In consultation years (*See consultation and review schedule chart in Appendix C of these rules*), a consultation shall be conducted by a subset of the tenured faculty in the department. This subset shall consist of the department chair and at least one other member. At least one of these two shall have observed the probationary faculty member's teaching (*See Appendix B of these rules*).
  - (2) This committee shall
    - (a) consult with the probationary faculty member on the progress made in fulfilling the indicators of quality identified in the Document of Intent, and
    - (b) write a summary of the consultation session.
  - (3) The probationary faculty member and the committee members shall sign the summary indicating that they have reviewed its contents.
  - (4) The probationary faculty member shall place the summary in the portfolio for that year.
  - (5) With the probationary faculty member, the committee shall consider the content of the Document of Intent for the subsequent year.
- d. Department performance review with decisions. *Refer to the review schedule in Appendix C of these rules.*
  - (1) A review shall be conducted by a department committee which shall have at least 3 members, one of whom is the department chair. The faculty of the department (III, C, 4, e, (2) of these rules) shall choose the composition of this committee within the following parameters:
    - (a) the entire tenured faculty of the department, or
    - (b) tenured faculty of the department selected by the tenured faculty of the department, or
    - (c) tenured faculty of the department selected by the faculty of the department.
  - (2) A quorum of this committee shall be 3, or more than one-half the regular membership, whichever is greater.
  - (3) If a department does not have sufficient tenured faculty available for a quorum, then the dean of the constituency shall appoint tenured faculty of related disciplines to the department committee so that there are sufficient tenured faculty to constitute a quorum. Such appointed members shall participate only in the review(s) which they are appointed to conduct and any reconsideration under UWS 3.07, (1), (b) or UWS 3.08, (3) and III, C, 4, g, (2), (a) of these rules.

- e. Review procedures
- (1) Periods of review
    - (a) Probationary reappointment: The initial review of a probationary faculty member shall include the period since the initial appointment as a faculty member. For subsequent reviews, the period considered shall be the period since the previous review.
    - (b) Tenure: For granting tenure, the period to be considered shall be the probationary faculty member's entire period of credited service except as provided in III, C, 2, c and III, H, 1, e of these rules.
    - (c) Promotion: For promotion to a higher rank, the period of review shall be the faculty member's time of service in the current rank up to the time the faculty member submits the portfolio to the department for review. Accomplishments after the faculty member submits the portfolio for review by the department shall count toward subsequent promotion applications.
  - (2) No faculty member shall review the portfolio of a faculty member in another department of the university, except as provided in III, C, 4, d, (3) and III, C, 9 of these rules and as provided for as a member of the constituency standards committee (III, C, 6 of these rules) or as a member of an appeal panel drawn from the Faculty Appeals and Grievance Committee (III, E, 3 of these rules) or as a member of an *ad hoc* credential review committee (Notestein Committee) (III, E, 4, c of these rules).
  - (3) A decision about reappointment, tenure and/or promotion shall be made only after the department has evaluated the faculty member's performance in relation to established department, constituency, and university standards and procedures established according to III, A of these rules; annual Document of Intent; and Board of Regents Policy 74-13; Student Evaluation of Instruction; see Appendix B, part C of these rules. Such judgments shall take into account the weighting of performance in each category as agreed upon by the faculty member and the department as recorded in the Document of Intent.
  - (4) Standards and procedures in effect at the time of the review period shall be applied consistently to all faculty.
  - (5) The department may consider any information that is relevant, of reasonable probative value, and recorded as part of the Record of Review (III, C, 4, f, (1) of these rules).
  - (6) The department may seek clarification or additional data from the faculty member.
  - (7) Procedures for the review of faculty holding positions in more than one department are described in III, C, 9 of these rules.
  - (8) An affirmative decision requires the affirmative votes of a majority of the members participating in the review.
    - (a) A participant is defined as any individual who is a qualified decision-maker or a tenured member of the department and who is

- i) present during the review and discussion of the faculty member's documented performance, and
    - ii) free of disqualifying conflicts of interest (as defined in UWS 8.03, 8.04, Regent Policy 91-8, and UW-Whitewater, Consensual Relationship Policy, 1997).
  - (b) Because an affirmative decision requires the affirmative votes of the majority of the members participating in the review, a participant's abstention has the effect of a negative vote.
- (9) A review of a faculty member shall be conducted in accordance with applicable state laws governing meetings of public bodies.
- f. Document requirements and disposition
  - (1) Record of Review
    - (a) The department's record of review of a faculty member shall include
      - i) date and time of the review,
      - ii) members of the review committee present,
      - iii) list of procedures followed during the review, for example, whether the review was conducted as an open or a closed meeting according to Wisconsin Statutes 19.81-19.98.
      - iv) subjects considered under III, C, 4, b, (2), (c) - (f) and III, C, 4, e, (3) - (6) of these rules,
      - v) statement of the decision made,
      - vi) standards-based reasons supporting the decision made, and
      - vii) by attachment, the notice of the review.
    - (b) The Record of Review is kept on file in the department office for reference.
  - (2) Report of Decision
    - (a) Whenever a decision is made by the department, this decision shall be reported as a single decision indicating the will of the department. This Report of Decision shall be signed by the department chair or the department's designee, copied to the faculty member, and placed in the portfolio.
    - (b) Affirmative decisions:
      - i) During the faculty member's first review, i.e., fall of the second year on campus (See consultation/review schedule chart of these rules.), the department shall make two decisions, one for reappointment and a second to determine the length of contract to be offered, i.e., a contract for one year or a contract for two years. In the case of faculty members who were granted three years of credited experience at the time of the initial appointment, the department shall make only the reappointment decision in the second year on campus because the mandatory tenure decision would occur in the fall of the third year on campus.
      - ii) During all subsequent reviews, contracts for two years shall be concomitant with an affirmative decision except for faculty

members who were granted one year of experience at the time of the initial appointment. For these faculty members, the fifth year on campus would be the mandatory tenure decision; therefore, an affirmative decision in the fourth year on campus shall be concomitant with a one year contract.

- iii) Within 14 calendar days of the review, the department shall deliver to the faculty member a copy of its Report of Decision containing the statement of the decision made and the standards-based reasons supporting the decision (UWS 3.07, (1), (a)). The standards-based reasons cited in the Report of Decision (III, C, 4, f, (2) of these rules) must be consistent with the reasons listed in the Report of Review (III, C, 4, f, (1), (a), vi) of these rules).
  - iv) Within 14 calendar days of the review, the department shall deliver the portfolio to the dean for review.
  - v) In its report of an affirmative decision, the department shall inform the faculty member of the right to rebut any part of the report (III, D of these rules) and of subsequent reviews by the dean and/or constituency standards committee, the Vice Chancellor for Academic Affairs, and the Chancellor, as required by the review schedule. *Refer to the review schedule in Appendix C of these rules.*
- (c) Negative decisions:
- i) Within 14 calendar days, the department chair shall deliver to the faculty member a copy of the Report of Decision containing the statement of the decision made and the standards-based reasons supporting the decision (UWS 3.07, (1), (a)). The standards-based reasons cited in the Report of Decision (III, C, 4, f, (2) of these rules) must be consistent with the reasons listed in the Report of Review (III, C, 4, f, (1), (a), vi) of these rules)). Along with the Report of Decision, the department chair shall inform the faculty member in writing of the right to request a reconsideration (UWS 3.07, (1), (b) or UWS 3.08, (3) and III, C, 4, g, (2), (a) of these rules) and the right to request an appeal (UWS 3.08; III, C, 4, g, (2), (b); and III, E of these rules).
  - ii) If the faculty member chooses to request a reconsideration, then the faculty member must file a written request for the reconsideration with the department chair. The request for a reconsideration must be filed within 10 calendar days of receipt of the notice from the department chair.
  - iii) Following the reconsideration, if the faculty member chooses to file an appeal, then the request for an appeal must be filed in writing with Chair of the Faculty Senate. Appeals of department decisions must be filed within 20 calendar days of receipt of the notice that the reconsideration decision affirmed the negative or nonrenewal decision of the department (UWS 3.08, (1)).

- iv) The faculty member may request that an appeal panel be drawn from the Faculty Appeals and Grievance Committee (UWS 3.08, (1) and III, E, 1 of these rules) to consider the decision or recommended action made by any agent in the review sequence. The faculty member may request only one panel during any given academic year's review sequence.
  - v) The department chair shall hold the portfolio and all relevant documents including the report of decision, requests for a reconsideration and/or an appeal, and, if submitted, rebuttals until conclusion of the reconsideration. Following the reconsideration, the department chair shall forward the portfolio and all relevant documents including the reports of decision, requests for a reconsideration and/or an appeal, and rebuttals produced during the review sequence to the appropriate review agent, e.g., the chair of the Faculty Senate if a valid appeal has been filed (III, E, 1, b of these rules) or the dean.
- (d) For reappointment, tenure, and/or tenure and promotion, the faculty member may withdraw his or her reconsideration at any time prior to its completion. Such withdrawal terminates consideration of the faculty member's current application for reappointment, tenure and/or promotion.
  - (e) Upon receipt of the written request to withdraw from a reconsideration or an appeal, the department chair shall
    - i) send copies of the written request to the dean, the constituency standards committee, and the Chancellor, and
    - ii) forward the portfolio to the Chancellor who shall secure copies of all relevant documents including the reports of decision, requests for a reconsideration and/or an appeal, request to withdraw from a reconsideration and/or appeal, reports of recommended action, and rebuttals produced during the review sequence for possible use as required by law and return the originals to the faculty member.
  - (f) When the department makes a negative decision on applications for reappointment or tenure or tenure and promotion, if the faculty member
    - i) does not request a reconsideration, then the department chair shall forward the portfolio to the Chancellor who shall secure copies of all relevant documents including the portfolio, report of decision, and rebuttal produced during the review sequence for possible use as required by law and return the originals to the faculty member, or
    - ii) does request a reconsideration, then upon completion of the reconsideration, the department chair shall forward the portfolio and all relevant documents including the reports of decision, request for a reconsideration, and rebuttals produced during the review sequence to the appropriate review agent, i.e., the chair of the

Faculty Senate if a valid appeal has been filed (III, E, 1, b of these rules) or the dean.

- (g) When the department makes a negative decision on applications for promotion only, if the faculty member
  - i) does not request a reconsideration, but submits a written request that the portfolio be forwarded to the dean for review, then the department chair shall forward the portfolio, including the Report of Decision, to the dean, or
  - ii) does not request a reconsideration, then the department chair shall return the portfolio to the faculty member, or
  - iii) does request a reconsideration, then, upon completion of the reconsideration, the department chair shall forward the portfolio and all relevant documents including the reports of decision, request for a reconsideration, and rebuttals produced during the review sequence to the appropriate review agent, i.e., the chair of the Faculty Senate if a valid appeal has been filed (III, E, 1, b of these rules) or the dean.
- g. Faculty member s rights following a department review
  - (1) Consultation following affirmative decision for reappointment
    - (a) The tenured faculty of each department shall establish procedures for advising faculty whose application for reappointment was approved by the department.
    - (b) During the consultation, tenured faculty member(s) shall
      - i) discuss the faculty member s performance evaluation and
      - ii) identify and discuss specific areas of concern that may influence the Document of Intent for the next review period (III, C, 3, b and III, C, 4, a of these rules).
    - (c) Documentation of the consultation session. Each consultation session must be documented with
      - i) Date
      - ii) Participants
      - iii) Record of the topics discussed including the areas of concern
      - iv) Signatures of faculty member and the department representative(s) which acknowledge that the consultation session occurred and that the record is an accurate account of the topics discussed.
      - v) The record of the consultation shall be placed in the faculty member s departmental personnel file.
  - (2) Procedures following a negative decision for reappointment, tenure, or tenure and promotion
    - (a) Reconsideration of a negative decision
      - i) The purpose of the reconsideration process is to provide an opportunity for the faculty member to address the reasons for the negative decision and to ensure that all relevant material is considered.

- ii) Within 10 calendar days of receiving a negative Report of Decision, the faculty member may file a written request for a reconsideration with the department chair (UWS 3.07, (1), (b) and III, C, 4, f, (2), (e) of these rules.
  - iii) If the faculty member does request a reconsideration, the department shall conduct the reconsideration within 14 calendar days of receipt of the written request and with at least 3 calendar days notice to the faculty member or on a date mutually agreed upon by the faculty member and the department.
  - iv) The faculty members participating in the reconsideration session shall be the same faculty members who participated in the initial review session.
  - v) At the reconsideration, the faculty member may be assisted by a person of his or her choice.
  - vi) Within 20 calendar days of the reconsideration, a Reconsideration Report of Decision, including the standards-based reasons for the decision, shall be provided to the faculty member. Copies of the report also shall be filed in the department office and placed in the faculty member's portfolio, which is then forwarded to the appropriate review agent, i.e., the chair of the Faculty Senate if a valid appeal has been filed (III, E, 1, b of these rules) or the dean if the reconsideration decision is affirmative.
- (b) The faculty member shall have the right to request only one appeal panel from the Faculty Appeals and Grievance Committee during any given academic year's review sequence. If the faculty member requests an appeal panel, the department decisions shall be submitted to this panel for consideration (III, E, 2, b of these rules).
- (c) In case of negative decision(s) for reappointment, following completion of a reconsideration, if the faculty member
- i) does not request an appeal, the department chair shall forward the portfolio and all relevant documents including the reports of decision, and rebuttals produced during the review sequence to dean.
  - ii) does request an appeal, the department chair shall forward the portfolio and all relevant documents including the reports of decision, requests for a reconsideration and/or an appeal, and rebuttals produced during the review sequence to the chair of the Faculty Senate who shall deliver the documents to the chair of the appeals panel (III, E, 3, c, (1) of these rules).
- (d) In case of negative decision(s) for tenure or tenure and promotion, following completion of a requested reconsideration, if the faculty member
- i) does not request an appeal, the department chair shall forward the portfolio and all relevant documents including the reports of

decision, and rebuttal produced during the review sequence to the dean.

ii) does request an appeal, the department chair shall forward the portfolio and all relevant documents including the reports of decision, requests for a reconsideration and/or an appeal, reports of recommended action, and rebuttals produced during the review sequence to the chair of the Faculty Senate who shall deliver the documents to the chair of the appeals panel (III, E, 3, c, (1) of these rules).

(e) In case of negative decision(s) for promotion only, if the faculty member

i) does not request a reconsideration, but submits a written request that the portfolio be forwarded to the dean for review, then the department chair shall forward the portfolio and all relevant documents including the report of decision, standards-based reasons for the decisions, and rebuttals to the dean, or

ii) does not request a reconsideration or forwarding the portfolio for further consideration, then the department chair shall return the portfolio to the faculty member, or

iii) does request a reconsideration, then, upon completion of the reconsideration, the department chair shall forward the portfolio and all relevant documents including the request for a reconsideration, reports of decision, standards-based reasons for the decisions, and rebuttals produced during the review sequence to the dean.

5. Dean s responsibilities

a. The dean shall review and evaluate the faculty member s portfolio. Based on this review, the dean shall prepare a Report of Recommended Action consistent with department standards and in fulfillment of the Document of Intent as weighted by agreement between the faculty member and the department as recorded in the Document of Intent.

b. When reviewing the faculty member s portfolio, the dean may request further explanation or clarification from the department or faculty member and review the department s decision or decisions in cases of reconsideration for

(1) conformity with department, constituency, and university standards and procedures, and

(2) consistency with the data in the portfolio.

c. The dean shall provide a substantive written report of the standards-based reasons supporting the recommended action on the application for reappointment or tenure and/or promotion. The dean shall copy this Report of Recommended Action to the faculty member and the department.

d. The dean shall assemble the following reports in the portfolio and forward it to the chair of the constituency standards committee:

(1) the department s Report of Decision (III, C, 4, f, (2) of these rules),

(2) the department s Reconsideration Report of Decision (III, C, 4, g, (2), (a), vii) of these rules),

- (3) the dean's Report of Recommended Action (III, C, 5, a - c of these rules), and
  - (4) any rebuttals submitted by the faculty member (III, D of these rules).
- e. Negative Recommended Actions
- (1) If any or all of the reports included in the portfolio are negative, then
    - (a) The dean shall inform the faculty member in writing that he or she has the right to
      - i) submit a written rebuttal (III, D of these rules) to any or all Reports of Decisions and Reports of Recommended Action. Such rebuttals shall be placed in the portfolio behind the Report of Decision or Reports of Recommended Action being rebutted. All rebuttals must be placed in the portfolio prior to delivering it to the Chancellor for review and decision.
      - ii) request that a panel from the Faculty Appeals and Grievance Committee (UWS 3.08 (1), III, E, 2, a and b of these rules) be assembled to hear an appeal of any or all decisions and/or recommended actions made within a given academic year's review sequence. While the faculty member may request an appeal panel at any time during a given academic year's review sequence, the faculty member may request only a single panel during any given academic year's review sequence.
    - (b) The faculty member may withdraw an appeal at any time prior to its completion. Such withdrawal terminates consideration of the faculty member's current application for reappointment, tenure and/or promotion. Upon receipt of the written request to withdraw, the dean shall return the portfolio to the faculty member, and send copies of the written request to withdraw to the department, the constituency standards committee, the Vice Chancellor for Academic Affairs, and the Chancellor.
6. Constituency standards committee's responsibilities:
- a. A review shall be conducted by the constituency standards committee which shall be constituted according to III, A, 3, a of these rules.
  - b. The constituency standards committee shall review and evaluate the faculty member's portfolio. Based on this review, the constituency standards committee shall prepare a standards-based Report of Recommended Action consistent with department and constituency standards and in fulfillment of the Document of Intent as weighted by agreement between the faculty member and the department as recorded in the Document of Intent.
  - c. When reviewing the faculty member's portfolio, the constituency standards committee may request further explanation from the department, dean, or faculty member and review the department's decision and dean's recommended action for
    - (1) conformity with department and constituency standards and procedures, and
    - (2) consistency with the data in the portfolio.
  - d. The constituency standards committee shall provide a standards-based written Report of Recommended Action.

- e. The chair of the constituency standards committee shall place a copy of the Report of Recommended Action in the portfolio and give a copy to the faculty member and the department..
  - f. If the Report of Recommended Action is negative, then the chair of the constituency standards committee shall inform the faculty member of the right to submit a written rebuttal (III, D of these rules) to any or all Reports of Decision or Reports of Recommended Action. Such rebuttals shall be placed in the portfolio behind the appropriate report being rebutted. All rebuttals must be placed in the portfolio prior to its being delivered to the Chancellor for review and decision.
  - g. The constituency standards committee record of review of a faculty member shall include
    - (1) date and time of the review,
    - (2) members of the review committee present, the count of which must constitute a quorum (III, A,3, a, (1), (c) of these rules).
    - (3) a list of procedures followed during the review, for example, whether the review was conducted as an open or a closed meeting according to Wisconsin Statutes 19.81-19.98,
    - (4) subjects considered under III, C, 4, b, (2), (c) - (f) and III, C, 4, e, (3) - (6) of these rules,
    - (5) statement of the recommended action, and
    - (6) standards-based reasons supporting the recommended action.
  - h. The chair of the constituency standards committee shall deliver the faculty member s portfolio to the Vice Chancellor for Academic Affairs.
  - i. The constituency standards committee record of review shall be stored in the office of the dean of the constituency.
7. Vice Chancellor for Academic Affairs responsibilities
- a. The Vice Chancellor for Academic Affairs shall review the faculty member s portfolio to ascertain that the reports of decision and recommended action show
    - (1) conformity with department, constituency, and university standards and procedures,
    - (2) consistency with the data in the portfolio, and
    - (3) conformity with the missions and goals of department, constituency, and university.
  - b. When reviewing the faculty member s portfolio, the Vice Chancellor for Academic Affairs may request further explanation or clarification from the faculty member, the appropriate department(s), the appropriate dean(s), or appropriate constituency standards committee.
  - c. The Vice Chancellor for Academic Affairs shall provide a substantive written statement of the standards-based reasons supporting or refuting the department s decision(s) and the constituency standards committee s, and/or the dean s recommended actions. This Report of Recommended Action shall be added to the portfolio and copied to the faculty member, the department, the constituency standards committee, and the dean for reference.

- d. The Vice Chancellor for Academic Affairs shall inform the faculty member in writing that he or she has the right to
    - (1) submit a written rebuttal (III, D of these rules) to any or all recommended actions. Such rebuttals shall be placed in the portfolio behind the Report of Recommended Action being rebutted. All rebuttals must be placed in the portfolio prior to delivering it to the Vice Chancellor for Academic Affairs for review and decision.
    - (2) request that a panel from the Faculty Appeals and Grievance Committee (UWS 3.08 (1) and III, E, 1, a and b of these rules) be assembled to hear an appeal of any or all decisions and/or recommended actions made within a given review sequence.
      - (a) While the faculty member may request that an appeal panel be designated at any time during the review sequence, the faculty member shall be allowed to request only one panel during any given academic year's review sequence.
      - (b) The faculty member may withdraw an appeal at any time prior to its completion. Such withdrawal terminates consideration of the faculty member's current application for reappointment, tenure and/or promotion. Upon receipt of the written request to withdraw, the dean shall return the portfolio to the faculty member, and send the department a copy of the written request.
    - (3) the portfolio shall remain in the Vice Chancellor for Academic Affairs' office until
      - (a) the opportunity for appeal has been exhausted per III, E of these rules, or
      - (b) the Faculty Senate Chair requests the portfolio from the Vice Chancellor for Academic Affairs and delivers it to the chair of the Faculty Appeals and Grievance Committee appeal panel.
8. Chancellor's responsibilities
- a. The Chancellor shall provide written notification to the faculty member, the department, the constituency standards committee, and the dean of the Chancellor's decision to recommend
    - (1) reappointment or non-renewal of probationary faculty members; or
    - (2) tenure and/or promotion and the Board of Regents' decision for tenure and/or promotion or denial of tenure and/or promotion.
  - b. The Chancellor shall follow the notice periods listed in UWS 3.09.
    - (1) When the appointment expires at the end of an academic year, the probationary faculty member must be notified no later than March 1<sup>st</sup> of the first academic year, and not later than December 15 of the second consecutive academic year of service.
    - (2) After two or more years of continuous service at an institution of the University of Wisconsin System, such notice shall be given at least 12 months before the expiration of the appointment.

- c. When the Faculty Appeals and Grievance Committee appeal panel submits its Report of Findings and Recommended Action, the Chancellor rules on the recommended action.
    - (1) The report of the Chancellor's decision, if negative, shall include explicit statements of the particular standards not met and the faculty member's right to request a reconsideration of the decision.
    - (2) The report of the Chancellor's decision shall be given to the faculty member, the department, the dean, the Vice Chancellor for Academic Affairs, and any committee or panel involved in a previous appeal of the case.
    - (3) The decision of the Chancellor is final (UWS 3.08, (3)).
  - d. Except in cases of negative decisions for reappointment or tenure, the Chancellor shall
    - (1) place copies of all decisions in the faculty member's personnel file, and
    - (2) return the portfolio to the faculty member upon completion of all personnel actions.
  - e. The Chancellor shall provide a written Report of Recommended Action to the Board of Regents for all faculty recommended for tenure and/or promotion.
  - f. In case of negative decisions for reappointment or tenure, the Chancellor shall secure copies of all relevant documents including the portfolio, reports of decision, requests for a reconsideration and/or an appeal, reports of recommended action, and rebuttals produced during the review sequence for possible use as required by law.
9. Review of probationary faculty members holding positions in more than one academic department.
- a. At the time of the initial appointment or reassignment to faculty status in more than one department, the departments, dean(s), and Vice Chancellor for Academic Affairs shall negotiate the terms of the joint appointment including
    - (1) assignment of a home department, and
    - (2) method that shall be used to resolve disagreements regarding reappointment, tenure, and/or promotion decisions.
  - b. The Vice Chancellor for Academic Affairs shall report the negotiated terms of joint appointment to the Chancellor.
    - (1) If the Chancellor does not approve the terms of appointment, then the Chancellor shall request that the faculty member, departments, dean(s) and Vice Chancellor for Academic Affairs renegotiate the terms of appointment.
    - (2) If the Chancellor approves all aspects of the terms of joint appointment, including the method for resolving disagreements regarding reappointment, tenure, and/or promotion decisions, then the Chancellor shall record the terms of the joint appointment in the faculty member's appointment or reassignment letter (III, B, 10 of these rules).
  - c. The academic departments and respective college dean(s) in which a probationary or a tenured faculty member holds an appointment shall review the faculty member's performance for reappointment, tenure and/or promotion.

#### **D. Rebuttals:**

1. A faculty member may submit a written rebuttal to any or all Reports of Decision (III, C, 4, f, (2) of these rules) or Reports of Recommended Action.( III, C, 5, g; III, C, 6, e, (1), (a), i); and III, C, 7, d, (1) of these rules).
2. Such rebuttals shall be placed in the portfolio behind the Report of Recommended Action or Report of Decision being rebutted.
3. All rebuttals must be placed in the portfolio prior to its being delivered to the Chancellor for review and decision.
4. In addition, the faculty member may request that an appeal panel be designated at any time during a given academic year s review sequence. The faculty member shall be allowed to request only one panel during any given academic year s review sequence.

#### **E. Appeals**

1. Appellant s responsibilities:
  - a. Submit a valid appeal to the chair of the Faculty Senate.
  - b. To be valid, the appeal must
    - (1) be in writing,
    - (2) specify the decision(s) and/or Reports of Recommended Action(s) which are being appealed (III, C, 4, f, (2); III, C, 5, e, (1), (a), i); III, C, 6, g; and III, C, 7, d, (1) of these rules),
    - (3) state the grounds of the appeal by reference to some part of UWS 3.08, (1) and by reference to the relevant records of review and reports of decision, reconsideration, and/or recommended action (III, C, 4, f, (2); III, C, 5, e, (1), (a), i); III, C, 6, g; and III, C, 7, d, (1), of these rules), and
    - (4) be delivered to the chair of the Faculty Senate prior to the time that materials are to be delivered to the next level in the review process (See timeline, III, I of these rules.). If the appeal has not been filed prior to the review by the Vice Chancellor for Academic Affairs, then to be valid, the appeal must be filed within 10 calendar days of the receipt of the negative Report of Recommended Action from the Vice Chancellor for Academic Affairs.
  - c. The appellant may submit evidence or argument to the Faculty Appeals and Grievance Committee appeal panel.
  - d. The appellant may be assisted by a person of his or her choice.
  - e. The burden of proof is on the appellant.
  - f. A faculty member may withdraw the appeal at any time. Upon receipt of a written request to withdraw an appeal, the chair of the appeal panel shall forward a copy of the request and the portfolio to the dean. Such withdrawal terminates consideration of the faculty member s application for reappointment, tenure and/or promotion.
2. Dean s responsibilities:
  - a. Within five calendar days of the time the dean receives a copy of a negative decision or Report of Recommended Action or writes a negative Report of Recommended Action, the dean shall inform the faculty member in writing that he

- or she has the right to file a rebuttal (III, D of these rules) and/or request that a panel drawn from the Faculty Appeals and Grievance Committee consider an appeal of the department decision or subsequent recommended action(s) (UWS 3.08, (1) and III, C, 6, e, (1), (a), (ii) of these rules).
- b. When a valid appeal has been filed and an appeal panel chair identified, the dean shall forward the portfolio to the chair of this panel.
  - c. If the faculty member does not file a valid appeal, then the dean shall return the portfolio to the faculty member.
  - d. When the appeal panel chair sends the faculty member s portfolio and written request to withdraw an appeal to the dean, the dean shall return the portfolio to the faculty member.
3. Faculty Appeals and Grievance Committee appeal panel s composition and responsibilities
- a. A Faculty Appeals and Grievance Committee appeal panel hears an appeal when a faculty member files a valid appeal (III, E, 1, b of these rules) of negative reappointment, promotion, or mandatory tenure and/or promotion decision(s) (III, C, 4, f, (2); III, C, 5, e, (1), (a), i); III, C, 6, g; and III, C, 7, d, (1) or recommended action(s).
  - b. Composition
    - (1) Upon receiving a valid appeal (III, E, 1, b of these rules), the Faculty Senate Chair shall assemble a five-member appeal panel from the Faculty Appeals and Grievance Committee to review the appellant s portfolio and all relevant materials (VIII, C, Faculty Committees).
    - (2) An appeal panel shall not include a member of the appellant s department(s) or constituency standards committee.
    - (3) The panel shall elect a chair by simple majority vote.
  - c. Proceedings
    - (1) The Faculty Senate Chair shall deliver the appellant s portfolio and other relevant documents including reports of decision, requests for a reconsideration and/or an appeal, reports of recommended action, and rebuttals produced during the review sequence to the chair of the appeal panel.
    - (2) The appeal panel shall schedule the review of the decision(s) and/or recommended action(s) being appealed and give the appellant notice that the
      - (a) review shall be in accordance with UWS 3.08,
      - (b) appellant may submit evidence or argument to the panel, and
      - (c) appellant may be assisted by a person of his or her choice, and
      - (d) burden of proof is on the appellant.
    - (3) The review of the decision(s) and/or recommended action(s) being appealed shall be conducted in accordance with UWS 3.08.
    - (4) Material, information, and evidence to be considered by the appeal panel
      - (a) The appeal panel shall review the decision(s) of the department (III, C, 4, f (1) and (2) or III, C, 4, g, (2), (a), vii) of these rules) and recommended actions of the constituency standards committee (III, C, 6, g of these

rules), the dean (III, C, 5, c of these rules), and the Vice Chancellor for Academic Affairs (III, C, 7, c of these rules) for evidence that any negative decision or recommended action was based in any significant degree upon impermissible factors, as defined in UWS 3.08, with material prejudice to the faculty member. In other words, the appeal panel is not constrained as to the level of decision or recommended actions which it may review.

- (b) The appeal panel may hear any witnesses and consider any evidence relevant to issues addressed in UWS 3.08 offered by either the appellant or the respondent(s). The panel may request additional relevant evidence or testimony for its consideration.
- (5) The findings and recommended action of the appeal panel shall be determined by simple majority vote of the panel.
- (6) The appeal panel shall issue a written Report of Findings and Recommended Action within 20 calendar days of receipt of the portfolio. This time limit may be extended by mutual agreement of the appeal panel and the appellant.
- (7) The appeal panel shall retain jurisdiction during the pendency of any reconsideration (III, E, 3, e, (1) of these rules).
- (8) Following any reconsideration initiated under III, E, 3, e, (1), (a) of these rules, the appeal panel shall review the report of the reconsideration process. The panel shall issue a second report stating either
  - (a) the panel supports the reconsideration decision, or
  - (b) the panel finds that such reconsideration decision is based in significant degree upon impermissible factors (UWS 3.08).
- d. Record of Proceedings
  - (1) A Record of Proceedings shall be made throughout the appeal process. The chair of the appeal panel shall maintain the integrity of this record.
  - (2) The record of proceedings shall contain the following items
    - (a) date and time of meetings, correspondence, or other relevant communication,
    - (b) members of the appeal panel present,
    - (c) list of motions made and voted upon during the appeal, including any vote to go into closed sessions according to the Wisconsin Statutes 19.81-19.98.
    - (d) documentation of testimony or evidence presented,
    - (e) statement of the findings and recommended action made, and
    - (f) standards-based reasons supporting the findings and recommended action made.
- e. Types of Recommended Actions
  - (1) Affirmative recommended actions involving promotion or reappointment: The report of the appeal panel shall include an explanation of how the decision(s) and/or recommended action(s) was/were based in any significant degree upon impermissible factors, as defined in UWS 3.08, with material prejudice to the faculty member; and *either*

- (a) shall include, with or without instructions, a remand to the deciding or recommending body at whichever level the aggrieved decision or recommended action was based in any significant degree upon impermissible factors. In such case, the chair of the appeal panel shall return the portfolio and all relevant documents including the reports of decision, requests for a reconsideration and/or an appeal, reports of recommended action, and rebuttals produced during the review sequence along with the panel's Report of Recommended Action to the appropriate deciding or recommending body which shall reconsider under UWS 3.08, (3) and report its consequent decision or recommended action to the appeal panel.
  - (b) or shall include a statement explaining why such remand would serve or has served no useful purpose. In such case, the recommended action by the appeal panel shall be considered to be an affirmative recommended action for reappointment or promotion. Depending on the decision or recommended action appealed, the chair of the appeal panel shall forward the portfolio and all relevant documents including the reports of decision, requests for a reconsideration and/or an appeal, reports of recommended action, and rebuttals produced during the review sequence along with the panel's Report of Recommended Action(s) to the agent that would be in line to make the next recommendation in the review sequence.
- (2) Affirmative recommended actions involving mandatory tenure: The report of the appeal panel shall include an explanation of how a decision or recommended action for tenure was based in any significant degree upon impermissible factors, as defined in UWS 3.08, with material prejudice to the faculty member. And such report *either*
- (a) shall include, with or without instructions, a remand to the deciding or recommending body at whichever level the tenure denial was based in any significant degree upon impermissible factors. In such case, the appropriate deciding or recommending body shall reconsider under UWS 3.08, (3) and report its consequent decision or recommended action to the appeal panel
  - (b) or all of the following
    - i) a statement that such remand would serve or has served no useful purpose, and
    - ii) direction to the Faculty Senate Executive Committee to appoint an *ad hoc* credential review committee, sometimes referred to as a Notestein committee (Wisconsin Statutes 36.13 (2) (b)), and
    - iii) a list of credential materials the *ad hoc* credential review committee is to consider, and
    - iv) notice to the appellant that the appellant may submit a written request to the Faculty Senate Chair to terminate the process at any time.

- (3) Negative recommended actions involving reappointment, tenure and/or promotion: The committee shall make a written report of its findings and recommended action. Such report shall include a statement that the appealed decision or recommended actions was not based in any significant degree on any impermissible factors as defined in UWS 3.08 with material prejudice to the faculty member. The chair of the appeal panel shall forward the portfolio and all relevant documents including the reports of decision, requests for a reconsideration and/or an appeal, reports of recommended action, and rebuttals produced during the review sequence to the Chancellor who shall secure copies of all documents for possible use as required by law.
- f. Report and disposition of the Report of Findings and Recommended Action, records, and documents
- (1) The appeal panel chair shall forward the Record of Proceedings to the Vice Chancellor for Academic Affairs to be placed in the faculty member s personnel file. At the end of five years, the Vice Chancellor for Academic Affairs shall send the personnel file to the University Archives for permanent storage.
  - (2) The appeal panel chair shall send copies of its Report of Findings and Recommended Actions to the appellant, department(s), dean, constituency standards committee, Faculty Senate Chair, and Vice Chancellor for Academic Affairs for reference. The appeal panel chair also shall place one copy of the Report of Findings and Recommended Action in the appellant s portfolio.
  - (3) In cases of an appeal of a tenure decision, if the appeal panel directs that an *ad hoc* credential review committee be formed, the appeal panel chair shall forward all materials to the Faculty Senate Chair, including any materials to be considered by the *ad hoc* credential review committee (III, E, 3, e, (2), (b) and III, E, 4 of these rules).
  - (4) If the Faculty Senate Chair, Faculty Senate Secretary, or any member of the Faculty Senate Executive Committee participated in any level of the review process, then she or he shall not participate in identifying, appointing, or administering the *ad hoc* credential review committee.
  - (5) When the appeal panel makes an affirmative Report of Findings and Recommended Action in a promotion or reappointment case and does not remand the case to the deciding or recommending body at whichever level the appealed decision or recommended action was made, the appeal panel chair shall place a copy of the Report of Findings and Recommended Action in the portfolio and forward the portfolio to the appropriate review agent, i.e., the dean or the chair of the constituency standards committee, or the Vice Chancellor for Academic Affairs for review and decision. *Refer to the review schedule in Appendix C of these rules.*
  - (6) When the appeal panel makes a negative Report of Findings and Recommended Action

- (a) The appeal panel chair forwards copies of the report of the appeal panel findings and Report of Findings and Recommended Action to the appellant, department(s), dean, Faculty Senate Chair, and the Vice Chancellor for Academic Affairs.
  - (b) If the appellant submits a written withdrawal of the appeal, the appeal panel chair shall return the portfolio and attached materials to the appellant and forward copies of the written request to withdraw to the
    - i) department,
    - ii) Faculty Senate Chair, and
    - iii) Vice Chancellor for Academic Affairs
  - (c) In a reappointment or mandatory tenure decision, since there are no further appeals possible, the appeal panel chair shall deliver the portfolio to the office of the Vice Chancellor for Academic Affairs where it shall be retained with the faculty member's personnel file. At the end of five years, the Vice Chancellor for Academic Affairs shall send the personnel file and portfolio to the University Archives for permanent storage.
  - (d) Upon written request to the appeal panel chair, an appellant whose appeal of a non-renewal decision is denied by the appeal panel shall be allowed to copy all documents, recordings, or other transcripts of oral testimony or argument heard by the appeal panel.
  - (e) In a promotion decision affecting a tenured faculty member, since there are no further appeals possible, the appeal panel chair shall return the portfolio to the appellant.
4. *Ad hoc* credential review committee's composition and responsibilities
- a. This section complies with Wisconsin Statutes 36.13, (2), (b), when the Faculty Appeal and Grievance Committee appeal panel
    - (1) finds that a denial of tenure was based in a significant degree upon impermissible factors as defined in UWS 3.08 with material prejudice to the faculty member, and
    - (2) directs the Faculty Senate Executive Committee to appoint an *ad hoc* credential review committee (III, E, 3, e, (2), (b), ii) of these rules).
  - b. The Faculty Senate Executive Committee administers proper operation of the *ad hoc* credential review committee and retains jurisdiction over all conduct, proceedings, and materials until the committee submits its report to the Chancellor.
  - c. Composition
    - (1) At the direction of the Faculty Appeal and Grievance Committee appeal panel, the Faculty Senate Executive Committee shall select the *ad hoc* credential review committee.
    - (2) The *ad hoc* credential review committee shall consist of five members from the appellant's discipline or from substantially allied disciplines.
      - (a) Three members shall be tenured faculty members employed at UW-Whitewater, but no member shall be from the appellant's department(s) or its equivalent.

- (b) Two members shall be tenured faculty members employed at other accredited universities, and must have academic credentials and qualifications that reside within the appellant's discipline.
  - (3) The Faculty Senate Executive Committee shall name a committee chair from among the UW-Whitewater membership.
  - (4) The Faculty Senate Executive Committee shall have 30 calendar days from the receipt of the appeal panel's direction to form the *ad hoc* credential review committee.
- d. Proceedings
  - (1) All members of the *ad hoc* credential review committee shall review the documentary evidence as specified in Wisconsin Statutes 36.13, (2), (b).
  - (2) All members of the *ad hoc* credential review committee shall discuss their review of the faculty member's performance as represented by the portfolio contents via synchronous electronic exchange or a face-to-face meeting at least one time during their deliberations.
  - (3) The *ad hoc* credential review committee shall determine if the faculty member qualifies for tenure under all applicable UW-Whitewater department standards and Board of Regents Policy 74-13, Student Evaluation of Instruction.
  - (4) The *ad hoc* credential review committee shall not base its decisions upon impermissible factors as defined by UWS 3.08.
  - (5) The *ad hoc* credential review committee shall complete its work within 30 calendar days from the date of publication (Wisconsin Statutes 19.81-19.98) of the *ad hoc* credential review committee's membership.
  - (6) A Record of Proceedings shall be made throughout the appeal process. The chair of the appeal panel shall maintain the integrity of this record.
- e. Record of Proceedings: The Record of Proceedings shall contain the following items
  - (1) date and time of meetings, correspondence, or other relevant communication,
  - (2) members of the appeal panel present,
  - (3) list of motions made and voted upon during the appeal, including any votes to go into closed sessions according to the Wisconsin Statutes 19.81-19.98.
  - (4) documentation of testimony or evidence presented,
  - (5) written Report of Findings and Decision, and
  - (6) written, standards-based reasons supporting the findings and decision.
- f. Types of decision
  - (1) Affirmative decision supporting the award of tenure: If the *ad hoc* credential review committee finds that the faculty member does meet the qualifications for tenure, then in its Report of Findings and Decision, the *ad hoc* credential review committee shall include an explicit, standards-based rationale for its findings
  - (2) Negative decision supporting the denial of tenure: If the *ad hoc* credential review committee finds that the faculty member does not meet the qualifications for tenure, then in its Report of Findings and Decision, the *ad*

*hoc* credential review committee shall include an explicit, standards-based rationale for its findings, specific instances in which the faculty member's performance as documented in the credentials had not met one or more applicable standard.

- g. Report and disposition of findings, decision, records, and documents
  - (1) The *ad hoc* credential review committee shall submit a written Report of Findings and Decision to the
    - (a) Chancellor,
    - (b) appellant,
    - (c) appellant's academic department(s),
    - (d) chair of the constituency standards committee,
    - (e) dean,
    - (f) Faculty Senate Chair, and
    - (g) chair of the Faculty Appeals and Grievance Committee appeal panel.
  - (2) The *ad hoc* credential review committee shall submit all materials to the office of the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs shall place the Report of Findings and Decision of the *ad hoc* credential review committee in the appellant's official personnel file.
- h. Actions based on the findings and decision of the *ad hoc* credential review committee
  - (1) If the *ad hoc* credential review committee makes an affirmative decision, the Chancellor subsequently may recommend to the Board of Regents that a tenured appointment be granted without a concurring recommended action from the appellant's academic department(s) or functional equivalent. The Chancellor's decision is final (UWS 3.08, (3)). Such action is in accord with Wisconsin Statutes 36.13 (2) (b).
  - (2) If the *ad hoc* credential review committee makes a negative decision,
    - (a) the appellant is, upon written application to the chair of the *ad hoc* credential review committee, allowed to copy all documents, transcripts and audio recordings possessed by the *ad hoc* credential review committee.
    - (b) the Chancellor may not recommend that the Board of Regents grant tenure.
- i. The campus administration shall reimburse the Faculty Senate account for the compensation of legitimate travel expenses incurred by the *ad hoc* credential review committee members who come from other institutions. Compensation shall be limited to transportation, lodging, and meals.

## **F. The Portfolio**

- 1. Disposition of the Portfolio: In so far as the portfolio is a synthesis of a faculty member's professional performance, it belongs to the faculty member. Once the faculty member has submitted the portfolio to the department for review, the only materials that shall be added to the portfolio are those specified in these rules (III, C, 5, d; III, C,

6, f; III, D; and III, F, 4). Documents shall not be removed from the portfolio without the consent of the faculty member. Likewise, the faculty member may not add or remove documents specified in these rules without the explicit consent of the Vice Chancellor for Academic Affairs. In case of negative decisions for reappointment or tenure, the Chancellor shall secure copies of all relevant documents including the portfolio, reports of decision, requests for a reconsideration and/or an appeal, reports of recommended action, and rebuttals produced during the review sequence for possible use as required by law.

2. General Guidelines for Preparation of the Portfolio
  - a. Use Times, 12 point typeface for body of text.
  - b. Develop a table of contents for each year under consideration and label each item for easy location and identification.
  - c. Include a written narrative for each year. Use a maximum of three pages for this narrative. The narrative should consider the faculty member's
    - (1) critical evaluation of his/her performance in teaching, research and creative activity, and professional and public service,
    - (2) description of his/her performance as it relates to the university principles in teaching, research and creative activity, and professional and public service,
    - (3) description of his/her performance as it relates to his/her departmental and constituency standards in teaching, research and creative activity, and professional and public service
    - (4) description of his/her performance as it relates to the Document of Intent or annual face-to-face goals.
3. Include only accomplishments during the time period covered by the Document of Intent.
4. For each year period presented in the portfolio, the following basic documentation should be included:
  - a. Updated table of contents with blanks for signatures from the faculty member and all reviewing bodies attesting to the integrity of the portfolio's contents as listed in the table of contents.
  - b. Updated vita
  - c. Document of Intent
  - d. Faculty member's narrative
  - e. Performance Evaluation Form prepared by candidate, using standard classification of performance data
  - f. Department evaluation
  - g. Reports of Decision(s)
  - h. Reports of Recommended Action
  - i. Representative evidence of teaching/job performance, research/creative activities, and professional and public service activities. The evidence included in the portfolio shall be *representative*, and thus, limited to one or two examples in each category for each year of review. However, the faculty member should have complete documentation available upon request.

- j. Any documents produced through an appeal process or other reviews should be included in the portfolio

## **G. Standard Classification of Performance Data**

1. Guidelines for using the standard classification of performance data
  - a. When preparing the portfolio, the faculty member is expected to use the standard classification scheme to determine where various activities should be listed. The extent of the list is not intended to suggest that any one faculty member should have an example of each type of listed activity; the intent is to indicate where to place the wide variety of teaching, scholarly, and professional and public service enterprises in which the faculty engage.
  - b. Changes in the standard classification
    - (1) Departments and units responsible for performance evaluations may add items of performance to a category, but may not remove an item from the standard classification.
    - (2) Departments and units responsible for performance evaluations may not move items among categories for the standard classification.
    - (3) The Faculty Senate is responsible for revisions of the standard classification. At the time the Faculty Senate approves revisions of the standard classification, it also shall define the effective date of the revisions to insure reasonable and just lead time.
    - (4) In the narrative statement, the faculty member should discuss the activities included in an order that suits the coherence and enhances the meaning of the narrative, not the order in which the activities are listed in this classification scheme. This narrative should establish the context of the faculty member's position and the relevance and importance of the activities in fulfilling the responsibilities associated with the position.
  - c. Since the major purpose of the portfolio is to chronicle the development of a faculty member throughout his or her professional career, the relative emphasis given to the different categories may change over time which would be reflected in the order in which the activities are considered in the narrative statement.
  - d. The standard classification is used for all performance reviews, i.e. for reappointment, tenure and/or promotion decisions.
2. Teaching Activities
  - a. Instructional Methodology
    - (1) Course syllabi
    - (2) Design and development of innovative teaching methods or media
    - (3) Student assignments, presentations, projects
      - (a) Methods of assessing and evaluating student progress
      - (b) Edited video tapes of classroom instruction
  - b. Evaluation
    - (1) Peer observation and review (See Appendix B of these rules.)
      - (a) Presentation of material during peer observation sessions

- (b) Student participation during peer observation sessions
  - (c) Communication with students during peer observation sessions
  - (d) Student evaluation of course and instructional approach (See Appendix B of these rules.)
  - (e) Exit evaluations by students upon completion of the program
- c. Service to Students
- (1) Advising and mentoring students
  - (2) Student evaluation of advising and mentoring
  - (3) Supervision of student research projects and independent studies
  - (4) Supervision and consultation on graduate projects, theses, and independent studies
  - (5) Assistance with job or graduate school placement
  - (6) Writing letters of recommendation for credential files, graduate school applications, internships, and scholarships
  - (7) Organizing student attendance and participation in student and/or professional conferences
  - (8) Using varied forms of electronic media to support instructor accessibility, e.g., e-mail, class lists, bulletin boards
- d. Enhancement of Teaching Skills
- (1) Participation in programs and/or conferences for improving teaching
  - (2) Peer consultation or mentoring
  - (3) Team or collaborative teaching
  - (4) Faculty exchanges
  - (5) Observation of master teachers
  - (6) Changes in classroom approach that are connected to peer observations
  - (7) Changes in classroom approach that are based on student performance on assessments
  - (8) Changes in classroom approach that result from personal analysis of one's own teaching in the light of review of research, literature, or interactions with inservice personnel.
- e. Student Performance
- (1) Student performance on assessments prepared by agents external to the immediate classroom
  - (2) Student performance on assessments prepared by the instructor
- f. Support for Department Goals
- (1) Curriculum development
  - (2) Developing new programs and/or licensure authorizations
  - (3) Off-campus teaching
  - (4) Participation in distance education
  - (5) Preparing and delivering testimony in the State Legislature related to the goals of the college and department
  - (6) Working with inservice professionals to provide on-site opportunities and exchanges for students as part of campus based classroom experiences

- g. Course Load
  - (1) Undergraduate and graduate courses taught
  - (2) Factors influencing the course load
    - (a) Class sizes
    - (b) Number of preparations per semester
    - (c) Number of times the faculty member has taught the course
    - (d) Number of new instructional materials introduced in the course, e.g., using a new textbook, reader, or format
    - (e) Collaborative or team teaching involved in the course load
  - (3) Types of courses taught: proficiency, common core, required for a major program, general education, elective, laboratory, studio, clinical or field program
- h. Honors and Awards
  - (1) Grants for the improvement of teaching
  - (2) Awards recognizing teaching excellence by any level from a student organization through an international professional organization
- 3. Job Performance of Faculty with Non-teaching Assignments
  - a. Skill and Knowledge
    - (1) Knowledge of job assignment
    - (2) Organization skills
    - (3) Communication skills
  - b. Management skills
    - (1) Responsible fiscal planning and budget management
    - (2) Curriculum and program scheduling
    - (3) Resource and technology planning
  - c. Professional Effort
    - (1) Participation in programs for professional improvement
    - (2) Efficiency of operation
    - (3) Support for the unit staff
    - (4) Participation in the development of effective and efficient operational practices
    - (5) Support of university goals and mission
    - (6) Support of unit/service area goals and mission
  - d. Leadership
    - (1) Work with faculty and professional staff in defining context relevant goals and long term plans
    - (2) Coordination and marshaling of resources to achieve goals
- 4. Research and Creative Activity
  - a. Published/Reviewed/Refereed/Invited Works
    - (1) Articles
      - (a) Book or literature review
      - (b) Bibliography
      - (c) Essay or paper in an anthology

- (d) Professional journal article
- (e) Proceedings
- (f) Public/Trade journal article
- (g) Article translation
- (2) Books
  - (a) Chapter in a book
  - (b) Book
  - (c) Monograph
  - (d) Book edited or translated
  - (e) Instructional materials, e.g., readers for courses, state curriculum guides, test banks, instructor s manuals
- (3) Grant Proposals
  - (a) Grant proposals accepted for funding
  - (b) Grant proposals for which the funding decision is pending
  - (c) Grant proposals submitted for funding
- (4) Performance and Artistic Works
  - (a) Short story, poem, dramatic work
  - (b) Musical composition or arrangement
  - (c) Choreography
  - (d) Exhibition of works of art, graphics, crafts, and design
  - (e) Performances and recitals, plays, and readings
  - (f) Master classes and workshops
  - (g) Direction of works in the performance arts
  - (h) Recorded works in the performance arts
- (5) Electronic Media
  - (a) Computer software development
  - (b) Multimedia production
  - (c) Web based graphic design generating virtual reality options
  - (d) Broadcast, film, electronic media design and production
- (6) Conferences
  - (a) Papers
  - (b) Presentations
  - (c) Panels
  - (d) Workshops
  - (e) Scholarly consultations or seminars related to one s area of expertise
- b. Works Not Refereed or Not Adjudicated: Presentations, papers, panels, workshops, or performances at a professional meeting without a review policy
- c. Honors and Awards: Awards recognizing outstanding research and creative activity by any level from a department through an international professional organization.
- 5. Professional and Public Service Activities
  - a. Service to the Profession
    - (1) Editor of a professional journal

- (2) Adjudicator of exhibit, performance, design, program, i.e., serving as a member of a program, agency, or school evaluation team for an accrediting agency
  - (3) Reviewer of conference proposals or journal manuscripts
  - (4) Reviewer of grant proposals for funding agency
  - (5) Reviewer of promotion or personnel files as a member of an *ad hoc* credential review committee
  - (6) Reviewer/mentor of research in progress.
  - (7) Discipline-related consultant
  - (8) Officer of or service to a professional association
  - (9) Attendance at professional meeting or conference
  - (10) Provider of non-credit continuing education
  - (11) Cooperative sharing of expertise with campus colleagues
  - (12) Presenter of inservice programs for faculty and staff
  - (13) Member of a state, regional, national, or international committee associated with one s discipline
  - (14) Officer in a state, regional, national, or international organization associated with one s discipline.
- b. Service to Department, Constituency, University, and/or System
    - (1) Member of a department, constituency, university, or system committee
    - (2) Officer of a department, constituency, or university committee
    - (3) Contributor to department, constituency, or university reports, i.e., audit, accreditation, self-study
    - (4) Assigned mentor or advisor to a probationary faculty member
    - (5) Advisor to a student group
    - (6) Participant in a campus activity requiring frequent, regular or extended investment of time and effort, e. g., serving as the Men s Faculty Athletic Representative for the NCAA
    - (7) Advisor, consultant, or judge for a student organized activity or event on campus, e. g., judging homecoming floats or candidates
    - (8) Organizer for a campus sponsored conference
    - (9) Support staff member for a campus sponsored conference
  - c. Public Service
    - (1) Discipline-related presentation or service to a local, regional, or national agency or group
    - (2) Discipline-related service to community organizations
  - d. Honors and Awards
    - (1) Department, constituency, or university service awards
    - (2) Service award from a discipline-related professional organization

## **H. University Minimum Requirements for Appointment, Reappointment, Tenure, and/or Promotion**

### **1. Minimum Rank Requirements**

- a. Instructor: Minimum educational preparation code 4
  - b. Assistant Professor: There shall be no minimum time in rank for instructors who hold the terminal degree for promotion to assistant professor except for the restriction in III, B, 8, a, (3) of these rules.
    - (1) To be eligible for promotion to the rank of assistant professor, the faculty member must have
      - (a) an educational preparation code 3, or for practicing librarians, a master s degree in library science, and
      - (b) at least three years of full-time college or university teaching and/or appropriate experience before the effective date of the promotion to the rank of assistant professor if appointed or promoted to the rank of instructor at this university.
  - c. Associate Professor: To be eligible for promotion to the rank of associate professor, the faculty member must have
    - (1) an educational preparation code 1, or for practicing librarians, a master s degree in library science plus either an additional master s degree or a specialist s degree in library science,
    - (2) at least four years of full-time college or university teaching and/or appropriate experience, and
    - (3) a minimum of three academic years at UW-Whitewater before the effective date of the promotion to the rank of associate professor if the faculty member was appointed or promoted to the rank of assistant professor at this university. If a faculty member served at this university as a full time instructional academic staff member immediately prior to appointment as assistant professor in the same department, then for the purpose of a promotion decision, the service as full-time instructional academic staff may be considered to be service as an assistant professor.
  - d. Professor: To be eligible for promotion to the rank of professor, the faculty member must have
    - (1) an educational preparation code 1,
    - (2) at least ten years of full-time college or university teaching or other appropriate experience, and
    - (3) a minimum of three academic years in the rank of associate professor if the faculty member was appointed or promoted to associate professor on this campus before the effective date of the promotion to the rank of professor.
  - e. Exceptions: Exceptions to the above requirements may be made if a candidate s unusual qualifications are judged to possess exceptional merit. The burden of proof of such merit shall be on the applicant and the department originating the application. The constituency standards committee makes the final decision on making exceptions to the university minimum requirements policy.
2. Educational Preparation Code
- a. Educational preparation codes and requirements
 

Educational	Formal
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Preparation Code	Education Requirement
1*	Ph.D. Ed.D. Earned doctorate equivalent to the Ph.D. or Ed.D. requiring the minimum equivalent of three full years of graduate study beyond the baccalaureate degree. A refereed terminal degree in the area of specialization, e. g., M.F.A. in studio arts.
2	Earned degrees requiring a minimum of three full years of work beyond the baccalaureate degree All requirements for the doctorate met with the exception of the completion of the dissertation.
3	A master s degree plus one full year of graduate study as measured by the institution where graduate work is applicable in a degree program. Specialist degree or its equivalent Two-year master s degree
4	Master s degree
5	Baccalaureate degree
6	No baccalaureate degree

- b. Unresolved questions concerning the assignment of Educational Code shall be submitted to the University Standards Committee for decision.

\* Only doctorates from accredited (Regional Accreditation Associations) colleges and universities will entitle a faculty member of Educational Code 1, but no one granted Educational Code 1 prior to May 1, 1996, shall lose educational Code 1 on this account.

*Refereed* as determined by three bodies, for example, a professional organization, the university, and the area of specialization.

### I. Review, Decision, and Recommendation Timeline

First Class Day of the Second Week of Classes	All faculty members scheduled for a review and decision granting reappointment, tenure, and/or promotion submit their portfolios to the departments ( <i>See consultation/review schedule chart, Appendix C of these rules</i> ). At last 20 days prior to the date of review, the departments must give these candidates Notice of Review (UWS 3.06(c)).
First Friday in October	All faculty members scheduled for a department consultation shall submit their portfolios to the departments, i.e., those faculty

members who are in their third and fifth years on campus unless three years of experience had been granted at the time of the initial appointment (*See consultation/review schedule chart, Appendix C of these rules*).

First Friday in November	Departments forward all reappointment portfolios and reports of decisions to the constituency dean(s). ( <i>See consultation/review schedule chart, Appendix C of these rules</i> ). The portfolio shall be forwarded to the constituency dean(s) only after the department holds a requested reconsideration. When the department completes a reconsideration its Reconsideration Report of Decision shall replace the original Report of Decision in the portfolio to be forwarded to the constituency dean(s) for review.
December First	<p>The constituency dean(s) shall forward to the Vice Chancellor for Academic Affairs all portfolios, reports of decision, reports of recommended action, and rebuttals affecting faculty scheduled for second year reviews.</p> <p>The constituency dean(s) shall forward to the Constituency Standards Committee (CSC) all portfolios, reports of decision, reports of recommended action, and rebuttals affecting faculty scheduled for the fourth and sixth year reviews.</p>
December Fifteenth	In accordance with UWS 3.09, (1), (a), the Vice Chancellor for Academic Affairs shall notify second year probationary faculty of reappointment decisions. The Vice Chancellor for Academic Affairs also shall inform the probationary faculty of the date of their next reappointment review and decision. This date will be determined by the department decision to offer a two year or a one year contract.
Second Friday in January	The CSC shall have completed preparation of Reports of Recommended Action for the reviewed faculty members. The CSC shall place the committee s Report of Recommended Action in each reviewed faculty member s portfolio. The CSC shall deliver a copy of the Report of Recommended Action to the faculty member and the department. When all reports of decision(s), reports of recommended action, and rebuttals are present in the portfolios, the chair of the CSC shall forward them to the Vice Chancellor for Academic Affairs.
First Friday in February	The Vice Chancellor for Academic Affairs shall review the portfolios, prepare a Report of Recommended Action, place a copy

of the report in the portfolio, and send a copy of the report to the faculty member and the faculty member's department, CSC, and dean(s). The Vice Chancellor for Academic Affairs forwards portfolios including all reports of decisions, recommended actions, and rebuttals to the Chancellor for review and decision.

Fourth Friday in February

The Chancellor shall prepare a written, standards-based summary of the portfolio review and decision. The Chancellor shall forward a copy of this summary to the faculty member, the department, the CSC, and the dean(s).

Timeline Revised July 23, 2003

## **Appendices**

**Appendix A:  
Definitions**

## DEFINITIONS

- A. **Constituency:** Any of the five faculty constituencies: University Library and the colleges of Arts and Communication, Business and Economics, Education, and Letters and Sciences.
- B. **Dean:** The administrative head of a constituency. The Vice Chancellor for Academic Affairs performs the function of a dean for the faculty in the University Library and any other faculty whose tenure appointment does not reside in any other unit.
- C. **Department:** The organizational unit within the constituency that has the responsibility for making recommendations and decisions related to recruitment, reappointment, tenure, promotion, post-tenure review, and merit.
- D. **Document of Intent:** The faculty member writes a Document of Intent for each coming year of appointment. A Document of Intent indicates the proportion of effort that the faculty member intends to invest in the areas of teaching, administration, service, and research and creative activity during the next academic year. These documents describe those tasks, projects, or other performance indicators encompassed by this investment. Sections III, A, 2, b, (2); III, C, 1, c & d; III, C, 3, b, & c; III, C, 4, a & c; III, C, 4, e, (3); III, C, 4, g, (1), (b); and III, F of these rules describe key procedures for use of this document. The term *intent* is used in these rules to indicate that in some instances faculty will meet unexpected circumstances requiring modification of the initial intentions.
- E. **Portfolio:** The common university format as defined by the University Standards Committee and approved by Faculty Senate for submission of performance evaluation materials (III, F of these rules). The portfolio contains a copy of the department, constituency, and university standards.
- F. **Procedure:** A rule that governs how standards shall be applied in making recruitment, initial appointment, reappointment, tenure, promotion, merit, and post-tenure review decisions. For actions taken under UWS 3.08, procedure shall be deemed equivalent to procedures required by rules of the faculty or board as defined in UWS 3.08 (1), (c), 1.
- G. **Standard:** The level of performance to be met (See UWS 3.06 (1), (b).). For actions taken under UWS 3.08, standards shall be deemed equivalent to qualifications as used in UWS 3.08 (1), (c). Individual reviewers shall use department, constituency, and university standards to make decisions or recommendations for reappointment, tenure and/or promotion regardless of comparisons among candidates or individual preferences.

**Appendix B:**  
**Student and Peer Evaluation of Teaching**

**Rules and procedures for gathering information for use in the evaluation of teaching.**

- A. Pursuant to III, C, and III, G, 2 of the University Faculty Personnel Rules, and in order that student assessments of teaching may be properly employed in the evaluation of probationary faculty, and in order that student assessment of teaching for that purpose shall not become a means for prescribing methods of instruction, no student assessment shall be employed in the evaluation of a probationary faculty member under III, C of the University Faculty Personnel Rules which has not been gathered in accordance with the following rules:
1. The means employed to elicit student assessments of formal instruction shall allow students to assess the overall performance of the faculty member as a teacher in a course in which the students have been enrolled.
  2. The means employed shall protect the anonymity of individual student respondents.
  3. The means employed shall give every student in a class a reasonable opportunity to participate, which condition shall be satisfied if the assessments are collected during a regularly scheduled meeting of the class, with or without prior announcement.
  4. The means employed shall insure that student assessments of teaching are based on a reasonable amount of experience with the formal instruction of the faculty member, which condition shall be satisfied if the assessments are collected after at least one-half of all scheduled class meetings have occurred and after at least one examination or other assignments has been graded and returned to the students.
  5. The means employed for gathering, analyzing, and reporting student assessments of formal instruction shall protect the accuracy and reliability of the assessments against bias, tampering, or misinterpretation.
  6. The means employed shall insure that students who assess a faculty member s formal instruction are told why the assessments are being gathered and are instructed to assess the faculty member s overall performance as a teacher in the class.
  7. Only student responses which assess the faculty member s overall performance as a teacher in a class shall be reported to evaluators of the faculty member, unless the faculty member reports them.
  8. A copy of the instrument used for gathering student assessments of teaching and the procedures governing their collection, analysis, and reporting shall be available for examination by any person in the departmental office.
- B. Departmental and college rules governing student assessments.  
Additional rules and procedures governing student assessment of formal instruction, for use in the evaluation of probationary faculty in accordance with III, C of the University Faculty Personnel Rules, may be established by the faculty of a college, or in the absence of action by a college faculty or with its authorization, by a department, provided that such rules and procedures are not inconsistent with these rules, the University Faculty Personnel Rules, or UWS 3 or the Wisconsin Administrative Code.
- C. Other information about teaching
1. Pursuant to III, C of the University Faculty Personnel Rules, each department shall develop a plan which in addition to student evaluation will gather information about the teaching of probationary faculty members through the use of peer evaluations (such as but not limited to class visitation, inspection of syllabi and tests, and statements of

- objectives) and/or any other methods not prohibited by law or the UWS or UWW personnel rules. Such plan must be lodged with the dean of the respective department's college. Each probationary faculty member will receive a copy of this plan.
2. The information gathered by the department may be either information about the learning achieved by students in classes taught by the faculty member or information about the faculty member's teaching methods and behavior.
  3. Methods which a department may adopt for gathering information about the learning achieved by students taught by the faculty member include but are not limited to the following:
    - a. Comparing the success in advanced courses of students taught in elementary courses by the faculty member to the success in advanced courses of students taught in elementary courses by others.
    - b. Comparing the performance on a common test of students taught by the faculty member and students taught by others.
  4. Methods by which a department may gather information about a faculty member's teaching methods and behavior shall be comprehensive, not limited to a single visit to the faculty member's classroom or to a single aspect of teaching such as grades awarded, methods or examination, or the like.

**Appendix C:**  
**Review, Reappointment, and Tenure Schedule Grids**

1. This table displays the impact of years of credited experience on the review and reappointment schedule, it lists only the department actions in each year. The remainder of the reappointment review structure during the decision years includes reviews and written, standards based recommendations by the constituency dean, the constituency standards committee, and the vice chancellor for academic affairs. Each of these recommendations, any rebuttals, the department decision(s), and appeal panel record (if appeal filed) become a part of the portfolio for the year in question. Similarly, the record of consultation *without decision* and relevant materials for the years in which consultation is held within the department become a part of the portfolio for the year in which the consultation occurs.

**Format for Review, Reappointment, and Tenure Schedule Including a Maximum of Three Years of Experience Credited**

Review Year	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
0 years credited experience	Department <i>consultation</i> following first semester on campus	Department <i>decision</i> ; fall of second year on campus	Department <i>consultation</i> ; fall of third year on campus	Department <i>decision</i> ; fall of fourth year on campus	Department <i>consultation</i> ; fall of fifth year on campus	Mandatory tenure <i>decision</i> ; fall of sixth year on campus
1 year credited experience	Credited	Department <i>consultation</i> ; following first semester on campus	Department <i>decision</i> ; fall of second year on campus	Department <i>consultation</i> ; fall of third year on campus	Department <i>decision</i> ; fall of fourth year on campus	Mandatory tenure <i>decision</i> ; fall of fifth year on campus
2 years credited experience	Credited	Credited	Department <i>consultation</i> ; following first semester on campus	Department <i>decision</i> ; fall of second year on campus	Department <i>consultation</i> ; fall of third year on campus	Mandatory tenure <i>decision</i> ; fall of fourth year on campus
3 years credited experience	Credited	Credited	Credited	Department <i>consultation</i> ; following first semester on campus	Department <i>decision</i> ; fall of second year on campus	Mandatory tenure <i>decision</i> ; fall of third year on campus

2. This table indicates the actions taken by the different agents in the review process when the decisions are positive. For faculty members with credited experience who are scheduled for a decision in the year a before the mandatory tenure decision, the actions and agents in the review process would be those listed for the 4<sup>th</sup> year in this table.

**Mandatory Six Year Tenure/Promotion Decision and Recommendation Schedule, All Decisions and Recommendations Positive**  
 No Years of Experience Credited

Review Agent/Yr.	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	6 <sup>th</sup> Year	7 <sup>th</sup> Year
Department	No action, two year contract <sup>1</sup>	Decision	No action, two year contract, but consultation within department <sup>3</sup>	Decision	No action, two year contract, but consultation within department <sup>3</sup>	Decision, positive	No action
Dean	No action, two year contract <sup>1</sup>	Recommendation <sup>2</sup>	No action, two year contract <sup>1</sup>	Recommendation <sup>2</sup>	No action, two year contract <sup>1</sup>	Recommendation <sup>2</sup>	No action
Constituency Standards Committee	No action, two year contract <sup>1</sup>	No action	No action, two year contract <sup>1</sup>	Recommendation <sup>2</sup>	No action, two year contract <sup>1</sup>	Recommendation <sup>2</sup>	No action
Provost	No action, two year contract <sup>1</sup>	Recommendation <sup>2</sup>	No action, two year contract <sup>1</sup>	Recommendation <sup>2</sup>	No action, two year contract <sup>1</sup>	Recommendation <sup>2</sup>	No action
Appeal Panel from Faculty Appeals and Grievance Committee	No action, two year contract <sup>1</sup>	No action	No action	No action	No action	No action	No action
Chancellor	No action, two year contract <sup>1</sup>	Decision	No action, two year contract <sup>1</sup>	Decision	No action, two year contract <sup>1</sup>	Decision, positive	No action
Bd. of Regents	No action	No action	No action	No action	No action	Decision, positive	No action

<sup>1</sup>A faculty member may be dismissed for just cause prior to the end of a term of appointment UWS 4.01.

<sup>2</sup>Rebuttals may be filed by the faculty member being reviewed following recommendations. Such rebuttals shall become a part of the portfolio.

<sup>3</sup>Record of consultation shall be inserted in the portfolio.

3. This table indicates the actions taken by the different agents in the review process for cases in which a mandatory tenure review results in a negative decision. When faculty members have two or three years of credited experience, the mandatory tenure decision would occur in the third, fourth, or fifth year on campus, thus the process in the third, fourth, and fifth years would follow the sixth year structure shown in this table. Negative mandatory tenure decisions would follow the seventh year structure shown in this table which would occur in the fourth, fifth, and sixth year which corresponds to the respective mandatory tenure decision year.

**Mandatory Tenure or Tenure/Promotion Decision and Recommendation Schedule, Negative Decision in Mandatory Tenure Decision Year**

No Years of Experience Credited

Review Agent/Yr.	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	6 <sup>th</sup> Year	7 <sup>th</sup> Year
Department						Decision, negative following reconsideration (UWS 3.07, (1), (b))	If appeal panel returns materials with instruction, review and make decision
Dean						Recommendation <sup>1</sup>	No action
Constituency Standards Committee						Recommendation <sup>1</sup>	No action
Provost						Recommendation <sup>1</sup>	No action
Appeal Panel from Faculty Appeals and Grievance Committee						If an appeal is filed, Chair of Faculty Senate receives valid appeal and Faculty Senate Executive Board empanels five member appeal panel from the Faculty Appeals and Grievance Committee. Panel begins hearing appeal in Spring term.	Complete hearing appeal; may return materials to department with instructions or may request that a Notestein committee be empaneled.
Chancellor						Decision <sup>2</sup>	Decision <sup>2</sup>
Bd. of Regents						No action	Decision/No action pending Chancellor s decision <sup>2</sup>

<sup>1</sup> Rebuttals may be filed by the faculty member being reviewed following recommendations. Such rebuttals shall become a part of the portfolio.

<sup>2</sup> Since both the department and chancellor s decisions must be positive to award tenure (UWS 3.06, 1, (a)), the negative decision from the department in the sixth year automatically leads to non-renewal, thus terminates employment. Because this non-renewal decision occurs after the second year, the faculty member shall be offered a one year contract for the seventh year (UWS 3.06, 1, (a) and UWS 3.09, 1, (c)). Appeals may be processed during the seventh year. Without a positive recommendation from the university appeal panel with instruction to the department to review the sixth year materials again or to submit the sixth year materials to a Notestein committee, the sixth year negative department decision would be sustained. The chancellor s decision is final and not subject to appeal (UWS 3.08, (3)).