Revised 20 October 2011

Application Page 1

**University of Wisconsin-Whitewater**

**Academic Staff Promotion Application**

**Please Read Before Proceeding...**

The Teaching Academic Staff Promotion Policy should be reviewed before completing this application. In particular, please review the degree requirements, length of service and full-time equivalent (if not 100%). The Academic Staff Promotion Policy can be accessed online at <http://www.uww.edu/asa/adminforms.html>.

Please keep your application to the specified number of pages as noted throughout this application. Provide **all** of the information asked for and in the sequence and format asked for.

**You must adhere to the following timeline:**

**Second Wednesday in November: Annual Deadline to Department Chair for Letter of Evaluation**

**Fourth Wednesday in November: Annual Deadline to Dean of College for Letter of Evaluation**

**Second Wednesday in December: Annual Deadline to Academic Staff Assembly (L2243)**

Six copies of all materials must be submitted to the Academic Staff Assembly Office (2243 Andersen Library) by 4:30 p.m. on the second Wednesday in December. **The applicant is responsible for tracking the application through all levels.**

If questions should arise, please contact the Academic Staff Assembly Office / the Assembly Chair (Denise Ehlen) at [ehlend@uww.edu](mailto:ehlend@uww.edu) / 472-5212, or Nancy Farmer, Assembly Liaison to the Promotions Committee at [farmer@uww.edu](mailto:farmer@uww.edu) / 472-5642.

**Name**

**Last First Initial**

**College**

**Department**

**University Address Phone**

**Current Level is: 1 2 3 (Circle one) Applying to Level: 2 3 4 (Circle one)**

**Date of Last Promotion** (if applicable) Effective **as of**

**Please note that all levels of promotion require a master's degree or a bachelor's degree with professional credentials recognized in your field as an advanced level of competence. If your field does not have such a credential, this will need to be addressed below.**

**Degree(s) Date Received Institution: City/State**

**Current Certification/Licenses, etc. Date Received Granting Organization City/State**

**If you are applying for promotion to level 2, include all positions since your date of hire at UW-Whitewater**

**Date of hire:**

**If you are applying for promotion to level 3 or level 4, include ONLY positions held since your last promotion (as noted above).**

**Academic Staff Position(s) at UW-Whitewater College/Dept. Date**

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**The Following Are To Be Included In Your Promotion Application**

(Please submit in the order given using the bold-faced headings)

**REMINDER: If you are applying for promotion to level 2, include all activities since your date of hire at UW-Whitewater. If you are applying for promotion to level 3 or level 4, include only activities since your last promotion. If you have a split appointment in two or more areas, you will need to supply information for any appointment that constitutes 25% or more.**

1. **Job Description including the Academic Staff/Supervisor Distribution of Effort Agreement (SDEA)** which can be downloaded from the Purple Book Web (<http://www.uww.edu/asa/purplebook.html>). **Limit your response to two pages total; one page for job description and one page for SDEA.** Please provide a description of your position in narrative form.

**II. Self-Evaluation. (Weighted 70%)** Eight page total maximum per appointment.

A. In narrative form, please provide a qualitative analysis of your performance relative

to your duties and responsibilities at UW-Whitewater. Please keep your comments

relevant to the following criteria (per revised Academic Staff Promotion Policy,

Nov. 1, 2006). (Two page maximum)

1. Overall quality of teaching performance.

2. Involvement in programs or professional meetings, etc, which focus on improvement of teaching or classroom management.

3. Evaluation of job duties other than teaching as per the Distribution of Effort form.

B. Include the following **documentation.** If unavailable, please explain why.

The blank and completed evaluation/review forms do not count toward your total

number of pages.

1. Student evaluations: (one page maximum per appointment)**:**
2. provide a blank copy of the teaching evaluation form,
3. a summary of scores, and

c. a brief interpretation of teaching evaluation scores for the past three

years for each course taught in that period.

Applicants are encouraged to insert a table that includes your student evaluation scores for the past three years for each, your average teaching evaluation score and an explanation/interpretation of these data, as applicable (for example, teaching evaluation scores are often lower during the first year a new course is taught)

2. Peer evaluations; 2 maximum, if candidate chooses to include them.

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# If you have other positive contributions which should be considered in your evaluation, it is your option to include that material under the following headings;

C. Professional Activities/Awards in Present Level. (Two page maximum.)

List your professional activities for each applicable area since last promotion or date of hire

if no previous promotions have occurred. It is essential that you include dates. It will be

helpful to the committee members if quantitative data is included where appropriate (i.e.,

a given committee’s work may encompass five hours per week in addition to regular job

duties). Please be specific so that the committee members may adequately and

appropriately review your contributions.

1. Professional Memberships (include offices held or committees chaired)
2. Presentation at Meetings, Conferences, Seminars, and Workshops
3. Attendance at Meetings, Conferences, Seminars, and Workshops
4. Publications
5. Consulting
6. Professional Awards

7. Other Professional Activities Including Coursework to Expand Skills/Background or

Toward an Advanced Degree

D. Contributions/Service to the University and Community. (One page maximum.)

List your *job relevant* contributions/service, including your responsibilities, to your department, University, System, and community.

**III. Letter of Evaluation From Department Chair.** One page maximum per appointment.

**IV. Letter of Evaluation from Dean of College.** One page maximum per appointment.

**Letters of Evaluation** (guidelines for department chairs & deans of colleges)

**Please use your department's letterhead and limit your comments to one page in length.**

**Areas that should be addressed are:**

**a. overall quality of job performance**

**b. creation and/or development of new programs, and/or enhancement of existing**

**programs**

**c. University service beyond the normal duties and responsibilities contained in the**

**individual's job description (advising, committee membership, honors, projects,**

**teaching, etc.)**

**d. professional growth and service.**

**e. job related community service**

***The two letters of evaluation combined will encompass 30% of the applicant's overall score. Applicants' letters of evaluation are scored from 0-5, with 0 being the lowest and 5 being the highest.***

Before submitting your materials, make sure you have included all necessary information. If you have a split appointment, it is imperative that you provide information for all appointments that are 25% or more.