

# OVERVIEW OF FACULTY EVALUATIONS & TENURE PROCESS

## FACULTY PERFORMANCE EVALUATIONS

### Tenure-Track and Tenured Positions

#### TENURE PROCESS

The tenure process at UW-Whitewater, as approved by the Faculty Senate, is aligned with Wisconsin Administrative Code, UWS Chapter 36, and adheres to Section 20 of the UW System Board of Regents' Policies. This structure is not universal to all higher education in the United States. Having the process regulated by state law provides both advantages and disadvantages to those involved. In addition, standards may vary slightly depending on the College and Department.

*See Table 1 for details on the process.*

#### ANNUAL REVIEW FOR TENURED FACULTY

Per UW System policy, each tenured faculty member must complete an annual review. The process includes annual goal setting, feedback on previous performance, and a simple performance rating. The faculty member completes a brief self-assessment, and the department chair provides a "meets" or "does not meet" rating and comments. A standard form is used throughout the university.

#### POST-TENURE REVIEW

At least once every five years, every tenured faculty member must complete a qualitative and quantitative assessment of performance over the review period. This begins in the Fall of the fifth academic year after tenure. The faculty member must include a CV, share student evaluations of instruction for the prior four years, respond to a survey on job accomplishments, and write a one-page description of how they have demonstrated competence in each area of performance. Documentation is reviewed by one or two department-level committees.

#### PROMOTION TO FULL PROFESSOR

After 10 years of appropriate professional faculty experience (some of which may be from another institution) and a minimum of three years in the rank of associate professor, a tenured associate professor may be considered for promotion to the highest faculty rank. (Note: Occasionally, faculty are hired at the Associate Professor level without tenure. They may combine their application for tenure with that of promotion to Full Professor.) Faculty must meet College and Department standards for promotion and supply documentation similar to that provided in the tenure process.

# **Components of Performance**

**(May Vary Based on College, Department, and Specifics of Position)**

## **TEACHING**

Each faculty member will provide documentation that they are meeting or exceeding the standards of an effective instructor. Documentation **MUST** include peer reviews and student evaluations of teaching for the appropriate time period.

Evidence **MAY** also include examples/explanations of instructional methodology (lecture, case, discussion-based, active learning, etc.), service to students (general/career advising, advising independent research, etc.), enhancement of teaching skills (CATLST events attended, other professional development), student performance, support for department goals related to teaching, courses taught with class sizes, and honors/awards earned relative to teaching.

## **RESEARCH AND CREATIVE ENDEAVORS**

Each college and department may have unique quantitative and qualitative guidelines indicating the types of work considered acceptable. Additionally, each faculty member will have a unique portfolio of research and creative endeavors, based on a particular area of expertise.

The following are examples of potential output considered in this area: research articles, books, book chapters, performances and artistic works (music, theater, dance, various art media), electronic media, conference presentations, and related honors/awards for research and creative endeavors.

## **SERVICE (Professional and Public Service Activities)**

Faculty will provide evidence that they have served their profession, department, college, university, system, and the outside community.

While each college and department will have its own descriptions of typical service work, the general expectation is that faculty will invest appropriate time and energy into the various service examples. The goal is for faculty to make a significant contribution to the betterment of the associated groups and organizations.

## **OTHER DUTIES OF POSITION (Administrative, etc.)**

Some faculty take on other duties as part of their positions. For example, some may coordinate a specific program or run a research and outreach center for the community/discipline. Others serve as department chairs or lead college or university initiatives.

In these cases, faculty should provide evidence of their performance in those duties.



YEAR OF FACULTY MEMBER		DEPARTMENT REVIEW		DEAN REVIEW		COLLEGE CONSTITUENCY COMMITTEE REVIEW		PROVOST REVIEW		CHANCELLOR REVIEW
<b>YEAR 3</b> <i>(1-year Contract)</i> <b>Decision</b> FACULTY Submits materials (September)	→	DEPARTMENT Makes Decision Continue with a 1-year contract or terminate	→	COLLEGE DEAN Makes Recommendation	→		→	PROVOST Makes Recommendation	→	CHANCELLOR Makes Decision Continue with a 1-year contract or terminate
<b>YEAR 4</b> <b>Decision</b> FACULTY Submits materials (September)	→	DEPARTMENT Makes Decisions A. Faculty to continue (Yes or No) B. If Yes, award a 1- or 2-year contract	→	COLLEGE DEAN Makes Recommendation	→	COLLEGE CONSTITUENCY COMMITTEE Makes Recommendation	→	PROVOST Makes Recommendation	→	CHANCELLOR Makes Decisions A. Faculty to continue (Yes or No) B. If Yes, award a 1- or 2-year contract
<b>YEAR 5</b> <i>(2-year Contract)</i> <b>Consultation</b> FACULTY Submits materials (October)	→	DEPARTMENT Provides feedback on progress								
<b>YEAR 5 *1</b> <i>(1-year Contract)</i> <b>Decision</b> FACULTY Submits materials (September)	→	DEPARTMENT Makes Decisions Continue with a 1-year contract or terminate	→	COLLEGE DEAN Makes Recommendation	→		→	PROVOST Makes Recommendation	→	CHANCELLOR Makes Decision Continue with a 1-year contract or terminate

YEAR OF FACULTY MEMBER		DEPARTMENT REVIEW		DEAN REVIEW		COLLEGE CONSTITUENCY COMMITTEE REVIEW		PROVOST REVIEW		CHANCELLOR REVIEW
<p><b>YEAR 6</b>  <b>Mandatory Tenure Decision</b>            FACULTY Submits materials (September)</p>	→	<p>DEPARTMENT            Makes Final Decision            Tenure with promotion to Associate Professor or terminate after the following year</p>	→	<p>COLLEGE DEAN            Makes Recommendation</p>	→	<p>COLLEGE CONSTITUENCY COMMITTEE            Makes Recommendation</p>	→	<p>PROVOST            Makes Recommendation</p>	→	<p>CHANCELLOR            Makes Final Decision            Tenure with promotion to Associate Professor or terminate after the following year.            ↓            Positive decision must be approved by the Board of Regents</p>

\*1 Some faculty may decide to apply for early tenure. In that case, Year 5 will result in the tenure and promotion decision described in Year 6.