



AllFac2023-03-21_07: Resolution on Process for Conversion of Distinguished Lecturers to Tenure-Track Faculty

Approved at the Spring All Faculty Meeting on 2023-03-21

Current Policies

- From the [Faculty Constitution](#):
 - ARTICLE III - Membership, Section 1.
 - Membership shall consist of the Chancellor of the University, all members of the Faculty who hold their position by virtue of recommendation by the Chancellor and appointment by the Board of Regents and all Academic Staff members who have been granted "Faculty Status" (as defined in Chapter UWS 1.05, Wisconsin Administrative Code).
- From the [Academic Staff Assembly Personnel Rules](#):
 - 5.01 (c) Conversion to Tenure Track
 - An academic staff member on a fixed term, probationary, or indefinite appointment of at least 50 percent time, regardless of date of first appointment, who has been re-employed for more than seven consecutive years in the same department, school, college, or division, and whose primary responsibility is teaching and/or research, may be considered for conversion to a tenure track or tenured faculty appointment at the grade appropriate to the individual's qualifications, in accordance with **UWS 3.01(c)**. Up to three (3) of the years of the individual's service under fixed term, and/or probationary, and/or indefinite appointment may be applied to the probationary period for tenure. Recommendations regarding conversion to tenure track or tenured faculty appointment shall be made to the Provost and Vice Chancellor by the department in which the staff member has primary responsibility.
 - Any academic staff holding an appointment converted to tenure track must meet the qualifications and criteria established by the **UW-W Faculty Senate**.

Stakeholders Engaged

- Faculty Senate (discussed 2023-01-24)
- Academic Staff Assembly (email sent 2023-01-18, emails in Jan & Feb 2023)
- Department Chairs (email sent 2023-01-18)
- Deans (email sent 2023-01-18, discussion at Deans Council on 2023-03-31, meeting on 2023-03-21)
- Provost (email sent 2023-01-18)
- Cabinet (announced on 2023-01-23)
- Faculty Senate Executive Committee (discussed again 2023-03-07)
- All Faculty (last emailed on 2023-03-09)

Policies at Peer Institutions

System Faculty Reps reported that IAS at most UW institutions would have to apply for an open TT position just like anyone else. UWSP does, however, have a "grow your own" program.

Rationale

WHEREAS instructional academic staff who meet the eligibility criteria outlined in the policy have demonstrated their essentiality to their departments and to serving our students, and they deserve to be acknowledged as such;

WHEREAS the UW-W [Academic Staff Assembly has recently approved a promotions process](#) whereby any instructor who reaches the level of Distinguished Lecturer has:

- Successfully completed multiple departmental reviews
- Taken on increasing departmental, service, or leadership responsibilities

BE IT RESOLVED that the Faculty Senate hereby requests the establishment of a formalized process to convert an instructional academic staff member to a tenure-track faculty position.

Policy (Note: This part is not really in question, as the ASA Personnel Rules are already approved and in effect (see above). The only real reason for this policy section is to add the faculty approved eligibility requirements.)

Section 5.01(c) of the Academic Staff Personnel Rules establishes eligibility requirements for an instructional academic staff member to be converted to the tenure track. In addition to those requirements, the Faculty Senate requires that candidates for conversion to the tenure track hold a terminal degree and, if hired after Fall 2022¹, hold the title of Distinguished Lecturer.

Procedure

On or before the first Friday in February, any instructional academic staff member who meets the above eligibility criteria may submit to their department chair their application for conversion to the tenure track. This application shall include:

- The candidate's current CV
- A narrative statement summarizing the candidate's teaching, research, and service experience (not more than 1000 words)
- A statement of the candidate's research agenda including previous and planned activities (not more than 1000 words)
- Letters of recommendation from three current UW-Whitewater faculty members

By submitting such an application, the candidate indicates that they are amenable to entering into tenure-clock requirements and expectations, per the tenure-track standards applicable to a new first year faculty member. In the case of an instructional academic staff member who holds a joint appointment across multiple departments, materials shall be submitted to each relevant department.

¹ This is when the Academic Staff promotions process was approved.

During February, each department chair shall bring the candidate's application packet to their department for review and decision. The department shall establish a review committee consisting of all the current tenured faculty whose tenure home is in the department. If the department contains fewer than three tenured faculty, faculty members from related departments may serve on this review committee in alignment with the department's bylaws. The review committee's deliberations shall be based on:

- Whether the department anticipates ongoing need for teaching in the candidate's area of specialization such that a tenure line is warranted
- Whether the candidate's previous work and application materials demonstrate a level of quality equivalent to that of a first-year faculty member in accordance with the department, college, and appropriate accreditation policies, standards, and expectations. For example:
 - The candidate's terminal degree is in the appropriate field of specialization per department standards and policy
 - The candidate's previous credentials and activities meet the college and accreditation standards of the discipline in the areas of teaching, research, and service
 - The potential for the candidate to succeed at teaching, research or creative activity, and service consistent with tenure-track faculty expectations, such that they are likely to earn tenure per their department, college, and university standards by their mandatory tenure review year.
 - Note: Since the department is the primary arbiter of their own standards, if the department has legitimate reservations about the candidate's ability to achieve tenure by the mandatory review year, it is the responsibility of the department to "Not Recommend" the conversion.
- The impact of the teaching load reduction on the long-term outlook of the department's course rotation

After reviewing and discussing the candidate's application and other relevant factors, a vote of the review committee shall determine the Department's decision on the conversion. A member of the review committee who is a tenured faculty member shall then prepare a "Departmental Letter of Decision," which shall include:

- The department's decision: either "Recommend" or "Not Recommend"
- A summary of the department's deliberations
- A summary of the department's future plans for teaching in the area of the the candidate's specialization

On or before the last Friday in February, the department chair shall transmit the "Department's Letter of Decision" to the candidate and the college dean.

During March, the college dean shall review the candidate's application, the departmental letter(s) of decision, and other relevant factors to reach a decision. The dean's deliberations shall be based on:

- If there is a budgeted line for that position (an instructional academic staff line that can be converted into a tenure line)
- The demonstrated ongoing need for personnel in the candidate's area of expertise
- The arguments made in the departmental letter(s) of decision
- Prioritizing increasing the percentage of courses taught by faculty (as this has been repeatedly identified as a faculty priority)

- Budgetary considerations– If a dean supports the conversion for all reasons other than the budgetary impact, the dean may indicate a decision to "Recommend- with need for budgetary support"

After reviewing and discussing the candidate's application and other relevant factors, the dean shall come to a decision on the conversion. This decision should only conflict with the departmental decision(s) for compelling reasons. The dean shall prepare a "Dean's Decision Letter" which shall include:

- The dean's decision: either "Recommend," "Not Recommend," or "Recommend- with need for budget support"
- A rationale for any conflict with the departmental decision(s)
- In the case of a "Not Recommend" decision, a realistic outlook for the candidates future at UW-W

On or before the last Friday in March, the dean's decision letter shall transmit their letter of decision to the candidate and to the Provost.

During April, the Provost should review the candidate's application, the department's letter of decision, the dean's letter of decision, and other relevant factors to reach a decision. The provost's deliberations should be based on:

- The recommendation made by the department
- The recommendation and budgetary considerations articulated by the dean
- The institutional strategic plan or other relevant initiatives
- Issues of equity and diversity, particularly with regard to race and gender

After reviewing and discussing the candidate's application and other relevant factors, the provost shall come to a decision on the conversion. This decision should only conflict with the Department's decision for compelling reasons. The dean shall prepare a "Dean's Decision Letter" which shall include:

- The decision to "Approve" or "Deny" the conversion
- A rationale for any conflict with the department's decision
- In the case of a "Deny" decision, a rationale for the denial and recommendations for improving future applications

On or before the last Friday in April, the provost shall transmit their letter of decision to the candidate, the candidate's department chair, the candidate's dean, the chair of Academic Staff Assembly, the chair of the Faculty Senate, and the chancellor.

With a positive provost decision, the candidate will be invited to enter the tenure-track as a first-year faculty member at the beginning of the following fall. The candidate will have the option to negotiate with their department chair and dean to be credited with up to 3 years of service toward tenure (in accordance with Academic Staff Personnel Rules 5.01(c)).

After a negative provost decision, the candidate may re-apply the following year.