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Process for Evaluation of Associate Professors for Promotion to Full Professors (Horticulture)

This document is meant to assist associate professors in their professional development with a view towards promotion to full professor. It is based on provisions for review of tenured faculty in Faculty Policies and Procedures (FPP) and CALS guidelines for promotion to full professor.

FPP 5.21.D.2-requires departments to have written expectations for promotion to full professor. The Department of Horticulture uses criteria described in the CALS guidelines for promotion from associate to full professor. These are available at: www.cals.wisc.edu/hr/faculty/faculty_appointments/promotion.html. In general, promotion shall be based on documented evidence of continued professional growth and creativity, resulting in significant contributions in the area of the appointment, as well as evidence of dedication to the promotion of an atmosphere of creativity and learning and prospects for continued performance meeting or exceeding norms set by faculty colleagues.

FPP 5.22.B-allows departments to delegate authority to communicate expectations, and make recommendations for, promotion to full professor. The Department of Horticulture allows all executive committee members to participate.

Procedure:

Associate professors will normally be reviewed for promotion to full professor as part of the post-tenure review process (e.g., 5 years after promotion to associate professor).

The associate professor assembles a curriculum vita (CV) which delineates their post-tenure accomplishments from their pre-tenure accomplishments. Evaluations from students or stakeholders may also be included as appendices as appropriate for teaching or extension efforts. The associate professor shall include a statement (2 page maximum) of notable achievements during the period since their promotion and plans for the future.

The promotion screening committee (PSC) will review the CV for clarity and suggest appropriate amendments to improve the document.

The associate professor will consider any recommended amendments and make appropriate revisions to the CV.

The associate professor will submit a list of names for up to 5 colleagues outside the UW System, and up to 3 colleagues from UW-Madison, who may be asked to review the CV for their perspectives regarding promotion to full professor. The PSC will review the list, potentially adding reviewers, and make recommendations to the department chair for no more than 5 reviewers from outside the UW System and no more than 3 reviewers from UW-Madison. The reviewers shall all be tenured faculty and ideally with some similarity

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of appointment to the associate professor, either academically (e.g., majority research, instruction, or extension) and/or area of expertise.

The department chair will select the reviewers and send the requests for reviews. A letter template should be used as approved by the faculty.

The PSC will review the case, including internal and external letters, and make a recommendation whether or not the executive committee should consider the faculty member for promotion. When a member of the PSC is scheduled for review while serving on the committee, the balance of the committee shall conduct the review.

The PSC will present their review to the executive committee, in a closed session, along with a recommendation regarding promotion. The executive committee will discuss the motion and make a decision regarding promotion. It is an expectation that the associate professor will absent him/herself from that portion of the meeting.

Executive committee recommendations for promotion to full professor shall be forwarded by the chair to the dean's office by the chair for final corroboration.

In cases where promotion to full professor is not made, the department shall work with the associate professor to outline goals in accord with criteria for promotion to full professor. An associate professor who is not promoted to full professor may be re-evaluated the following year, and up to once annually upon request of the associate professor, for promotion. If the associate professor has not been promoted to full professor five years after the initial review for promotion, a review for promotion to full professor shall occur as part of the post-tenure review process. Afterwards, the process restarts if promotion does not occur as part of the normal post-tenure review.