



Secretary of the Faculty and Staff

MEMORANDUM

DATE: 1 June 2023

TO: All Associate and Full Professors

FROM: Committee of Six Full Professors: Woo Jeon, Mark Karau, Sampath Kumar, David Voelker, Aaron Weinschenk, and Amy Wolf

SUBJECT: Guidelines for the Preparation of Materials in Support of Candidates for Promotion to Full Professor Rank

Each year the Committee of Six Full Professors distributes guidelines for the preparation of materials in support of promotion to the rank of full professor. We urge all potential candidates for promotion and the members of the unit nominating committees to read with care both this memo and the formal "Criteria and Procedure for Promotion to Full Professorial Rank" found on pages 96-97 of the Faculty Handbook:

<https://www.uwgb.edu/UWGCMS/media/sofas/rules/facultyhandbook.pdf>

Please also assist reviewers by preparing a promotion file in a way that facilitates evaluation by those outside of the candidate's field of specialization. Be sure to provide a complete summary curriculum vitae and a well-organized file which documents the candidate's accomplishments over his or her career. Candidates seeking promotion must exceed the requirements that merited promotion to the rank of associate professor with tenure; evidence of significant post-tenure accomplishments is required. Candidates and unit committees are invited to consult with members of the Committee of Six or the Secretary of the Faculty and Staff to clarify the expected documentation.

A. Evidence of Quality Teaching includes:

- 1) A constructive (or reflective) self-evaluation (usually as an introductory narrative);
- 2) A sequential summary of student evaluations of a reasonable sample of courses over a period of time, e.g., four to seven recent years;
- 3) Evaluations from colleagues with a sound basis for analysis, e.g., from team teaching, classroom visitation, and merit reviews;
- 4) Current course syllabi, reading lists, handouts, examinations, assignments, and related materials, in addition to a narrative describing teaching techniques (especially those considered innovative and/or interdisciplinary);
- 5) Other evidence of quality teaching, e.g., advising, independent and other guided studies, internships, thesis supervision, or students' success after graduation; and
- 6) Evidence of continuing professional development in pedagogy, e.g., course development and implementation or teaching improvement grants.

The Committee must form a qualitative judgment of the candidate's teaching. Hence, the information should not only describe teaching responsibilities but include substantial evidence of quality and effectiveness.

B. Evidence of Significant Scholarship includes:

- 1) A constructive (or reflective) self-evaluation (usually as an introductory narrative);
- 2) A description of the journals and other media through which the candidate's work has been published--their nature, reputation, and review process (editorial, refereed, invited, proceedings, acceptance/rejection rates);
- 3) A list and copies of published articles or documentation of creative work;
- 4) Separate lists and copies of published books, monographs, and book reviews;
- 5) A list (and, where appropriate, copies or abstracts of) scholarly papers presented at conferences, again with an indication of the selection process or significance;
- 6) Grant activity in support of scholarly or creative work; and/or
- 7) Lists of shows, exhibits, and performances, with clear documentation regarding the selection process (an acceptance rate in a specific category(ies) entered, evaluation standards, professional status of these activities).

The Committee must form a qualitative judgment of the candidate's scholarly and creative work and determine the extent to which this work represents a substantial or continuous advance and progress beyond the achievements that warranted promotion to associate professor rank. Such a record would include an ongoing record of scholarship including several significant publications, exhibitions, or similar scholarly contributions. Additional evidence of the significance of the scholarly work is encouraged. This may include a citation list, reviews of the candidate's scholarly publications or creative work, etc.

Most importantly, the file must provide evidence of an ongoing record of scholarship that is recognized favorably at regional, national, or international levels, including a minimum of three current letters evaluating the candidate's work from qualified scholars outside the institution. Typically, the candidate will provide the promotion committee chair a list of potential reviewers. A specific statement should be included in the file which describes how letters of evaluation were solicited and used. The solicitation letter from the committee chair should provide the reviewer with some sense of the promotion standards of UW-Green Bay, for example, as stated in the Faculty Handbook. A template letter of solicitation is available from the Secretary of the Faculty and Staff website:

https://www.uwgb.edu/UWGBCMS/media/sofas/forms/Letter-Outside_evaluation.pdf

C. Evidence of Engaged Community and University Service must include leadership as demonstrated by:

- 1) A constructive (or reflective) self-evaluation (usually as an introductory narrative);
- 2) A list of all administrative and governance assignments and evidence of the activities undertaken by the candidate in these roles and their impact on the institution;
- 3) A list of other institutional service such as preparing institutional grants, organizing conferences, working with student organizations, curriculum and program development;
- 4) A list of activities which apply the candidate's professional expertise outside the

- institution at the local, state, national, or international levels;
- 5) A description of the nature of these professional activities, scope of work, and time required; and
 - 6) Evidence of the impact of the candidate's professional service to the community, e.g., letters, awards and recognition of professional service.

The Committee is to evaluate the extent and the quality of the candidate's involvement in the transfer of knowledge through outreach and the candidate's leadership roles in the affairs of the University.

Candidates must provide documentation of their extra-university professional reputation through letters from leaders in the field outside UW-Green Bay. Optimally, letter writers should have minimal direct, personal affiliation with the candidate. Such letters should be solicited by the chair of the unit's nominating committee following appropriate consultation with the Secretary of the Faculty and Staff concerning materials for open files.

All nominations, with supporting documentation, must be sent from the appropriate professorial committee to the appropriate dean for review and transmittal to the Committee of Six no later than 3 November 2023. The Chair of the Unit nominating committee should ensure that all essential materials are included in the file. In most cases, an incomplete file will not be considered.