

## UWGB FACULTY DOCUMENT ON TENURE

Promotion or appointment to the rank of Associate Professor or Full Professor normally carries tenure at the University of Wisconsin-Green Bay. Tenure is viewed as an acknowledgment in the academic community of the commitment and contribution of the individual to his/her profession and the University for the mutual benefit of each. Tenure also is a formal acknowledgment of a reciprocal responsibility between the University and the fully qualified individual.

In granting tenure at UWGB, assessment shall be made of professional performance, contributions, and future potential of the individual. Such evaluations and judgments should be made in the context of the mission of the University with its emphases on problem oriented learning and research, innovation in curriculum, excellence in teaching, and a liberal arts program as the foundation of its undergraduate degree programs. Tenure implies responsibilities and obligations of leadership for maintaining academic excellence in the University and of professional participation in activities outside the University.

If a faculty member has been on probationary status for more than seven years because of one or more reasons set forth in UWGB Chapter 3.06 (5) and (6), the faculty member shall be evaluated as if he or she had been on probationary status for seven years.

Evaluation of the qualifications of a faculty member for tenure shall be made by consideration of activities in the following categories:

A. TEACHING

1. Array of courses taught, including undergraduate and graduate level, Independent Study, and graduate student supervision (major professor).
2. Evidence of involvement with other academic programs and interdisciplinary teaching.
3. Evidence of course development, special techniques of instruction developed and instructional improvement.
4. Evaluation of teaching effectiveness will be based upon the following:
  - Peer evaluation by classroom visitation
  - Course syllabi
  - Reading lists
  - Narrative self-evaluation
  - Student Evaluation Policy (pp. 64-65, Approved 10 March 1976)
  - Examinations

Student evaluation continues to be an important mechanism for assessing teacher effectiveness. Additionally, however, evidence from the above areas must also be available and be suitably representative of the diversity and frequency of courses taught during the years (e.g., lower level, upper level, graduate, interdisciplinary unit, disciplinary unit, etc.). Classroom visitation by peers obviously cannot be accomplished for all courses but a representative sampling can

provide useful evidence. The courtesy of advance notification of the visitation should be exercised.

B. SCHOLARLY ACTIVITY AND CREATIVE ACCOMPLISHMENT

1. Articles published in refereed journals.
2. Performances, recitals, exhibitions as appropriate to the major field including evaluative evidence of originality or creativity.
3. Books and monographs; manuscripts if accompanied with evidence of peer review and evaluation.
4. Professional work in other media such as service journals, laboratory manuals, educational films or video tapes, or related materials including evidence of peer review and evaluation.
5. Professional contributions at regional, national, and international meetings or organizations.
6. Grants solicited and received; awards or other honors received.
7. Current activities.

C. UNIVERSITY AND COMMUNITY SERVICE

1. Evidence of contributions to and participation on elected and appointed committees.
2. Evidence of contribution to program development and curricular innovations within and among academic units.
3. Evidence of professional orientation of activities and service outside the University at local, regional, national, and international levels, including but not limited to:
  - a. committee participation
  - b. organization involvement
  - c. non-credit teaching
  - d. community research, evaluation, development, and planning
  - e. workshops and presentations

The following considerations are intended to clarify the application of these criteria:

1. Achievement of a record of high quality in each of the categories of Teaching, Scholarship, and University and Community Service is necessary for the awarding of tenure.
2. If service at another institution is to be considered, evidence of performance and evaluation of activities there must be available.

3. Ordinarily no faculty member should be recommended for promotion to tenure with less than one academic year's experience at this university.
4. Evidence of sustained contributions and future potential shall be assessed along with considerations of merit review comments related to the candidate's past activities.

D. PROGRAMMATIC AND OTHER INSTITUTIONAL CONSIDERATIONS IN PERSONNEL DECISIONS

The Faculty of UWGB have primary responsibility for decisions to retain or promote probationary faculty. Four categories of performance constitute the basis for faculty personnel evaluation. Teaching, scholarly or creative activity, institutional development, and community outreach, are to be assessed in terms of the candidate's performance and in terms of the program needs the individual serves within UWGB's institutional priorities. It is the responsibility of unit executive committees reviewing candidates to assess the programmatic significance of the candidate's qualifications and record of performance at UWGB.

The evaluation of a probationary faculty member for purposes of retention or promotion should take careful and specific account of the candidate's contribution to the unit's goals and to the related institutional missions as specified in the unit's current planning and review documents. For the Faculty to discharge its personnel review responsibilities effectively, units must be informed by the Office of Academic Affairs in a regular and timely fashion of programmatic or institutional concerns that could negatively affect decisions on the retention or tenuring of probationary faculty.

Neither programmatic nor other institutional considerations shall be applied without the careful evaluation of faculty records in teaching, scholarly or creative activity, institutional development, and community outreach. That is, programmatic and institutional considerations shall be interpreted in terms of candidates' records of performance. Faculty are entitled to regular personnel review by their peers, to be informed of the findings and recommendations of their peers, and to have their service to their programs and to the institution assessed on the basis of their performance in the four areas of their professional responsibility.

No administrative denial of retention or tenure on the basis of programmatic or other institutional considerations shall be made prior to consultation by the Administration with the unit(s) affected and with the Academic Affairs Council. Specific reasons for denial in these cases will be provided to the candidates at their request.

**Personnel Council Approved 1978-1979**

**UWGB Faculty Senate Revised and Approved 12 May 1982**

**UWGB Faculty Senate Revised and Approved 9 October 1985**