UNIVERSITY OF WISCONSIN OSHKOSH

UNIVERSITY PROMOTIONS FORM

Current Year

SECTION I. GENERAL INFORMATION (To be completed by candidate)
(Information must agree with University Records).

Name: _____ Date of last promotion: _____

Department or unit: _____ FTE: _____

Other unit/assignment: _____ FTE: _____

Rank being considered: _____

			Omit Present Year		
Highest Degree	Year Earned	Institution	Years of Experience	Years at UW Oshkosh	Years in Rank at UW Oshkosh

Criteria:	_____	**Journalism Criteria**	_____	**General Criteria**
	_____	**Performing Arts Criteria**	_____	**Library Criteria**
	_____	**Social Work Criteria**	_____	**Petition**
	_____	**Contingency Promotion**		

SECTION II. PROMOTIONS RECOMMENDATIONS
(To be completed as actions are taken)

Initial Level of Review Committee Action
(See Section IV –Attached a signed Rationale Statement)

Evaluations:

	Meets Expectations	Does Not Meet Expectations
Teaching	_____	_____
Professional & Scholarly Growth	_____	_____
Service	_____	_____

☐ Recommended for Promotion

VOTE: Yes ☐ No ☐ Abstain ☐

☐ Not Recommended for Promotion

_____ _____
Committee Chair Signature Date

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College Committee Action (See Section IV.)

☐ Recommended for Promotion

VOTE: Yes ☐ No ☐ Abstain ☐

☐ Not Recommended for Promotion

_____ _____
Committee Chair Signature Date

Dean or Functional Equivalent Action (See Section IV.)

☐ Recommended for Promotion

☐ Not Recommended for Promotion

_____ _____
Dean or Functional Equivalent Signature Date

Provost & Vice Chancellor Action (See Section IV.)

☐ Recommended for Promotion

☐ Not Recommended for Promotion

_____ _____
Provost & Vice Chancellor Signature Date

Chancellor Action (See Section IV.)

☐ Recommended for Promotion

☐ Not Recommended for Promotion

_____ _____
Chancellor Signature Date

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SECTION III. CANDIDATE'S SUMMARY OF TEACHING EFFECTIVENESS, PROFESSIONAL AND SCHOLARLY GROWTH, AND INSTITUTIONAL AND EXTRA-INSTITUTIONAL SERVICE
(To be completed by candidate)

OFFICIAL REASSIGNED TIME GIVEN Explain any deviations from a 24-credit load. What percent of your assignment is for reassigned time? Describe your activities. Present evidence for performance of duty here or in one of the following three categories.

- **TEACHING EFFECTIVENESS** Attach a summary statement pertaining to teaching ability. Consistent with University promotions policy, list and describe evidence which has been submitted to the initial level of review committee concerning teaching effectiveness (including student evaluation summary table) and present any further information which would be useful. Pay particular attention to evidence collected since your last promotion.

- **PROFESSIONAL AND SCHOLARLY GROWTH**: Attach a summary statement pertaining to professional and scholarly growth. Consistent with University promotions policy, list by date activities related to professional and scholarly growth. Describe activities in a meaningful way and define their importance when necessary. The following order of listing is recommended: books, articles, shows, performances, reviews, papers at professional meetings, awards and grants, attendance at professional meetings, other evidence. Pay particular attention to activities since last promotion.

- **INSTITUTIONAL AND EXTRA-INSTITUTIONAL SERVICES** Attach a summary statement pertaining to services rendered. Consistent with University promotions policy, list activities by date related to institutional and extra-institutional services. Describe activities in a meaningful way and define their importance when necessary. The following order of listing is recommended: service to most immediate unit, college, University, UW System, local community, broader community, and professional organizations (label categories which are used). Pay particular attention to activities since last promotion.

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SECTION IV. REASONS FOR ACTIONS (Completed at appropriate levels)

Promotion Evaluative Summary

Each level of review is expected to provide an evaluative summary of the reasons for the recommendation being made by that level. The following levels should attach a signed rationale statement to the University Promotions Form:

Initial Level of Review
College Committee
Dean or Functional Equivalent
Provost & Vice Chancellor
Chancellor

(*Use the sample below as a format for preparing your evaluative summary/rationale statement.*)

Evaluative Summary provided by [*Insert appropriate level.*]:

Signature: _____ Date_____

The **initial level of review** will prepare statements of rationale[1] supporting their actions[2]**.** These rationale statements are to include:

- A discussion of evidence submitted by candidate concerning any reassigned time activities which are not listed in the categories given below.
- A discussion of evidence submitted by candidate concerning teaching effectiveness evaluated in relation to University promotions criteria, student and peer evaluations.
- A discussion of evidence submitted by candidate concerning professional and scholarly growth and evaluated in relation to quality and University promotions criteria.
- A discussion of evidence submitted by candidate concerning services evaluated in relation to University promotions criteria.

Candidate Copy

After each level or review has forwarded their recommendation to the next level of review, they shall provide the candidate with a copy of their rationale statement along with the notice indicating the level's recommendation.

[1] Refer to Faculty and Academic Staff Handbook, FAC 5.C.3.(1).

[2] Minority opinions may be attached if necessary.