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Faculty Chapter Seven

2

Faculty Employment Considerations

3

Part A. General.

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FAC 7.A.0. Incorporation of College Personnel Materials.

5 Please note that substantive requirements relating to faculty appointment, renewal, tenure, promotion, and
6 merit may be found in materials developed at the college or department level. College-specific information
7 has been included as an appendix to this material.

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FAC 7.A.1. Faculty Responsibilities.

9 It is recognized that University of Wisconsin Oshkosh faculty are professionals and exercise a high degree
10 of responsibility in carrying out their duties. Whatever methods individual faculty members choose to meet
11 their obligations it is expected that every member will meet or exceed the minimum expectations of Re-
12 gent policy (ACPS-4): The contractual academic year shall consist of a full nine months (39) weeks and
13 shall include not fewer than 34 weeks of organized services for students including classroom instruction,
14 registration, advising, and examining.

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FAC 7.A.2. Non-teaching Assignments.

16 Individual faculty members are responsible for clearing with their chairperson or comparable supervisor
17 what they will be doing as part of their university assignment in addition to their teaching. Faculty mem-
18 bers will be expected to engage in their share of non-teaching duties (advisement, committee service,
19 etc.) unless other arrangements (justifiable in terms of the educational mission of the University) are made
20 with the person whom they customarily consult about their responsibilities. Chairpersons should have do-
21 cumentation of the staff members' agreed upon activities on file. As has customarily been the pattern, fa-
22 culty members will continue to have their teaching and non-teaching activities assessed periodically when
23 determining the annual evaluations, renewals, and promotions.

1 **Part B. Faculty Workload Policy.**

2 **FAC 7.B.1. Faculty Workload.**

3 The workload of University of Wisconsin Oshkosh tenured and tenure track faculty includes expected ac-
4 tivities in each of the following areas:

5 (1) Teaching.

6 In accordance with the UW Oshkosh mission statement, the primary responsibility of faculty is
7 teaching. The teaching load for faculty with a typical full time instructional assignment is 24 stan-
8 dard college hours per academic year, although portions of this load may be reassigned to ac-
9 commodate other duties associated with such activities as additional research, unusual modes of
10 instruction, clinical or thesis supervision, graduate teaching, program administration, etc. This
11 load may be distributed in any fashion acceptable under our academic calendar system.

12 (2) Professional Growth.

13 Faculty are expected to remain current and productive in their areas of expertise. Appropriate ac-
14 tivities (listed as examples) include research, publication, creative and artistic endeavors, grant
15 related activity, and attendance and participation at professional conferences.

16 (3) Service.

17 Faculty are expected to provide service to their department, college, university, community, and
18 professional organizations. Appropriate activities (listed as examples) include committee work;
19 talks to professional, student, or community groups; conducting seminars and workshops (includ-
20 ing outreach); service to student organizations; and providing professional expertise to university
21 and community.

22 **FAC 7.B.2. Workload Determination.**

23 Faculty workload assignments are typically made at the departmental level according to policies and pro-
24 cedures specified in department and college bylaws. The Department Chair and Dean are responsible for
25 the approval of workloads. Each college or equivalent unit is required to develop a policy for review and
26 approval of assigned workloads. Such policies must be approved by the appropriate college governance
27 group, Dean, Provost, and Chancellor. Such policies must include a statement of where assigned work-
28 loads originate, who is responsible for their approval, and the rationale or criteria to be applied in approv-
29 ing workload reassignments. The policy must include a provision for the collection of descriptive informa-
30 tion on workloads which will be periodically reported to the Provost in summary form.

31 **FAC 7.B.3. Performance Expectations.**

32 Performance in each of these areas is continuously evaluated for renewal and tenure decisions, and merit
33 based salary adjustments. All such evaluations begin with faculty submission of summaries of accom-
34 plishments in each area. Depending upon the purpose of the evaluation either department or college
35 guidelines, consistent with university policy, will define the activities covered. These submissions are typi-
36 cally evaluated by peers and/or supervisors at the departmental level, and then forwarded through the
37 Dean to the Provost and Chancellor. Additional evaluation may be required by the policy for the review of
38 the performance of tenured faculty.

1 **Part C. Faculty Recognition.**

2 **FAC 7.C.1. Distinguished Teaching Award.**

3 Each year the University of Wisconsin Oshkosh will recognize the contributions of its faculty and instructional academic staff members with a Distinguished Teaching Award.

5 (1) Purpose.

6 To emphasize University of Wisconsin Oshkosh's commitment to teaching excellence and stressing the importance of teaching to the University, one to three faculty and one to three instructional academic staff will be selected each year to receive the prestigious title of Distinguished Teacher.

9 (2) Eligibility.

10 Faculty: Current full-time faculty who are: in at least their fourth year of service at University of Wisconsin Oshkosh; who have taught an average of 6 credits per year over the past 3 years; and who are teaching during the current year are eligible to be nominated for the Distinguished Teaching Award.

14 Instructional Academic Staff: Current IAS who are in at least their fourth year of service at University of Wisconsin Oshkosh at .75 FTE or more; and who are teaching at .75 FTE during the current year are eligible to be nominated for the Distinguished Teaching Award.

17 (3) Criteria.

18 The criterion to be used will be demonstrated excellence in teaching.

19 (4) Documentation.

20 Each nomination shall be forwarded on the Distinguished Teaching Award Form prepared by the Provost and Vice Chancellor's Office in consultation with the Executive Committees of the Faculty Senate and Senate of Academic Staff. The forms will cover as a minimum the area(s) listed below for each category and may be completed by the nominee or the nominator.

24 Faculty:

25 (a) Teaching - Summaries of student evaluations of teaching will need to be included along with other evidence substantiating excellence in teaching.

27 (b) Professional and Scholarly Growth - Evidence of professional and scholarly growth will need to be included and a statement provided as to how it relates to teaching excellence.

29 (c) Service - Evidence of institutional and extra-institutional service will need to be included and a statement provided as to how it relates to teaching excellence.

31 Instructional Academic Staff:

32 (a) Criteria for this award are restricted to components of teaching. Documentation is submitted evidencing and illustrating the richness of instruction achieved. Such documentation might include assignments the instructor has designed, peer evaluations, letters of support from students and alumni, student evaluations, letters of recommendation from other IAS and faculty, and papers/projects completed by students that reflect excellence in teaching.

37 (5) Procedures.

38 (a) Announcement

- 39 1. On February 15 of each year the names of persons nominated for the award will be forwarded by units to the Provost and Vice Chancellor's Office.

41 (b) Nominations

- 42 1. Faculty: Each unit (department, college, etc.) may nominate one individual for each 20 FTE or fraction thereof assigned to the unit. The method of selection shall be left to the unit consistent with bylaws in effect.

1 Instructional Academic Staff: Each unit (department, college, etc.) may nominate one in-
2 dividual for each 20 FTE or fraction thereof assigned to the unit. The method of selection
3 shall be left to the unit consistent with bylaws in effect.

4 2. The Oshkosh Student Association (OSA) may nominate no more than 10 individuals by
5 procedures established by OSA.

6 3. The Alumni Board of University of Wisconsin Oshkosh may nominate no more than 10
7 individuals by procedures established by the Board.

8 4. The proper forms shall be completed and forwarded to the Provost and Vice Chancellor's
9 Office: via the Dean (or functional equivalent); via the President of OSA for student nomi-
10 nations; or via the Director of Alumni Affairs for Alumni Board recommendations. The
11 Dean (or functional equivalent) shall indicate support or nonsupport of recommendation
12 from the nominating units.

13 5. The Provost and Vice Chancellor's Office shall collate the nominations and arrange the
14 materials for the selection process.

15 (c) Selection Process

16 A Distinguished Teaching Award Committee shall be formed consisting of: three faculty ap-
17 pointed by the Faculty Senate with one of these three, if possible, having been a previous re-
18 cipient of the award; three instructional academic staff appointed by the Senate of Academic
19 Staff with one of these three, if possible, having been a previous recipient of the award; three
20 students appointed by Oshkosh Student Association; one person appointed by the Alumni
21 Board; and a person appointed by the Provost and Vice Chancellor as an ex officio non-
22 voting member. Names of committee members shall be forwarded to the Provost and Vice
23 Chancellor by the president of the Faculty Senate, the president of the Senate of Academic
24 Staff, the president of OSA and the director of Alumni Affairs on or before February 1 of each
25 year.

26 The Provost and Vice Chancellor's appointee will arrange for the first meeting of the commit-
27 tee and conduct an election for a chairperson of the committee at that meeting.

28 After reviewing the forms the committee shall submit three names of faculty and three names
29 of instructional academic staff and the forms via the chairperson of the committee to the
30 Provost and Vice Chancellor's Office no later than March 15. The committee may choose to
31 rank order the names in the faculty category and to rank order the names in the instructional
32 academic staff category, and include specific comments on each of the individuals.

33 The Provost and Vice Chancellor and Chancellor will then select from one to three faculty and
34 one to three instructional academic staff to receive the Distinguished Teaching Award.

35 The award will normally be presented at Opening Day assembly in the fall.

36 **FAC 7.C.2. John McNaughton Rosebush University Professorship for Excellence in Teaching and**
37 **Professional Achievement.**

38 All members of the teaching faculty are eligible for nomination for the John McNaughton Rosebush Pro-
39 fessorship. Nominations may be made by faculty, staff and students; self nominations will not be ac-
40 cepted.

41 As many as four Rosebush Professorships may be awarded to the winners. Funding is provided by dona-
42 tions made by members of the community to the University of Wisconsin Oshkosh Foundation.

43 The award is based on compelling evidence of excellence in teaching, scholarly activity and professional
44 growth, and service to the community or the University/Community.

45 **FAC 7.C.3. Endowed University Professorships.**

46 The University of Wisconsin Oshkosh Foundation, Inc. has established an endowed professorship pro-
47 gram that recognizes faculty achievement.

48 All faculty members who are tenured and hold the rank of associate or full professor will be eligible for the
49 award of a University Professorship. The primary criterion of selection shall be excellence in scholarship

1 and/or creative accomplishments, for example, research publications, literary works, paintings, musical
2 compositions or performances. A candidate must also have demonstrated a record of quality teaching.

3 Each appointment shall be for a period of four years. An Endowed Professorship shall carry:

4 (1) A monetary award for professional development including academically related travel, equipment
5 and supplies, and/or student assistance; and

6 (2) A monetary award to the recipient's department to promote its mission.

7 **FAC 7.C.4. Barbara G. Sniffen Faculty Governance Service Award.**

8 The purpose of the Barbara G. Sniffen Faculty Governance Service Award is to emphasize the critical role
9 of faculty service activities in the functioning of the University, and to recognize individuals who have com-
10 piled truly *exceptional* service records over the course of their careers at the University of
11 Wisconsin Oshkosh.

12 To be eligible for this award, faculty must have been a member of the UW Oshkosh faculty for at least 12
13 years and have the rank of Associate Professor or Professor at the time of nomination.

14 The selection criteria for this award include the number of service activities over a faculty member's career
15 at UW Oshkosh and the significance of those activities. Teaching and Scholarship are not included in the
16 selection criteria. Holding the rank of Associate Professor or Professor provides sufficient evidence that
17 adequate teaching and scholarly performance have been demonstrated.

18 Nominees for this award will submit a complete list of their service activities while members of the UW
19 Oshkosh faculty. This list may include service to one's department and college, UW Oshkosh, and the
20 UW System. Information on teaching performance, scholarly activities, or professional or community ser-
21 vice may not be included.

22 In October, the Faculty Senate Office will solicit nominations for the Barbara G. Sniffen Faculty Gover-
23 nance Service Award. Self-nominations are allowed.

24 A three-person selection committee will be appointed by the Executive Committee of the Faculty Senate.
25 Committee members must be previous winners of this award with the rank of Professor or Professor Eme-
26 ritus (former Presidents of the Faculty Senate may serve on the committee if previous winners are not
27 available). The committee's charge will be to review and consider the service records of those nominated
28 and select one individual to receive the award. Should the committee conclude that none of the nominees
29 have sufficiently outstanding service records to merit receiving the award, no award will be made.

30 **FAC 7.C.5. Recognition of Faculty, Academic Staff, and Classified Staff for Length of Service.**

31 The University of Wisconsin Oshkosh recognizes faculty and staff for the length of service. Each spring,
32 usually in April, faculty and academic staff are recognized for 5, 10, 15, 20, and 25 years of service. This
33 recognition is implemented through the Office of Special Events.