

1 **Part A. Introduction.**

2 **FAC 5.A.1. Overview.**

3 The promotion policy which is stated here applies to all persons with faculty rank, both teaching and
4 non-teaching. The criteria set forth minimum levels of experience, preparation, and performance. Posses-
5 sion of the minimum requirements may not necessarily lead to recommendation and/or promotion. Pos-
6 session of minimum requirements should be viewed by all participants in the promotion process merely as
7 a qualifying basis for defining candidacy for promotion. Positive recommendations should be made only
8 for those candidates who show evidence of contributions to raising the quality of education and service
9 offered by the University.

10 Throughout this document "initial level of review" is used to refer to "program cluster," "program," "interest
11 area," "department," or other unit which is agreed upon by the faculty of the college or non-collegiate unit
12 and the Dean or equivalent administrative officer and is consistent with the bylaws which are applicable to
13 the college or non-collegiate unit as the appropriate body to be first in considering any promotion.

14 The candidate in preparing his/her papers should stress facts with supporting evidence of these facts.
15 (Editorial comment and evaluation of facts is the responsibility of the reviewing levels.) The candidate
16 should clearly indicate which duties that are listed are part of his/her assigned job and which are really
17 extra effort.

18 The faculty member has the right to withdraw his/her papers from the review at any time in the process by
19 stating in writing to her/his Dean that further consideration of the promotion papers is to stop.

20 After the promotion process has been completed, the faculty member will be given upon written request to
21 the Chancellor a copy of all "reasons for action" and "summaries and evaluations" which were added to
22 his/her papers during the review and decision process.

23 **FAC 5.A.2. Combined Promotion and Tenure Process.**

24 This section applies only to faculty whose tenure was approved upon or after September 5, 1997. As a
25 general rule, faculty who have not already attained the rank of Associate Professor will be promoted to
26 that rank with the approval of tenure (as prescribed in Chapter 4).

- 27 (1) Faculty members will be promoted to the rank of Associate Professor at the time tenure is ap-
28 proved by the Board of Regents, or as soon as possible thereafter providing that they meet the
29 appropriate degree, time in rank, and experience criteria.
- 30 (2) Faculty members whose tenure is approved but who did not meet the degree, time in rank, or ex-
31 perience criteria for Associate Professor at the time tenure was approved will be promoted to that
32 rank as soon as possible after they meet those criteria.
- 33 (3) For subsections (1) and (2), immediately above, the process for implementing these promotions
34 shall be by administrative action of the Offices of the Provost and Vice Chancellor and the Chan-
35 cellor
- 36 (4) Individuals cannot apply separately for promotion to Associate Professor during the academic
37 year of their tenure decision.
- 38 (5) Candidates should carefully review the criteria for both tenure and promotion since the informa-
39 tion submitted for tenure consideration also serves as the material under review for promotion to
40 Associate Professor.
- 41 (6) Prior to its review of the tenure and promotion application, the initial level of review will ascertain
42 whether the candidate has satisfied the degree, time in rank and experience criteria for promotion
43 to Associate Professor. This determination shall be verified by the Office of the Provost and Vice
44 Chancellor, based upon a review of the individual's official personnel file.
- 45 (7) All simultaneous tenure and promotion applications will be reviewed and considered through the
46 regular renewal process, as prescribed in Chapter 4.
- 47 (8) The effective date for all promotions will be the time of formal approval by the Board of Regents of
48 the University of Wisconsin System.