

1 **Part C. Procedures.**

2 **FAC 5.C.1. Timetable.**

3 Dates are determined each year according to administrative calendar. Contact the Provost and Vice
4 Chancellor's office for a copy.

5 **FAC 5.C.2. General Procedures.**

6 Each initial level of review shall have a promotions committee which is composed of faculty members from
7 within that initial level. Within a college there may be as many review units as the faculty of the college
8 deem appropriate and are approved by the Dean of that college. There may be as little as one review
9 body of faculty before the Dean's review if the faculty of the college so decides (i.e., only a College Pro-
10 motions Committee is required before the Dean's review).

11 Members of each faculty committee are eligible to vote only on candidates of lower rank than themselves.
12 Members of committees beyond the original review level are not eligible to vote or participate in the dis-
13 cussion of candidates upon whom they have previously had the opportunity to vote at earlier review levels.

14 Each individual or committee involved in the promotion process shall insert in each folder at the appropri-
15 ate stage in the process a written recommendation for promotion/non-promotion and the reasons for that
16 recommendation.

17 **FAC 5.C.3. Detailed Procedures.**

18 (1) Initial Level of Review Committee.

19 The function of the Initial Level of Review Promotions Committee is to nominate candidates for
20 promotions and appraise their performance in the three major areas-- teaching, professional and
21 scholarly growth, and institutional and extra-institutional service. The results of the appraisal,
22 which is to include the specific number of votes, shall be attached to the candidate's credentials
23 for use by the other review levels. The membership of the Initial Level of Review Promotions
24 Committee is determined by faculty of that level according to any applicable bylaws. The only re-
25 striction is that any person who renders a review decision on this committee's decision should not
26 (in order to ensure independent judgment) attend committee sessions during its deliberations or
27 voting but may meet with it afterwards to discuss its recommendation. The candidate shall be giv-
28 en written notification of the action of the committee and the reasons therefor within three working
29 days of the decision. (A faculty member who is not nominated may request the chairperson of the
30 review committee that the nomination form be forwarded to the next review level and shall attach
31 reasons to it that he/she feels are reasons why he/she should be nominated.) Nominations are
32 forwarded to the next review level.

33 Faculty who have split assignments shall initiate their promotion papers through the unit in which
34 their assignment is greatest. In the event the assignment is evenly divided or varies from year to
35 year, the faculty member may choose which unit he/she wishes to consider the promotion initially.
36 It shall be the candidate's responsibility to have forwarded to the Initial Level of Review Promo-
37 tions Committee an assessment of performance from all other supervisors who have administra-
38 tive or academic responsibility for the faculty member.

39 (2) College Promotions Committee (this may be the Initial Level of Review Committee--if so, see
40 above).

41 College Promotions Committees are composed of individuals who are directly elected by the fa-
42 culty of the colleges. In all colleges, procedures for election should be followed which will prevent
43 significant imbalances of faculty member's expertise. Deans or other persons who render inde-
44 pendent decisions on the candidate should not (in order to ensure independent judgment) sit with
45 promotions committees during their deliberations or voting but may meet with them afterwards to
46 discuss their recommendations. If the College Promotions Committee is not the Initial Level of
47 Review, it should not attempt to preempt the academic judgments of the Initial Level of Review
48 but should provide for the equitable evaluation of all candidates in terms of the formal criteria pre-
49 viously delineated as they may specifically apply to that college. In other words, the College
50 Committee evaluates procedure and ascertains that criteria have been met as claimed. Recom-
51 mendations of the College Promotions Committee shall be forwarded to the Dean. The candidate

1 and all previous levels of review, if applicable, who acted on the promotion shall be given written
2 notice of the action of the committee and the reasons therefor.

3 (3) Dean.

4 The Dean shall review the forms which were submitted, attach his/her recommendation, and for-
5 ward the information to the Provost and Vice Chancellor. The candidate and all previous levels of
6 review shall be given written notice of the action of the Dean and the reasons therefor.

7 (4) Provost and Vice Chancellor.

8 The Provost and Vice Chancellor shall review the forms and forward his/her recommendations to
9 the Chancellor; then the Provost and Vice Chancellor shall also give written notification of action
10 to the candidate and all previous levels of review and the reasons therefor.

11 (5) Chancellor.

12 The Chancellor shall approve or disapprove the recommendations which were sent to him/her
13 and then forward the list of approved candidates directly to the Board of Regents office at budget
14 time. The Chancellor shall notify all candidates and all previous levels of review in the promotion
15 of her/his actions and the reasons therefor. It is recommended that the Chancellor or the Provost
16 and Vice Chancellor discuss reasons with the faculty member for any action contrary to the posi-
17 tive recommendations of all previous levels of review.

18 (6) As soon as the action of the Board of Regents is known, adequate publicity shall be given to the
19 list of authorized promotions.

20 (7) The above procedures shall apply with the modifications described in this paragraph to all per-
21 sons whose assignments are to non-college units. Promotion recommendations for non-teaching
22 faculty with no college affiliation shall originate within their assigned units. Such recommendations
23 are then sent to the administrative head of that unit for his/her recommendation and shall then
24 proceed in the usual fashion from that level of review. It will be left to the administrative officer at
25 this level to determine, according to applicable bylaws and university policies, if a promotion
26 committee composed of non-teaching faculty should be formed at this level. If there is to be a
27 promotions committee at this level, it shall be formed by the administrative officer after consulta-
28 tion with appropriate members of the unit. Such proposals then proceed in the normal manner
29 which is described above under the same time schedule. Faculty whose responsibilities are di-
30 vided between academic and other assignments may be nominated for promotion by the unit in
31 which they have their major responsibility, with assessment statements in writing provided by all
32 individuals who have supervisory responsibilities for the faculty member. These must be consi-
33 dered by the initial level of review.

34 (8) Promotion recommendations from each campus go to the Board of Regents once annually in the
35 spring. Therefore, all promotions that are contingent upon degree completion should be filed at
36 this time. They will become effective in the fall if acted on favorably and contingency requirements
37 are met. Faculty who applied for promotion contingent upon completion the previous year and
38 failed to complete the degree by the appropriate date will need to apply again in the current year.

39 (9) All committees must observe the Open Meetings Law (see Section 19.81 et seq. Wis. Stats.)

40 (10) Faculty who are not nominated for promotion by the Initial Level of Review Committee have the
41 right to request reconsideration by the Initial Level of Review Committee. Such a request shall be
42 made in writing within five days of the receipt of written notification by the faculty member who
43 was not nominated for promotion by the Initial Level of Review Committee.

44 Faculty who were nominated by the Initial Level of Review and who subsequently are not recom-
45 mended for promotion at a higher level of review have the right within ten days after receiving no-
46 tice of nonpromotion from the Chancellor, sent by first class mail, to request reconsideration by
47 the level first recommending nonpromotion.

48 If, after reconsideration, the original recommendation is reaffirmed, the process will end and the
49 faculty member will be so informed with reasons therefor.

50 If the Promotions Committee or administrator recommends rescision of the nonpromotion as a re-
51 sult of reconsideration, the faculty member and the next review level will be so informed with the

1 reasons therefor. The written statement submitted by the faculty member shall also be sent for-
2 ward to the next level of review.

3 The next level shall, as a result of the information from the previous level, conduct a reconsidera-
4 tion meeting with the faculty member following the procedures outlined above. The process shall
5 end if any review level, including the Chancellor, affirms the original recommendation of nonpro-
6 motion, or the Chancellor, as the last step in the process, decides on promotion. Reasonable
7 timetables (but in no case more than 15 working days--while school is in session--this can be ex-
8 tended at the request of the review committee) shall be established by all promotion committees
9 or administrators involved with the reconsideration of nonpromotion.

10 In the event a faculty member has reason to believe there was a procedural error in the consider-
11 ation of his/her application for promotion, the UW-Oshkosh grievance procedures may be fol-
12 lowed.