

Part C. Procedures.

FAC 5.C.1. Timetable.

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

FAC 5.C.2. General Procedures.

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

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

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

FAC 5.C.3. Detailed Procedures.

(1) Initial Level of Review Committee.

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

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

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

College Promotions Committees are composed of individuals who are directly elected by the faculty of the colleges. In all colleges, procedures for election should be followed which will prevent significant imbalances of faculty member's expertise. Deans or other persons who render independent decisions on the candidate should not (in order to ensure independent judgment) sit with promotions committees during their deliberations or voting but may meet with them afterwards to discuss their recommendations. If the College Promotions Committee is not the Initial Level of Review, it should not attempt to preempt the academic judgments of the Initial Level of Review but should provide for the equitable evaluation of all candidates in terms of the

formal criteria previously delineated as they may specifically apply to that college. In other words, the College Committee evaluates procedure and ascertains that criteria have been met as claimed. Recommendations of the College Promotions Committee shall be forwarded to the Dean. The candidate and all previous levels of review, if applicable, who acted on the promotion shall be given written notice of the action of the committee and the reasons therefor.

(3) Dean.

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

(4) Provost and Vice Chancellor.

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

(5) Chancellor.

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

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

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

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

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

(10) Faculty who are not nominated for promotion by the Initial Level of Review Committee have the right to request reconsideration by the Initial Level of Review Committee. Such a request shall be made in writing within five days of the receipt of written notification by the faculty member who was not nominated for promotion by the Initial Level of Review Committee. [If this reconsideration does not change the previous recommendation to deny promotion, the candidate may still request that their credentials be forwarded to the next level of review.](#)

Faculty who were nominated by the Initial Level of Review and who subsequently are not recommended for promotion at a higher level of review have the right within ten days after receiving notice of nonpromotion from the Chancellor, sent by first class mail, to request reconsideration by the level first recommending nonpromotion.

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

If the Promotions Committee or administrator recommends rescission of the nonpromotion as a result of reconsideration, the faculty member and the next review level will be so informed with the reasons therefor. The written statement submitted by the faculty member shall also be sent forward to the next level of review.

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

In the event a faculty member has reason to believe there was a procedural error in the consideration of his/her application for promotion, the UW-Oshkosh grievance procedures may be followed.