

UWM
English Department, Academic Staff Policies
2019

The Academic Staff is an integral part of UWM's English Department. Appointments, contracts, workload, promotions, job security, and all other contractual rights are determined by several layers of policies and procedures. This handbook focuses on the English Department's policies and procedures.

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Policies Governing Academic Staff

Below we identify relevant Wisconsin State Legislature statutes and codes, UW-System guidelines, and UWM policies that affect all Academic Staff.

Wisconsin State Legislature Statutes

Chapter 36: University of Wisconsin System <http://docs.legis.wisconsin.gov/statutes/statutes/36>

Wisconsin State Legislature, Administrative Code for the Board of Regents:

http://docs.legis.wisconsin.gov/code/admin_code/uws

The UW-System has rules UWS 9, 10, 11, and 12 concerning coverage, appointments, dismissal, and layoff.

UW-System Unclassified Personnel Guidelines (UPG):

<https://www.wisconsin.edu/ohrwd/policies/upg/>

The UPGs 1-11 describe policies for *unclassified* positions (this includes Academic Staff). These policies include appointments, job security, unclassified compensation, recruitment, employee performance improvement, and leave policies.

UWM

The UWM Senate of the Academic Staff is the official governance body for the academic staff and represents UWM Academic Staff interests to campus administration, UW System Administration and the Board of Regents. The Academic Staff Committee (ASC) is the executive committee of the Senate. There are also several UWM Faculty Standing Committees with Academic Staff representation. Additionally, each campus's committee delegates a member to attend meetings of the UW Academic Staff Representatives, which are chaired by UW System's Vice President for Academic and Student Affairs.

UWM Academic Staff Policies & Procedures: <http://uwm.edu/secu/policies/as/>

Academic Staff Definitions from the UW-System UPG #1 used by the Department of English:

Associate Lecturer: An Associate Lecturer is one who independently teaches courses subject to broad guidelines describing the scope of the subject matter to be taught and the topics to be covered. Effective classroom delivery, testing and grading are the primary duties expected of lecturers at this level.

Lecturer (No Prefix): A Lecturer at this level has the experience and academic qualifications needed to develop and teach a course subject to broad guidelines describing the scope of the subject matter to be covered. However, the specific topics to be covered and the degree of topic emphasis are left to the independent judgment of the (No Prefix) Lecturer. At this level, a Lecturer may be involved in various instructional related activities. These may include

undergraduate advising, assisting in developing lab safety protocols, course scheduling, curriculum development, participating in departmental outreach programs or other instructional activities.

Senior Lecturer: A Senior Lecturer has extensive teaching experience and subject matter expertise in an academic discipline. A lecturer at this level has gained a reputation among his or her peers for demonstrably sustained superior contributions to teaching within a department or division. At this level, the independent selection, organization and development of course contents, instructional materials, and approaches used are expected. Involvement with committees engaged in supporting this development is typical. However, the direct delivery of instruction is the primary responsibility of this title.

Distinguished Lecturer: A Distinguished Lecturer performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of an academic staff member at this level is commonly recognized by his or her peers and through a reputation that extends beyond his or her work unit. A Distinguished academic staff member is expected to develop new approaches, methods or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, an Academic Staff member can be expected to guide or train other academic staff or to oversee their work.

The UWM Academic Staff Document 83 (2013) describes Distinguished Lecturer this way: A Professional, Instructional or Research Academic Staff member with a Distinguished prefix performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of an Academic Staff member at this level is commonly recognized by her/his peers and through a reputation which extends beyond her/his work unit.

A Distinguished Academic Staff member is expected to develop new approaches, methods or techniques to resolve or prevent problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, an Academic Staff member can be expected to guide or train other Academic Staff or to oversee their work. Currently, only Academic Staff in the Professional title series and selected Academic Staff in the Instructional and Research title series are eligible for the Distinguished prefix.

Terms of Appointment based on UWM Academic Staff Policies & Procedures, Chapter 104

Fixed or Limited-Term: Fixed-term appointments should not be used for positions that have been probationary. Fixed-term appointments shall be for a definite period of time specified in the employment contract, are renewable solely at the option of the University of Wisconsin-Milwaukee, and carry no expectation of reappointment beyond the stated term. Fixed-term appointments may be made for more than one year as either multiple year or rolling horizon appointments.

Probationary: A probationary academic staff appointment is one leading either to review and a decision on indefinite appointment or to non-renewal of the appointment. Probationary Academic Staff appointments are made for those who are filling permanent Academic Staff positions or for a position created and approved by the department, Dean and Chancellor. Academic Staff members in permanent positions with probationary status are reviewed for an indefinite appointment within seven years.

Indefinite: An indefinite appointment is similar to tenure. It is an unlimited-term appointment of 50% or more granted by the Chancellor to an Academic Staff instructor pursuant to Chapter 107 of the University's Academic Staff Policies and Procedures. Such an appointment is terminable only for cause under UWS 11 or for reasons of budget or program under UWS 12. The proportion of time provided for in the initial indefinite appointment may not be decreased or increased without the mutual consent of the academic staff member and the institution unless the appointment is terminated. Academic staff members may be granted indefinite appointment prior to the end of the sixth year of probationary service, but in no case before one year of probationary service is completed. A person with indefinite status who remains in the same position or who is involuntarily moved to another position shall not lose his or her indefinite status.

It is the College and Department's policy to grant indefinite appointments only to academic staff whose positions are necessitated by long-term programmatic considerations. The process is similar to the tenure decision process in that the candidate prepares a case outlined by the university's Academic Staff Committee, presents the case to the department's Executive Committee, then to the Dean, and ultimately to the Chancellor for approval. Within the department, a candidate for indefinite appointment prepares his or her file with guidance from the Academic Staff Committee for submission to the Personnel Action Committee which makes a recommendation to the Executive Committee.

Employment Contracts: The terms and conditions of the appointment shall be specified in a written employment contract or employment letter signed by the dean. The employment contract or letter shall contain details as to the terms and conditions of the appointment. Academic staff with indefinite appointment shall receive a salary letter in lieu of an annual or academic year contract.

Performance Evaluation

Classroom Observations: The English Department recommends that all Associate Lecturers, Lecturers, and Senior Lecturers will have a classroom observation at least once every three years, conducted either by their main supervisor or someone their supervisor appoints. Lecturers on a Probationary Contract should be observed at least twice during their probationary period. The observer will observe class; write a formal report of the observation identifying strengths, weakness, and any suggestions for improvement; and will meet with the instructor to discuss the class and their report. Follow up observations, if they are needed, can be scheduled by the supervisor, at their discretion.

The Department Academic Staff Committee chairperson will keep a schedule of the observation rotation and will notify both Academic Staff and their Plan Coordinators when they are due to be observed. Observations are to be conducted in the fall term, with reports written and submitted no later than January 15th. Observation reports are included in the Annual Performance Review for that year.

Annual Performance Reviews: Associate Lecturers, Lecturers, and Senior Lecturers who are employed at 50% or more (for both semesters of an academic year) complete annual performance review in the spring semester. The College of Letters and Science requires these reviews, however the English department has established its own timeline and structure. There are two types of annual review, the Comprehensive Review and the Annual Update.

- Academic staff with Indefinite Appointments will complete a Comprehensive Review every three years. Performance Report Annual Updates will be completed in the intervening years.
- Lecturers with Probationary Appointments will complete a Comprehensive Review in their Second and Fifth years of Probationary Status. Performance Report Annual Updates will be completed in the intervening years.
- Fixed-term Academic Staff holding a 50% or greater appointment over at least the last four semesters will complete the Performance Report Annual Update review document. They may request a Comprehensive Review at any time in order to prepare for application for Probationary status.

Timeline: Academic Staff instructors complete and submit their portion of the annual review to their supervisor by the third Friday in February each year. The supervisor reviews the reports, meets with instructors (when required), and after completing their portion of the review, submits these documents to the department chair by the third Friday of March. The department chair will then review and sign these by the first Friday in April, and forward them to the college. If for any reason the supervisor fails to complete their portion of the review process by the third Friday of March, the academic staff member may submit their portion of the review directly to

the department chair, and it will stand as their official review. Academic staff are encouraged to keep copies of all annual review documents.

Comprehensive Reviews: For Comprehensive Reviews, the following procedures are recommended for all lecturers in the English Department:

Lecturers will write a self-evaluation in which they will document:

- Teaching and other activities
- Professional Development
- Service, including any special projects
- Any administrative work for which they have a course release
- Their professional and work-related goals
- General trends in their SEIs (course evaluations), including strengths, weaknesses, or patterns

Supervisors will, in their written review of the instructor:

- Document any relevant student performance data (such as pass rates, attrition, learning outcomes achievement) with a description of any applicable context, if such data is available and deemed relevant.
- Document any long-term trends in how students evaluate the instructor's performance.
- Document any patterns of student complaints or incidents.
- Include a copy of the observation letter whenever an official course observation is conducted.

Supervisors will meet with each Lecturer completing a Comprehensive Review to discuss the review by the third Friday of March. Lecturers are encouraged to follow and use the Comprehensive Review template.

Performance Report Annual Updates: Academic staff will submit a *brief* review, using the Annual Update Form, highlighting new achievements in teaching, research, and service since the last Comprehensive Review, and will include an updated CV. This document will be submitted electronically to the supervisor, who will add any relevant comments. The document will then be sent back by email to the Academic Staff member for their signature and any additional comments, after which it will be submitted to the Chair for final action. No personal meeting is required, but may be requested by the Academic Staff member.

Review and Promotion

Associate Lecturers

Associate Lecturers, regardless of their percentage of appointment, are reviewed during their first semester of teaching to determine whether or not they will be eligible to be rehired for another semester of teaching. The review process includes a classroom observation by the Plan Coordinator (or someone they appoint) and a review of all teaching evaluations by the Plan Coordinator. The Plan Coordinator will determine whether or not the Associate Lecturer will be eligible for rehire after the first semester. Often the need for teaching Academic Staff differs from semester to semester; therefore, a qualified Associate Lecturer may be eligible for rehire but not rehired the next semester because of enrollment changes. However, that Associate Lecturer might be rehired in subsequent semesters.

Promotion to Lecturer: After four semesters of teaching Associate Lecturers are automatically promoted to Lecturer status.

Promotion to Senior Lecturer: According to the UWM Academic Staff Guidelines, the Senior Lecturer title must be considered, or reasons offered in writing as to why it is not, either at the start of the tenth semester of employment at 50% or more in fixed-term teaching academic staff status in the College of Letters and Science or upon granting of indefinite status. These guidelines state that promotion to Senior Lecturer is not granted solely because of years of service. The promotion is based on the instructor's extensive teaching experience in an academic discipline and demonstrated sustained superior performance. In addition, the Academic Staff Committee reviews the candidate's file and makes a recommendation to the Department's Executive Committee. If they approve the recommendation, they recommend promotion to the Dean.

Promotions do not become effective until the Dean approves them, and the College does not consider these promotions until the end of the spring semester. Thus, if candidates are approved for promotion in the fall semester, they should not expect any change in the status of their contract until the following fall semester.

In the English Department, the review process proceeds as follows:

1. During the candidate's eighth or ninth semester of teaching, the Academic Staff Committee informs the Lecturer of her or his eligibility for promotion.
2. The candidate submits a portfolio of materials (see Portfolio Submission Requirements below) to the Academic Staff Committee early in his or her tenth semester.

3. The candidate's Plan Coordinator arranges for a classroom observation and summary of all of the teaching evaluations, and she/he submits these materials to the Academic Staff Committee early in the tenth semester.
4. The Academic Staff Committee reviews the case. Positive recommendations are forwarded to the English Department's Executive Committee. If after review, the Academic Staff Committee does not recommend promotion, the candidate is allowed to reapply after four semesters and produce a record of consistently superior teaching as demonstrated through student evaluations, supervisory and peer class observations, and a teaching portfolio. If after the candidate reappplies the Academic Staff Committee still does not forward a positive recommendation, he/or she may appeal the decision to the UWM Academic Staff Hearing and Appeals Committee.
5. The Executive Committee considers the case. Positive recommendations are forwarded to the Dean.
6. The Dean of Letters and Science makes the final decision on promotion to Senior Lecturer.

Promotion to Senior Lecturer: Portfolio Submission Requirements

Portfolio submission requirements for candidates seeking promotion to Senior Lecturer were established by the English Department's Academic Staff Committee in December 2003.

The portfolio of materials must include:

1. A current curriculum vita;
2. A teaching portfolio that includes samples of course descriptions, syllabi, and assignments. This should include course materials for the different courses taught in the English Department at UWM and also include earlier and later versions of materials if the candidate has taught the same course more than one semester;
3. A reflective narrative explaining the context of the teaching portfolio. This should include a discussion of pedagogical and/or curricular innovations, an analysis of teaching strengths and weaknesses, and a philosophy of teaching (2-5 pages);
4. A minimum of two classroom observation reports, at least one from the current year. The observation from the current year is scheduled by the candidate's Plan Coordinator. If available, reports from previous classroom observations should be included in the portfolio. If no previous observation report exists, the candidate will need to ask the Plan Coordinator to schedule a second observation from the current year;
5. All annual reviews conducted by the candidate's Plan Coordinator; and

6. Solicited and unsolicited letters of support from students, colleagues, supervisors, or others. This is optional.

In addition to the above materials, the candidate's Plan Coordinator will submit a summary of teaching evaluations spanning the last ten semesters. The candidate's teaching evaluations will be available in the English Department for review by members of the Academic Staff Committee and the Dean's office.

As this lengthy review process suggests, the title of Senior Lecturer is not based solely on semesters of teaching service but requires positive recommendations from the Academic Staff Committee and the department's Executive Committee that are accompanied by strong evidence (e.g., the candidate's portfolio, student evaluations, pedagogical or curricular innovations, performance reviews, teaching observation reports) of sustained superior teaching performance and contributions to student learning.

Promotion to Probationary Status:

The department approved these policies in 2006.

1. Eligible candidates are Senior Lecturers with a minimum of two years in rank.
2. Applicants for Probationary Status submit a letter of intent and a CV to the Department Chair by the first Friday in October of the year they intend to apply.
3. The Academic Staff Committee, Faculty Personnel Committee (FPC) and the Department Management Team, in consultation with relevant Plan Coordinators, will review the candidate's statement of interest, CV, and such department resources as course evaluations, classroom observation reports, Senior Lecturer portfolios, letters on file from students, etc. Final decisions will be based on the following criteria:
 - Programmatic need
 - Record of consistently superior teaching
 - Evidence of commitment to professional growth and development
 - Flexibility in expertise
 - Seniority
 - Service to the University, community, and professional organizations
4. Applicants who are not selected will be informed in writing. Individuals can reapply up to three times.

5. The length of the probationary period will be negotiated between candidates, the relevant Coordinator and the FPC. Probationary periods in the English Department are no less than two years and no more than seven years.**
6. Final recommendation to the Dean will be made by majority vote of the English Department Executive Committee.
7. The Dean of Letters and Science makes the final decision on promotion to Probationary Status.

**Please note the following UWM Academic Staff Policies and Procedures:

A probationary academic staff appointment is one leading either to review and a decision on indefinite appointment or to non-renewal of the appointment. The probationary period shall be neither less than one year nor greater than seven years. Any period in which the probationary appointment is less than 50% time is excluded in calculating the probationary period.

Prior service may be granted at the time of the initial probationary appointment and shall be clearly stated in the initial probationary contract. Prior service may be granted for time spent in full-time equivalent service in the employee's position or appointment immediately prior to the initial probationary contract. If employed outside of the University of Wisconsin-Milwaukee, the staff member may be granted up to three years of prior service for that employment. If the staff member was in a fixed-term appointment immediately prior to the initial probationary contract, the staff member may be granted up to four years of prior service to be applied to the probationary appointment. (UWM Chapter 104 Academic Staff Appointments: 104.03 Probationary Appointments)

Promotion to Indefinite Status:

Please refer to Chapter 107.01 in the UWM Academic Staff Personnel Policies and Procedures published by the office of the Secretary of the University for more detailed information wherein it states: "To be eligible for promotion to indefinite appointment, an academic staff member on a probationary appointment shall meet the provisions outlined in UWM 104.03. Within 20 working days of the beginning of the fifth year in a probationary appointment, the Academic Staff member shall be notified by the Unit's Personnel Representative or immediate supervisor regarding the timeline for submitting written materials to the Academic Staff Review Committee for consideration to Indefinite Appointment."

One-year or multi-year contracts: Academic staff instructors are entitled to consideration for one-year contracts at 50% after twelve semesters of cumulative

service at 50% or more. After fourteen semesters of cumulative service at 50% or more, instructors are entitled to consideration for two-year contracts at 50% or more, and after twenty semesters of cumulative service at 50% or more, to consideration for three-year contracts at 50% or more. It is important to note that the department is not required to issue such contracts but is required to consider issuing longer-term contracts to eligible instructors. The department must notify the instructor in writing of their decision. If, for example, the department decides it cannot offer such contracts because of budgetary, enrollment, or programmatic uncertainties, it must inform the instructor of this decision upon request.

In 2009, the department decided to offer Lecturers or Senior Lecturers designated to receive contracts fixed-term two year contracts at 50% regardless of the number of semesters of cumulative service at 50% or more that they have taught.