



Division of Arts & Humanities
Executive Committee

LUB N450
414 229-5998 *phone*
414 229-5198 *fax*

**CRITERIA FOR TENURE AND PROMOTION OR APPOINTMENT
TO ASSOCIATE AND FULL PROFESSOR
May 2020**

I. Criteria for Tenure and Promotion to Associate Professor

A. Types of Criteria

In considering departmental recommendations for tenure and promotion to associate professor or new appointment at this rank, the Executive Committee of the Division of Arts and Humanities takes into account the following categories of professional achievement:

1. **Scholarly or creative accomplishments** and anticipated research trajectory. The Committee recognizes that creative and performing activities in the Arts are equivalent to the traditional academic research and scholarly publication of other disciplines.
2. **Teaching** excellence as demonstrated through peer and student assessments as well as professional development.
3. **Service** to the candidate's department, college, university, community, and profession.

B. Ranking the Criteria

The Committee places the greatest emphasis on **scholarly or creative accomplishments**. Evidence of superior **teaching** is also required. Evidence of **service** where appropriate shall be considered as well.

C. Documentation

1. Documentation of **research or creative activities** must include the following:
 - Candidate statement (3-4 pages) addressing significance of research agenda and works in progress, teaching, and service activities.
 - Letters of evaluation of the candidate's work solicited by the department from recognized authorities in the field at other major universities or comparable institutions inside and external to the

academy. Academic evaluators should hold the rank of at least associate professor or its international equivalent. Four to eight letters are desirable for internal candidates and a minimum of three letters for external candidates. The department will indicate how the external evaluations were selected and solicited. *See item C of cover letter for details.*

The Committee may choose to discount research for which the following points are unclear:

- Evaluative descriptions of journals, presses, galleries, theatres, etc., which have published or presented the candidate's work.
- Published reviews of the candidate's work and/or readers' reports on accepted, but not yet published, manuscripts.
- In the case of collaborative research, a clear explanation of the candidate's contribution and effort.

Additional letters of support from UWM colleagues may be included.

2. Documentation of **teaching**:

a) Documentation of **teaching** must include:

- summary of findings of any standardized evaluation instruments the department administers
- a balanced and objective digest of approximately two pages prepared by the department chair or chair's designee of quantitative and qualitative teaching evaluations with an explanation of how the sample was generated and evaluated by the executive committee or a subcommittee thereof.

b) Documentation of teaching should also include the documentation of some of the following:

- contributions to course and curriculum development
- teaching awards or recognition
- teaching innovations
- attendance at regional, national, and international professional symposia or conferences
- reports from co-instructors
- letters from faculty and students solicited by the department
- assessment of syllabi, examination, and other course materials

- student honors and accomplishments

Peer evaluations of teaching, conducted on a yearly basis through the probationary period, are highly recommended.

3. Documentation of **service** must consist of the candidate's curriculum vitae supported, when possible, by other material, such as:
 - letter from the department chair describing service contributions to the department, college, university, community and profession
 - program proposals that led to the creation of innovative service programs

II. **Criteria for Promotion to Full Professor**

A. Types of criteria

In considering departmental recommendations for promotion to full professor or new appointment at this rank, a subcommittee comprised of a minimum of three (3) full professors of the Executive Committee of the Division of Arts and Humanities takes into account the following categories of professional achievement, with particular emphasis on accomplishments since the initial tenure appointment:

1. Continued and recognized **scholarly or creative accomplishments**.
The subcommittee recognizes that creative and performing activities in the Arts are equivalent to the traditional academic research and scholarly publications of other disciplines.
2. **Teaching**.
3. **Service** to the candidate's department, college, university, community, and profession.

B. Ranking the criteria

The subcommittee places the greatest emphasis on **scholarly or creative accomplishments**. Evidence of superior **teaching** and significant **service** to the discipline and/or the university shall be considered as well.

C. Documentation

1. Documentation of **research or creative activities** must include the following:

- Candidate statement (3-4 pages) addressing significance of research agenda and works in progress, teaching, and service activities.
- Letters of evaluation of the candidate's work solicited by the department from recognized authorities in the field at other major universities or comparable institutions inside and external to the academy. Academic evaluators should hold the rank of full professor or its international equivalent. Four to eight letters are desirable for internal candidates and a minimum of three letters for external candidates. The department must indicate how the external evaluations were selected and solicited. *See item C of cover letter for details.*
- Evaluative descriptions of journals, presses, galleries, theatres, etc. that have published or presented the candidate's work.
- Published reviews of the candidate's work and/or readers' reports on accepted, but not yet published, manuscripts.
- In the case of collaborative research, a clear explanation of the candidate's contribution and effort.

Letters of support from UWM colleagues may be included.

2. Documentation of **Teaching**

a) Documentation of teaching must include:

- summary of findings of any standardized evaluation instruments the department administers
- a balanced and objective digest of approximately two pages prepared by the department chair or chair's designee of quantitative and qualitative teaching evaluations with an explanation of how the sample was generated and evaluated by the executive committee or a subcommittee thereof.

b) Documentation of teaching should also include the documentation of some of the following:

- contributions to course and curriculum development
- teaching awards or recognition

- teaching innovations
- attendance at regional, national, and international professional symposia or conferences
- reports from co-instructors
- letters from faculty and students solicited by the department
- assessment of syllabi, examination, and other course materials
- student honors and accomplishments

Peer evaluations of teaching, conducted on a regular basis as determined by the department's post-tenure review process, are highly recommended.

3. Documentation of **service** must consist of the candidate's curriculum vitae supported, when possible, by other material, such as:
 - letter from the department chair describing significant service contributions to the department, college, university, community and profession
 - program proposals that led to the creation of innovative service programs

FORMAT

Departmental Recommendations for Promotion or Appointment to Tenure at Rank of Associate Professor and for Promotion or Appointment to Professor

Departments are requested to prepare recommendations for promotion or appointments to tenure rank and for promotion or appointment to professor in accordance with the outline below.

The Divisional Executive Committee now asks for fully electronic submissions.

Folders of files with all supporting materials (including letters of support, publications, teaching evaluations, documentation of major service contributions, etc.) must be submitted in digital format (as is practical) for the Divisional Committee's review and consideration. These materials will provide the basis for the Divisional Committee's consideration. The electronic version must be transmitted via a flash drive or OneDrive/SharePoint link. *(Please note that the entire path, including the file name and folder names, must contain fewer than 200 characters.)* For cases involving videos or images that are impractical to include in the electronic file, they should be accessible by a direct link to the video/image on an external hosting site. A general link to the candidate's professional website is not acceptable.

The committee wishes the electronic documents to be organized into folders that are named and numbered in a manner that corresponds to the list below (pages 5-7). The final version of

the folders should be assembled by the Executive committee, even though they include materials prepared by the candidate, since some contain confidential information.

All materials should reach the Divisional Committee Office no later than **two weeks** before a scheduled Executive Committee meeting. The committee should be notified in January of cases that will be submitted after March 1, or ones where a special meeting will be required (as in the case of hires at the Associate and Full level). In general, department chairs and search committees should maintain regular contact with the Divisional Committee chair on the progress of their cases, to facilitate Committee scheduling.

Materials should be sent to the Committee according to the procedures of the respective school or college and only after the respective dean has approved of transmitting the recommendation for the Committee's advice. (For the relative weight of the information contained here, see the appropriate criteria for Tenure Promotion or for Promotion from Associate Professor to Professor.)

INFORMATION TO BE INCLUDED

Materials must be organized in the following sequence:

Folder 1: *Administrative*

1. Name of candidate, department, and contact information
2. Letter from the candidate stating his/her desire for either an open or closed meeting as stated in Wis. Stats. 19.85(1)(b) or Section 3.14(3), UWM Policies and Procedures
3. Candidate statement (3-4 pages) addressing significance of research agenda and works in progress, teaching, and service activities.
4. Curriculum vitae
 - A. Background information
 1. Formal education (include university and post-secondary institutions with dates degrees obtained)
 2. Title of thesis and names of thesis mentors/advisors
 3. Academic and professional positions held (listed in reverse chronological order)
 4. Special honors, awards, and research grants
 - B. Publications and creative activities. For publications, proper bibliographical form must be followed.
 - C. Teaching ability and experience

1. Courses usually taught (identify as to graduate or undergraduate)
 2. Course innovations
 3. Teaching in institutes, special seminars, etc.
 4. Direction of graduate student research
 5. Teaching awards, including those made by students or student organizations
- D. Outreach activities and service
1. Participation in programs or service beyond the campus related to the and/or compensation
 2. Consultative services to community agencies or groups. Specify those cases involving substantial time and/or compensation
 3. Other important service activities (e.g., committee work, administration, membership in professional organizations and offices held, participation in professional meetings, community service)
- E. Other activities
5. Transmittal Letter from the Chair of the Department- The letter should include the department's evaluation of the candidate's capabilities and place in the overall program of the department. This evaluation of the candidate's research/creative accomplishments, teaching, and service should contain statements of fact and judgment. The numerical vote of the departmental executive committee on the recommendation for tenure or promotion should be given.
 6. Department statement of criteria for tenure and promotion
 7. Departments must provide letters regarding a candidate's research and/or creative accomplishments from authorities external to UWM. The letters should be solicited and gathered by the departmental executive committee. Candidates may provide names of possible referees for consideration by the department's executive committee. Departments should not solicit letters from the candidates' former advisors and graduate teachers, or any other persons with possible conflicts of interest. These letters are considered confidential.

Any potential conflict of interest must be identified and explained in the chair's transmittal letter. Potential conflicts include, but are not limited to, letters from departmental colleagues, co-authors, advisors, graduate and undergraduate teachers.

Accompanying the letters must be an abbreviated CV (no more than three pages) or brief descriptions of the qualifications of the letter writers and how they were selected. For internal tenure and promotion cases, the Committee requests four (4) to eight (8) letters. For external candidates being offered a tenured position at UWM, at least three (3) letters are requested. It should be noted that confidential letters of evaluation may not be used if a candidate elects an open meeting. If an open meeting is

elected and confidential letters have been obtained, waivers of confidentiality or non-confidential letters must be obtained before Committee review will commence.

Folder 2: *Research*

1. Copies of publications and/or evidence of creative activities submitted in appropriate electronic or hard copy formats, along with reviews and/or other printed evaluations of the publications and creative activities. Each item should be a separate pdf document, clearly labeled.
2. Work in progress, reports, grant proposals, etc.

Folder 3: *Teaching*

1. Documentation of teaching contributions described in chair's transmittal letter. This is required for internal candidates but optional for external candidates.
2. Required materials: Digest of quantitative and qualitative course evaluations
3. Peer reviews
4. Optional materials.

Folder 4: *Service*

1. Documentation of significant service contributions described in chair's transmittal letter.

SAMPLE STATEMENT and LETTER ABOUT EXTERNAL EVALUATIONS

External Reviewer Process and Selection for Candidate X

A list of External evaluators was formulated in consultation with the department Executive Committee. Candidate X was also asked to produce a list of evaluators for consideration. Knowing that reviewing a large amount of reading material is time consuming, it was decided that fifteen External reviewers would be contacted. Three reviewers did not respond, five reviewers did not express reservations for the process, but could not comply with the timeframe, leaving the seven reviewers able to participate. Once the External reviewer had been contacted, the following letter requesting review was sent out along with vita and supplemental materials for review.

Sample Letter Sent for Review

Reviewer's name and address

Tenure and Promotion Review for Candidate X

Date

Dear Reviewer:

I want to thank you for agreeing to review the work of Candidate X. Your comments will help our Department Executive Committee, and the Arts & Humanities Division, at the University of Wisconsin-Milwaukee, in our appraisal and decision regarding promotion and tenure this year. Your comments and observations will remain confidential. As I mentioned in my previous letter, Candidate X will be reviewed for promotion to associate professor with tenure during our XXX executive committee meeting. You have come highly recommended as a potential reviewer for Candidate X's case. I wish to request your participation in reviewing Candidate X's curriculum vita, supporting materials, and provide comment concerning X's developing career as a professor of XXX at the University of Wisconsin-Milwaukee.

I have sent you a number of articles; from published journals, upcoming edited encyclopedic entries, and several chapters from Candidate X's book. I have also enclosed X's curriculum vitae. I would ask that you select and review from these materials.

I will need your reviewed response on or before XXX. I would request a hardcopy of your review on letterhead, but you may also send an electronic version of your letter to my email address. Members of the University of Wisconsin-Milwaukee XXX department are committed to a balance of creative activity, teaching and service. Please frame your comments with these components in mind and let me know if you have questions or concerns about our promotion and tenure process. I have included our department tenure and promotion criteria at the end of this letter. Finally, Divisional criteria requests brief descriptions of letter writers' qualifications. To this end please, submit a biosketch that is no more than three pages in length, including job title and institution, educational and/or career background and research accomplishments in the field. I am sincerely thanking you in advance.

Address of Department Chair.

Attached: Enclosed materials for review: Department's criteria for tenure and promotion

Academic Profiles for Candidate X's Evaluators

- | | | |
|----|--|-------------|
| 1. | Prof. XXX
Email from Prof. XXX. | Declined |
| 2. | Prof. XXX
Email from Prof. XXX.
Bio or CV attached on Prof. XXX. | Accepted |
| 3. | Prof. XXX
Email from Prof. XXX. | Declined |
| 4. | Prof. XXX
Bio or CV attached on Prof. XXX. | Accepted |
| 5. | Prof. XXX | No response |

Arts & Humanities Criteria Revision:

Revised, December 1975	Reaffirmed, September 1977	Revised, October 1978
Reaffirmed, October 1979	Revised, September 1980	Revised, September 1981
Reaffirmed, September 1982	Revised, September 1983	Revised, September 1984
Reaffirmed, September 1986	Reaffirmed, September 1987	Reaffirmed, April 1988
Editorially revised, September 1989	Revised, May 1990	Reaffirmed, August 1992
Editorially revised, December 1992	Reaffirmed, September 1994	Reaffirmed, September 1995
Reaffirmed, May 1996	Reaffirmed, September 1997	Reaffirmed, May 1998
Reaffirmed, September 1999	Reaffirmed, September 2000	Editorially revised, September 2001
Reaffirmed, May 2002	Reaffirmed, May 2003	Reaffirmed, May 2004
Reaffirmed, July 2005	Reaffirmed, May 2006	Reaffirmed, April 2007
Editorially revised, June 2008	Reaffirmed, May 2009	Reaffirmed, May 2010
Editorially revised, May 2011	Editorially revised, May 2012	Editorially revised, April 2013
Editorially revised, November 2013	Editorially revised, May 2014	Editorially revised, March 2015
Editorially revised October 2015	Editorially revised, April 2016	Editorially revised May 2017
Editorially revised May 2018	Reaffirmed, no changes May 2019	Editorially revised May 2020



Checklist for Promotion/Appointment Files Submitted for Review to the Division of Arts & Humanities Executive Committee

The following check list describes materials that must be included in the file of candidates seeking promotion/appointment to Associate and Full Professor. It is to be completed by the department chair, school executive committee or individual (other than the candidate) responsible for forwarding the file.

Reviews for promotion/appointment to Associate Professor or to Full Professor:

The candidate or department is required to submit all materials, including external letters of evaluation, by electronic submission (flash drive, OneDrive or SharePoint). The committee recognizes that some materials may not easily be converted into an electronic format (i.e. books) and therefore does not require such materials be submitted electronically. One hard copy of those items is acceptable.

Candidate's Name: _____

For information on this file contact: _____

Check	ITEMS in FILE (must be organized in the following sequence as digital files)
	Index page detailing location and contents of all materials
	Name of candidate, department, and contact information for candidate and department chair
	Letter from candidate stating preference for open or closed meeting
	Candidate Statement (3-4 pages in length)
	Curriculum vitae including information listed on page 6 of criteria document
	Transmittal letter from the chair of the department executive committee to the dean, indicating that committee's recommendation and the recorded vote. This letter should also include the department's evaluation of the candidate's capabilities and place in the overall program of the department.
	The department and school/college criteria for promotion. Include the dean's procedures if different than the school/college's procedures.
	Copies of publications and/or evidence of creative activities (DVDs, cds, etc.) with reviews and/or other evaluations of the publications and creative activities and on accepted, but not yet published, manuscripts. (hard copies are acceptable if not easily converted to electronic version).
	Documentation of teaching contributions described in chair's letter to Committee. A balanced and objective digest of quantitative and qualitative teaching evaluations with an explanation of how sample was generated. (Required for internal candidates. Optional for external candidates.)
	Work in progress, reports, grant proposals, etc.
	Documentation of significant service contributions described in department chair's letter to the committee.
	Outside letters evaluating candidates' research and/or creative accomplishments from authorities outside UWM. Letters should be solicited and gathered by the departmental executive committee and not by the candidate. Accompanying the letters must be a brief description of the qualifications of the letter writers and how they were selected. A list of everyone from whom letters were solicited, including those who did not provide an evaluation or who wrote a negative one, must also be provided. Departments should not solicit letters from the candidates' former advisors and graduate teachers, or any other persons with possible conflicts of interest. Any potential conflict of interest must be explained. Dossiers submitted without this information will be returned to the department for revision. A minimum of four (4) letters are required for internal candidates; a minimum of three (3) for external candidates.