



Division of General Studies Executive Committee TENURE & PROMOTION CRITERIA

May 2022

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

Statement: To be promoted to associate professor with tenure, the candidate must clearly demonstrate that the relevant criteria have been met. Positive recommendations from the Divisional Executive Committee are advisory to the Dean. A simple majority vote is required for a positive recommendation (i.e., more positive than negative votes). In the case of a negative decision by the Divisional Executive Committee, provisions for reconsideration outlined in UWM Policies and Procedures 5.177 will apply.

I. Criteria for Tenure and Promotion to Associate Professor

- A. The individual has compiled a record of teaching effectiveness and has skillfully fulfilled teaching responsibilities for preparation and presentation of information in the discipline. Consideration will include, but not be limited to, lecture and laboratory preparation and presentation; resourcefulness, imagination, and competence in teaching; evidence of course improvement where the need was indicated by self- or external assessment; and evidence that students have been provided with a sound background in the discipline.
- B. The individual has demonstrated clear evidence of professional development through any of the following: research, including research on teaching methods; professional contributions to the discipline through scholarly publication; presentations of papers or posters at state, regional, or national meetings of professional associations; art exhibits or performances involving outside peer review; active participation in professional meetings or associations such as serving on a panel or research based teaching demonstrations; or other professional contributions recognized by one's professional peers external to the university.
- C. The individual has demonstrated significant achievement through contributions at the Department, College, University, or UW-system levels, and/or through service in the community within the candidate's discipline.

II. Ranking the Criteria

The committee places the greatest emphasis on **teaching effectiveness**. Scholarly or creative achievement and service are also highly valued.

III. Documentation

- A. The candidate shall prepare a dossier in accordance with the criteria outlined by his or her Department. The dossier should be transmitted in an organized and unalterable electronic format to the Divisional Executive Committee. A bookmarked PDF is highly recommended. If the candidate has published a book, a hard copy may be given to the committee for review.
- B. 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 or full professor 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.
- C. Department Chair should transmit a letter which reports the exact vote (positive, negative, and abstentions) in the departmental executive committee on the motion to request tenure. This letter should also include the department's evaluation of the candidate's capabilities, including those regarding future professional growth.

PROMOTION TO FULL PROFESSOR

Statement: For promotion to the rank of professor, the faculty member must demonstrate that the stipulated criteria have been met. Promotion to full professor is not (merely) an award for time served in the department since tenure. Promotion recommendations will be grounded in evaluative considerations similar to those regarding promotion to associate professor. Positive recommendations are advisory to the Dean. A simple majority vote is required for a positive recommendation (i.e., more positive than negative votes). In the case of a negative executive committee decision, provisions for reconsideration and written reasons as outlined in UMW Policies and Procedures 5.177 will apply.

I. Criteria for Promotion to Full Professor

- A. Clear evidence of continued excellence and growth in teaching. Achievement in teaching should significantly exceed the performances demonstrated by most of the Division's successful candidates for promotion to associate professor and surpass the candidate's own performance at the time of promotion to associate professor.
- B. Demonstrated continued professional growth since promotion to associate professor with clear evidence of a strong record of (peer-reviewed) publication or research or other professional contributions recognized by one's professional peers external to the College of General Studies.
- C. Demonstrated significant achievement through contributions at the Department, College, University, or UW-System level or service in the community within the candidate's discipline. Service achievements should demonstratively exceed the performances attained by most of the Division's successful candidates for promotion to associate professor and surpass the candidate's own performance at the time of promotion to associate professor. Furthermore, it is expected that the candidate has taken on leadership roles in service commitments since tenure.

II. Documentation

- A. The candidate shall prepare a dossier in accordance with the criteria outlined by his or her Department. The dossier should be transmitted in an organized and unalterable electronic format to the Divisional Executive Committee. A bookmarked PDF is highly recommended. 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.) If the candidate has published a book, a hard copy may be given to the committee for review.
- B. 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 or full professor 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.
- C. Department Chair should transmit a letter which reports the exact vote (positive, negative, and abstentions) in the departmental executive committee on the motion for promotion. This letter should also include the department's evaluation of the candidate's capabilities, including those regarding future professional growth. 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.

APPOINTMENT OF EXTERNAL CANDIDATES

External candidates for appointment to the rank of either (tenured) Associate Professor or (tenured) Professor must provide evidence that the requirements for those levels delineated above have been met.