



## Checklist for Tenure and Promotion Process

GENERAL INFORMATION:	
	<p>Probationary period for assistant professors is seven years unless an extension is requested per UWM P&amp;P 5.135 (3). <b><i>The process for tenure and promotion should be initiated early in sixth year.</i></b></p> <p><b>Department Executive Committee (EC)</b> must conduct annual reviews of probationary faculty per UWM Policies &amp; Procedures (P&amp;P) 4.05 (2).</p> <p>Every assistant professor must be considered for tenure and promotion unless s/he waives right to be reviewed (UWM P&amp;P 5.171-5.177). S/he may request consideration prior to sixth year.</p>
STEPS IN TENURE AND PROMOTION PROCESS:	
	<p>Executive Committee (EC) notifies, in writing, the faculty member <b>at least 30 days</b> prior to the meeting when the consideration will occur. Notification <u>must</u> state that the candidate:</p> <ol style="list-style-type: none"><li>1. is allowed to review and update cv and supporting materials before submission to EC;</li><li>2. can make presentation to the EC at the consideration meeting during open session; and</li><li>3. has right to request open meeting (default is closed meeting for deliberation and vote). If open meeting is requested, the entire meeting including the vote take place in open session. (see sample form <a href="https://uwm.edu/secu/wp-content/uploads/sites/122/2014/06/open-closed-meeting-request-department-divisional-1.pdf">https://uwm.edu/secu/wp-content/uploads/sites/122/2014/06/open-closed-meeting-request-department-divisional-1.pdf</a>)</li></ol>
	<p>EC chair must obtain letter from candidate stating preference for open or closed meeting. A meeting notice indicating whether the committee will go into closed session must be filed at least 24 hours before meeting. Online form: <a href="https://uwm.edu/secu/open-meetings/">https://uwm.edu/secu/open-meetings/</a></p>
	<p>EC chair sends letters to external reviewers requesting impartial evaluation of candidate. Include with the request: candidate's cv, evidence of scholarship and professional contributions, and department criteria for promotion.</p> <p>If candidate elects an open meeting, the letters to the reviewers should state that the evaluation will not be confidential.</p>
	<p>EC members should be given opportunity to review the letters and other materials prior to the consideration meeting.</p>
	<p>At the consideration meeting, the EC should move into closed session, unless the candidate has requested an open meeting. To move into closed session, the chair should announce in open session the nature of the business to be discussed and the</p>

	<p>specific statutory exemption which allows the committee to move into closed session. (Wisconsin Stats. 19.85(1)(b) for a tenure case). The motion must be carried by a majority vote, and the vote of each individual member must be recorded in the minutes (i.e. roll call vote or written ballot) unless the motion is unanimous. Once in closed session, the candidate may make presentation to the EC if s/he chooses and then may be excused.</p>
	<p>In closed session, a motion is made to grant tenure/promotion to associate professor. Deliberation occurs and then vote is taken by written ballot per UWM P&amp;P 5.162. The ballot should contain:</p> <ol style="list-style-type: none"> <li>1. Motion</li> <li>2. Date</li> <li>3. EC member's vote</li> <li>4. Signature of EC member</li> </ol> <p>Ballots should be retained confidentially in the departmental files and maintained for duration of the faculty member's employment at UWM.</p> <p>EC Members must be present to vote (electronic participation is allowed if the EC has agreed). Proxy votes are not permitted.</p>
	<p><b><u>If positive vote</u></b>, candidate's materials are submitted to the dean for transmittal to the executive committee of the appropriate division (DC). Transmittal letter from the EC to the dean must include the committee's recommendation <b>and</b> the recorded vote.</p> <p>The dean transmits materials to the <b>divisional executive committee (DC)</b> asking for its recommendation.</p>
	<p><b><u>If negative vote</u></b>, reasons for decision must be determined before rising from closed session or adjournment. <b><i>Reasons should not be recorded in the minutes.</i></b></p> <p>It is recommended that the EC chair write the reasons at the meeting according to the committee's discussion. The EC should ensure written reasons represent its decision accurately.</p> <p><b><u>Immediately</u></b>, the chair should orally inform the candidate of the decision and reasons.</p> <p>Candidate can request written reasons within three working days of meeting.</p> <p>Chair should provide written reasons as approved by the EC immediately.</p>
	<p><b><u>Reconsideration</u></b>- Must be requested within five (5) working days of receiving oral reasons or 2 working days of receiving written reasons.</p> <p>Reconsideration meeting must be held within 15 working days of receiving request, except if the last day of this period does not coincide with a regular day of instruction of any academic semester, including summer session.</p> <p>Written notice to candidate at least seven (7) working days before meeting.</p>

	<p>Purpose of meeting is to challenge stated reasons or offer new evidence.  Meeting is closed unless candidate requests it be open.  Candidate can present witnesses and have counsel present.  Candidate is provided with a tape recording of evidentiary and deliberative portions of the meeting.  If negative decision, reasons must be included (P and P, 5.174).</p>
	<p><b>Appeal process</b> – Faculty Appeals and Grievance Committee—see <a href="https://uwm.edu/secu/faculty/standing/fagc/">https://uwm.edu/secu/faculty/standing/fagc/</a> for procedures.</p>
	<p>If EC recommendation is positive, dean forwards material to DC for recommendation.</p>
	<p><b><u>Actions of the Divisional Committee (DC):</u></b>  Positive – Transmits positive recommendation to the Dean for action.  Negative – Within seven (7) working days submit notice to EC Chair.  EC is required to meet to discuss request for reconsideration of decision. The EC may elect not to request reconsideration.  Notice to faculty member – faculty member can request reconsideration from the DC of negative advice.  Reconsideration request must be made within ten (10) working days.  DC shall reconvene within 15 working days of receipt of request except if the last day of this period does not coincide with a regular day of instruction of any academic semester, including summer session.  Written notice of meeting given to faculty member at least seven (7) working days before meeting.  If no reconsideration requested, DC forwards advice to dean.  This is not appealable. (5.177)</p>
	<p>If dean does not accept DC advice, s/he notifies chairs of DC and EC and copies faculty member within a reasonable time.  Faculty member has 20 working days to request written reasons.  Dean must respond within ten (10) working days (5.176).</p>
	<p>All EC positive recommendations are forwarded to Chancellor.</p>

Division of Arts & Humanities <https://uwm.edu/secu/faculty/divisional/ah/>

Division of Natural Sciences <https://uwm.edu/secu/faculty/divisional/cgs/>

Division of General Studies <https://uwm.edu/secu/faculty/divisional/ns/>

Division of Professions <https://uwm.edu/secu/faculty/divisional/prof/>

Division of Social Sciences <https://uwm.edu/secu/faculty/divisional/ss/>