

*UWM FACULTY  
TENURE AND PROMOTION  
WORKSHOP*

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Secretary of the University

# DIVISIONAL COMMITTEE CHAIRS

- Arts and Humanities: Anne Basting
- Natural Sciences: John Isbell
- Professions: Thomas LeBel
- General Studies: Jonathan Kasperek (Anne Widmayer)
- Social Sciences: Kundan Kishor

# UWM DIVISIONS

- UWM has five faculty divisions. All faculty are associated with one division.
- The divisional executive committees (Divisional Committees) provide advice to deans on the granting of tenure, promotions, and some post-tenure review cases.
- Some units are affiliated with only one division, while others are associated with multiple divisions.
- If someone is in a unit with multiple divisional affiliations, they will choose their divisional affiliation when they begin employment. This can be changed later with divisional committee approval.

# TENURE AND PROMOTION PROCESS

- Receiving tenure typically includes promotion to associate professor.
- **Timing** (based on a “standard timeline” – tenure clock extensions and prior service granted change these year numbers):
  - Consideration must be done in Year 6
    - Candidate must formally waive the right to consideration for tenure in year 6 if they do not wish to be considered.
  - Candidate can ask to be considered early (prior to Year 6)
    - Executive Committee must vote to consider the case.
    - Candidate can still go up for tenure in future years if tenure is denied.
  - Candidate can ask to be considered in Year 7 (the terminal year).
    - Executive Committee must vote to consider the case.
    - No extension of employment if tenure is denied.

# PROCESS – 6<sup>th</sup> Year or Accepted Cases

- Candidate prepares their tenure and promotion materials according to their divisional committee format and provides these to the executive committee.
  - Different units have different deadlines and may have case managers. Work with your chair in advance to be sure you are meeting the expectations of the unit.
- Candidate is asked and must decide whether they wish the consideration meeting to be open or closed.
  - Confidential external review letters can't be used in an open meeting.
- Executive Committee seeks external review letters
  - EC should keep track of all requests, and all reasons given for refusal.

# PROCESS – 6<sup>th</sup> Year or Accepted Cases

- Executive Committee provides notice at least 30 days in advance of the consideration meeting. Candidate has an option to make a presentation at the meeting.
- At the consideration meeting, the executive committee votes.
  - Voting is conducted by written, signed ballot – each vote must be attached to a specific EC member. There are electronic options that work if necessary.
  - Members must be present to vote.
- If the vote is positive, the candidate is informed, supporting EC documentation is prepared, and the case is forwarded to the dean.

# PROCESS – Negative Votes

- If the EC vote is negative, the EC must formulate reasons for the negative vote before adjourning the meeting.
- These reasons are provided to the candidate (see P&P for timeline).
- The candidate can request a reconsideration hearing.
  - Unless you don't want to get tenure, you should plan on asking for a reconsideration.
- The reconsideration hearing occurs within 15 working days of the request. It allows the candidate to address the EC as to why their reasons were wrong.
- The EC then votes again.
  - If the recommendation is now positive, that is forwarded to the dean as above.
  - If the recommendation is negative, the case is over, and tenure is denied. The candidate can proceed with an appeal to the Faculty Appeals and Grievances Committee. (If you are in this position, I recommend you contact me for process details.)

# PROCESS CONTINUATION

- The dean receives the result of the positive vote from the EC and requests a recommendation on the case from the Divisional Committee.
- Each divisional committee has its own procedures. But in general, they receive the case materials, deliberate, and provide a recommendation on tenure/promotion to the dean.
  - If the vote is negative, they first inform the EC and the faculty member of this decision. The EC can request a reconsideration by the divisional committee (and the candidate can request the EC make such a request).
  - After reconsideration (or if reconsideration is not requested in a timely manner), the divisional committee forwards their recommendation to the dean.
  - The divisional committee recommendation is not appealable (because it is only a recommendation and cannot stop a case from moving forward.)



# PROCESS CONTINUATION

- After receiving the advice from the divisional committee, the dean prepares a recommendation on the case.
- If the dean disagrees with the divisional committee's advice, the dean must inform the divisional committee, the EC, and the candidate. The candidate can ask for a reconsideration by the dean.
- The dean forwards all the materials, and the divisional committee and dean recommendations to the Provost (as the Chancellor's designee).
- The Provost makes a decision on tenure for the campus. Positive decisions are forwarded to the Board of Regents for final approval. Negative decisions result in a non-renewal notice being issued by the dean (if appropriate).

# PROMOTION TO FULL PROFESSOR

- The process for promotion to full professor is very similar to that for tenure – particularly tenure cases not in Year 6.
- The timing of the process is not as critical as for tenure (as we aren't dealing with the end of employment), although it is desirable to keep the process on schedule from a Board of Regents standpoint.
- Process includes a preliminary consideration by either the whole EC or the subcommittee of full professors as to whether or not the case will go forward.
  - If this decision is negative, reasons must be formulated, reconsideration can be requested, and the decision can be appealed.