Guideline for Tenure Review

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I. Purpose

The purpose of this document is to describe the process of obtaining tenure in the Department of Biomolecular Chemistry (BMC). The focus is mainly on tenure of junior faculty but where appropriate, the document addresses tenure of more senior colleagues. The promotion of an Assistant Professor to Associate Professor with tenure or Associate Professor to Professor with tenure in the Department of Biomolecular Chemistry is awarded on the basis of academic and scholarly achievement. Appointment as Associate Professor or Professor with tenure will follow the Guidelines for Recommendations for Promotion or Appointment to Tenure Rank in the Biological Sciences http://www.secfac.wisc.edu/documents/Tenure-guidelines_BSci.pdf or other faculty division if appropriate and will be subject to review by the Department Executive Committee, Divisional Executive Committee and approval by the Dean, the Chancellor and the UW Board of Regents. Appointment as Professor with tenure will require additional review by the Dean, employing the Guidelines for Promotion to Professor (Tenure Track) in the School of Medicine and Public Health (tenure-track-appointment-promotion-process-for-senior-faculty.doc).

II. Procedures for the Guidance and Annual Evaluation of Probationary Faculty Members

A. Responsibilities and Roles. Although the guidance and evaluation of faculty members during their probationary period is the collective responsibility of the department’s Chair and tenured faculty members, a mentoring/guidance committee consisting of at least two members of the department’s Executive Committee, are assigned primary responsibility for the guidance and preparation of annual evaluations of a probationary faculty member. This mentor-mentee relationship is in keeping with the University’s requirement that each probationary faculty member have a “guidance committee.” The assignment of the mentoring/guidance committee herein referred to, as the “mentoring committee” remains the same throughout the probationary appointment unless the probationary faculty member requests a change.

The Department Executive Committee then acts as the oversight committee for the tenure process as described in II. D.

During the first year, it is the responsibility of the probationary faculty member to launch a vigorous research program and, if appropriate, sit in on the course(s) that she/he will later teach. The latter provides the probationary faculty member with a better feel for his/her teaching obligations, the type of student audience and the level of expectation of both students and faculty. Probationary faculty members also receive feedback, both written and verbal, throughout their probationary period from their mentoring committee, the Department Chair and the remaining Executive Committee members. It is their responsibility to decide how to respond to this feedback. In addition, each year of the probationary period, the department emails the
probationary faculty member with up-to-date University guidelines on promotion with tenure, which the probationary faculty is responsible for reading. The BMC Chair will also ensure that affected probationary faculty members are kept informed of any change in department goals or other circumstances that might alter the opportunity for promotion with tenure.

In summary, the tenured faculty members of this department are sincerely committed to helping each probationary faculty member realize his/her full promise. This process ensures clear communication to each probationary faculty member of departmental responsibilities, policies and standards, and of the evaluation by the Department of the probationary faculty member’s progress and development.

B. Role of the Mentoring Committee: The mentoring committee and the department Chair are the principal sources for consultation, advice, review and suggestions for future endeavors and/or improvements. In addition, the mentoring committee aids the probationary faculty member in developing his/her research program and in applying for intramural and extramural support. Other tenured faculty that have relevant research expertise and interests may play a role in advising the probationary faculty member on her/his research program, while those with similar or shared teaching obligations take on the responsibility for helping and guiding the junior faculty member's teaching efforts.

C. Forming the Mentoring Committee: Either before arriving in the department or in the first few months of employment, the BMC Chair, in consultation with the new faculty member, arranges for a faculty mentoring committee consisting of at least two faculty members from the Department Executive Committee, and a faculty member from outside of the department who is knowledgeable in the probationary faculty member’s research area. The BMC Chair will appoint one of the BMC committee members as Chair.

D. Review during Probationary Period: Each year, the mentoring committee meets with the probationary faculty member to review her/his teaching and research progress, achievements, service, opportunities for improvement, and plans for the coming year(s). Prior to the annual meeting, the probationary faculty provides the mentoring committee a current CV and a written summary of the previous year’s progress with respect to research, teaching and service. The mentoring committee documents the discussion in a letter to the department Chair. Annually, the Executive Committee discusses this written evaluation of the probationary faculty member. Following the discussion, the evaluation, as approved by a majority vote of the Executive Committee, shall be provided to the probationary faculty member. The probationary faculty member then has the opportunity to respond to the evaluation in writing or, upon request, address the Executive Committee regarding the evaluation. The Chair also meets with the probationary faculty member to discuss his/her status in terms of renewal and promotion along with advice, if needed, for future endeavors and/or improvements. At the end of the third year, probationary faculty are reappointed for four more years by Executive Committee approval. Typically this meeting will co-occur with the evaluation of the annual mentoring report.
III. Procedures for Promotion with Tenure

A. Criteria for Promotion: The promotion of an Assistant Professor to Associate Professor with tenure is awarded on the basis of academic and scholarly achievement. During the initial hiring meetings and in the Letter of Offer, the Chair, as the Executive Committee spokesperson, presents to the probationary faculty member the Department, School and University's expectations for performance and promotion, a description of faculty departmental responsibilities, and department resources. The Chair also provides the probationary faculty member with a copy of this document “Guideline for Tenure Review,” adopted by the BMC Executive Committee, which is consistent with the general criteria outlined in the University of Wisconsin Faculty Policies and Procedures and the UW School of Medicine and Public Health Promotion Guidelines. The rest of this document is written for the typical case of a faculty obtaining tenure within the Biological Sciences Division but would be modified accordingly for faculty obtaining tenure within the Physical Sciences Division.

For criteria see the following three sources:
2. The University’s Guidelines for Recommendations for Promotion or Appointment to Tenure Rank for the Biological Sciences Division
3. Guidelines and Procedures for Promotion or Appointment to Professor in the School of Medicine and Public Health (tenure-track-appointment-promotion-process-for-senior-faculty.doc.)

B. Length of Probationary Period: Under University of Wisconsin faculty rules, the decision on tenure must be made before the end of the sixth year even though the length of the probationary appointment is seven years. The recommendation for promotion to Associate Professor with tenure may be made at any time during the probationary period; however, such action is usually not taken prior to the completion of five years as Assistant Professor and, as stated, can be made no later than six years into the appointment. Calculation of the probationary period is reviewed in FPP 7.04 (http://www.secfac.wisc.edu/FPP_ch_7.htm - 7.04.).

In cases of an extension, the appointment of a probationary faculty member can continue beyond seven years. An Assistant Professor may qualify for tenure clock extensions during the probationary period based on criteria established by the University and the School of Medicine and Public Health – see (http://www.secfac.wisc.edu/FPP_ch_7.htm - 7.04.) and Faculty Resource Manual | Policies and Procedures, University of Wisconsin School of Medicine and Public Health. Also see Rule waivers | Secretary of the Faculty and http://provost.wisc.edu/Policies-regarding-extension-of-the-probationary-period-stopping-the-tenure-clock-and-leaves-of-absence.htm for the guidelines for requesting tenure clock extensions.

C. BMC Promotion Timing: The decision of when to initiate the formal review process for tenure consideration by the department is made jointly by the probationary faculty member, the mentoring committee, and the Department Chair within the above stated timelines. Typically,
this takes place following the annual mentoring meeting that occurs in the fifth year. The mentoring committee has primary responsibility, in consultation with the probationary faculty member, to collect supporting materials and prepare necessary documentation prior to review of the probationary appointment by the Executive Committee. All probationary faculty members whose appointments are to be acted upon in the Fall semester shall be notified of that fact in writing (or via email) by the department so that they can assemble their dossier (CV, research and teaching accomplishments, etc).

D. The Promotion Decision Process: The mentoring committee provides an evaluation of the suitability of candidate for tenure to the Chair and Executive Committee. The Executive Committee meets to consider the evaluation of the mentoring committee and the candidate’s dossier (CV, statement of teaching and research accomplishments, extramural funding, teaching evaluations, etc.) to decide whether the case is sufficiently strong to advance to the next step of soliciting external letters of evaluation. If the Executive Committee votes to solicit external letters, then a list of letter writers are assembled following the guidelines of the respective division. For example, for candidates being evaluated by the Biological Division, recommendations for external reviewers are solicited from the Assistant Professor and the mentoring committee but ultimately are selected by the BMC Chair in consultation with the Executive Committee (only a subset of names are recommended by the candidate – others are recommended by the mentoring or executive committee). The BMC Chair emails the tenure dossier to the approved list of reviewers, requesting a written evaluation of the suitability of the probationary faculty for tenure at UW-Madison. In addition, the Chair requests from one or more department faculty members, letters of evaluation regarding the candidate’s teaching performance.

A meeting of the BMC Executive Committee to discuss the promotion of the probationary faculty member is scheduled when all of the required materials are available for review. The Executive Committee members meet to consider letters that evaluate the research and/or teaching qualifications of the candidate, the CV and Bibliography, and a summary of the research and teaching program, extramural funding and teaching evaluations. In addition, preprints of publications and any other information deemed significant are made available to the Executive Committee members. The probationary faculty will be given at least 20 days notice of when the Executive Committee meeting is to be held, except if waived by the probationary faculty member. The probationary faculty also decides if the Executive Committee meeting is open to the public or closed (FPP 7.07B).

Using the written criteria and standards for tenure recommendations distributed by the Biological Sciences (or other relevant) Divisional Committee, the BMC Executive Committee votes on recommendation for tenure. An Executive Committee recommendation for renewal or promotion of a probationary faculty member requires a majority vote. The candidate is informed of the decision.

If the Executive Committee votes to recommend tenure, the tenure packet is finalized, forwarded to the School of Medicine and Public Health Dean's Office for approval (Agenda - obtaining-
smph-approval-to-submit-tenure-dossiers.pdf) and transmitted to the appropriate Divisional Committee for review/decision.

In the case of a joint appointment, the probationary faculty may require approval from more than one Executive Committee before being forwarded to the Divisional Committee. Such requirements will be specified in the initial appointment letter.

E. Appeals Procedure

The procedures for appealing a nonrenewal decision are found in Faculty Policies and Procedures Chapter 7 (http://www.secfac.wisc.edu/FPP_ch_7.htm).
Appendix A
BMC Timeline for Preparation and Review of Tenure Dossier

June:

The BMC administrator should obtain the most recent Faculty Promotion Guidelines for the Biological Sciences (or other relevant) Division and distribute them to the candidate, her/his mentoring committee, and the BMC Chair and update this document if necessary.

The Chair and the probationary faculty member should decide on the primary area of excellence and the secondary area of significant accomplishments in research, teaching, or service.

The probationary faculty member should assemble the initial tenure dossier:

1. An updated CV - The CV should be a long version (including information on publications, extramural funding, training, teaching, service, etc.). At this stage, the CV need not be in the final format required by the Biological Division Executive Committee.
2. A short summary (two pages) of research accomplishments and teaching performance
3. Most significant publications in pdf format

The candidate should ask her/his mentoring committee to review the documents prior to departmental review.

Early September:

The BMC Chair and Executive Committee meet to review the tenure package and vote on whether to solicit external reference letters.

The BMC Chair meets with Chair of the mentoring committee to compile a list of leaders in the candidate’s field for selection of letters of evaluation. Tenure guidelines specify a minimum of six letters. Five of these letters must be from outside UW-Madison and not be from advisors or collaborators of the candidate. Although the mentoring committee and BMC Chair ultimately decide who should be asked to provide the external letters, prior to this meeting, the assistant professor may suggest some names of potential evaluators and discuss merits of each with mentors and the BMC Chair depending on divisional committee guidelines (As of 2015, Biological and Physical Sciences tenure guidelines differ on this point).

The BMC administrator and Chair finalize the letter requesting outside reference letters using the on line template (http://www.secfac.wisc.edu/biological-sciences-tenure-documents.htm). The BMC Chair emails the tenure dossier (CV, summary of research program, extramural funding, significant publications) along with the request for a letter of evaluation, to be returned in six weeks.

Mid October to early November:

Preparation of the complete tenure package by the department.
1. Tenure package guidelines require two UW letters of evaluation. For the teaching evaluation, the BMC Chair solicits a letter from a tenured professor who has observed the candidate’s teaching. Often this person will be from the tenured department faculty. In addition, an evaluation letter is required from the mentoring committee.

2. Teaching activities are summarized and student evaluations are assembled. The candidate provides a teaching statement if not previously provided. The BMC administrator collects course information, including a summary of courses taught, the number of credits, the number of students, and grade distributions. Any involvement of the candidate in curriculum development should also be documented. This information is organized according to Divisional Committee guidelines, including student evaluation summaries from all courses taught since the candidate’s second year and student comments from at least the two most recent courses (all comments, unfiltered). A comparison of the candidate’s student evaluation scores relative to other (anonymous) instructors in the course should be provided.

3. Reference letters are collected. An explanation for any letters of reference requested but not received is requested and included in the package. A short biography of letter-writers (name, title, institution, awards, relationship to candidate) is assembled.

4. Update CV, pdfs, other awards or grant reviews as necessary.

The candidate is informed of the date of the Executive Committee meeting and decides if the Executive Committee meeting to evaluate the case for tenure will be closed or open and communicates this to the administrator.

The BMC Chair and administrator distribute the tenure document to the Executive Committee at least one week before the scheduled meeting. The packet should include: current CV, which does not yet need to be in the final format for Divisional Committee, summary of research, all letters of evaluation (external and internal), grant information, and course evaluations. The Executive Committee then meets to discuss candidate’s tenure case and votes on suitability for promotion to tenure.

The BMC Chair informs the candidate and the SMPH Dean’s office of the Executive Committee’s decision.

**Mid-November:**
If a favorable tenure vote is obtained from the department, then the final tenure packet is prepared for submission to SMPH, who will then submit it to the appropriate Divisional Committee. The candidate provides an updated CV formatted according to the Divisional Committee Guidelines and, if necessary, a revised research and teaching statement (based on feedback from the Executive Committee). The BMC Chair finalizes the “Chair’s letter,” and the administrator reviews the document to ensure that it conforms to the Divisional Committee’s guidelines.

**Early December:** The BMC Chair reviews the final tenure document and makes any changes required. The BMC administrator assembles and submits a pdf to the Promotions Coordinator in SMPH.
APPENDIX B

CHECKLIST OF MATERIALS FOR TENURE RECOMMENDATION IN THE BIOLOGICAL SCIENCES

The most up to date checklist can be found at the above link.