

ACADEMIC STAFF AREA REVIEW COMMITTEE  
Humanities & Social Sciences

February 1, 2000

MEMORANDUM

TO: Deans, Directors and Department Chairpersons

FROM: Humanities & Social Sciences Area Review Committee for I.A.

RE: Guidelines for Proposing Academic Staff Members for Indefinite Appointments

This memo supersedes our March 1, 1995 memo on the same topic.

The Academic Staff Area Review Committees were established in 1978 to review indefinite appointment nomination proposals and make recommendations to the Deans. This memo outlines the general procedures regarding the submission of nominations for indefinite appointment within the areas of the humanities and social sciences. Official University policies and procedures governing academic staff indefinite appointments can be found in UW-Madison Academic Staff Policies and Procedures (ASPP), 1/27//95, Section 2.09.

The primary guidelines for recommending approval of an indefinite appointment will be that the candidate has demonstrated professional excellence in fulfilling employment responsibilities and that there is a clear expectation that the candidate will continue to be of significant value to his or her area of work and thereby to warrant a long-term commitment by the University of Wisconsin-Madison. Indefinite appointments are intended for academic staff members who have shown evidence of consistent excellence in performance and professional growth, who are of significant current and continuing value to the mission of their department or program, and for whom fiscal resources are available to make the commitment.

Attached are guidelines developed by our Committee describing the process leading to review for Indefinite Appointment and the documentation to be provided. Inquiries should be directed to the Chair of the Committee.

PROCESS LEADING TO RECOMMENDATION REGARDING INDEFINITE  
APPOINTMENT

I. Permission to propose a candidate for indefinite appointment status (IA) and to assemble a file for review is sought by the executive committee of an academic department, or a unit director, from the Dean of appropriate School/College. The department provides information and/or materials as requested by the Dean in deciding to grant permission. If the Dean grants permission, or proposes a candidate for IA, the Department assembles materials to nominate the candidate and document the case made for IA.

II. The Dean will provide the Area Review Committee the candidate's name and department, indicate a funding commitment for the IA, and request that the Committee review and recommend to the Dean regarding Indefinite Appointment status for this candidate.

III. The department will send the Chair of the Area Review Committee one complete set of all nomination and documentation materials required in MATERIALS TO BE PROVIDED. Inquiries regarding documentation may be made to the Chair. The Chair may advise the department if this file appears unclear or incomplete and await clarifying or added materials.

IV. The Chair will provide the department a list of the eight Committee names and addresses for distribution of a copy of the completed file to each.

V. The candidate will be notified by the Chair of the probable date when the Committee will review the nomination. The candidate will be informed that he/she may attend the pertinent part of the normally closed session, or request that this part of the meeting be held in public session. If the candidate chooses to exercise either option, he/she must give a week's prior notification in writing or by email to the Committee.

VI. All Committee members will review the material that is duplicated. Where material cannot be duplicated, a subcommittee will review that material.

VII. The whole Committee will discuss and evaluate the candidate's qualifications on the basis of the IA criteria in Academic Staff Policies and Procedures ( 2.09.1.a).

VIII. Committee members will vote on each candidate's recommendation with written ballot.

IX. The Committee Chair will forward the recommendation to the Dean and will notify the candidate of recommendation within a week of the review (ASPP 2.09.1.c).

#### MATERIALS TO BE PROVIDED

I. A cover letter from the appropriate Dean or Director, requesting review and recommendation by the committee and specifying:

- A. the Dean's fiscal ability to support this candidate's indefinite appointment, if approved;
- B. the operational area of the proposed indefinite appointment (see UW-Madison ASPP 1.03);
- C. the percentage of the proposed indefinite appointment; and
- D. the current title (and backup title, if applicable) of the candidate.

II. A letter of nomination from the candidate's chairperson or unit director, including an indication of the vote of the Executive Committee, if applicable. Since the most important consideration is the excellence of the candidate, the letter should describe the distinctive capabilities, performance and contributions of the individual in which excellence has been demonstrated. A statement from the department or program evaluating the candidate's value in the departmental or unit mission, as well as his/her importance to the program or project with which he/she is most involved, would also be helpful.

III. A copy of the candidate's initial letter of appointment and any subsequent letters modifying the responsibilities outlined in the initial letter of appointment.

IV. The candidate's curriculum vitae (see sample attached).

V. A one- or two-page statement prepared by the candidate providing highlights of his/her past accomplishments and professional goals for this position. The statement should reveal the candidate's value to the institution and whatever else the Committee should know about the candidate.

VI. Two to four letters of recommendation from those who can speak to the work performance and the talents of the individual and give an objective performance evaluation. If relevant to evaluation of candidate's performance of duties, a letter from outside the University of

Wisconsin-Madison should be included. Where possible, letters should compare the quality and productivity of the candidate with others of similar position and experience.

VII. Additional supporting material as relevant by functional area (listed below). For candidates whose responsibilities fall into more than one area, a combination of supporting evidence should be submitted.

#### Instructional

Evidence should be presented that the candidate has developed and conducted an instructional program of high quality. Instructional activities are not restricted to in-class teaching, but cover a broad range, including other activities such as individual tutoring, management of instructional or tutorial programs and instructional laboratories, development of new instructional tools, and outreach functions. Examples of documentation to be provided may include these:

- A. Chronology of instructional assignments and numbers of students.
- B. Recent syllabi, assignments and other instructional materials (handouts, examinations, multi-media aids) used in the instructional role.
- C. Description of the training or supervision of other instructional academic staff and teaching assistants.
- D. Description of the candidate's development or application of new or improved instructional methods.
- E. Evaluations by students, faculty, instructional academic staff, and others of candidate's teaching over the period of courses taught.
- F. Evaluation by supervisors or colleagues of instructional materials.
- G. List of publications and/or audiovisual productions and/or presentations related to instructional efforts.

#### Research

Academic staff appointments that include research functions may involve solely research or joint responsibilities of instruction, service, outreach, and/or administration. Research activities cover a broad spectrum of activities, including development of methodology, design of research projects and collaboration with other researchers. Examples of documentation include these:

- A. A list of research publications, including the title and full reference and author names in their order of publication. If the candidate is not an author but has contributed to the research, signify the role he/she has played. Types of publications include articles in refereed journals, books or chapters in books, and abstracts of papers presented at meetings.
- B. Performance evaluation from the candidate's supervisor and/or colleagues, stating the candidate's ability to perform research relevant to his/her position.
- C. List of present and past research support, including amount and source.
- D. Description of any administrative or management responsibilities or activities of the candidate, including any involvement in obtaining extramural support for the research.
- E. Description of innovative techniques or methods developed in support of research activities.
- F. List of presentations and seminars given.

## Service/Administration

Significant contributions in the form of administrative or professional service can serve as a basis for recommendation for indefinite appointment. Examples of duties for which documentation should be provided include these:

### A. Department, College or University Service

1. ongoing service or support provided to other members of the unit
2. major committee assignments, including duties, terms, and significance of service
3. administrative assignments, including duties, terms, and significance of service
4. program development, including description and significance of program and particular contribution of the candidate.

### B. Public Service

1. professional service to local, state, regional, national and international public service or governmental units
2. service directly to the citizens of Wisconsin
3. service on local, state, national or international professional committees or societies, including appointment or election to office.
4. other service that has received local, state, national or international recognition.

## SAMPLE CURRICULUM VITAE (for Materials to be Provided, section IV)

Name

Educational Background

Chronological list of all post-secondary education, dates of attendance, degrees earned and the dates awarded. If applicable, include title of PhD dissertation. Also list private study or other work pertinent to education not taken within the framework of college/university credit classes.

Positions Held

Chronological list of all positions held, dates and titles

Honors and Awards

Professional Activities

- A. Teaching (list courses and topics taught, individual work supervised)
- B. Scholarship (books, monographs, articles, book reviews or critiques, editorial work)
- C. Grants and projects
- D. Workshops and presentations at local, regional, national and international meetings
- E. Memberships and offices held in professional organizations and societies (current and/or continuing memberships, offices, committee appointments or other organization positions and responsibilities)

Service

- A. Service at the departmental, college and university level, including committee membership, and significant contributions
- B. Consultative service
- C. Any other service to the community