ACADEMIC STAFF AREA REVIEW COMMITTEE
Humanities & Social Sciences

April 23, 2018

MEMORANDUM
TO: Deans, Directors and Department Chairs
FROM: Humanities & Social Sciences Area Review Committee for Indefinite Appointments

RE: Guidelines for Proposing Academic Staff Members for an Indefinite Appointments

This memo supersedes the February 1, 2000 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), Section 2.07.

The primary guidelines for recommending approval of an indefinite appointment are 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 their 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 the 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/unit 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/unit assembles materials to nominate the candidate and document the case made for IA.

II. The department will send the Secretary of the Academic Staff one complete set of all nomination and documentation materials required via email (see section below titled MATERIALS TO BE PROVIDED). Inquiries regarding documentation may be made to the Chair. The Chair or Secretary of the Academic Staff may advise the department if this file appears unclear or incomplete and await clarifying or added materials.

III. The candidate will be notified by the Chair of the date when the Committee will review the nomination. The candidate will be informed that they may attend the pertinent part of the closed session. If the candidate chooses to exercise this option, they must give a week's prior notification in writing or by email to the Committee.

IV. The whole Committee will discuss and evaluate the candidate's qualifications on the basis of the IA criteria in Academic Staff Policies and Procedures (2.07.A.1).

V. Committee members will vote on each candidate's recommendation by roll call.

VI. The Committee Chair will forward the recommendation to the Dean within a week of the review.

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 school/college's fiscal ability to support this candidate's indefinite appointment, if approved (ASPP 2.07.A.3);
B. the operational area of the proposed indefinite appointment (ASPP 1.03);
C. the percentage of the proposed indefinite appointment; and
D. the current title 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 their importance to the program or project with which they are most involved, would also be helpful.

III. A job description for the current position including the nature and scope of duties and responsibilities.

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

V. A one- or two-page statement prepared by the candidate providing highlights of their 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. In addition to these letters, it may be appropriate to include one to three letters of support from former students.

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 classroom 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:

- Chronology of instructional assignments and numbers of students for no more than the last 5 years.
- Two recent syllabi, assignments and other instructional materials (handouts, examinations, multimedia aids) used in the instructional role.
- Description of the training or supervision of other instructional academic staff and teaching assistants if relevant.
- Description of the candidate's development or application of new or improved instructional methods if relevant.
- Summary of numerical evaluations by students and representative student comments focused primarily on the last 5 years.
- Summary of evaluations by supervisors or colleagues of teaching and instructional materials.

Research

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:

- Performance evaluation from the candidate's supervisor and/or colleagues, stating the candidate's ability to perform research relevant to their position.
- Description of any administrative or management responsibilities or activities of the candidate, including any involvement in obtaining extramural support for the research if relevant and not included in performance evaluation.
- Description of innovative techniques or methods developed in support of research activities if relevant and not included in performance evaluation.

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:

A. Department, College or University Service

- Ongoing service or support provided to other members of the unit
- Administrative assignments, including duties, terms, and significance of service
- Program development, including description and significance of program and particular contribution of the candidate.

B. Public Service

- Professional service to local, state, regional, national and international public service or governmental units.
- Other service that has received local, state, national or international recognition.

Appendix

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 Ph.D. 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