University of Wisconsin-Madison
ACADEMIC STAFF AREA REVIEW COMMITTEE
PHYSICAL SCIENCES & ENGINEERING

March 1, 1995
MEMORANDUM
TO: Deans, Directors and Department Chairpersons
FROM: Physical Sciences and Engineering Area Review Committee
RE: Guidelines for Proposing Academic Staff Members for Indefinite Status
(Last updated 2012)

I. Indefinite appointments are intended for persons showing evidence of unique and consistent quality of performance and professional growth and of significant current and continuing value to the area from which they are being nominated. The primary guideline for recommending approval of promotion to indefinite status will be that the candidate has demonstrated professional excellence in fulfilling employment responsibilities and that there is a clear expectation the candidate will continue to be of significant value to the area from which the person is being nominated and thereby to warrant a long-term commitment by the University of Wisconsin-Madison (see UW-Madison ASPP, Ch. 2).

Indefinite status is available to new appointments if they merit it upon hiring and if they are reviewed by this Committee prior to hiring. In the event indefinite status was not conferred at the time of initial appointment, it is suggested that a recommendation for indefinite status be deferred a reasonable length of time to allow time to evaluate performance in the current position.

In preparing the documentation, the candidate should be evaluated on the following criteria:

a. initiative
b. problem solving ability and/or creativity
c. judgment
d. technical competence
e. productivity and quality of work
f. ability to communicate and interact with colleagues/clients/students
g. projections of future value to the unit/university
h. self-motivated professional growth.

These criteria are not ranked in importance. It is not expected that all will be applicable to a given candidate. However, for those criteria which are applicable, specific examples and/or appropriate documentation of the basis for the evaluation should be included.

II. The following materials should be provided when a candidate is nominated for indefinite appointment. (The Committee, at its discretion, may approach the candidate's chairperson or unit director to ask for further information or clarification.)

A. Cover letter from the Administrative Head to the appropriate Dean/Director requesting consideration of the case. The letter should include a brief summary of the candidate's capabilities and contributions and an appraisal of performance. The Administrative Head for this purpose is the Department Chairperson, Unit Director or his/her functional equivalent.

B. Position description

1. Scope of unit and organization of unit (e.g., number of people, budget, technical equipment, hierarchies of job within unit, etc.); how important is the position to the unit; where does the individual fit in within the unit.
2. Specific responsibilities and duties (e.g., writing grant proposals, performing independent research, teaching, conducting workshops, maintaining equipment, assisting clients/students, etc.); relative importance of each to the overall job and, where appropriate, percent time spent performing each duty.

C. Resume - include education, relevant past experiences (work, personal, community service, etc.), offices held in professional organizations, publications, and papers presented.

D. Two or more letters of recommendation from supervisors and colleagues (external evaluators, where pertinent). A copy of the letter soliciting recommendations, the list of people solicited, and the letters received should all come forward to this Committee. If some are excluded, the reasons should be specified.

E. Performance reviews.

F. Statement from candidate. **(optional)**

G. Other pertinent information.

III. An electronic version consisting of one PDF file of the application packet shall be submitted to the Secretary of the Academic staff. The electronic packet shall be submitted at least 20 business days before the meeting at which the candidate will be considered.