March 1, 1995

MEMORANDUM

TO: Deans, Directors and Department Chairpersons

FROM: Humanities & Social Sciences Area Review Committee

RE: Guidelines for Proposing Academic Staff Members for Indefinite Appointments

This memo supersedes our September 20, 1982, memo on the same topic.

From the establishment of the Academic Staff Area Review Committees in 1978 to the present, the Review Committee for the Humanities and Social Sciences has reviewed indefinite appointment nomination proposals and made recommendations to various deans for eighteen members of the Academic Staff. This memo updates 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 ASPP (1/27/95), Section 2.09.

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. 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 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.

Attached are documents developed by our Committee describing the process leading to indefinite appointment and the information and materials required by our Committee to act on recommendations.

Our Committee is ready to review proposals for indefinite appointments. Materials must be first sent to the appropriate dean or director. The dean or director then forwards the materials to the Review Committee in care of the Chair (see attached roster).

We look forward to hearing from you. Inquiries may be directed to any member of the Committee.
Materials to be provided:

I. Formal cover letter from the candidate’s chairperson or unit director to the appropriate Dean or Director, requesting consideration of the case.

II. Letter of nomination from the candidate’s chairperson or unit director, including:
   A. Description of the candidate’s responsibilities and how they relate to the work of the entire unit;
   B. Indication of the vote of the recommending executive committee, if applicable;
   C. Brief statement concerning the contribution of the candidate to his/her department or unit.

III. Candidate resume (vita) to be provided by the candidate (sample form enclosed). The candidate is urged to include a personal statement on his or her own behalf.

IV. Supportive evidence.
   A. At least two letters of recommendation from colleagues.
   B. Other supportive evidence:
      (1) For candidates who primarily do instruction
          (a) Supportive evidence to help evaluate the candidate’s work in the performance, director, or organization of instructional duties, such as evaluations of teaching performance, student evaluations, etc.;
          (b) Other supportive evidence, if applicable, such as publications, copies of presentations at scholarly and/or professional meetings, etc.*
      (2) For candidates who are primarily involved in research
          (a) An evaluation of the research work of the candidate by a competent person chosen by the candidate’s chairperson or unit director;
          (b) Other supportive evidence, if applicable, such as publications, copies of presentations at scholarly and/or professional meetings, etc.*
      (3) For candidates who are primarily involved in service or academic support programs
          Any supportive evidence will be welcomed, depending on applicability, including publications, copies of presentations at scholarly and/or professional meetings, etc.*
      (4) Candidates who fall into more than one of the above categories may submit a combination of supportive evidence.

V. Other
   A. The Committee may approach the candidate’s chairperson or unit director in order to ask for further information or clarification.
   B. An appeal may be made in response to a negative recommendation.

*Any published materials or copies of manuscripts will be returned to their owner(s).
CURRICULUM VITA

I. Personal Data
   a. Name
   b. Date and place of birth

II. Educational Background

   List, in chronological order, all post-secondary schools attended, dates of attendance, degrees earned and the dates awarded. Persons holding a Ph.D. should include the title of their dissertation. Persons should also list private study or other work which is pertinent to their education but was not taken within the framework of college-university credit classes.

III. Chronology of Positions Held

   List all positions held, dates and titles.

IV. Honors and Awards

V. Memberships and Offices Held in Professional Organizations and Societies

   a. Current and/or continuing memberships.
   b. Offices, committee appointments, or other organizational positions and responsibilities.

VI. Professional Activities

   a. Teaching: List courses and topics taught, individual work supervised.
   b. Research: Books, monographs, articles, book reviews or critiques, editorial work. Copies of these are requested in item (4) of "Materials needed"; they should also be listed in the curriculum vita.
   c. Research grants and projects.

VII. Service

   a. Service at the departmental, college and university level including committee chairships, membership, and significant contributions (list dates).
   b. Consultative service.
   c. Any other non-instructional, non-professional service to community.
Process Leading to Recommendation Regarding Indefinite Appointment

I. Candidate will be recommended to the dean of appropriate school/college for indefinite appointment by the executive committee of an academic department or by the dean/director of a program or project. The chair of the department will send required materials to the dean.

II. Dean will send name of candidate to the committee. The department and/or candidate will send twelve copies of letter of nomination, resume, and as much supportive evidence as is possible.

III. The candidate will be notified by the Committee of the probable date when the Committee will act on the nomination. The candidate will be notified that he/she may either 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 prior written notification (1 week) to the committee.

IV. All Committee members will examine the material which is duplicated.

V. A subcommittee will examine the material which is not duplicated.

VI. The whole Committee will discuss materials.

VII. Legally assigned Committee members will vote on each candidate’s recommendation.

VIII. Committee Chair will forward the recommendation to the dean.