

**Department of Gender & Women's Studies**  
University of Wisconsin-Madison

**PERSONNEL POLICIES**  
(revised October 2017)

**I. The Executive Committee**

- A. Function
- B. Delegation of Authority of Executive Committee
- C. Membership
- D. Reporting Committees

**II. Other Committees**

- A. Departmental Committee
  - 1. Functions
  - 2. Membership
- B. Curriculum Committee
  - 1. Functions
  - 2. Membership
- C. Personnel Committee
  - 1. Functions
  - 2. Membership
- D. Research Committee
  - 1. Functions
  - 2. Membership
- E. MA Committee
  - 1. Functions
  - 2. Membership

**III. Hiring Procedures**

- A. Setting Hiring Priorities
- B. Faculty Joint Appointments
- C. Lecturers
  - 1. Determination of need; construction of PVLs
  - 2. Search committee procedures
  - 3. Reappointments
- D. Teaching Assistants
  - 1. Application process
  - 2. Selection criteria
  - 3. Hiring decisions
- E. Academic Staff Other Than Lecturers
- F. Classified Staff

#### **IV. Faculty Appointments**

- A. Faculty Administrative Positions
  - 1. Chair of the Department of Gender & Women's Studies
    - a. selection
    - b. duties
  - 2. Associate Chair of the Department of Gender & Women's Studies
  - 3. Director of the Center for Research on Gender & Women
- B. Joint Appointments (Budgeted Faculty)
- C. Non-budgeted Joint Governance Faculty
- D. Affiliate Faculty Members

#### **V. Procedures for the Guidance and Evaluation of Probationary Faculty Members**

- A. Appointment of Review Committees and Mentors
  - 1. Review committee
  - 2. Mentor
- B. Annual Review Procedures
  - 1. Timing and notification
  - 2. The dossier
  - 3. Vote and report
- C. Vote on Tenure and Promotion
  - 1. Initial vote
  - 2. Final vote
  - 3. Coordination in the case of joint appointments

#### **VI. Post-tenure Review**

#### **VII. Review of Annually Renewable Appointments**

- A. Chair of the Department of Gender & Women's Studies
- B. Director of the Center for Research on Gender & Women

#### **VIII. Merit Pay Recommendations**

#### **IX. Promotions**

- A. Faculty Members
- B. Academic Staff/Classified Staff

#### **X. Leaves**

#### **XI. Teaching Assignments**

#### **XII. Evaluation of Teaching**

### **XIII. Nominations**

## I. The Executive Committee

- A. Function: Per section 5.21 of F.P&P, the executive committee will be responsible for and have authority to make recommendations concerning faculty appointments, recruitment, tenure decisions, leaves, non-retentions, dismissals, promotions, and salaries and other departmental budget matters, which are transmitted through the chair to the dean. It will decide who holds a joint governance appointment and who is appointed a department affiliate.

The executive committee shall have the power to review and make recommendations concerning the appointment, recruitment, non-retention, dismissal, promotion, appointment to indefinite status, or salary of academic and classified staff and other persons appointed within the department; or, for duties not departmentally administered, whenever those personnel actions affect the instructional activities or budget of the department.

The executive committee shall provide for the periodic review of the performance of every budgeted faculty member. Such reviews normally shall be conducted as part of the annual determination of recommendations for merit salary increments in years where merit pay is available. Such reviews shall provide for a faculty member to be heard on her/his own case, if she/he wishes, and for the faculty member to be informed of the outcome of the review. This responsibility may be delegated to the chair or a subcommittee of the executive committee.

The executive committee shall provide for the annual written evaluation of every probationary faculty member beginning with the second year of the initial appointment (see section 7.05 of F.P&P). In a year in which renewal/promotion is being carried out, this evaluation shall normally be part of that review.

The executive committee shall provide for the periodic review of tenured faculty.

Issues are decided by a majority vote, except for decisions about hiring, renewal and tenure, where a two-thirds vote is required (see sections V. B. 3 and V. C below).

- B. Delegation of Authority of Executive Committee: The executive committee may, by annual vote, delegate to a subcommittee or to the chair the authority to make recommendations with respect to any or all of the following matters—salaries, faculty recruitment, non-faculty personnel actions, equipment and supplies; the executive committee may *not* delegate to a subcommittee or the chair the matters listed in F.P&P 5.22C. The executive committee may delegate to the full professors of the department the authority to make recommendations for promotions to the rank of full professor.
- C. Membership. The executive committee is composed of all budgeted and joint-governance faculty appointments at the rank of associate professor or professor. The executive committee may invite budgeted probationary faculty members to participate in its deliberations, including budgetary and hiring decisions. After a full discussion of

budgetary and hiring matters, the executive committee will go into closed session for final deliberation and a vote.

- D. Reporting Committees: One standing committee reports to the executive committee: the personnel committee.

## II. Other Committees

### A. Departmental Committee

1. Function: The departmental committee is responsible for policy and oversight in the areas of teaching, research and service. Any departmental issues not vested in the executive committee fall within the jurisdiction of the departmental committee, although the departmental committee may delegate to administrators the authority for handling these issues on a day-to-day basis. Issues are decided by a majority vote.

2. Membership: Members include: budgeted, joint governance and affiliate faculty, departmental lecturers and teaching assistants, research and project assistants employed by faculty members in the department, academic staff, classified staff, the UW System Women's Studies librarian. In addition the personnel committee will consider requests for departmental committee membership (2 year appointments) from graduate students (as many as 4), undergraduate majors (as many as 2), and community members (as many as 2). In order to retain departmental committee membership, each member must regularly attend departmental meetings and participate in at least one other standing committee of the department.

### B. Curriculum Committee

1. Function: Recommends policy and handles a variety of issues in the area of curriculum and degrees: designs and supervises the major, the certificate and the graduate minor and certificate; sets policy for dealing with grade disputes and student complaints; sets priorities for the curriculum for each year; approves new courses, cross-listed courses; approves changes in courses, degrees or certificates that require divisional committee approval; and conducts yearly evaluation of the major.

2. Membership: Chaired by Director of Curricular Services (DCS) and co-chaired by a tenured faculty member. The committee consists of departmental committee members who volunteer to serve on it, the student services administrator and the undergraduate advisor. It may include lecturers, MA students, graduate students pursuing a PhD certificate or minor in Gender & Women's Studies, and undergraduate majors. The DCS will set the agenda for and chair the curriculum committee meetings and oversee all curricular development and planning. The faculty co-chair will serve as a bridge to the faculty, participate in the lecturer hires, and consult with the DCS as necessary.

### C. Personnel Committee

1. Function: Makes appointments to ad-hoc committees, including annual review and tenure review committees for faculty with probationary appointments and for academic

staff; promotion review committees for budgeted associate professors eligible for promotion to full professor; peer review teaching committees; and makes nominations for awards, honors and professorships. Recommends appointments to search and screen committees, subject to approval by executive committee.

2. Membership: Chaired by the chair of the department. The committee consists of tenured budgeted and joint governance faculty members in the department who volunteer to serve on it.

D. Research Committee

1. Function: Develops local and global networks for women's studies scholars; develops, administers and writes grants; sponsors events related to scholarship, including colloquia; selects honorary fellows; assists the director of the research center in development of activities; administers the Worcester/Whatley/Leavitt Hyde, Washburn Willetts, and Bleier awards.

2. Membership: Chaired by the director of the research center. The committee consists of budgeted and joint governance faculty members in the department who volunteer to serve on it as well as affiliates, graduate students and undergraduate students who are interested in its activities.

E. Graduate Committee

1. Function: Oversees the Master's degree program, including reviewing and updating degree requirements, addressing funding issues, administering awards of research funds to MA students in Gender & Women's Studies, and organizing activities such as the fall orientation for incoming students. Gathers data on alumni and evaluates the MA program as necessary. Evaluates applications and makes decisions regarding admissions and funding. Leads changes and additions to the graduate program including the development of a PhD.

2. Membership: Chaired by the Associate Chair in their role as Director of Graduate Studies. The committee consists of budgeted and joint governance faculty members, and graduate students in the department who volunteer to serve on it. Graduate students do not participate in admissions or funding decisions.

### III. **Hiring Procedures**

Hiring procedures are governed by University of Wisconsin-Madison *Faculty Policies and Procedures* and by directives in UW-Madison *Search Handbook for Faculty, Limited, & Academic Staff Appointments*.

A. Setting Hiring Priorities: The departmental committee will discuss hiring priorities early in the spring. Ideally, the priorities are established as part of a long-term strategic plan. In the spring, executive committee votes on hiring priorities for the following year. The chair forwards the hiring priorities to the Dean as soon as possible.

- B. Faculty Appointments: For a search, the personnel committee recommends and the executive committee appoints an ad-hoc search committee, designating one person to act as chair. If this is a joint search with another department, the members of the committee will serve as representatives to the joint search committee. In the event of a target-of-opportunity or possible partner hire, the executive committee appoints a review committee. These committees report their assessment of the candidate's research and teaching and their recommendation to the executive committee. Hiring decisions require a two-thirds vote of the executive committee.
- C. Lecturers:
1. Determination of need; construction of PVL's: The chair, in consultation with the Director of Curricular Services and the co-chair of the curriculum committee, determines the need for lecturers based on review of faculty members' plans for leaves and the courses proposed by the curriculum committee; the chair constructs and submits a short-term staffing request to the Dean's office at the appropriate time each semester.
  2. Search procedures. The chair, or an individual designated by the chair, the Director of Curricular Services, and the co-chair of the curriculum committee review application materials, choose candidates to interview and conduct interviews. They bring their hiring recommendation to executive committee for a vote, unless timing requires delegation.
  3. Reappointments. In compliance with section II.5.2.C of the *Letters and Science Handbook*, lecturers may be appointed for one or both semesters for no more than three consecutive years without permission from the dean's office, since appointing the same person for one or both semesters in a fourth consecutive year would change the person's employment status to "renewable."
- D. Teaching Assistants
1. Application process. Aside from those MA students with guaranteed funding, the application for a teaching assistantship in Gender & Women's Studies includes a completed application form, one letter of recommendation, and any other available supporting materials, such as teaching evaluations from past assignments as a teaching assistant or lecturer.
  2. Criteria for selection of TAs include: potential or proven effectiveness as a discussion group leader; past experience and success as a TA; knowledge of the subject matter covered in the course; overall progress and record as a graduate student. The department's MA students will be considered for TA positions as will PhD students in other departments. Gender & Women's Studies MA students will be given priority for TA positions provided there is an appropriate fit. In order to allow opportunities for more students to hold a TA position in Gender & Women's Studies, no student will be hired as a TA for more than a total of 4 semesters.
  3. Hiring decisions. Aside from those MA students with guaranteed funding, the decision to hire a TA for a given course is made by the instructor of that course in

consultation with the director of graduate studies. The placement of MA students with guaranteed funding is determined by the Graduate Committee in consultation with course instructors.

- E. Graders: Graders are generally hired by the instructor for the course. Priority is given to Gender and Women's Studies MA students if an appropriate person can be found.
- F. Academic Staff Other Than Lecturers: Hiring will be conducted in accordance with the *Wisconsin Administrative Code*: UWS, section 10, as adopted by the Board of Regents.
- G. Classified Staff: The chair and the Director of Curricular Services are charged with hiring and evaluating classified staff according to the organization chart of the Department. They are responsible for following all applicable OHR policies. If they deem it necessary, they can consult with the personnel committee.

#### IV. Faculty Appointments

##### A. Faculty Administrative Positions

###### 1. Chair of the Department of Gender & Women's Studies

a. *Selection*: In general, the chair is understood to be serving a 3-year term. Annual renewal for years two and three will be done through a ballot to be forwarded to the dean. An ad hoc nomination committee will be appointed by the personnel committee at the end of the second year of the chair's term. The nomination committee will present a slate to the departmental committee by Nov. 15 of the third year of the term of the chair. All members of the departmental committee are given the opportunity to express their preference for chair by secret ballot. Ballots are tabulated by the department administrator and the associate chair and then forwarded to the dean. Voting members of the departmental faculty who are on leave are eligible to participate in the balloting, but not by proxy.

b. *Duties*: The duties of the chair are those outlined in F.P&P, section 5.31. The chair normally receives a two-course release.

###### 2. Associate Chair of the Department of Gender & Women's Studies:

a. *Selection*: The associate chair is appointed by the chair and usually serves for a 3-year term. The associate chair normally receives a one course release.

b. *Duties*: The associate chair serves as Director of Graduate Studies and chairs the Graduate Committee. Their responsibilities are outlined in Section II.E.1.

###### 3. Director of Graduate Studies

a. *Selection*: The director of Graduate Studies is appointed by the chair and usually



serves for a 3-year term.

b. Duties: The Director of Graduate Studies chairs the MA curriculum committee, overseeing the MA, graduate minor and certificate. The director recommends policy and advises on a variety of issues in the area of curriculum relating to the MA, graduate minor and certificate. The director organizes educational events involving MA students, sets policy for dealing with grade disputes and student complaints; approves new courses, cross-listed courses, and changes in graduate level courses that require divisional committee approval; and carries out evaluations of graduate education.

II.D.1.

B. Non-budgeted Joint Governance Faculty and Academic Staff: The personnel committee brings to executive committee its recommendations for appointments, renewals, and non-renewals of joint governance faculty and academic staff. The executive committee makes decisions about who holds a joint governance appointment, taking into consideration service to the department of Gender & Women's Studies, teaching, and research. Individuals who wish to be considered as joint governance faculty or academic staff will be asked to submit a letter of intent, in which they outline their commitment to service in the Department of Gender & Women's Studies as well as their experience in women's studies generally. Joint governance faculty members serve on departmental and executive committees as well as one other committee (such as Research, Curriculum, Graduate or Personnel). Joint governance appointments for faculty and academic staff will be for a 3-year term. Active members will be presumed to be interested in renewal; the personnel committee will review needed renewals each February.

C. Affiliate Faculty Members and Academic Staff

1. The personnel committee brings to executive committee its recommendations on the granting, renewal, or non-renewal of affiliations. Executive committee makes decisions about who holds an affiliation. Potential departmental affiliates will be asked to submit a letter of intent and *curriculum vitae*. Departmental affiliation is renewed every three years. An affiliate can request to become a joint governance appointment by submitting a new letter of intent.

2. Department affiliates may serve on the departmental committee and another committee (such as research or curriculum), but not on the executive or personnel committees.

## V. **Procedures for the Guidance and Evaluation of Probationary Faculty Members**

These procedures apply to the guidance and evaluation process for all budgeted faculty appointments in Gender & Women's Studies, including those whose tenure home is Gender & Women's Studies and those whose tenure home is in another department. In the case of joint appointments, evaluation is coordinated with the other department. The chair shall give a copy of this document to each probationary faculty member at the beginning of their appointment.

## Criteria for Promotion from Assistant Professor to Associate Professor in Gender and Women's Studies

As an interdisciplinary department, candidates for tenure and promotion in Gender and Women's Studies can apply for promotion and tenure through any of the Divisional Committee gateways. Typically, candidates apply through the Arts and Humanities Committee or the Social Sciences Committee. We are looking for evidence of a productive scholar with an emergent national reputation, whose scholarship establishes the candidate as a leading authority in their area of expertise. Further, tenure is granted not only to reward past productivity but because of the candidate's promise as a scholar of note beyond promotion. Consequently, we look for evidence of an active research agenda that will carry the candidate beyond their probationary status.

We expect significant research production, and we are also looking for scholarship that is notably original and influential. Although we don't require that candidates publish in identifiable gender and women's studies journals, we do look for scholarship that contributes to knowledge production consistent with our focus on gender and women. Unless otherwise noted in their offer letter, only work published since the candidate's start date will be considered.

Candidates for tenure and promotion through the Arts and Humanities Divisional Committee will be expected to have produced a book, published by a university press of significant standing in the candidate's field. Although a dissertation often provides the basis for the first book, it will generally require significant expansion or reworking. A book that has been published and reviewed is the best scenario for candidates approaching tenure; more commonly, we expect that the candidate's book will be in press.

In addition to the monograph, we expect a publication record that demonstrates the candidate's prominence in their field. Articles published in leading peer-reviewed journals are the clearest reflection of a candidate's national standing, but chapters in significant edited collections are also highly valued. Less important, but not without merit, are encyclopedia or handbook articles, review essays, and articles published in non peer-reviewed venues. We expect that many of the articles published in any of the above venues will overlap to some degree with material covered in the book.

Because tenure is a judgment of future promise as well as past productivity, Gender and Women's Studies expects candidates for tenure through Arts and Humanities also to demonstrate a major research agenda beyond the scope of the first book manuscript. Ideally, candidates will have publications that clearly establish the direction of the candidate's future work, but grant proposals and other works in progress may suffice as well.

Candidates for tenure and promotion in the Social Studies will likewise need to produce a publication record that demonstrates their expertise and prominence. This may prominently include a book (with considerations as above), but it might instead be primarily based on a number of well-placed refereed articles exploring a set of questions comparable in scope and impact to the book expectation, although potentially more diverse in their individual arguments. Other publications (in lesser journals or in significant edited books) would be expected to complement the core contributions made in either book or article form. Candidates seeking tenure and promotion through Social Studies will also need evidence of a research agenda that extends beyond the probationary period, whether as published work, work-in-progress (in data

analysis or polished presentation stage) or grant proposals judged to have potential for significant funding. Citations are not a direct measure of the importance of the work but their number and interdisciplinary character can be useful indications of the impact of work, especially for articles published in less well-known journals. Quality and importance of the work is not dependent on any arbitrary number of articles, citations, grants or prizes, but such indications of impact taken together form a package that can provide compelling evidence for the contributions made as well as expected trajectory.

Candidates for tenure and promotion in Gender and Women's Studies cannot be tenured without a strong publication record. We also expect them to be strong teachers. We will look for evidence of engaged teaching, feminist pedagogy, intellectual coherence, and educational innovation. Student evaluations of teaching provide one piece of evidence for strong teaching, but it is only one of several markers we use. All candidates are expected to have early formative evaluations by GWS faculty, respond effectively to suggestions, and be assessed in writing by faculty evaluators after the second year.

Although professional service and community outreach are valued by the Department of Gender and Women's Studies, no amount of service and outreach can overcome significant deficits in a candidate's research and teaching portfolios. In all cases, the research and teaching are evaluated by colleagues' direct observation (reading the work, sitting in on classes) as well as by letters solicited from significant senior scholars in the candidate's particular field and sub-fields.

These criteria for evaluating performance and for the eventual recommendation for tenure are consistent with the general criteria outlined in FPP 7.14C and with the more specific criteria described in the guidelines provided by executive committee of the appropriate faculty division (Biological Sciences, Humanities, Physical Sciences, Social Studies). Copies of the relevant documents are provided to newly appointed faculty by the secretary of the faculty.

It is the responsibility of the chair to communicate to the probationary faculty member any changes in criteria or in the goals of the Department of Gender & Women's Studies.

A. Appointments of review committees and mentors:

1. Review Committee. Beginning in the second year of appointment, at the beginning of each academic year, the Gender & Women's Studies personnel committee appoints a review committee, comprised of executive committee members, for each probationary faculty member. The review committee will usually consist of three faculty members following a general principle that one committee member should remain the same throughout the process, while the persons occupying the other position might change. This allows both for stability in evaluation and for more executive committee members to become familiar with the probationary faculty member's work.

In the case of joint appointments, the normal practice of the department of Gender & Women's Studies is to establish a joint review committee. If Gender & Women's Studies is the tenure home, then 1-2 members of the other department are invited to join this committee. If another department is the tenure home, then Gender & Women's

Studies will normally send 1-2 members to participate in the review committee established by the other department. Should the other department strongly prefer separate committees, then Gender & Women's Studies will conduct its own review and convey the results to the other unit.

2. Mentor. The personnel committee, in consultation with the probationary faculty member, assigns a mentor the first year. The mentor must be an executive committee member of the Gender & Women's Studies Department or an executive committee member of another department who holds a faculty affiliate appointment in Women's Studies. The current mentor may not serve on the review committee. Each year the chair will check with probationary faculty members to make sure they wish to continue with current mentors. Both the mentor and the probationary faculty member may request a change for any reason. The role of the mentor is to provide guidance and support.

B. Annual review procedures:

1. Timing and notification. The times of the annual review of all probationary faculty members are established by the personnel committee each fall. This is done in consultation with the departments in which they hold a joint appointment, if applicable. The chair sends a letter to each probationary faculty member giving the date and time of the review (if the exact date is not known, that can be sent in a separate letter but the candidate must be notified at least twenty days in advance) and the names of the members of the review committee. The letter also requests the materials probationary faculty members should provide to the review committee and a date by which they should be provided. The letter also notifies them that they may request an open meeting when their review is discussed.

2. The dossier. The probationary faculty members should submit the following materials to the joint committee: a summary of all activities related to scholarship, service, and teaching; summaries of all student teaching evaluations and peer evaluations; copies of books, articles and other scholarly works published, in press, or in review; any other relevant materials. The review committee shall ensure that the probationary member's file contains all relevant material for evaluation. In the case of a joint appointment where separate review committees are convened, the same materials may be submitted to each committee.

3. The vote and report. The review committee provides a draft of a written report to the executive committee. The executive committee discusses the review, suggests changes to the draft, and votes as appropriate. Positive votes on renewal of appointments require two-thirds of those executive committee members voting (abstentions do not count as votes). Absentee ballots are not accepted. The chair notifies the faculty member as soon as possible of the outcome of the meeting; this may be done orally. Based on executive committee discussion, the final report is completed by the chair in consultation with the review committee. The chair, the mentor, and if possible, one or both members of the review committee meet with the probationary faculty member to discuss the review. The probationary faculty member may request to speak to the executive committee or may provide a written response to the report. Minor changes to the report may then be made before the report is sent to the Dean of Letters & Science. Copies of the final report are

sent to the probationary faculty member and to the chair of the other department if this is a joint appointment. If separate review committees have been convened, members of the two review committees may meet to discuss issues related to the joint appointed faculty member.

C. Vote on tenure and promotion:

1. Initial vote. A review committee is appointed in the same way as for the annual review. Early in the semester before the initial vote on tenure and promotion the probationary faculty member is notified in writing of the membership of the review committee and the approximate date of the vote and is asked to submit a dossier. The review committee, having reviewed the materials provided by the probationary faculty member, prepares a written report to present to the executive committee. Members of the executive committee will be notified that the candidate's dossier is available in the department office. The meeting is closed unless an open meeting has been requested by the probationary faculty member. In an open meeting, the probationary faculty member may attend but does not participate in discussion. A positive vote for tenure requires **two-thirds** of those executive committee members voting in favor (abstentions do not count as votes). If this initial vote is positive, the department will solicit letters of evaluation from outside scholars and proceed to a final vote on tenure and promotion once those letters have been received.

2. Final vote. Once the exact date of the final vote is known, the probationary faculty member is notified in writing; this should be at least twenty days prior to the meeting; the letter also states that the faculty member may request an open meeting. The meeting for the final vote is closed unless an open meeting has been requested by the probationary faculty member. In an open meeting, the probationary faculty member may attend but does not participate in discussion. A positive vote for tenure requires **two-thirds** of those executive committee members voting in favor (abstentions do not count as votes). Votes will be written, signed ballots. The ballots will be counted by the chair and associate chair (or other members of the executive committee). Absentee ballots are not accepted. The executive committee may suggest changes to the review committee report.

The chair notifies the probationary faculty member of the results of the vote as soon as possible. The faculty member should be notified in writing of the decision of the executive committee within five working days. This notification also states that the faculty member will be given, on request, specific reasons for the decision.

The chair will make an effort to account for all executive committee members who were not present for the vote. The chair writes the tenure letter based on the review committee report as approved by the executive committee. This letter is forwarded to the appropriate divisional committee with the dossier.

3. Coordination in the case of joint appointments. In the case of a joint appointment with the tenure home in Gender & Women's Studies, the other department's chair will submit a letter summarizing their assessment. Generally, we include a member of the other

department on the GWS review committee. If the tenure home is not in Gender & Women's Studies or if Gender & Women's Studies is one of two tenure homes, there will be two separate review committees, one in each department. The other department will receive a copy of the Gender & Women's Studies review and will be notified of the vote in the Executive Committee and they will reciprocate.

If Gender & Women's Studies is the tenure home, the chair, in consultation with the review committees of each relevant unit, will prepare the dossier for submission to the appropriate divisional committee, requesting materials from any other department if needed. If Gender & Women's Studies is not the tenure home, the chair and review committee will help provide materials for the dossier, such as summaries of student teaching evaluations and copies of peer evaluations of teaching in Gender & Women's Studies.

## **VI. Post-Tenure Review**

In accordance with Faculty Policies & Procedures (FP&P) 7.17, the Department of Gender and Women's Studies has established the following departmental policy and procedures for the post-tenure review of faculty.

### ***A. Purpose***

---

FP&P 7.17.A describes three purposes served by the five-year post-tenure review of faculty:

- “to recognize outstanding achievement”
- “to provide opportunities for mentoring and professional development”
- “to help identify and remedy, from a developmental point of view, any deficiencies in teaching, service, outreach/extension, and research/scholarly productivity”

FP&P 7.17.A also clarifies what post-tenure review is not:

- “Post-tenure review is not a reevaluation of tenure and is not undertaken for the purposes of discipline or dismissal.”
- “Departments, schools, and colleges may not use post-tenure reviews as the basis for budgetary decisions or for decisions regarding program discontinuance, curtailment, modification, or redirection.”

### ***B. Criteria***

---

FP&P 7.17.B notes the basic criteria for the post-tenure review:

- “The basic standard for review shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with the faculty member’s position.”
- “Special care should be taken to ensure that the scholarly productivity of jointly appointed and interdisciplinary faculty is appropriately evaluated.”

**Review categories.** In the Department of Gender and Women’s Studies, faculty are reviewed in each of the following three categories, similar to those used for annual merit or promotion review:

- (1) Research and Scholarly Productivity. Includes, but is not limited to:
  - Peer-reviewed articles, chapters, and conference papers
  - Monographs, textbooks, and edited volumes
  - Open-source databases, online tools, multimedia productions, and other networked, digital resources related to scholarship
  - Competitive research grants and awards received
- (2) Teaching and Mentoring. Includes, but is not limited to:
  - Undergraduate courses taught, noting especially high-impact courses, general education requirement courses, and large-scale courses
  - Graduate courses taught, noting graduate student project and thesis advisees
  - Teaching excellence and innovation, noting especially new modes of delivery, attention to grade gaps, improved assessment of student learning, or revised curricula
  - Contribution to pedagogy through scholarly publication or university participation
  - Competitive teaching grants and awards received
  - Mentorship of student organizations
- (3) Outreach, Extension, Service and Governance. Includes, but is not limited to:
  - Support for the Wisconsin Idea in bringing scholarship and educational expertise to the city, county, state, and region
  - Popular presentations and publications for a broad non-specialist audience

- Service to national professional associations and service as a peer reviewer in the field
- Governance participation within UW-Madison at the department, college, and campus level

**Review scale.** Faculty scheduled for review will be rated in each of the three categories above according to the following scale (as noted in FP&P 7.17.B.5):

- Exceeds expectations: “Exceptionally good” performance.
- Meets expectations: “Discharging conscientiously and with professional competence the duties appropriately associated with the faculty member's position”.
- Does not meet expectations: “Substantial deficiencies” in performance.

### ***C. Procedures***

---

1. **Department chair assembles the year’s review schedule.** At the beginning of each academic year, the department chair verifies the list of reviews scheduled to be completed during that year.
  - Each tenured faculty member should be scheduled for review once every five years.
  - For any faculty members who are tenured in more than one unit, the department chair should coordinate with the leadership in the other unit to verify timing of the review.
  -
2. **Department chair communicates the review schedule to each faculty member scheduled for a post tenure review.** The department chair notifies each faculty member in writing of their upcoming review.
  - According to FP&P 7.17, “The review may be deferred, by approval of the provost, for unusual circumstances such as when it may coincide with an approved leave, significant life event, promotion review, or other appointment, and the provost may then determine a new review schedule.”
3. **The Personnel Committee appoints two tenured faculty members to review each faculty member at their first meeting in the fall.** *Our current guidelines require that the reviewers be full professors.*



- If sufficient tenured faculty are not available to perform reviews within the department, outside tenured faculty members may be solicited to review a faculty member.
- Faculty members with tenure appointments in more than one unit should be jointly reviewed by all units, having one reviewer drawn from each unit.

**4. Department chair communicates the proposed Review Committee to each faculty member.**

The department chair informs each faculty member under review of their proposed Review Committee and deals with any objections that arise.

- Faculty members have one week to formally object to any proposed reviewer in writing to the department chair. If there are any objections, the department chair, in confidential consultation with the relevant dean, shall identify another appropriate reviewer.

**5. Faculty member submits supporting evidence.** Once the Review Committee has been

accepted by the faculty member, the faculty member must supply supporting evidence to the Review Committee, including:

- a current curriculum vitae;
- copies of all scholarship published since the last post-tenure review;
- syllabi and summaries of student evaluations from all courses taught since the last post-tenure review;
- all annual activity reports submitted since the last post-tenure review;
- a brief summary of career plans for the future;
- any other materials providing evidence of the faculty member's accomplishments and contributions that the department or the faculty member feel are relevant to the review.

The department will preserve in the faculty member's personnel file all submitted documents (other than documents such as publications that are readily accessible elsewhere.)

**6. Review Committee may meet with the faculty member to discuss the supporting evidence if either the reviewers or the faculty member so desire.**

**7. Review Committee writes up draft report for Executive Committee.** The Review Committee writes up a draft of the review report and submits a copy to the Executive Committee for discussion.

- The draft review report should clearly state whether the faculty member “Exceeds expectations,” “Meets expectations,” or “Does not meet expectations” in each of the three categories of (1) Research and Scholarly Productivity, (2) Teaching and Mentoring, and (3) Outreach, Extension, Service and Governance.
8. **Executive Committee discusses draft report and votes to accept.** The Executive Committee meets to discuss and vote on acceptance of the draft review report for each faculty member. Any voted changes are incorporated into the final copy of the review report.
- A review report is not considered complete until the Executive Committee has voted to accept it. (For example, the Executive Committee may direct the Review Committee to gather more evidence before accepting the report.
9. **Within 10 days, the department chair transmits the final review report to the faculty member (who may respond).** The department chair provides the faculty member with the final review report as accepted by the Executive Committee. The faculty member shall have the right to prepare a written response to the report within 30 days after receipt.
10. **Department chair files final review report and response (if any) with the Dean no later than March 1.** A copy of the review report and any written response to it, shall be placed in the departmental personnel file of the faculty member and provided to the Dean for sufficiency review.

## VII. Review of Annually Renewable Appointments

- A. Review of the Chair: The chair is reviewed by an ad-hoc committee appointed by executive committee, often composed of a former chair and the associate chair. The committee brings its review to executive committee for a vote before transmittal to the dean.
- B. Review of the Director of the Center for Research on Gender & Women: The Research Center director issues an annual report on the activities of the center. The research committee will review this report and write a letter to the chair evaluating the director’s performance.

## VII. Merit Pay Recommendations

In years where merit pay is available, recommendations for increases for faculty and academic staff will be made by personnel committee (upon delegation of this task by the executive committee. Merit pay recommendations for classified staff will be made by the chair and associate chair.

## IX. Promotions

- A. Faculty: Promotions to Associate Professor with tenure are covered in section V. At the beginning of fall semester, personnel committee will determine whether any faculty whose tenure home is in Gender & Women's Studies are eligible for promotion to Full Professor, in accordance with F.P&P. Personnel committee will appoint a review committee for eligible faculty. The review committee will request a dossier from the candidate for promotion and will prepare a report. The report is presented to executive committee for a vote. The chair will prepare the letter and dossier to be submitted to the dean.

Criteria: For promotion to full professor, the Department of Gender and Women's Studies expects to see evidence of continued scholarly engagement beyond the tenure dossier. Most significantly, we look for evidence of successful pursuit of a significant post-tenure research project and of the growth of the scholar's impact and reputation. Evidence of engagement and progress can be demonstrated through books, book chapters, articles (peer-reviewed and not), edited collections, curation, conference presentations, honors conferred, invited lectures and other evidence. We also require evidence of substantial contribution to the teaching mission of the department. Finally, we believe that promotion to full professor should recognize an individual's contribution to the department, the university, the public, and the broader intellectual community. As a result, our criteria recognize significant service contributions of all these types.

For faculty whose tenure home is not in Gender & Women's Studies, the department will either send a representative to the committee considering promotion in the other department or will provide a letter documenting accomplishments in and contributions to Gender & Women's Studies.

- B. Academic Staff, Classified Staff. The chair and associate chair will consider academic and classified staff for possible promotion every year at the time of their evaluation. If they feel that a promotion is appropriate, they will bring such a recommendation to executive committee.

## **X. Leaves**

Executive committee will consider and vote on all requests for leave. Requests should be made as early as possible in order not to disrupt curricular plans.

## **XI. Teaching Assignments**

Each year, the associate chair sends out a teaching preferences form to be returned by all budgeted faculty members. The curriculum is set by the curriculum committee and is presented to departmental committee for comment. As set forth in *Faculty Policies and Procedures* 8.02A, "no member of the faculty shall be absent from his/her classes or other regular duties at the university except by the permission of the chancellor or appropriate dean."

## **XII. Evaluation of Teaching**

- A. Student Evaluations: The department uses student evaluation forms for all Gender & Women's Studies courses. Probationary faculty members and lecturers teaching a new course are asked to administer student evaluation forms at mid-term as well as the end of the term.
  
- B. Peer Review: Lecturers and probationary faculty members are also evaluated through in-class visitation during the first semester that they teach a new course. In addition, probationary faculty members will have a peer evaluator visit their class at least once a year. The peer evaluator is generally a member of the department's faculty. The evaluator and instructor agree upon a mutually convenient date for the class visit. The evaluator completes an evaluation form which is placed in the instructor's personnel file. The instructor receives a copy of the completed evaluation form and has the right to reply in writing. The evaluator offers the instructor an opportunity to meet face-to-face to discuss the results of the evaluation.

### **XIII. Nominations**

At the beginning of each academic year, the chair will circulate announcements of competitive programs and awards, such as distinguished chairs, sabbaticals, faculty development grants, Romnes, Vilas and Kellett awards, teaching awards, etc. Faculty members who are interested in being nominated or making an application should contact the chair and should submit proposals and other materials as appropriate. The personnel committee will review the materials to determine whether to make a nomination. The personnel committee may also consider whether there are faculty who would be appropriate nominees who have not come forward and may contact them to urge them to apply. The chair, in consultation with personnel committee, will work with potential nominees/applicants to develop an appropriate nominations package. Nominations will be brought to executive committee for approval before being submitted.