DEPARTMENT OF URBAN & REGIONAL PLANNING
ADMINISTRATIVE POLICIES AND PROCEDURES

TABLE OF CONTENTS

I. Administration of the Department
   A. Departmental Faculty ................................................................. 1
      1. Membership
      2. Function
   B. Executive Committee ............................................................... 1
      1. Membership
      2. Function
      3. Subcommittees
         a. Mentor Committee for Probationary Faculty Members
            i. Membership
            ii. Function
         b. Oversight Committee for Probationary Faculty Members
            i. Membership
            ii. Function
         c. Faculty Evaluation & Awards Committee
            i. Membership
            ii. Function
   C. Chair ............................................................................................ 2
      1. Selection
      2. Duties
   D. Standing Committees of the Department ........................................... 2
      1. M.S. Program Committee (MPC)
         a. Membership
         b. Function
      2. Committee on Student Performance Evaluation
         a. Membership
         b. Function
      3. Ph.D. Program Committee
         a. Membership
         b. Function
      4. Curriculum Committee
         a. Membership
         b. Function
5. Extension and Outreach Committee
   a. Membership
   b. Function
6. Facilities and IT Committee
   a. Membership
   b. Function
E. URPL Affiliate Faculty Policy ................................................................. 4

II. Degree Programs of the Department
A. Masters Program
B. PhD Program

III. Faculty
A. Annual Evaluation of Probationary Faculty Members .................................... 5
   1. Mentor Committee
   2. Annual Performance Evaluation
   3. Review for Promotion and Tenure
B. Tenure Guidelines ......................................................................................... 6
   1. Substantive Guidelines .................................................................................. 7
      a. Teaching
      b. Research
      c. Service
   2. Overall Evaluation Criteria ......................................................................... 8
   3. Procedural Guidelines .................................................................................. 10
      a. Annual Review
      b. Notification of a Nonrenewal Decision
      c. Review for Promotion to Tenure
   4. Length of the Probationary Period .............................................................. 11
   5. Addendum to Tenure Guidelines for Faculty with Extension Appointments . . 11
      a. Materials to Be Submitted to Mentoring Committees
      b. Language in Tenure Guidelines
C. Post-Tenure Criteria and Review Procedures ................................................ 16
   1. Criteria
   2. Procedures
D. Faculty Teaching Load Policy ......................................................................... 17
E. Departmental Leave ......................................................................................... 17
   1. Criteria used by the department in considering leaves
   2. Conditions Attached to Leaves of Absence or Other Absences from Teaching
   3. Procedures for Managing Leaves of Absence

IV. Department Facilities
A. URPL Information Technology Policies and Procedures ............................... 20
   1. URPL Computer Lab
   2. URPL Website and server
   3. Other URPL computing
Note: All Administrative Policies and Procedures (including those for the MS and PhD Programs) shall be maintained by the Department Administrator and updated in a timely fashion following changes approved in faculty meetings. A footnote will include revision notes and date of most recent update.

I. Administration of the Department

A. Departmental Faculty

1. Membership

   See Section 5.10, FPP.

2. Function

   See Section 5.11, FPP.

B. Executive Committee

1. Membership

   See Section 5.20, FPP.

2. Function

   See Section 5.21, FPP.

3. Subcommittees

   a. Mentor Committees for Probationary Faculty Members

      i. Membership

      A Mentor Committee for each probationary faculty member, appointed by the Department Chair, will include at least one member of the Department’s Executive Committee. When no member of the Department’s Executive Committee has expertise close to that of the probationary faculty member, the Mentor Committee may also include a tenured faculty member from outside the Department. In cases of joint appointments, the Mentor Committee will include at least one tenured member of each department’s faculty. If possible, the membership of the Mentor Committee will remain the same throughout the probationary period, unless the probationary faculty member requests a change.

      ii. Function

      Provide guidance for probationary faculty members in accordance with Section 7.05(B), FPP.

   b. Oversight Committees for Probationary Faculty Members

      i. Membership

      An Oversight Committee for each probationary faculty member, appointed by the Department Chair, shall include at least two members of the Department’s Executive Committee.
ii. **Function**

Responsibility for the probationary faculty member’s annual evaluations will be assigned to the Oversight Committee in accordance with Section 7.05(C), FPP.

c. **Faculty Evaluation & Awards Committee**

i. **Membership**

The Department Chair shall appoint at least two members of the executive committee to serve as the Faculty Evaluation & Awards Committee

ii. **Function**

Provide annual assessment of performance by all individual faculty; conduct post-tenure reviews (exclusive of promotions from associate professor to full professor); evaluate and recommend faculty awards as necessary.

C. **Chair**

1. **Selection**   See Section 5.30, FPP.

2. **Duties**   See Section 5.31, FPP.

D. **Standing Committees of the Department**

The following are standing committees established by the Faculty of the Department. The Chair may also, as necessary, create special committees to conduct specific business of the Department that may arise from time to time.

1. **M.S. Program Committee (MPC)**

   a. **Membership**

   The MPC will consist of at least three faculty members appointed by the Department Chair (plus the Graduate Admissions Coordinator) who participate actively on matters of admission, the granting of fellowships and scholarships, and other program administration concerns. University policies prohibit students from having access to admissions or student files and therefore cannot serve on the MPC

   b. **Function**

   The MPC has responsibility for the overall function of the M.S. Program, including: admissions; fellowships; issues related to transfer of credits,
determination of credit equivalency, double degree credit requirements; student retention and new student recruitment; other program administration concerns as necessary.

Areas not under jurisdiction of the MPC include: course waivers (substitution) for required courses (course waivers may only be granted by instructors of required courses); course decisions related to a student’s area of specialization (these courses are approved by the student’s advisor); issues under the jurisdiction of the Curriculum Committee; policies related to the Ph.D. Program (the PhD Program is administered by the Ph.D. Program Committee).

2. **Committee on Student Performance Evaluation**

   a. **Membership**

   The Committee on Student Performance Evaluation will consist of at least one faculty member appointed by the Department Chair.

   b. **Function**

   The Committee reviews Master’s student performance at the end of each semester, using as a guide the criteria on satisfactory progress which have been adopted as Departmental policy. The Committee shall establish procedures and make recommendations to the faculty for student awards within the Department.

3. **Ph.D. Program Committee**

   a. **Membership**

   The Ph.D. Program Committee will consist of at least two faculty members appointed by the Department Chair.

   b. **Function**

   The Committee is fully responsible for administering the program, including: screening applicants, identifying academic sponsors and admitting new students; administering as appropriate the preliminary examinations; keeping track of all information on doctoral students as required in these Policies; hearing requests for any exception to the policies stated herein except where such exception is specifically excluded; monitoring the content and requirements of the Department’s Ph.D. program and recommending modifications when deemed appropriate; hearing grievances and reporting to the full faculty on such cases; and administering the Department’s Ph.D. minor.
4. **Curriculum Committee**
   a. **Membership**
      
      The Curriculum Committee shall include at least two faculty members and one student member appointed by the Department Chair.
   b. **Function**
      
      The Curriculum Committee is responsible for all matters related to the Master’s Program curriculum and course approvals. It is also the responsibility of the Curriculum Committee to hear and rule on an appeal of a course grade by a Master’s student.

5. **Extension and Outreach Committee**
   a. **Membership**
      
      The committee shall consist of at least two faculty, including at least one with a joint appointment with the University of Wisconsin-Extension.
   b. **Function**
      
      The Extension and Outreach Committee is responsible for coordinating the department’s extension, outreach, and public relations activities.

6. **Facilities and IT Committee**
   a. **Membership**
      
      The committee shall consist of the Chair, at least one faculty member, one student member, and the Department Administrator.
   b. **Function**
      
      The committee is responsible for recommending policies and priorities related to maintenance and improvement of the UPRL facility and for policy and procedures regarding the use of IT and computer resources within the department. This shall include developing policies regarding usage of the Computer Lab by students and others and may include periodic recommendations for IT resources to meet Department needs.

E. **URPL Affiliate Faculty Policy** [Adopted 4/27/01; Amended 11/10/05]

1. New affiliate faculty should be sponsored by at least two members of the regular URPL faculty.

2. Affiliate faculty terms are renewable every three years.

3. “An affiliation allows a faculty member to be associated with a department without governance rights or a continuing departmental commitment. Affiliations may be granted to probationary and tenured faculty and only for fixed terms.” (FPP, 5.13).
4. URPL should invite affiliate faculty to student orientation meetings, Departmental picnics and receptions, job talks for prospective URPL faculty candidates, URPL faculty seminar series, URPL brownbag series and all related and appropriate events.

5. The URPL website will include URPL affiliate faculty links to include research interests, select publications, and picture.

II. Degree Programs of the Department

A. Masters Program

[See MASTERS PROGRAM POLICIES AND PROCEDURES]

B. PhD Program

[See PhD PROGRAM POLICIES AND PROCEDURES]

III. Faculty

A. Procedures for the Guidance and Annual Evaluation of Probationary Faculty Members [Adopted 11/98.]

These procedures represent the minimum level of guidance and support that a probationary faculty member can expect from the Department’s Executive Committee. Probationary faculty members are entitled to constructive guidance and fair and objective performance evaluation. The Department’s Executive Committee hopes all probationary faculty members will reach their full potential.

At the time of the probationary faculty member’s appointment, the Department’s Chair will give the probationary faculty member a copy of this document, along with the Faculty Division criteria that will be used in evaluating annual performance and in granting tenure. The Department’s criteria for evaluating annual performance and for recommending tenure are consistent with the general criteria in Chapter 7 of the University’s Faculty Policies and Procedures (FPP) and with the more specific criteria approved by the Executive Committee of the appropriate Faculty Division. Each year of the probationary period, the Chair will provide the probationary faculty member and his/her mentor committee with copies of any newly amended College and University guidelines on promotion and tenure. The Department’s Executive Committee shall also ensure that the probationary faculty member is kept informed of any changes in Departmental goals or of other circumstances that might alter the opportunity for his/her promotion with tenure.

1. Mentor Committee

At least once a year, the mentor committee shall meet with the probationary faculty member to review his/her progress towards renewal and promotion. The mentor committee shall offer advice on future endeavors, such as identifying and applying for intramural and extramural funding, and, if needed, the committee will make suggestions for improvement. The mentor committee shall also ensure, in
consultation with the probationary faculty member, that his/her file contains all material relevant to the effective evaluation of the probationary appointment. The file should include copies of significant publications, teaching evaluations (for candidates with classroom teaching responsibilities), and evidence of service activities for each year.

2. **Annual Performance Evaluation**

The Department Chair will provide timely written notification to the probationary faculty member before the Department’s Executive Committee [Oversight Committee?] conducts each annual performance evaluation. Prior to each evaluation, the mentor committee will meet with the probationary faculty member to ensure that a full record of achievement is considered. The mentor committee shall subsequently provide the Department’s Executive Committee with an annual written assessment of the probationary faculty member’s progress toward tenure. The Department’s Executive Committee may modify or amend this assessment, in reporting the results of the annual performance evaluation.

The first annual evaluation will occur approximately twelve months after the initial appointment; subsequent evaluations will occur annually thereafter. In a year in which an appointment renewal is conducted, the annual evaluation will normally be part of that review. Following the evaluation by the Executive Committee, an evaluation letter – as approved by the Executive Committee by a simple majority vote – will be given to the probationary faculty member. The probationary faculty member will have the opportunity to meet with the mentor committee and the Department Chair to discuss the evaluation. He/she may respond to the evaluation in writing or may, upon request, address the Executive Committee.

3. **Review for Promotion and Tenure**

The decision on the timing of a promotion and tenure recommendation is jointly made by the probationary faculty member, the mentor committee, and the Department Chair. No later than the sixth year of the probationary faculty member’s appointment, however, the Department Chair shall appoint a tenure review committee that will assemble materials for the tenure review, undertake the review, and make a recommendation on tenure to the Department’s full Executive Committee. If a candidate has a joint appointment with another department, this review committee will include members of both departments.

For candidates with Extension appointments, the tenure review committee will also seek an evaluation of the candidate’s performance from Extension.

Supporting evidence for the tenure review shall be collected and assembled in consultation with the probationary faculty member. In choosing reviewers from outside the Department, the candidate will be asked [referent for “choosing” – the review committee will ask the candidate] to submit a list of distinguished scholars in the candidate’s field who she/he thinks would be appropriate reviewers. The committee may choose reviewers from this list, but they may also add other reviewers of their own choosing. The tenure review committee’s written report on
the candidate’s tenure case will be accompanied by supporting materials on teaching, research, and service. The Department’s Executive Committee will review the case and vote by signed written ballot. All members of the Department’s Executive Committee are eligible to vote. A quorum will be two-thirds of the faculty members in residence. The tenure vote will be decided by a simple majority (more than 50 percent) of the voting members of the Department’s Executive Committee.

If the Department’s Executive Committee votes to recommend tenure, the tenure review committee will assemble the candidate’s tenure dossier for review by the appropriate Dean and by the Executive Committee of the appropriate Faculty Division. The tenure review committee, in consultation with the probationary faculty member, will ensure that the tenure dossier is accurate and complete. The format of both the Chair’s cover letter and the tenure dossier will conform with the Tenure Guidelines of the appropriate Faculty Division.

B. Tenure Guidelines [Adopted 12/13/91.]

Decisions regarding tenure in the Department of Urban and Regional Planning are governed by the “Statement of Criteria and Evidence for Recommendations Regarding Tenure” by one of the Divisional Committees of the UW-Madison, most commonly the Committee of the Division of the Social Studies. The Department must make an affirmative decision to recommend a candidate for tenure. That recommendation is made to the Dean of the College of Letters and Science (L&S) or to the Dean of the College of Agricultural and Life Sciences (CALS) and to the relevant Divisional Committee.

Since the Department is a professional one which is integrated between UW-Extension and UW-Madison, these Departmental tenure guidelines provide a supplement to the Divisional Committee “Statement of Criteria and Evidence,” in an effort to be explicit about Departmental expectations concerning tenure. In addition, these guidelines specify the procedures to be used in deciding whether a faculty member will be recommended to the Dean and the Divisional Committee for tenure.

1. Substantive Guidelines

The primary purpose of the Department of Urban and Regional Planning is to prepare graduate students for professional careers in the field of planning. The Department also provides courses which introduce undergraduates to the field of urban and regional planning. It also trains a small number of Ph.D. students for research-oriented careers in the field. One of the requirements for tenure in the Department, then, is effective teaching. In addition, faculty members should contribute to advancing scholarly knowledge of theory and practice in the field. Finally, in a professional field, faculty must contribute actively to the profession through public and professional service and/or Extension activities. The use of the word “Extension” includes service activity which provides service also to the Department and to the wider University.

As the Divisional Committee “Statement of Criteria and Evidence for Recommendations Regarding Tenure” notes:
The granting of tenure is a long-term commitment of university and state resources which requires the proof of excellence in past performance and performance will continue to be of high quality for many years to come. There is no entitlement to tenure based upon a record that is merely competent and satisfactory.

In principle, the Department weights the three functions of teaching, research, and service equally and expects probationary faculty to make contributions in all three areas. In practice, however, it [the Department] will review each candidate for tenure in light of their [her or his] expected role in the Department. Faculty with full Campus appointments will be expected to focus particularly on campus teaching and scholarly research activities. Those with partial or full Extension appointments will be expected to focus more on applied research and the extension of that research, through a variety of media, to the residents of the State and beyond. Thus, among individual faculty members the balance between teaching, research, and service may differ, as may the nature of these activities themselves. As the Divisional Committee Criteria indicate:

A recommendation for promotion or appointment with tenure should identify the candidate’s relative balance of responsibilities and accomplishments in research, teaching, and service. Demonstrated excellence in at least two of these areas is normally required...[However,] significant public service contributions may strengthen a case for tenure but, except in the case of faculty with budgeted extension/outreach responsibilities, cannot be the primary basis for a tenure recommendation.

a. Teaching

The Department engages in a wide variety of teaching activities. Courses offered on campus range from fairly large undergraduate courses to smaller, graduate lecture courses and more intimate seminars. Individual work with students in independent studies and thesis work also falls in the realm of teaching. Extension teaching includes short courses which resemble campus teaching except that they serve the broader public. But Extension teaching can also include less formal meetings with officials or members of the public in which information is shared. Individual contact and consultation with Extension agents and citizens can also be a form of teaching.

Given this wide range of kinds of teaching situations, the Divisional Committee Criteria indicate that “no candidate is expected to be equally proficient in all teaching situations; proficiency must be demonstrated in those teaching situations most appropriate to the candidate’s teaching mission and responsibilities.” These guidelines suggest a variety of kinds of evidence which can be used to assess teaching performance:

-- Surveys of student opinion;
-- Assessment by colleagues based on direct observation;
-- Course outlines and other written teaching materials such as exams, exercises, or assignments;
-- Assessments by TAs or trainees;
-- Client and peer evaluations of Extension programs;
b. Research

The criteria of the Social Science Divisional Committee related to research address the kinds of research that faculty engage in and the various forms of evidence of research activity. These criteria also indicate that candidates with Extension responsibilities must have “significantly contributed to the translation and dissemination of the results of scholarly inquiry for the benefit of society, and that this work has extended the knowledge base of the university to the citizens of the state.”

Clearly, the kind of publications submitted as evidence of performance will vary depending on the kind of appointment held by the probationary faculty member. Those with Campus appointments are expected to publish in academic outlets such as scholarly journals or books, while those with Extension appointments are likely to have more applied reports. This distinction, however, is not a hard and fast one. Academics in an applied profession should be rewarded for work in both scholarly and applied areas.

In general, publications such as articles, books, or reports which have been formally refereed or reviewed by academic peers are considered to be stronger evidence of scholarly quality than are non-refereed publications. Such refereed work has undergone the scrutiny of other scholars and has been judged to be a significant contribution to the planning literature. In addition, candidates should have at least some significant publications which are not jointly authored with others.

Evaluation of research activities should include, but are not necessarily limited to, evaluation of specific publications by outside scholars in the field, evaluation of the quality of the journals or other publication outlets, evaluation of sources of research support, and evidence of use of materials by other scholars or by planning professionals.

c. Service

The Divisional Committee criteria discuss three kinds of service activities: public, University, and professional. Again, depending on the nature of the candidate’s appointment, the expected balance between these three kinds of
service may differ considerably. Faculty with Campus appointments may focus on University and professional service, although, as with applied research, public service in an applied discipline should be rewarded.

For faculty with Extension appointments, on the other hand, public service is a central aspect of their jobs, and evidence concerning satisfactory performance in this area is a critical element in the evaluation process. The Divisional Committee Guidelines indicate in general that:

[A] tenure recommendation may be made on the basis of significant outreach activities for a candidate with primarily extension/outreach responsibilities. In such cases the evidence must show that the candidate is recognized both within and outside the university in his or her field, and has made significant contributions to outreach through an appropriate balance of teaching, research and public service. The Executive Committee recognizes that translation and dissemination of research results through teaching and service are the most important responsibilities of a faculty member with primarily extension responsibilities.

In relation to public service performance, both by Extension and by Campus faculty, the Divisional Committee specifies the kind of activities which qualify as public service, and [which?] require:

[S]pecific, reliable evidence of productivity, quality, and creativity in public service and outreach activities. Such evidence includes a description of the activities, the nature of the problems and the public served, the objectives sought, the methods employed and the results achieved.

All faculty are expected to do their share of University service, since this is necessary to the maintenance of the institution.

2. **Overall Evaluation Criteria**

As was indicated earlier, the Divisional Committee criteria state that:

A recommendation of promotion or appointment with tenure should identify the candidate’s relative balance of responsibilities and accomplishments in research, teaching and service. Demonstrated excellence in at least two of these areas is normally required.

The balance between the various areas can differ depending on the nature of the candidate’s appointment. All probationary faculty, however, must have some publications. Moreover, the Department must be clear from the beginning of the candidate’s appointment concerning the areas in which he or she must demonstrate excellence.

3. **Procedural Guidelines**

A copy of these guidelines and those of the Divisional Committee will be given to each probationary faculty member when she or he joins the Department.
a. **Annual Review**

Primary responsibility for the guidance of the probationary faculty member shall be assigned to one or more members of the Department’s Executive Committee. Such mentor(s) will provide informal information and support to the candidate and will serve as her or his informal advocate in dealings with the rest of the Departmental faculty. They [The mentor] will keep the candidate informed of any changes in Departmental goals or other circumstances which would alter opportunities for promotion to tenure. If possible, the mentor should remain the same through the probationary period unless the candidate requests a change.

Every year, the Mentor Committee will meet with the candidate to discuss his or her past and anticipated future progress, as well as Departmental expectations concerning progress toward tenure. The candidate will be asked to submit a plan for the work to be accomplished in the coming year. In cases where a faculty member has a joint appointment with another department, the review committee shall include members of that department as well.

The Mentor Committee will provide the Executive Committee with a written annual evaluation of the progress of the candidate. This written evaluation will be discussed and approved by the Executive Committee and will then be provided to the candidate and placed in her or his file. Summaries of teaching evaluations, publications, and evidence related to service activities for each year will also be added to the file. The probationary faculty member may respond to the evaluation in writing or may, upon request, address the Executive Committee regarding the evaluation.

b. **Notification of a Nonrenewal Decision**

Written notice that a probationary appointment will not be renewed will be given to the probationary faculty member in advance of the expiration of his or her appointment. At the time of this notification, the faculty member shall be given a copy of the guidelines for appeal of a nonrenewal decision prepared by the Committee on Faculty Rights and Responsibilities (see UWS 6.28).

c. **Review for Promotion to Tenure**

In the sixth year of the probationary faculty member’s appointment, or sooner if this is appropriate, the Department Chair, with the approval of the Executive Committee, will appoint a committee to assemble the materials for the full tenure review, to undertake such a review, and to make a recommendation on tenure to the full Executive Committee. If a candidate has a joint appointment with another department, this review committee will include members of both departments.

The collection of materials for the tenure review shall be done in consultation
with the candidate. In choosing reviewers from outside the Department, the candidate will be asked to submit a list of reviewers which s/he [she or he] thinks would be appropriate. The committee will choose some reviewers from this list and will also add some of their own choosing.

The review committee will make a written report on the candidate to the Executive Committee. This report will be accompanied by the supporting material on teaching, research, and service, which [all of which material] would be submitted to the Dean and the Divisional Committee in [the] case of an affirmative vote. The Executive Committee will discuss the report and vote by written secret ballot. Each faculty member must write some identifying code on his or her ballot in case of later legal challenges to the decision. This may be his or her name, but it may be some other identifier. All members of the Executive Committee who are in residence when the decision is made are eligible to vote. A quorum will be a two-thirds majority of those faculty in residence. The vote will be decided by a simple majority (more than 50 percent) of the members of the Executive Committee.

If the Executive Committee votes to recommend the candidate for tenure, the review committee will make any revisions necessary to the supporting documentation. The Chair will write an accompanying letter of recommendation to the Dean and the Divisional Committee. A copy of these Departmental criteria will be sent to the Divisional Committee with the tenure document, and the Chair’s letter shall address how these criteria were applied to the candidate.

4. **Length of the Probationary Period**

If a probationary faculty member goes on leave, the tenure clock will not be stopped if the work he or she does on leave – whether paid or unpaid – would be the same as that faculty member would do on campus – teaching, research, or the kind of service that she or he would normally undertake. If the work is significantly different, the tenure clock may be stopped.

The maximum probationary period may be extended in exceptional cases where the candidate has, for example, had a serious illness or where his or her research or teaching has been significantly affected by circumstances beyond the candidate’s control. In such a case, the Departmental Executive Committee must make a recommendation to the Dean of L&S or to the Dean of CALS. The decision is made by the Vice Chancellor for Academic Affairs and Provost, with the approval of the University Committee.

5. **Addendum to Tenure Guidelines for Faculty with Extension Appointments**

The tenure criteria and processes for faculty with substantial Extension appointments: (1) are somewhat different from those for faculty not holding Extension appointments; (2) involve an equally high standard of accomplishment with an emphasis on program context and impacts; and (3) are recognized in the documents of all Divisional Committees at UW-Madison. Language in the tenure guidelines of the various Divisional Committees (see below) indicates that the focus
of evaluation must be on programs. Extension programs are expected to respond to statewide or sometimes to national needs or problems, to set goals and objectives for dealing with those needs or problems, and to have an impact on the State.

Faculty with major Extension appointments are engaged in a variety of activities, including: applied research; technical assistance; teaching/training; public policy education; analytical capacity development; strategic planning for programming/unit development; partnership/network development; professional development.

These tasks and activities need to be carefully documented. The Extension plans of work, annual plans, impact reports, and other vehicles can supply measures of these activities. The Department needs to make sure, however, that Extension faculty are pursuing “the forest, not the trees,” and that accomplishments and activities are presented and evaluated in the larger context of programs and impacts on societal problems.

a. Materials to Be Submitted to Mentoring [Faculty Mentor and Oversight?] Committees in Relation to Extension Appointments

Statement of overall Extension role of the candidate. This could be an up-to-date, three- to five-year version of the personal statement called for in Section IV.F of the Social Science Divisional Committee’s format of recommendations for appointment or promotion to a tenured position. The candidate should submit a “succinct statement on his or her future research and teaching plans, say, over the next five years. This should not be more than three pages.” The following materials should be submitted:

-- Extension multi-year work plan.
-- Annual work plan.
-- Annual accomplishment report and annual URPL activities report.
-- Annual statistical report.
-- Direct outputs such as: reports or manuals for clients, newspaper articles related to work, journal and magazine articles (referred and not refereed), video materials, teaching materials.
-- A list of expected products for the coming year.
-- Indirect evidence of impact such as plans, programs, or policies developed by agents or other clients such as local governments as a result of research/training by the specialist.
-- Description of Extension teaching activities.
-- Formal evaluations, if any, of Extension activities.
-- Information about important process/networking aspects of Extension work such as committees served on, groups worked with regularly.
-- Any other materials that the candidate thinks will shed light on her or his performance.

b. Language in Tenure Guidelines Related to Evaluation of Faculty with Extension Appointments
Following are excerpts of specific wording relating to the scope of activities, evaluation standards, and kinds of evidence to be used in judging performance of candidates with substantial Extension appointments. These excerpts must be read in the context of the rest of the tenure guidelines, particularly those of the Social Studies Division. These excerpts focus only on the language that pertains to Extension appointments.

i. **Social Studies Tenure Guidelines**

*Research, teaching, and service collectively encompass the diversity of activities essential for all faculty, including those with extension responsibilities in integrated departments and professional schools, and others with specialized missions. The standards to be applied in judging research, teaching, and service, and the role of faculty with budgeted extension responsibilities, are elaborated below.*

**Research:** The candidate should have demonstrated the ability to conduct research that reflects original scholarship and makes a contribution to knowledge and the likelihood of continued quality performance. [Ability in a variety of categories is described.] In evaluating the record of a candidate with extension responsibilities, the evidence must show that the candidate’s work has significantly contributed to the translation and dissemination of the results of scholarly inquiry in his or her discipline for the benefit of society, and that this work has extended the knowledge base of the university to the citizens of the state.

**Teaching:** The candidate should have demonstrated effective teaching abilities. [There are a wide variety of approaches to teaching.] These include lectures, discussion sections, seminar, institutes, workshops, media presentations, lab instruction, clinical teaching, in-service training, media courses, correspondence and distance learning, individual tutorials, advising and consulting, and consultative exchanges with client groups. Specifics about how learners benefited from teaching should be addressed.

**Service:** The Executive Committee recognizes that public service is a major, and for many a primary, duty for the faculty with extension responsibilities. The documentation in such cases must clearly demonstrate either how the candidate is meeting the extension program needs of the public through the teaching, coordination and evaluation of outreach programs or how the candidate’s work may have aided in shaping public policy. Evidence should be presented showing that a candidate with extension responsibilities has been able to identify program needs, develop and teach programs to address those needs, use new and existing information in program development, skillfully deliver programs to the public, and evaluation those programs. The Executive Committee requires specific, reliable evidence of productivity, quality and creativity in public service and outreach activities. Such evidence includes a description of the activities, the nature of the problems and the public served, the objectives sought, the methods employed, and the results achieved.
Weighing the Evidence: A tenure recommendation may be made on the basis of significant outreach activities for a candidate with primarily extension/outreach responsibilities. In such cases the evidence must show that the candidate is recognized both within and outside the university in his/her field, and has made significant contributions to outreach through an appropriate balance of teaching, research, and public service...[T]he translation and dissemination of research results through teaching and outreach are the most important responsibilities of a faculty member with primarily extension responsibilities.

Demonstrated excellence in at least two of the three areas [of research, teaching, and service] is normally required.

Regarding documentation:
For extension candidates, description of up to three significant extension programs in which the candidate made a major contribution...
1. Identify problem, the clientele, and the needs assessment procedure.
2. Outline the objectives.
3. Provide details on method of instruction and delivery, innovative teaching methods, materials, aids or approaches, and client evaluation of the program’s effectiveness.
4. Document the significance of the program and its relevance to the social problems of the state and nation, and its potential or demonstrated impact on public policy and welfare...
B. Outreach program planning and development [role].

ii. Biological Sciences Divisional Committee

Extension activities result in the dissemination of information and the application of the results of scholarly inquiry...for the benefit of society. The impact tends to be statewide but may extend to regional, national, or even international clientele. It is therefore necessary that the case documents innovative program developments and applications that have made a continuing and substantial contribution to state, regional or international development. A demonstrated capability to develop an independent, cohesive and integrated extension program is essential....

Evidence of excellence and significant accomplishment must be provided by recognized extension specialists in the candidate’s field outside UW-Madison. The candidate must demonstrate that 1) designed and implemented programs are innovative and of high quality, 2) a favorable impact has resulted from these programs, and 3) successful extension research results have been published in an effective manner....

For recommendations based solely on extension, the evidence must demonstrate that the candidate’s performance is outstanding and so recognized statewide and regionally, if not nationally. Evidence must be presented to show that the candidate is fully aware of current subject matter and issues in the field and has demonstrated outstanding leadership in initiating innovative...approaches....The impact of these activities must be
iii. Physical Sciences Divisional Committee

For candidates with major extension/outreach appointments, the principal criterion for promotion is that the candidate has developed and implemented programs of recognized national impact, demonstrating creativity and sustained excellence. Letters of evaluation from nationally recognized experts (clients and peers) in the program area should be provided to assess the candidate’s impact, creativity, and excellence....

[D]ocumentation of the candidate’s major contributions and activities in important programs....Significant educational programs should be outlined, and all extension publications and [other] publications related to significant areas of program development should be listed. Student and peer evaluation of the effectiveness of the professor’s major program contributions and communication and teaching abilities in an extension/outreach setting should be included.

A recommendation may be based primarily on work in extension/outreach. The evidence must show that the candidate is truly outstanding, being professionally recognized both within and outside the University as excelling in the field. The candidate’s work must show the application of research results for the benefits of society, and the ways in which the candidate is meeting the continuing education needs of the public through leadership of statewide and national outreach programs.

### Timetable for Non-Tenure Review Procedures

| September          | 1.) Remind Mentoring [Faculty Mentor and Oversight] Committees about which probationary faculty appointments must be reviewed for extension or termination.  
|                   | 2.) Set date for Executive Committee review of probationary faculty.  
|                   | 3.) Give notice to probationary faculty that their appointments will be reviewed. They will be invited to submit supporting materials for their evaluation. They will also be notified of the date of the Executive Committee meeting. This must be done at least 20 days prior to the meeting. The notice shall inform the faculty member of the right to require that the meeting be open. |
| Fall Semester     | If relevant, visits by senior faculty to classes of probationary faculty for teaching evaluation. |
| Early Spring Semester | Mentoring Committees meet with probationary faculty. Each Mentoring Committee prepares an evaluation of the progress of the junior faculty member and submits it to the members of the Executive Committee. |
| Not later than March | Executive Committee reviews appointments of probationary faculty and adopts a written evaluation of each. A copy of this evaluation shall be provided to the probationary faculty member who may respond either in person or in writing. |
March

Send individual letters to probationary faculty notifying them of the Executive Committee decision. This must be done within five days of the decision. In cases where the Executive Committee votes to renew an appointment, the Department must notify the appropriate Dean, who can accept or reject the decision. The Dean must notify the probationary faculty member of his or her decision within 20 days.


1. Criteria

In an integrated department like URPL, with a mixed professional teaching, academic research, and Extension outreach mission, it is desirable to establish flexible guidelines for evaluating the performance of colleagues.

Since the Department places strong emphasis on excellence in teaching, scholarship, and outreach, it expects colleagues with tenure to function at appropriate levels in all areas, reflective of their budgeted appointments. Therefore, tenured faculty are expected to be committed, conscientious, and effective teachers, to be productive and innovative scholars, and to provide leadership through Extension and public service channels in public education and professional development. Furthermore, it is expected that in a small department like ours, tenured faculty will cooperatively shoulder the responsibilities of administration, advising, and other service tasks.

2. Procedures

a. A tenured faculty member who is up for review will submit to the Faculty Evaluation and Awards Committee: a) a full and up-to-date curriculum vitae; b) a statement providing a self assessment of teaching, research, Extension (if applicable), and public service contribution for the last five years; and c) a statement of plans for the next three years.

b. This material will be reviewed by the Faculty Evaluation and Awards Committee (not including the individual under review). If the faculty member under review formally objects to any individual(s) serving on the review committee, the review committee will be reconstituted to exclude such individual(s).

c. The Faculty Evaluation and Awards Committee will provide a report to the Executive Committee containing evaluation comments about the individual’s past and present contribution to the Department, and if warranted, suggestions for improvement of performance.

d. If the review committee or the faculty member under review so desire, the review committee will discuss with the faculty member issues concerning her/his contributions to the profession, the Department, and the University.

e. The review committee’s report will be made available to the individual under review. The faculty member under review shall have the opportunity to prepare a written response to the report. A copy of the report and any written
response to it shall be given to the Department Chair and shall be placed in the personnel file of the faculty member for uses deemed appropriate by the Executive Committee.

f. The Executive Committee will take final action on the review committee’s report and will transmit its action to the L&S or CALS Dean.

g. All documents that played a substantive role in the review will be placed by the Department in the faculty member’s personnel file. Any action pursuant to the review, will also be placed in the personnel file of the faculty member.

D. Faculty Teaching Load Policy [Adopted 4/6/01; revised 5/8/15.]

The normal teaching load for URPL faculty is four courses per academic year. Faculty with CALS-funded appointments may “buy out” one of their courses with specified state Research funds (for conducting Wisconsin-oriented research), just as faculty funded by L&S can “buy out” teaching obligations with research funding. Because we are a bi-college department, we strive for equity and consistency regarding teaching expectations of faculty, regardless of instructional funding source. The only provision for formal course releases is for the chair, who receives the equivalent of a reduction in teaching load of two courses per academic year.

E. Departmental Leave [Adopted 10/29/79.]

The department strongly encourage professional development and research activities of faculty, recognizing that pursuing these translates into time away from teaching.

1. Criteria used by the department in considering leaves

a. A critical mass of faculty must be available to offer the instructional curriculum and to sustain our core courses and critical concentration offerings; in meeting this “critical mass” requirement, careful consideration should be given to equitably balancing the leave opportunities and departmental workload among faculty.

b. The proposed leave of absence or other release from teaching responsibilities must relate to the mission of the Urban and Regional Planning Department, e.g., professional development, student training and research opportunities, publications, etc. (consideration will be given to both the mission and the desires of the individual and the department as a whole).

c. The department may differentiate between leaves of absence which take the faculty person away from the campus (and thus make the faculty person unavailable for departmental advising, committee work, and other sustenance functions), in contrast to research grants or fellowships which can be pursued while the faculty person is in residence and is supporting the overall mission of the department via non-teaching activities.

2. Conditions Attached to Leaves of Absence or Other Absences from Teaching
a. The faculty member who wishes to take a leave must provide a statement of rationale for the leave to colleagues, as a basis for departmental action regarding the leave.

b. A viable instructional replacement strategy must accompany any requests for leave and be worked out in advance of leave approval, with the authorization of the Executive Committee.

c. Upon his/her return, the faculty person may be obligated to teach somewhat different courses than at the time of departure; this would be in response to the department’s own adjustments in offering a balanced course mix during the faculty member’s absence.

d. Conditions will be attached to the duration of a leave of absence and the conditions for any possible extension of a leave of absence.

3. Departmental Process/Procedures for Managing Leaves of Absence and Other Absences from Teaching

a. The Executive Committee must approve leaves of absence and other absences from teaching.

b. The Executive Committee must receive advance notification of intended leave. For taking a leave of absence from teaching in the fall semester, requests must be distributed to the Executive Committee no later than March 1 of the preceding spring, and similarly for a spring semester, October 1 of the preceding semester.

c. The Chair is authorized to approve leaves of no more than 2 weeks.

NAME _______________________

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<tbody>
<tr>
<td>Research support: source, title, &amp; period requested (list separately as many possibilities as applicable)</td>
<td>Leave of absence for professional development: source of funding &amp; period requested</td>
<td>% of your academic year salary requested</td>
<td>% of your academic year salary requested</td>
<td>Date submitted or to be submitted</td>
<td>Estimated date when you will know</td>
<td>Estimated probability of funding</td>
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<tr>
<td>Sem I</td>
<td>Sem II</td>
<td>Date submitted or to be submitted</td>
<td>Estimated date when you will know</td>
<td>Estimated probability of funding</td>
<td>URPL curriculum impacts (what courses that you teach won’t be taught?)</td>
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IV. Department Facilities

A. URPL Information Technology Policies and Procedures [Adopted 5/11/12.]

1. URPL Computer Lab

   a. The computer lab will be open to URPL faculty, staff, visiting scholars, students and students taking classes offered in URPL between 8 am to 5 pm Monday through Friday. If students need to work after hours, they can obtain a key for the lab from the Department Administrator for a refundable deposit of $25. Any student leaving the lab after 5:00 pm is responsible for turning off the lights, fans, and air conditioning, closing the window, and closing and locking the door.

   b. Only URPL faculty, staff, visiting scholars, students and those taking classes in URPL are allowed to log in to URPL computer lab machines.

   c. Students will be charged a computer lab usage fee, which will be determined by the URPL IT and Computer Lab committee.

   d. By using their UW identification number, students taking classes in URPL can print a number (to be determined by the IT and Computer Lab Committee) of free black and white pages (per side for 2-sided copying) from the computer lab. Any additional black and white printed pages will be charged to the student’s account for a cost of 10 cents per page. All color copies are 25 cents per side.

   e. The students will not have administrative privileges on the lab computers, unless the completion of a class exercise requires administrative privileges. This means that students will not be able to install new software or applications on the lab computers.

   f. No drinks or food are allowed in the lab.

   g. The URPL IT manager will regularly work with faculty and staff to make sure the lab hardware and software are functioning properly and will make upgrades as necessary.

   h. If there is need for additional software and / or hardware in the lab, the faculty member or students in need of the software need to coordinate with URPL IT and Computer Lab Committee.

   i. All files and software on the student computers in the computing lab will be subject to regular clean-ups. The instructor’s computer will be exempt from a regular clean-up; if the URPL IT manager deems a clean-up of the instructor’s computer necessary, then (s)he must get consent from each faculty member who teaches in the lab.

   j. Reserving the computer for class time needs to be coordinated with URPL
staff who will put signs inside and outside of the computer lab.

k. The computer lab will maintain current software licensing.

2. **URPL Website and server**

   a. URPL website and servers will be backed up regularly by the URPL IT manager.

   b. While any student or faculty will have “write” access to the scratch folder on the URPL server, only faculty and the URPL IT manager will have “write” access to the course folder on the server.

   c. The scratch folder will be maintained annually; inactive file folders and recent alumni folders will be removed no less than 30 days following the end of the spring semester by the URPL IT manager.

   d. The URPL IT manager will update the URPL website as requested by URPL faculty and staff.

   e. Any tracking on the URPL web page (e.g., web page visits, document downloads) will be tracked on the URPL or UW-Madison servers only.

3. **Other URPL computing**

   a. The URPL IT manager will implement regular back-up of files on staff computers.