



DEPARTMENT OF URBAN & REGIONAL PLANNING

**ADMINISTRATIVE
POLICIES AND PROCEDURES**

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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.
As of 10/9/15, quorum for Department meetings is a simple majority of faculty members in residence [not on leave (sabbatical or FMLA) at meeting time]

B. Executive Committee

- 1. Membership** See Section 5.20, FPP.
- 2. Function** See Section 5.21, FPP.
As of 10/9/15, quorum for Executive Committee meetings is a simple majority of faculty members in residence [not on leave (sabbatical or FMLA) at meeting time], except for a tenure vote, in which case quorum requires two-thirds of the members in residence.

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

iii. 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.

iv. 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 two 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, 1/22/16]

1. New affiliate faculty should be sponsored by at least two members of the regular URPL faculty. Affiliate faculty may hold academic staff or similar positions in other campus units.
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. Probationary Faculty Members: Procedures for Guidance, Annual Evaluation, and Recommendation for Tenure [Adopted 11/98; revised 8/29/16.]

These procedures represent the minimum level of guidance and support that a probationary faculty member (assistant professor) 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 and UW Extension. Each year of the probationary period, the Chair will provide the probationary faculty member, his/her guidance committee, and his/her oversight 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. Mentoring and Guidance

a: Mentor

The Mentor is a member of the Department Executive Committee whose role is to offer support, guidance, and advice on navigating the probationary period, including the expectations and procedures of the department, college, and divisional committee.

A mentor is appointed for each probationary faculty member by the Department Chair at the

beginning of each academic year. Although it is desirable to maintain a single mentor throughout the probationary period, the Department Chair, in consultation with the probationary faculty member, has the option of replacing the mentor at any point. The probationary faculty member may also request a change in his/her mentor at any time for any reason. All changes are made without prejudice to the probationary faculty member. The Chair should not serve as the Mentor, and the Mentor may not be part of the probationary faculty member's oversight committee.

The mentor will advise the probationary faculty member on the preparation of the annual review materials and may offer help on grant proposals, book prospectuses, manuscripts, teaching, and other professional activities, as appropriate. As needed, the mentor also may also aid in communication between the probationary faculty member, his/her Guidance Committee, the Oversight Committee, the Department Chair, and the Department Executive Committee. The mentor should be available for advice on the informal as well as the formal aspects of department, college, and university culture, policies, and procedures. Beyond the relationship with a mentor, all probationary faculty members are encouraged to seek advice from all department faculty and others both inside and outside of the department.

b: Guidance Committee

A Guidance Committee includes the Mentor and at least one other member who could be a member of the Executive Committee, or when appropriate (such as in cases of special expertise and/or joint appointments), a representative from outside of the department. The role of the committee is to provide guidance for the probationary faculty member in accordance with Section 7.05(B), FPP. Guidance includes assisting the probationary faculty member in the preparation and assembly of materials required for the annual performance review. The Guidance Committee should meet with the probationary faculty member at least once each semester.

c: Oversight Committee

The Oversight Committee assists the Department's Executive Committee with the annual performance review and evaluation of progress toward tenure and promotion. The evaluation results in an annual performance review report to the Executive Committee, which is discussed and voted on at an Executive Committee meeting.

At the beginning of each academic year, the Chair appoints a two member (minimum) Oversight Committee from the Executive Committee for each probationary faculty member. When there are multiple probationary appointments in the department, it is acceptable to appoint a single Oversight Committee for all probationary appointments. The Department Chair designates one member as the Oversight Committee Chair. The composition of the committee is expected to change from year to year. The Guidance Committee may assist the Oversight Committee, but the Mentor may not be a member of the committee. For joint appointments where the tenure home is the Department, one or more additional committee members may be appointed to the committee from the governing committee of the corresponding unit. For joint appointments with joint tenure homes, the two departments will decide whether to have one joint or two separate review committees.

The Oversight Committee ensures that probationary faculty provide all materials necessary for the annual review. The Oversight Committee Chair ensures that a teaching observation is performed and documented at least once each semester the probationary faculty member teaches a campus course (see additional details below). All committee members evaluate the progress of the probationary faculty member, based on the materials provided, and summarize their findings in a written annual review

report to the Department's Executive Committee. A report must be reviewed by the Department's Executive Committee each year of the probationary appointment. In the final year of an appointment, the Oversight Committee responsibilities are assumed by the Tenure Review Committee (see part A.3 below).

2. Annual Performance Review

Probationary faculty are reviewed each year beginning in the first year of their appointment. The first year is meant mostly to familiarize the Executive Committee with the work and progress of the probationary faculty member and to provide the probationary faculty member with guidance and support. For appointments that require annual renewal as of the second or third year of probationary service, each year a recommendation must be made by the Executive Committee to the Dean as to whether to extend the contract by one year, to promote, or to not renew the contract. Extension of the annual contract beginning in the second or third year requires that the faculty member be making progress toward tenure in research, teaching, and service in a manner appropriate to his or her stage in the probationary process. The reviews become increasingly more comprehensive as of the third year.

The Chair informs probationary faculty members of the date that their annual review will occur. Notification must be given no less than 20 days before the review, except with the agreement of the probationary faculty member. The meeting of the Executive Committee at which the annual review will be evaluated is closed, except when the probationary faculty member requests that the meeting be open. In an open annual evaluation meeting, others may attend but do not have the right to participate in the discussion.

Approximately eight to ten weeks prior to the review by the Executive Committee, the probationary faculty member meets with the Oversight Committee Chair and Guidance Committee to discuss the materials the probationary faculty member needs to prepare for the review. The probationary faculty member prepares materials related to research, teaching, and service. The Oversight Committee decides whether the review should include cumulative materials or materials from just the previous year.

The probationary faculty member is responsible for providing the Oversight Committee Chair with requested materials one month prior to each scheduled review. The Committee Chair should make sure that all necessary information is present in the review file so that it is accessible to the Oversight Committee and the Department's Executive Committee.

The contents of the Annual Review File will include all of the following:

1. An updated CV (following guidelines for the appropriate Divisional Committee);
2. An updated statement (4-6 pages) from the probationary faculty member to his or her Oversight Committee outlining the year's progress, and relevant information pertaining to current and future research, teaching, and service (a cumulative statement may be requested);
3. Peer evaluation of teaching. The Social Studies Divisional Committee requires that there be one peer review of teaching each year of probationary service. The Oversight Committee Chair will ensure that a member of the Executive Committee will serve as a peer evaluator and observe the probationary faculty member's teaching at least once each year that the faculty member is teaching and preferably once each semester the faculty member is teaching. The evaluator should contact the probationary faculty member well in advance to arrange a mutually agreeable class period. Before the visit, the evaluator should communicate with the probationary faculty member to discuss the goals or learning objectives of the class meeting

- and how it fits into the rest of the course (e.g., what was covered last week, what is covered next, how it builds upon previous classes). The evaluator shall write a brief report on the class observation highlighting both strengths and recommendations for improvement. The evaluator should provide the draft report to the probationary faculty member and meet with him/her to discuss the evaluation. The evaluator will finalize the written report and submit it to the Oversight Committee Chair for inclusion in the annual review and in the personnel file;
4. Statistical summary sheets of student evaluations and student comment summaries [note: student evaluations of classroom teaching are secured at the end of each semester for each class. This evaluation includes both quantitative assessments collected for all instructors and open-ended comments from students. Quantitative assessments are summarized in order to make comparison between similar courses and among all courses in the Department. These evaluations are collected and retained by the Department and are public documents accessible to probationary faculty for use in annual reviews and tenure dossiers];
 5. Syllabi for all courses;
 6. Publications;
 7. Annual URPL activities report.
 8. Additional materials: probationary faculty members have the option of providing any additional material that attests to their progress toward tenure in research, teaching, and service (e.g., letters, grant proposals, book contracts, manuscripts, pedagogical materials, newspaper articles related to work, etc.).

For faculty with an Extension appointment, several additional items should be included in the materials submitted for annual review. These include the following:

1. A statement of the probationary faculty member's overall Extension role (a personal statement of research and teaching programs and plans).
2. Extension multi-year work plan.
3. Annual work plan.
4. A list of expected products for the coming year.
5. 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.
6. Description of Extension teaching activities.
7. Formal evaluations, if any, of Extension activities.
8. Information about important process/networking aspects of Extension work such as committees served on, groups worked with regularly.
9. Any other materials that the candidate thinks will shed light on her or his performance as an integrated Extension specialist.

The Oversight Committee will examine the materials with the probationary faculty and subsequently provide the Department's Executive Committee with an annual written assessment of progress toward tenure. The Department's Executive Committee will have access to review the assessment report and the annual review materials prior to the annual performance review meeting. At each annual review, the Executive Committee will adopt, reject, or offer revisions to the Oversight Committee's report. A final approved report will be provided to the probationary faculty member along by the Department Chair within five working days of the annual evaluation meeting.

When the annual performance review requires a formal renewal or non-renewal recommendation to the Dean, the Executive Committee votes on whether or not to recommend to the Dean of the College an extension of the contract. These decisions are based upon progress toward criteria for promotion as outlined in guidance from the probationary faculty member's Divisional Committee. The Executive Committee can vote for non-renewal without soliciting outside evaluative letters.

The Chair is responsible for notifying the Dean of the recommendation for extension or nonrenewal. When such action is taken, the probationary faculty member shall be notified in writing of the decision of the executive committee within five working days. When the decision is for non-renewal, the notification must further state that the faculty member will be given, upon request, the specific reason(s) for the decision in writing and an opportunity for reconsideration of the decision. Following discussion of the evaluation by the executive committee, a written evaluation approved by the executive committee shall be given to the probationary faculty member. Upon written request by the probationary faculty member, within fifteen days of the receipt of the written notice of the decision, the Chair shall provide within thirty days a written statement, which has been approved by the Executive Committee, indicating its reasons for the decision. See FPP Chapter 7 for procedures for appealing a decision for non-renewal.

3. Review and Recommendation 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, and the Executive Committee. 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 Executive Committee. The Tenure Review Committee may include those who served on the Guidance Committees, including the Mentor. If a candidate has a joint faculty-appointment with another academic department, this review committee may 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 by requesting a letter from Director of the faculty member's Program Area.

Extensions to the maximum probationary period are permitted under University policy. A request for an adjustment of up to one year based on the birth or adoption of a child should be sent by the faculty member to the provost (with informational copies to the Chair of the Department and Dean) within one year of the birth or adoption. Approval of such requests is presumed. Requests based on other factors (e.g., disability, chronic illness, or significant responsibilities with respect to elder care or dependent care) should be sent by the faculty member to the Department Chair; these should be submitted within a year of when they occur and generally should not be made during the sixth probationary year. Approval of requests based on factors other than childbirth or adoption must be approved by the Executive Committee, the Dean, and the University Committee before a formal action is initiated by the Provost.

At the time of the tenure decision, supporting evidence for the tenure review shall be collected and assembled in consultation with the probationary faculty member (as outlined below in A.3.b). The Tenure Review Committee will prepare a written report on the candidate's tenure case and will provide access to supporting materials on teaching, research, and service. Materials identified in A.3.b must be complete and made available to the Executive Committee one week before the meeting at which the tenure case will be presented and discussed.

The tenure decision will involve two meetings of the Department's Executive Committee that will take place one to two weeks apart. Formal notice of the two meetings must be provided to the probationary faculty meeting at least 20 days before the first meeting as specified in FPP Chapter 7. At the first meeting, the Tenure Review Committee will present the case for Executive Committee deliberation. Speakers from outside of the department with special insight on the case (e.g., from a department in which the probationary faculty member has a joint appointment) will be

allowed to present to the Executive Committee and answer questions about the case; any such speakers must be identified in the formal notice provided to the probationary faculty member at least 20 days before the meeting. The Tenure Review Committee will consult with the probationary faculty member and mentor to identify appropriate speakers.

The second meeting, which must be held 7-14 days after the first meeting, will include additional discussion and a formal vote, conducted by signed written ballot. All members of the Department's Executive Committee are eligible to vote. A quorum for each meeting will be two-thirds of the Executive Committee members in residence. Executive Committee members on sabbatical or leave are not considered to be in residence but are counted toward quorum if they attend. Members of the Executive Committee may attend the meetings in person, by video conference (e.g., Skype connection), or by speakerphone. The tenure vote will be decided by a simple majority (more than 50 percent) of the members of the Department's Executive Committee in attendance who are voting on the issue. Consistent with common practice, an abstention is not a vote.

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.

a. Substantive Guidelines

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 in which the appointment is aligned 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.

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 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 weighs the three functions of teaching, research, and service equally and expects probationary faculty to make contributions in all three areas. In practice, however, the Department will review each candidate for tenure in light of 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.

i Research

When evaluating the portfolio and interpreting divisional guidance, the department defines excellence in research as a coherent body of work, focused on a well-defined area or topic that is methodologically and/or theoretically rigorous and moves significantly beyond the candidate's Ph.D. dissertation. Such work must have been reviewed in refereed venues (e.g., published academic journals) that reflect the high standards of rigor, research, theory, and methods appropriate to the candidate's field. In exercising its judgment, the Executive Committee looks for evidence of originality, impact, independence, standing in the profession beyond the University (State-wide, nationally, and even internationally), and the likelihood of continued outstanding performance and growth. In addition, there should be evidence of a significant future project or projects in at least preliminary stages of development. 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.

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.”

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 and/or outreach 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.

ii Teaching

Excellence in teaching is demonstrated through such evidence as a well-articulated teaching philosophy, strong peer and student evaluations, thoughtful course and curriculum development and syllabi, and other pedagogical materials that demonstrate unique contributions to the teaching mission of the Department, University, or profession. All materials should demonstrate a commitment to acceptance of and respect for diversity, creating a classroom that is a safe space for expressing opinions, teaching in interactive ways, effectively utilizing technology to enhance the student learning process, insuring one's availability to students, assigning course materials that are current or seminal works, using measures that assess student work in a fair manner, and provision of feedback that is timely and constructive and challenges students to think more deeply and critically.

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 and dissertation work also falls in the realm of teaching. Extension and/or outreach teaching includes short courses, workshops, applied training, or other methods as appropriate to serve the broader public. Extension teaching can also include less formal meetings with officials or members of the public in which information is shared. Individual contact, collaboration, and/or consultation with Extension agents, professional planner, and the general public 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;
- The record of student advising, consultation, and research supervision.

Depending on the nature of the teaching involved, other forms of evidence might be equally relevant. Development of new or innovative courses, teaching materials, or methods might be considered, for example. It is important to anticipate the need to have evaluations of teaching and to solicit such information throughout the candidate's probationary period. This is a particular challenge if the teaching is of a "non-traditional"

nature. The final evaluation of teaching performance should rely on more than one of these various forms of evidence.

iii. Service

The probationary faculty member is expected to engage in the service life of the Department, University, and profession. Excellence in service is demonstrated through providing service at various levels (i.e., department, campus, community, state, national, and international). Examples contributing to demonstration of excellence in service include: choosing service that capitalizes on the assistant's professor's area of expertise, selecting committees that advance the Department and University's mission, championing projects consistent with this mission, being a team player, effectively organizing to address social issues, and demonstrating commitment and skills for positive long-term effect. For those being considered for tenure based on excellence in service, leadership in service will need to be demonstrated beyond participation in service. The expected balance between these 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.

iv. Considerations 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 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 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.

For probationary faculty members with integrated Extension appointments the Executive Committee would like to see a record of applied research and publication that is integrated with the candidate's teaching and service. This expectation includes traditional social science oriented research published in peer-reviewed journals as well as other publication material appearing in a wider variety of venues and formats appropriate to key audiences identified for extension programs. Excellence in the level and quality of integration among research, teaching and service is the operative standard. This includes recognized statewide leadership and program impact. The expectations for probationary faculty

members with Extension appointments are further described in the following documents:
“Defining Excellence among Integrated Cooperative Extension Specialists in Wisconsin” and “Commitment to The Wisconsin Idea: A Guide to Documenting and Evaluating Excellence in Outreach Scholarship.”

b. Procedural Guidelines: Preparation for Promotion Review

In determining whether to solicit external reviews, the Executive Committee conducts an initial review of the work of the probationary faculty member (CV, publications, teaching evaluations, previous annual review reports, etc.) based on the substantive guidelines above. If the record warrants additional external review, the Tenure Review Committee moves forward with the procedures below.

i. Letter Requirements. The department will follow the requirements of the probationary faculty members’ divisional committee in effect at the time when soliciting letters of evaluation of the candidate’s abilities and accomplishments. Letters are expected to be from nationally or internationally recognized experts in the candidate’s field outside this institution. The Executive Committee ensures that the external letters are from people who are at arm’s length from the candidate, and the department must note any relationship between the candidate and the letter writers. If the minimum number of letters required by the divisional committee have not been returned by the time of the meeting at which the tenure vote will occur, the meeting will be rescheduled for a later date

ii. Selection of Outside Letter Writers. The Tenure Review Committee will consult with the probationary faculty member to solicit names of possible outside reviewers and to allow the probationary faculty member to identify potential reviewers who would not be appropriate due to various types of conflict of interest. The Tenure Review Committee also will solicit names of potential reviewers from the Executive Committee. The Tenure Review Committee will then provide the Executive Committee with a list of 7-10 names and addresses (including email) of recognized experts in the candidate’s field. These experts will typically be full professors at peer institutions, but occasionally could include a top expert in a field who holds a different title and is at a program/institution that is not a peer institution. After the Executive Committee votes to approve 7-10 external reviewers, the Chair of the Tenure Review Committee will write to potential reviewers to identify at least 5 reviewers who will agree to evaluate the candidate’s dossier. If there are not five reviewers from this list who agree to review, the Tenure Review Committee will return to the Executive Committee to solicit additional names. The identities and letters of outside reviewers are not made available to the probationary faculty member.

iii. Candidate’s Statement. The candidate should provide the Chair of the Tenure Review Committee a statement of his or her research, teaching and service. In preparing these statements, the candidate should consult with his/her Tenure Review Committee, and his/her mentor if the mentor is not a member of his/her Tenure Review Committee, and members of his/her Guidance Committee who are not members of his/her Tenure Review Committee. For those with Extension appointments, descriptions of Extension programs and activities should be incorporated into research, teaching, and/or service statements.

iv. Material Sent to Reviewers. The candidate's current curriculum vitae, a representative sample of the candidate's teaching and research materials (chosen by the candidate and the Tenure Review Committee in consultation with the Executive Committee), and the candidate's statement of research, teaching, and service will be sent to external reviewers.

v. Additional Letters. Within two weeks of distributing materials for outside review, the Tenure Review Committee will also solicit additional reviews from individuals who could inform a decision about promotion and provide additional evidence of excellence in research, teaching, and/or service. These individuals might include former students, partners for Extension programming, and others who may provide a perspective on the applied nature or impact of the candidate's work. As with Outside Reviewers, the Tenure Review Committee will consult with the probationary faculty member and mentor to solicit names of possible individuals and to allow the probationary faculty member to identify potential reviewers who would not be appropriate. The Tenure Review Committee also will solicit names of individuals from the Executive Committee. The Tenure Review Committee will then provide the Executive Committee with a list of names and up to twelve others who may comment on the impact of work. For probationary faculty members with integrated Extension appointments, the list shall include the Associate Dean (Program Director) for their Program Area. The Executive Committee will approve the final list for the Tenure Review Committee to contact.

vi. Access to Outside Letters. Copies of confidential letters will be kept by the Chair of the Tenure Review Committee. Electronic copies will be made available online in a secure manner and made available to members of the Executive Committee. The candidate does not have access to the outside letters. In the case of dispute, the Tenure Review Committee Chair has the option of summarizing the letters in such a way that the identity of the letter writers is not evident.

vii. Tenure Dossier Process - Overview. After external letters have been secured and preliminary dossier materials assembled, the Executive Committee follows the process outlined previously to determine whether or not to recommend the probationary faculty member for promotion with tenure. As outlined above, FPP Chapter 7 describes procedures for appeal.

If the vote is in favor of promotion, the Department Chair and Tenure Review Committee, in consultation with the Executive Committee, completes final preparation of the tenure dossier according to the Divisional Committee Guidelines and forwards the completed dossier to the Dean of the College. The Dean reviews the packet and forwards it to the Divisional Committee. The Divisional Committee reviews the case, votes, and makes its recommendation on promotion or non-renewal to the Dean. The Dean makes a recommendation on promotion or non-renewal to the Provost, Associate Vice Chancellor for Academic Affairs, and the Chancellor. The Chancellor's recommendation goes to the Board of Regents for final approval. The promotion becomes effective on a specified date following approval by the Board of Regents.

B. Post-Tenure Criteria and Review Procedures [Adopted 4/1/94; amended 4/26/94, 8/29/16]

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.

- h. A post-tenure review must be completed before the Executive Committee considers the request for promotion to full professor. Materials prepared for the post-tenure review may also serve as documentation for the promotion request, consistent with guidelines of the appropriate college. As a procedural matter, faculty members seeking promotion to full professor should attend the Executive Committee meetings at which their request is considered.

C. 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.

D. 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 _____

1.	2.	3.	3.	4.	5.	6.	7.
Research support: source, title, & period requested (list separately as many possibilities as applicable)	Leave of absence for professional development: source of funding & period requested	% of your academic year salary requested Sem I	% of your academic year salary requested Sem II	Date submitted or to be submitted	Estimated date when you will know	Estimated probability of funding	URPL curriculum impacts (what courses that you teach won't be taught?)

IV. Department Facilities

A. URPL Information Technology Policies and Procedures [Adopted 5/11/12; revised 10/9/15, 5/6/16.]

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 4:30 pm Monday through Friday unless the lab has been reserved for a departmentally approved use (e.g., a workshop or scheduled course). Access to the lab during reserved times requires advance permission from the instructor/person reserving the lab. If students need to work after hours, they can obtain a key for the lab from the front office for a refundable deposit of \$25 in cash. Any student leaving the lab after 4:30 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. By using their code provided by the front office, students taking classes in URPL can print a number (to be established by the Facilities and IT Committee) of free black and white pages (per side for 2-sided copying) from the computer lab. All color copies are 25 cents per side.
- d. The students will not have administrative privileges on the lab computers. This means that students will not be able to install new software or applications on the lab computers.
- e. 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.
- f. 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 Facilities and IT Committee.
- g. Except for files assigned for use and provided by the instructor with specific classes (e.g., an assigned data set), individual files should not be stored on URPL Lab computers. Students should use portable USB drives and/or cloud-based backup systems to store their files.
- h. All files and software on the student computers in the computing lab will be subject to regular clean-ups. The URPL IT manager and Facilities and IT Committee will provide faculty and students with sufficient advance notice of when clean-ups will occur.

- i. Reserving the computer for class time must be coordinated with URPL staff who will put signs inside and outside of the computer lab.
- j. The computer lab will maintain current software licensing.

2. URPL Website

- a. The URPL website will be maintained and updated by URPL staff. Individual pages for faculty, students, and related programs will be maintained separately by those entities.
- b. Any tracking of URPL web pages (e.g., web page visits, document downloads) will be conducted consistent with UW-Madison policies.

3. Other URPL computing

- a. Consistent with UW-Madison policies, users of URPL computers will follow good practice for computer and cyber security (see UW-Madison policies and computer security resources).