FAQ’s for Appointment and Promotion of UW SMPH CHS Track Faculty –8/19/2016

CHS FACULTY TRACK GUIDELINES
FREQUENTLY ASKED QUESTIONS

Effective Date of 8/19/2016 Guidelines

What is the effective date of the 8/19/2016 guidelines?

Packets being developed and submitted prior to October 1, 2016 may use the previous version of the guidelines or the new version. Packets submitted after October 1, 2016 should follow the 8/19/2016 guidelines. In most cases, meeting the prior guidelines will also meet the August 19, 2016 guidelines, as this latter version has been drafted with the intention of creating more flexibility for the department.

Time in Rank

Is there a specific time a candidate should serve in rank after initial appointment as an associate professor (CHS) prior to being considered for promotion?

Ordinarily, we would expect a faculty member to serve in rank after an initial appointment for five years. In extraordinary circumstances, an exception can be made and promotion may be considered earlier. The chair of the department may confer with the dean in the event an exception is considered.

Is promotion from associate professor (CHS) to professor (CHS) required?

No. A faculty member may serve at the rank of associate professor indefinitely.

Letters of Evaluation

How many letters of evaluation are needed for appointment or promotion to the associate professor/professor (CHS) ranks?

Four letters are required for appointment or promotion to the associate professor/professor (CHS) ranks. As a minimum one of the four letters of evaluation must be from an “arms-length” evaluator. In most instances, more than one letter from an external evaluator will strengthen the faculty member’s package but in some limited circumstances only one external letter may be acceptable.

Can a candidate submit more than four letters of evaluation?

Yes. At the option of the department, a fifth letter of evaluation may be provided to ensure an assessment in both the area of excellence and the area of significant accomplishment. No more than five letters will be considered.
Can an arms-length evaluator be internal to U-Madison?

Yes. An arms-length evaluator may be affiliated with or employed by UW Madison. For example, a professor in a school/college outside of the SMPH who has expertise in the candidate’s area and has not worked directly with the candidate might be considered “arms-length”. The department chair can confer with the dean regarding questions on external evaluators on a case by case basis.

**SCHOLARLY WORK**

Will the Committee consider scholarly work in newer media such as educational videos?

Yes. There are rapidly evolving new approaches for presenting scholarly work, and the Committee should consider new, legitimate forms of media.

Can you provide examples of leadership positions in departments which will be considered as scholarly achievement?

Yes. Assessment of leadership and examples of scholarly achievement are first determined by the department’s executive committee, and may include positons such as Associate Chair for Clinical Affairs or Vice Chair for Research.