GUIDELINES FOR PROMOTION
OF TENURE TRACK FACULTY TO PROFESSOR

Revised 7/19/2017

INTRODUCTION

Emphasis in consideration of promotion to Professor will be placed on the candidate’s scholarly contributions and achievements since the time of promotion to Associate Professor.

The UW School of Medicine and Public Health (SMPH) is committed to ensuring a professional and collegial environment for education, research and patient care. While professionalism is not included as a separate, specific criterion for promotion in these guidelines, departments are strongly encouraged to address issues related to professionalism at the departmental level. Departments should review the UW-SMPH/UWMF Guidelines for Professional Conduct in the Clinical Setting and the UW Health Policy for Professional Conduct in the Learning Environment for guidance.

TENURE TRACK PROMOTION OVERVIEW

Each Department Executive Committee will establish a mechanism by which its full Professor members would formally assess candidates for promotion to full Professor rank. The “Committee of Professors” would be delegated authority to act on the Department Executive Committee’s behalf to evaluate and forward names to the Department Chair for initiation of the promotion process, which includes review by the SMPH Tenure Track Promotions Committee and approval by the Dean. The review by the “Committee of Professors” could include the findings of the post-tenure review process conducted by the Department Executive Committee.

TYPES OF CASES

Excellence in one area with significant accomplishment in a second area

In this case, the rank of Professor should be awarded to those faculty members who show an ability to sustain high quality research and/or teaching and/or leadership that is widely recognized by their peers. Professional service may also be taken into consideration, but primary emphasis will be placed on research and/or teaching and/or academic leadership and program development integrating scholarship. For promotion to Professor, the candidate should excel in at least one of these areas, and demonstrate significant accomplishment in another.
Integrated cases

In some cases, the most valid means of evaluating a candidate’s activities may be through assessment of the impact of accomplishments that were only achievable through the integration of several areas of activity. Cases of this type allow demonstration of excellence in instances where three areas of achievement are so closely integrated that it is impossible to document and assign accomplishments to specific areas. In such cases, chair letters should explain why an integrated case is being submitted.

Criteria for Excellence or Significant Accomplishment in Specific Areas

**Research:** Authorities in the candidate’s field should provide clear evidence that the candidate’s scholarly activities are highly significant. The individual’s national or international reputation should be described. The candidate’s history of peer reviewed extramural funding should be carefully considered.

**Teaching:** Documentation should be provided of teaching contributions, with summaries of the quality and quantity of teaching and teaching leadership activities. Teaching awards, invitations to present at other institutions and at national meetings, and publications related to the candidate’s area of expertise should be carefully considered.

**Academic Leadership and/or Program Development:** Academic leadership and/or program development integrating scholarship in an administrative or service capacity should be described. Documentation of the quantity and quality of the leadership activities and/or programs should be provided. National reputation should be assessed through external peer review. If academic leadership and/or program development is the primary basis for promotion, the candidate should demonstrate significant secondary accomplishment in teaching or research.

**Service and/or Outreach:** Service or outreach contributions to the SMPH, UW Health, University, and beyond can be included as a secondary basis for promotion when research or teaching accomplishment is the primary area.

**Integrated:** Promotion can be awarded based on the overall impact of a faculty member’s work where three areas of achievement (research; teaching; and either academic leadership/program development or service/outreach) may be so closely integrated that it is not feasible to clearly separate one area from another. In an integrated case, it is expected that the faculty activities are synergistic and, when viewed as a whole, have reached an overall level of excellence with substantial impact. In an integrated case, the relative contributions of the three areas may vary but there should be evidence of excellence within each area and synergy among them.
FORMAT FOR THE PROMOTION PACKET

Cover Letter

The department chair’s cover letter should:

A. Clearly state the area of excellence (*primary area*) and area of significant accomplishment (*secondary area*).

B. Document the number of eligible voters on the Department Executive Committee during the semester of the promotion decision and the exact vote, including absences or abstentions. Indicate the percentage total number of votes required for acceptance by the department.

C. Address the case for promotion and serve as the primary focus of the dossier by providing a complete assessment of the candidate’s academic focus, expertise, and overall academic trajectory since achieving the rank of associate professor.
   a. This letter should succinctly document relevant aspects of the candidate’s accomplishments in research, teaching, and either “academic leadership and/or program development” or “service/outreach,” and if applicable, justify why an integrated case is appropriate.
   b. This letter should summarize specific, objective data documenting productivity, as well as provide a global assessment of the candidate’s achievements and his or her value to the department. Include a summary of the “Committee of Professors” and assessment and recommendation if one exists, as well as a final statement to the candidate’s appropriateness for promotion.
   c. In cases where extramural research funding is central to the assessment, the Chair should specifically describe the leadership and/or research role(s) of the candidate in instances where the candidate’s funding is part of a center or multi-investigator grant.
   d. If applicable, the Chair should address what might be considered an early promotion (i.e., promotion to full professor with less than five years of service as associate professor).

D. Certify that all letters of evaluation received are included in the dossier.

Curriculum Vitae

See Curriculum Vitae template on the SMPH Human Resources website: 
[http://intranet.med.wisc.edu/files/smphintranet/docs/hr/curriculum-vitae-template.doc](http://intranet.med.wisc.edu/files/smphintranet/docs/hr/curriculum-vitae-template.doc)
Please note that percent effort is not required for publication activities.
Letters of Recommendation

A. Provide a copy of the letter sent by the Department Chair requesting letters of recommendation.

B. Provide a copy of a list of all evaluators from who an evaluation was requested. Include a description of the relationship to the candidate and mark the arm’s length evaluators.

C. Include a thorough description of the process used to develop the list of people solicited for a letter of evaluation. The selection of letter writers is the responsibility of the department (acting through its Executive Committee, the candidate’s Internal Review Committee, or the chair), not the candidate. While it is understood that the candidate may provide a list of names of potential letter writers, such a list should only be used to inform, not dictate the selection process. To obtain an objective evaluation, the candidate shall not select the ultimate list of evaluators. Include a thorough description of the process use to develop the list of people solicited for a letter of evaluation. Names that were chosen solely at the suggestion of the candidate should be noted. Departments are encouraged to provide an explanation (if available) when letters are sought but not received.

D. Six letters of recommendation are required, with five of those being “at arm’s length” and from outside institutions. “Arm’s length” evaluations refer to those from individuals that have no vested interest in the candidate’s success of attainment of tenure. One letter may originate from the University of Wisconsin System. Letters should address research, teaching, academic leadership and/or program development, and service/outreach accomplishments as consistent with the applicant’s primary and secondary focus areas. (See template letter provided on the SMPH Human Resources website.)

Statement by the Candidate

In a comprehensive statement, the candidate should address the primary and secondary areas of strength (research; teaching; academic leadership/program development; and/or service/outreach). For an integrated case, the candidate will address at least three of the above areas and additionally summarize the overall nature of the integration activities and how their integration fulfills the criteria for promotion. The candidate should describe the accomplishments since promotion to Associate Professor rank, current activities, and future plans in each area, as well as how the current activities relate to future plans.

Documentation

Specific documentation should be provided in the primary and secondary areas of strength (e.g., copies of the most noteworthy publications since the candidate’s promotion to associate professor, summaries of teaching scores, evidence of academic leadership and/or program development, and scope of service/outreach activities.)
Biological Sciences Tenure Guidelines Format

While this format is not required as the template for creation of the promotion packet to full Professor, it may be utilized as the appropriate format for presentation of any additional supporting data that the Chair or candidate elects to submit. However, calculation of percent effort on publications and teaching peer reviews need not be submitted, and items irrelevant to the candidate’s primary and secondary strength areas of integrated case may be eliminated at the Department’s discretion.

Promotions Committee Request for Additional Information

Should the submitted promotion packet be insufficient for definitive committee review as determined by an initial packet evaluation, consideration for promotion will be deferred. The committee will generate a specific request to the sponsoring department chair for additional information or supportive documentation. Following receipt of the requested information, reconsideration will occur at a subsequent standing committee meeting.

APPEAL PROCESS

If the Tenure Track Promotions Committee recommends against promotion, the basis for the recommendation will be provided in writing by the Committee Chair to the candidate’s Department Chair and the Dean within one week of the meeting. The Department Chair may appeal the decision in writing to the Dean within 60 calendar days of receiving a written explanation of the recommendation. Appeals will usually provide new or additional information and a response to the issues raised by the committee. After submitting a written appeal, the Department Chair may request a meeting with the Dean to address the issues under appeal. The Dean may seek the advice of an ad hoc committee before making a final determination.

CONFLICT OF INTEREST POLICY

For all SMPH faculty appointment and promotion committees, any committee member who holds a faculty appointment in the same department as the candidate shall not be present for the discussion and vote of the faculty candidate. Said committee member is considered present at the committee meeting for quorum purposes, and his or her vote is considered a technical abstention.

Proposed by the 2002-2003 UW SMPH Tenure Track Promotions Committee, based on an evaluation of documents including “Guidelines for Promotion or Appointment to Tenured Professor in the SMPH,” “Guidelines for Recommendations For Promotion or Appointment to Tenure Rank in the Biological Sciences,” the report of the APC Subcommittee on Promotion of Tenured Professors, and position statements written on behalf of the Council of Clinical Chairs and Basic Science Chairs Caucus.

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