

**IE DEPARTMENT**

**UW-MADISON**

		Procedure Number IEP 04.1
		Page <u>1</u> of <u>4</u>
Subject:  <b>MENTORING AND ANNUAL REVIEW OF PROBATIONARY FACULTY</b>		Date Issued February 15, 2002
		Supersedes March 4, 1997
Written by: IE Chair	Approved by: IE Executive Committee	Review/Approved Date February 15, 2002

**1. Purpose:**

The purpose of the following procedure, established by the IE Department Executive Committee in accordance with FP&P 7.05.A, is to define the general policies, guidelines, and steps followed for the guidance, annual evaluation, and recommendation for reappointment and tenure of each probationary faculty member, and in the review of probationary appointments.

**2. Scope:**

This procedure addresses the assignment of one or more members of the IE Executive Committee to serve as mentor(s) with primary responsibility for the guidance of the probationary faculty member in accordance with FP&P 7.05.B, the assignment of an individual Oversight Committee for each probationary faculty member in accordance with FP&P 7.05.C, and other activities for the guidance and annual evaluation of probationary faculty members in accordance with FP&P 7.05 and 7.06.

**3. Related Procedures and Other Documentation:**

Procedure No.

Description of Procedure

Other Documents

Faculty Policies and Procedure (FP&P) University of Wisconsin-Madison, Chapter 7 – Faculty Appointments  
[http://wiscinfo.doit.wisc.edu/secfac/governance/fpp/chapter\\_7.html](http://wiscinfo.doit.wisc.edu/secfac/governance/fpp/chapter_7.html)

**4. Policy and Guidelines:**

- 4.1 Under UW-Madison Faculty Policies and Procedures 7.05, the mentoring and annual evaluation for probationary faculty members is the responsibility of the IE Executive Committee. The IE Department Chair is the agent of the IE Executive Committee for the purposes discussed in this document. References in the remainder of this document are to the Chair in that capacity.

Supersedes March 4, 1997	Date Issued February 15, 2002	Page 2 of 4	Procedure No. IEP 04.1
-----------------------------	----------------------------------	----------------	---------------------------

4.2 When a new probationary faculty member first joins the faculty, in accordance with FP&P 7.05.B, the chair will appoint one or more members of the IE Executive Committee to serve as the initial or preliminary mentor(s), subject to the agreement of the designated mentor(s). See Note 1. The appointed mentor(s) will have primary responsibility for the guidance of the probationary faculty member. (See Note 2.)

**NOTE 1:** The probationary faculty member may change or choose their own mentor(s), subject to the agreement of the individual(s) they select. The probationary faculty member would normally be expected to finalize their choice of their own mentor at the end of their first year, thus keeping the general intent of FP&P 7.05.B.1 that the faculty member(s) assigned or selected for the role of mentor remain the same throughout the probationary period unless the probationary faculty member desires a change of mentor(s). The probationary faculty members will notify the chair of any changes in mentors.

**NOTE 2:** The role of a mentor is as follows:

- Discusses with the assistant professor the departmental, college, and campus rules, expectations, and criteria for granting tenure.
- Gives feedback to the assistant professor on the mentor's observations as to the person's strengths and weaknesses.
- Helps the candidate discover opportunities and develop strategies for developing a research program.
- Serves as an advocate for the assistant professor.
- Promotes the visibility of the assistant professor, nationally and internationally.

**NOTE 3:** If a probationary member has more than one Executive Committee member serving as a mentor, then the probationary faculty will notify the chair of their choice of the primary mentor who will then be appointed by the chair to serve as an advocate and member of the Oversight Committee.

**NOTE 4:** The IE Executive Committee ensures that guidance of the probationary faculty members include implementation of FP&P 5.21.E.

4.3 In accordance with FP&P 7.05.C, the IE Chair assigns each probationary faculty member a separate Oversight Committee made up of 3 or 4 members of the IE Executive Committee, including the primary mentor, See Note 5.

**NOTE 5:** The role of the Oversight Committee is as follows:

- Ensures that the probationary faculty member's file contains all relevant material for evaluation, including teaching evaluations and copies of publications. (7.05.C. and 7.05.E.)
- Ensures that at least once per year, one or more members of the committee (including the primary mentor) and department chair discuss with the probationary faculty member the departmental and divisional committee expectations and his/her progress toward tenure. (7.05.C.)
- Informs the probationary faculty member of any changes in the departmental goals. (5.21.E.)
- Provides the IE Executive Committee with an annual written evaluation of the progress of the probationary faculty member. (7.05.D.)
- Recommends to the Executive Committee whether to recommend tenure, renew the appointment, or not renew the appointment. (7.06)

Supersedes March 4, 1997	Date Issued February 15, 2002	Page 3 of 4	Procedure No. IEP 04.1
-----------------------------	----------------------------------	----------------	---------------------------

- 4.4 The IE Executive Committee's written criteria for recommending tenure are identical to those of the Executive Committee of the Faculty Division of the Physical Sciences shown in Attachment 1. (7.14.D.)
- 4.5 The voting rules adopted by the IE Executive Committee for personnel actions are shown in Attachment 2. (7.05.A.)
- 4.6 The IE Chair is responsible for ensuring that the following are provided to each probationary faculty member:
- A copy of the guidance and evaluation procedure. (7.05.A.)
  - A copy of the criteria for recommending tenure. (7.14.D. and 7.05.A.)
  - A document showing the membership of the oversight (Oversight) committee. (7.05.C.)
  - An annual written notice at least 20 days in advance of the Executive Committee's review and meeting notifying the probationary faculty member of their right to request that the meeting of the Executive Committee for the purpose of reviewing their performance be open so that he or she and others may attend.
  - A copy of the annual evaluation written by the Oversight Committee after it is discussed and approved by the IE Executive Committee. (7.05.D.)
- 4.7 The probationary faculty member has the right to respond to the IE Executive Committee approved copy of the annual written evaluation or may, upon request, address the Executive Committee regarding the evaluation. (7.05.D.)

## **5. Procedure:**

### **Oversight Committee Assignments**

- 5.1 At the start of the fall semester, or as appropriate, the IE Chair determines appointments of IE Executive Committee members to the Oversight Committees for each probationary faculty member, and distributes a list to all the IE faculty members that shows the committee chair, the primary mentor, and other (oversight) members for each committee.

**NOTE 6:** Membership of the Oversight Committees may change from year to year at the discretion of the IE Chair. (7.05.C.) It is the responsibility of the chair to ensure that the Oversight Committee includes at least one Executive Committee member who has related expertise to the probationary faculty member.

**NOTE 7:** In determining the appointments of the IE Executive Committee members to the Oversight Committees, the IE Chair may consult with other members of the IE Executive Committee and the probationary faculty members involved.

### **Executive Committee Review Meeting Notifications**

- 5.2 At least 20 days in advance of the scheduled annual review meeting, the IE Chair sends a letter to notify each probationary faculty member of the date, time, and location of the meeting and their right to request that the meeting of the Executive Committee for the purpose of reviewing their performance be open so that he or she and others may attend. The members of the Oversight Committee are likewise sent a copy of the letter.

**NOTE 8:** The meeting of the Executive Committee for the purpose of reviewing the performance of probationary faculty members is typically held on the third Friday of March.

Supersedes March 4, 1997	Date Issued February 15, 2002	Page 4 of 4	Procedure No. IEP 04.1
-----------------------------	----------------------------------	----------------	---------------------------

- 5.3 After the IE Executive Committee has discussed and approved the evaluation report from each Oversight Committee, the IE Chair sends a copy of the report and a cover letter informing the probationary faculty member of the results of the IE Executive Committee meeting and their right to respond to the written evaluation.

#### **Records**

- 5.4 The IE Department Administrator maintains a personnel file for each IE Faculty member that contains records of all written performance evaluations and other personnel actions, as well as a Oversight file that contains all relevant material for evaluation, including teaching evaluations and copies of publications. This file should contain a statement each year identifying the mentor(s) and the membership of the Oversight Committee.

END OF PROCEDURE