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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 04.3
Subject:	Department Policies and Procedures Governing the Mentoring and Annual Review of Associate Professors
Date Issued:	12/11/2015
Supersedes:	None
Written by:	Faculty Affairs Cluster
Approved by:	ISyE Faculty Members
Review/Approved Date:	12/11/2015

1. Purpose:

The following document describes the procedures used by the Department of Industrial and Systems Engineering (ISyE) for conducting annual reviews of Associate Professors and recommendations for promotion to Full Professor.

2. Scope:

This procedure addresses the assignment of one or more members of the ISyE Committee of Full Professors to serve as mentor(s) with primary responsibility for the guidance of Associate Professors in accordance with the College of Engineering Expectations for Promotion from Associate to Full Professor.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
19.1	Post-Tenure Review

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;
- College of Engineering Expectations for Promotion from Associate to Full Professor.

4. Policy and Guidelines:

- 4.1 The ISyE Department is committed to mentoring and communicating expectations for outstanding contributions in education, research and public service through annual review and feedback. It is recognized that all individual faculty members have different emphasis among research, teaching and service; feedback to the faculty member should emphasize excellence, contribution to the discipline, and national and international reputation. The

ISyE Associate Professor mentoring and review process encourages faculty members to identify the profile they aspire to, and evaluate that they are achieving the goals they wish to attain.

This process serves the faculty members and the Department in numerous ways. It helps to identify specific areas in which faculty members excel and which areas are adequate. It reflects strengths,

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weaknesses, and areas to emphasize. It helps to promote excellence and increase their visibility in the field, boosting their potential for merit and promotion, and supporting greater acceptance and recognition of their accomplishments to the university, academia, industry, and the public. This benefits the ISyE Department by ensuring an adequate complement of faculty scholars to meet the Department's mission, helping promote and retain faculty, bringing prominence to its academic excellence and acknowledgement of its stature among peers.

4.2 The Department Chair assigns each Associate Professor an Oversight Committee made up of two to three Full Professors, including at least one from the ISyE Committee of Full Professors. The role of the Oversight Committee is as follows:

- Review and advise the Associate Professor in developing as a productive scholar
- Help transition from the role of individual scholar to university citizen
- Monitor and advise the Associate Professor how to be successful
- Detect, and in collaboration with the Associate Professor, establish a plan to correct problems
- Focus on excellence and how to target work towards excellence
- Serves as an advocate for the Associate Professor in the profession and discipline
- Reports to the Committee of Full Professors on the Associate Professor's progress
- Helps promote the visibility of the Associate Professor, nationally and internationally, through facilitating the nomination of the Associate Professor for intramural and extramural awards, honors and distinctions

4.3 The ISyE Committee of Full Professor's written criteria for recommending promotion to full professor are identical to those of the College of Engineering Expectations for Promotion from Associate to Full Professor as shown in Attachment 1. The Associate Professor or the Oversight Committee can request from the Committee of Full Professors a review for promotion at any time. In the case when the Associate Professor makes the request for promotion, the Associate Professor is encouraged to discuss promotion and receive the support of his/her Oversight Committee before going to the Committee of Full Professors. The request should specify the target date for the preparation of the promotion package.

4.4 The voting rules adopted by the ISyE Committee of Full Professors for personnel actions are shown in Attachment 2.

4.5 The Oversight Committee should be vested in making sure Associate Professors take more leadership in service by helping Associate Professors be nominated for Department, campus, and national leadership positions and awards they are qualified for and interested in serving.

5. Procedure:

Oversight Committee Assignments

5.1 At the start of the fall semester, or as appropriate, the ISyE Chair determines appointments of two-three Full Professors (including at least one drawn from the ISyE Committee of Full Professor members) to the Oversight Committees for each Associate Professor and distributes a list to all ISyE faculty members that shows the committee chair and other (Oversight) members for each committee.

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NOTE 1: Membership of the Oversight Committee may change from year to year at the discretion of the ISyE Chair or request from the Associate Professor, or committee members. The Chair should make an effort to ensure that the Oversight Committee includes at least one Full Professor Committee member who has related expertise to the Associate Professor.

Executive Committee Review Meeting Notifications

NOTE 2: The meeting of the Committee of Full Professors is typically held on the third Friday of November for the purpose of reviewing the performance of Associate Professors when it is appropriate to assemble the promotion packet and secure letters in time meet to the College of Engineering deadline the first weeks of October and March.

5.2 The Oversight Committee, with the help of the Associate Professor, may use as the basis for conducting its annual review, the following materials:

- Annual reports and related reviews since tenure or hire as an Associate Professor
- Updated research statement
- Updated teaching statement
- Updated service statement
- Statement of vision, impact and future plans
- Questions and issues about any of the above

5.3 The Oversight Committee orally reports annually to the Committee of Full Professors, confirming that they have met with the Associate Professor and states if there are any actions requested on the part of the Committee of Full Professors or the Department. An annual written notice at least 20 days in advance of the Committee of Full Professors' review and meeting, notifying the Associate Professor of their right to request that the meeting of the Committee of Full Professors for the purpose of reviewing their performance be open so that he or she and others may attend. If there is anything that needs to be officially communicated to the Associate Professor, the Oversight Committee shall work with the Department Chair to include it as part of the annual merit review letter.

Records

5.4 The ISyE Department Administrator maintains a personnel file for each ISyE faculty member that contains records of all personnel actions. This file should contain a statement each year identifying the mentor(s) and the membership of the Oversight Committee.

END OF PROCEDURE