



DEPARTMENT OF
**Family Medicine and
Community Health**
UNIVERSITY OF WISCONSIN
SCHOOL OF MEDICINE AND PUBLIC HEALTH

Approved by the Executive Committee on 5/25/17

Departmental Procedures for Guidance and Promotion of Probationary Faculty¹

Mentoring Committees

All probationary faculty members are required to have a mentoring committee. The committee shall be established within three to six months of being hired as an Assistant Professor on the Tenure Track. The mentor committee will be comprised of a minimum of three to four senior faculty members; at least two of whom (including the committee chair) should be from the Department of Family Medicine and Community Health (DFMCH). The expectation is that the probationary faculty member will select his/her mentors in consultation with the DFMCH Promotion and Mentoring Committee Chair and Vice-Chair and with a member of the Executive Committee designated by the DFMCH Chair. Once the probationary faculty member has selected a mentor committee, he/she should inform the Chair of the DFMCH Promotions and Mentoring Committee as to its composition. If selection of the mentor committee members has not occurred by the end of the sixth month after becoming an Assistant Professor, the Chair and Vice-Chair of the Promotions and Mentoring Committee will designate one. One member of the mentoring committee will serve as Chair. A mentee may change the Chair and/or members of his/her committee in consultation with the Chair or Vice-Chair of the Promotions and Mentoring Committee and a member of the Executive Committee designated by the DFMCH Chair. Each mentor committee must have at least two formal meetings per year. A report of each meeting will be sent to the Chair of the DFMCH Promotions and Mentoring Committee and to the Chair of the DFMCH. A form for mentor committee reports will be kept on the DFMCH intranet.

(<https://inside.fammed.wisc.edu/mentor-committee-report>) The completed form will be

¹ The document will be given to all probationary faculty members upon signing a contract for employment as an Assistant Professor on the Tenure Track.

signed by the probationary faculty member and the Chair of his/her mentoring committee. It is the probationary faculty's responsibility to ensure that the meetings occur twice yearly and that the reporting form is properly signed and filed.

Annual Academic Review

Each probationary faculty member will undergo an annual formal review by the DFMCH Executive Committee. The review will be based primarily on the probationary faculty member's CV and mentor committee reports. The Executive Committee also has the option of asking the probationary faculty member and the Chair of his/her mentor committee to appear at the review. Prior to the review, the probationary faculty member will be expected to submit a current CV (in proper UWSMPH format) and to fill out a questionnaire concerning his/her academic progress. The review will focus on the probationary faculty member's progress toward promotion. The Executive Committee will produce a report summarizing the committee's assessment of the probationary faculty member's progress towards promotion as well as their recommendations relevant to his/her promotion. The Executive Committee's summary will be signed by the Chair of the DFMCH, the probationary faculty member and the Chair of his/her mentor committee. The original version of the report will be kept in the latter's personnel file; copies will be sent to the probationary faculty member and his/her mentor committee.

Tenure Decision Process

Third Year Review

In the middle of the third year of his/her tenure clock, a review of each probationary faculty member will be conducted on behalf of the Executive Committee. It will be conducted by the Chair of the candidate's mentor committee and another member of the Executive Committee selected by the Chair of the DFMCH. The purpose of the review will be to evaluate the candidate's progress towards promotion, and whether a track transfer should be considered. A written report, based on the results of the review, will be sent to the Executive Committee.

Internal Review

Towards the **end of the** fifth year of his/her tenure clock, an internal review of each probationary faculty member will be conducted, on behalf of the Executive Committee. The review will be conducted by a committee comprised of two members of the Executive Committee chosen by the DFMCH Chair. The review will be based on the probationary faculty member's CV, a candidate statement, publications and other scholarly work. A written report, based on the **results of the internal review**, will be sent to the Executive Committee. The report should contain, at a minimum: 1) A review of the candidate's timeline and clock end; 2) A summary of his/her accomplishments; 3) A recommendation of whether or not the Executive Committee should proceed with the promotion process by assembling a promotion dossier; 4) A statement of the candidate's choice of tenure division; and 5) The areas of excellence

and significant accomplishment on which the candidate's promotion should be based (if the recommendation is made to assemble a dossier).

First Vote

Upon receipt of the internal review report, the Executive Committee will vote on whether to proceed with the probationary faculty member's promotion by assembling a promotion dossier and, if so, what the focus should be for promotion (research/service/teaching/integrated case). This vote will take place towards the end of the fourth year or beginning of the fifth year of the probationary faculty member's tenure clock. For the discussion prior to the vote, the Executive Committee will have access to the internal review report, the candidate's statement, and examples of publications and other scholarly work chosen by the member who wrote the internal review report. If the vote is in favor of proceeding with promotion, the Chair of the Promotions and Mentoring Committee will oversee assembly of the promotion dossier. If the vote is not in favor of proceeding with promotion, the Executive Committee will write a letter to the junior faculty member explaining the reasons for the negative vote and detailing measures he or she must take to be considered for promotion the following year. A copy of the letter will be sent to the probationary faculty member's mentoring committee. The same process of internal review and Executive Committee vote on whether to assemble a dossier will be repeated towards the end of the fifth year of the probationary faculty member's tenure clock.

The Promotion Dossier

The assembly of the promotion dossier will be overseen by the Chair of the Promotions and Mentoring Committee. The form and content of the dossier will follow the guidelines established by the probationary faculty member's tenure home.

For faculty in the Social Studies Division, at least 5 and no more than 8 letters of evaluation will be solicited for the promotion dossier. At least five of the letters of evaluation will be "arms-length" and come from people outside of the UW Madison who have not been closely associated with the candidate. In the case of faculty in the Biological Division, a minimum of six and a maximum of 10 letters will be solicited, at least five which will be "arms-length". Most, if not all, of the people from whom letters of evaluation are solicited should be senior scholars (associate and full professors with tenure) in the faculty member's field who are working at peer academic institutions. The rationale for selecting letters of evaluations other than from scholars in the probationary faculty member's field and/or from non-peer institutions will be explained in the dossier. Selection of the individuals solicited to write letters of evaluation will be made by the Executive Committee in consultation with the probationary faculty member, as well as with other individuals chosen by that committee. Once selected, the Chair of the DFMCH will write a letter to the potential evaluator requesting that he/she write a letter for the candidate. The candidate's CV, personal statement, selected publications and criteria for promotion will be included with the letter of solicitation.

The preparation of the promotion dossier will follow the guidelines of the relevant

divisional tenure home. The dossier will include exemplary publications and curricula in its body. Other publications, curricula and supplemental supporting documents will be included in an appendix. Because many of the DFMCH faculty members do not engage in traditional classroom teaching, alternate forms of evaluations by learners (e.g. evaluations by residents on a hospital teaching service, continuing medical education program evaluations) will be included as deemed necessary.

Second Vote

A second vote by the Executive Committee will determine whether the DFMCH will recommend the probationary faculty member to the relevant divisional tenure committee for promotion to Associate Professor with Tenure. This vote will take place upon completion (with the exception of the Chair's letter) of the candidate's promotion dossier. The members of Executive Committee will have access to the entire dossier, including, but not limited to, the candidate's statement; CV; internal review report; letters of evaluation; teaching and other evaluations; and all publications and curricula completed since promotion to Associate Professor. If the result of the vote is positive, the Executive Committee will forward the dossier to the divisional committee with a recommendation for promotion. If a negative vote occurs in the fifth year of the probationary faculty member's tenure clock, the Executive Committee will write a letter to him/her explaining the reasons for the negative vote and detailing measures he/she must take to be considered for promotion the following year as well as other options available to the candidate. A copy of the letter will be sent to probationary faculty member's mentoring committee. The same process of internal review and two-stage voting process will be repeated in the sixth year of the candidate's tenure clock.

Specific Criteria for Progress towards and Determination of Promotion to Associate Professor with Tenure

- An area of scholarly interest aligned with the educational and clinical missions of the department and discipline should be defined. Having an area of interest will allow the DFMCH Executive and Promotions and Mentoring Committees to find appropriate mentors within the University, and identify opportunities for working toward internal funding for pilot projects and use case studies
- Within the first two years, the candidate should have refined her/his scholarly focus, developed research ideas, and begun submitting research proposals to internal funding sources, such as the Institute for Clinical and Translational Research and the Wisconsin Partnership Program. At this point, the faculty member should also be submitting manuscripts to peer reviewed journals.
- From the end of year two forward, the faculty member should have established a record of research and scholarship, identified a theme that will be attractive to external funding sources, and have begun the implementation of research ideas in larger populations where studies of educational or clinical significance are possible. No set number of publications is required for tenure because various

types of research proceed at different rates and because publication quantity may not be as important as publication quality and/or significance. However, there should be clear evidence of consistent and sustained publication and supporting evidence of recognized leadership in a particular area of scholarship. We also expect evidence of submission of grant proposals, based on their work, to sources for external funding during the period following their first annual review.

- In the clinical environment of primary care and community health, longitudinal data are often required to demonstrate evidence of personal or clinical changes. The last two years prior to promotion, we expect to see an increase in journal submissions and national presentations based on the probationary faculty member's research.
- We expect probationary faculty members to be integrated into the teaching activities of the DFMCH and the SMPH and to demonstrate teaching excellence, particularly in the areas where they may have special knowledge or demonstrated expertise.
- We expect the faculty member to demonstrate a high level of citizenship through leadership and service, in the Department, School, and across the University.

Failure to be recommended for Promotion to Associate Professor with Tenure

If, by the end of the seventh year of the probationary faculty member's tenure clock, he/she has not been recommended for promotion to Associate Professor with Tenure by the DFMCH Executive Committee, the Department Chair will request an extension so that the probationary faculty member can fulfill the requirements for promotion or the DFMCH would follow the policies set forth by the SMPH. The SMPH Dean's office will prepare the letter for the Chair of the DFMCH to inform the probationary faculty member that he/she has failed to be recommended for promotion and that he/she will receive a terminal year of employment.