

APPLICATION FOR PROMOTION

UNIVERSITY OF WISCONSIN-STOUT

INSTRUCTIONS: Complete and submit an original and eight copies to immediate supervisor by the deadline published in the schedule of Promotion Procedures for this year. The application format should include the following sections: introduction, teaching, research, service, faculty development, and pertinent educational experience. This information must describe only activities during the preceding five years except for publications which may be drawn from the last seven years. Dates shall accompany all supporting data. See Faculty/Academic Staff Limited Appointees Handbook, page 3-122.

Applicants with split assignments (Department Chair positions are not considered split assignments outside of the department.) must apply for promotion in every unit in which they have an assignment that exceeds .30 FTE. Full professor candidates may use significant activities prior to seven years. After the Application for Promotion is completed, make eight copies and on the Summary of Promotion Action Level I sheet, fill in the name of the department or functional equivalent for each of your assignments. The combined promotion recommendations for split assignments shall be forwarded to the appropriate committee as a single application.

Evidence to Indicate That This Applicant's Professional Performance Merits a Promotion

Quality of performance is the primary consideration for promotion recommendation. Record of professional and scholarly activities reflecting sustained excellence of performance within one's job description should be included. Refer to the paper "Definition of Teaching, Research and Service," Policy No. 85-40, October 1, 1985, included with promotion application forms for examples. Only applications containing attachments of FIVE or FEWER typewritten pages on one side will be considered.

Faculty Member _____ University Extension _____

Office Location to Receive Notifications _____

For Promotion to Rank of _____

Department or Functional Equivalent _____

Percentage of Time Assigned to this Unit _____ %

Applicants will receive information of the action taken at each level (department, college, etc.)

Promotion by Exception: Are you applying for promotion by exception to the FASLAH Promotion Policy? ___ Yes ___ No

Educational Preparation

1. Highest degree earned _____
Date and Institution (year/month) _____
2. Current Educational Preparation Code Number _____
Do you hold the Education Preparation Code listed for the rank applied for? Yes No
See Faculty/Academic Staff Limited Appointees Handbook, page 3-128.
3. Additional graduate work since the last degree (describe):

Time in Rank

1. Original Appointment to Stout Faculty: Month _____ Year _____ Rank _____
2. Has your rank changed since your original appointment? Yes No
If yes, state your current rank and effective date of change.
Month _____ Year _____ Current Rank _____
3. Do you meet the time in rank requirements listed for the rank applied for? Yes No
See Faculty/Academic Staff/Limited Appointees Handbook, p. 3-128.

**SUMMARY OF PROMOTION ACTION
UNIVERSITY OF WISCONSIN-STOUT**

INSTRUCTIONS TO APPLICANT: Complete first two lines and attach to "Application for Promotion." One copy is to accompany each copy of the application, including the copies of separate applications of persons on split assignment.

Faculty Member _____ is applying for promotion to the rank of _____ Date _____.

THE FOLLOWING ARE TO BE COMPLETED BY THE VARIOUS LEVEL PROMOTION COMMITTEES.

LEVEL I--DEPARTMENT OR FUNCTIONAL EQUIVALENT

Recommended for promotion with the following priority:
Priority number _____ of _____ applicants for promotion to the rank of _____.

_____ Not recommended for promotion at this time.

A statement of rationale is attached as required by the Promotion Policy. See the Faculty/Academic Staff/Limited Appointees Handbook, p. 3-118 to 3-129.

Signature of Committee Chairperson (then forward to facilitating administrator) Date _____

LEVEL II--COLLEGE OR FUNCTIONAL EQUIVALENT

Recommended for promotion with the following priority:
*Priority number _____ of _____ applicants for promotion to the rank of _____.

_____ Not recommended for promotion at this time.

Signature of Committee Chairperson (then forward to Vice Chancellor for Academic Affairs) Date _____

LEVEL III--ALL UNIVERSITY BY RANK

Recommended for promotion with the following priority:
*Priority number _____ of _____ applicants for promotion to the rank of _____.

_____ Not recommended for promotion at this time.

Signature of Committee Chairperson (then forward to Chancellor) Date _____

LEVEL IV--CHANCELLOR

_____ Recommended to Board of Regents for promotion.

_____ Not included in list of candidates recommended to Board of Regents.

Signature of Chancellor Date _____

If an applicant is not recommended for promotion at any level, all application materials will be returned to the applicant. After the Board of Regents takes final action, each person promoted will be informed by letter from the Chancellor. *Where priority is different from that assigned at the previous level, a statement which identifies the perceived error made at the lower level and cites evidence for the change in priority from the department rationale and the candidate's application will be attached and signed by the appropriate person. A copy of the committee's recommendations will also be sent to the chairperson at the previous level and the applicant.