# Department of Food Science
## Governance Structure
### Policies and Procedures
**UPDATED May 4, 2012**

## Content

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Preamble</td>
<td>P. 2</td>
</tr>
<tr>
<td>2.</td>
<td>Overview of the Governance Structure</td>
<td>P. 2</td>
</tr>
<tr>
<td>3.</td>
<td>Delegation of Authority to the Chair</td>
<td>P. 2</td>
</tr>
<tr>
<td>4.</td>
<td>Organizational Chart</td>
<td>P. 3</td>
</tr>
<tr>
<td>5.</td>
<td>Departmental Chair Duties and Responsibilities</td>
<td>P. 3-4</td>
</tr>
<tr>
<td>6.</td>
<td>Undergraduate Experience Vice-Chair and Program Group Responsibilities &amp; Duties</td>
<td>P. 4</td>
</tr>
<tr>
<td>7.</td>
<td>Graduate Experience Vice-Chair and Program Group Responsibilities &amp; Duties</td>
<td>P. 4-5</td>
</tr>
<tr>
<td>8.</td>
<td>Strategic Goals &amp; Initiatives Vice-Chair and Program Group Responsibilities &amp; Duties</td>
<td>P. 5-6</td>
</tr>
<tr>
<td>9.</td>
<td>Academic Department Manager Responsibilities &amp; Duties</td>
<td>P. 6-7</td>
</tr>
<tr>
<td>10.</td>
<td>Descriptions of the Responsibilities &amp; Duties, and Committee Operations of the Finance Advisory, Mentoring Committees, Facilities, and Dairy Plant Executive Advisory Committee</td>
<td>P. 7-8</td>
</tr>
<tr>
<td>11.</td>
<td>Selection Process for Vice-Chairs</td>
<td>P. 8</td>
</tr>
<tr>
<td>12.</td>
<td>Executive and Fac/Staff Committee Composition</td>
<td>P.8</td>
</tr>
<tr>
<td>13.</td>
<td>Faculty &amp; Staff Meetings</td>
<td>P. 9</td>
</tr>
<tr>
<td>15.</td>
<td>Appendices</td>
<td>P. 9-21</td>
</tr>
</tbody>
</table>

**A.** Relevant sections of Faculty Policies and Procedures | P. 9-14 |
**B.** Assistantship policy | P. 14-16 |
**C.** Classified Staff Work Rules | P. 16-17 |
**D.** Faculty and Academic Staff Workload Policy | P. 17 |
**E.** Process for Mentoring and Evaluation of Probationary Faculty | P. 17-18 |
**F.** Process for Evaluation of Associate Professors for Promotion to Full Professors | P. 18-20 |
**G.** Defining Excellence among Tenure-Track Cooperative Extension Specialists in Wisconsin | P. 20-21 |
1. **Preamble:**

   This document details the Governance Structure, Policies and Procedures (GPP) for the Food Science department. The purpose of the GPP is to provide direction to more efficiently, effectively and transparently administer the needs of the department. The GPP has been structured to encompass areas of current and near-future core programs within the department, as previously decided by the faculty. Our current definitions of success include: 1) maintaining a positive student experience; 2) achieving better integration of our research and extension activities; 3) developing a strong research and extension presence in Food & Health, Food Material Science and Sustainable Food Processing Systems; 4) developing and strengthening our research and extension activities in Food Quality and Dairy Foods; 5) engaging our industry partners in a more impactful and coordinated manner; and 6) presenting our strengths and opportunities to CALS administration in a more impactful and coordinated manner.

2. **Overview:**

   The Chair, in general, serves as the executive of the department. To assist the Chair, there are Vice-Chairs whose responsibility it is to provide oversight in the areas of the Undergraduate Experience, Graduate Experience, and Strategic Goals & Initiatives. The Chair and Vice-Chairs will comprise the Food Science Cabinet. The Food Science Cabinet shall meet at minimum monthly for updates and to discuss departmental opportunities and issues and to insure that actions that may impact multiple areas are discussed among the cabinet. The Academic Department Manager (ADM) will provide administrative leadership and supervise all support (classified) staff members. The Chair, Vice-Chairs, and ADM are responsible for all executive and administrative functions within the department.

   The Chair, in consultation with the Vice-Chairs, will appoint program groups to execute tasks and functions and provide feedback for action related to the main program areas. The Chair is encouraged to solicit from the faculty and staff their preferences regarding the program groups with which they prefer to participate. Each program group will have 3-5 members made up of Department of Food Science faculty and staff, including staff from the Center for Dairy Research (CDR). The intent of including staff members from CDR is to enhance synergies and cooperation between CDR and the Department of Food Science. Additionally, if staffing allows, each program group will receive administrative assistance from a designated classified staff member. The program groups, in addition to executing department tasks, functions and initiatives will be responsible for making recommendations and motions to the cabinet. These recommendations and motions will be presented by the appropriate Vice-Chair to either the Fac/Staff committee or Executive Committee.

   Activities that fall outside of the purview of the Vice-Chair led program groups will be the responsibility of either a chair-assigned faculty or staff member or a 3-5 member committee. There will be a facilities committee assigned by the Chair to address facilities-related issues and make recommendations and motions to the Executive Committee and to act on faculty recommendations. There will be an academic staff member, assigned by the Department Chair, to serve as the Safety Officer. There will be a faculty member assigned by the Department Chair to lead the Dairy Plant Executive Committee. Mentoring Committees will be assigned for individual Assistant Professors by the Department Chair and will report to the Executive Committee. A Finance Advisory Committee will be elected by the Executive Committee and will report to the Executive Committee. In addition to the routine business, the Finance Advisory Committee will act upon requests from the Department Chair to address fiscal matters and forward motions to the Executive Committee.

3. **Delegation of Authority to the Chair**

   The Food Science Cabinet may prepare a motion of the Executive Committee concerning additional authority the committee believes should be delegated to the Department Chair.

   In 2008 and 2009, the following motion was passed “Delegation of authority to the Chair for 101 supplies and capital expenditures and recommendations on salary.”
5. **Departmental Chair Duties and Responsibilities:**

Faculty Policies and Procedures (FPP; Section 5.31; attached in appendix A) delineate the minimum duties of the Departmental Chair. FPP-defined duties and other responsibilities are listed below to clarify expectations of the Department of Food Science Departmental Chair. Some duties and responsibilities may be transferred temporarily to designees of the Chair in cases that serve to sustain department functions.

- In general, acts as the executive and leader of the department (FPP 5.31.9).
- Develops, with the Faculty/Staff and Executive Committees, a strategic plan for the Department.
- Leads interactions with external clients of the department.
  - Serves as the official channel of communications for all matters affecting the department as a whole, between the department and the chancellor, the dean, other university officials, or departments (FPP 5.31.1).
  - Reports to the dean regarding the activities and needs of the department (FPP 5.31.5).
  - Coordinates and nurtures the department’s relationships with the food industry, alumni, and donors.
  - Develops and maintains all materials promoting the department (i.e. web site(s) and brochures).
  - Oversees all official correspondence of the department and of all departmental announcements in the catalogue or other university publications (FPP 5.31.3).
- Leads internal efforts to achieve departmental objectives
  - Leads and facilitates the establishment of a sustainable and integrated program (R/I/E) of research and training of the highest caliber possible in food science.
  - Nominates members of the Food Science Cabinet and presents the case for these nominees for approval at the Executive Committee.
  - Calls and presides at monthly meetings of the Food Science Cabinet.
  - Assigns teaching responsibilities for faculty and instructional academic staff members with input from the Vice-Chairs of Undergraduate and Graduate Programs.
  - Calls and presides at meetings of the departmental Faculty and Staff and of the Executive Committee. Chair shall call a meeting at the request of any two members of the department. Each committee shall meet at least once every semester (FPP 5.31.2).
  - Supervises all instructional academic staff members.
  - Determines that all necessary records of teaching, research and public service of the department are properly kept and are always accessible to the proper authorities (FPP 5.31.4).
  - Responsible for all departmental supplies (FPP 5.31.6).
  - Submits new courses, major revisions of existing courses, and deletion of courses proposed by the department for action by the divisional executive committee and by the dean (FPP 5.31.7).
Works with the ADM to provide high quality support services.
Works with the Safety Officer to ensure a safe working environment.
Appoints a Faculty-in-Charge to oversee the management of the Dairy Plant.
Appoints a Facilities Committee to oversee departmental facilities.

- Takes action in case of emergency pending a meeting of the department or its executive committee (FPP 5.31.8)

6. Undergraduate Experience Vice-Chair and Program Group Responsibilities & Duties

Vice-Chair (may be either a Faculty or Academic Staff member with primary appointment in instruction):
- Coordinates and provides oversight on all matters pertinent to undergraduate instruction.
- Provides leadership to coordinate meetings and activities of this program group.
- Advances the interests of the Department in undergraduate instructional program planning.
- Reports regularly to the Department Chair, Executive Committee, and Faculty/Staff meetings.
- Represents the Department and provides advice to groups outside the Department on curricular matters and related issues in undergraduate instruction as directed by the Department Chair.
- In consultation with the cabinet assign group membership.

Program group:
- Recommends curricular change for action by the Executive Committee consistent with academic/instructional initiatives of department, college and university.
- Recommends teaching assignments (faculty, academic staff and TAs) to the Department Chair (see Appendix B Assistantship Appointment policy).
- Coordinates the development of out-of-classroom learning experiences such as internships, research experiences, service learning, volunteering and international experiences.
- Administers processes for new courses, course prerequisites, course revisions, course deletions as voted on by the department Executive Committee.
- Maintains current course descriptions and listings in catalog and department website.
- Maintains curricular policies and procedures.
- Conducts systematic assessment of undergraduate curriculum with results reported annually to Fac/staff meeting.
- Identifies candidates for teaching awards and initiate nomination/application processes.
- Coordinates undergraduate advising.
- Administers all activities relating to student scholarships.
- Interacts with other Department programmatic groups, committees, and personnel on issues of shared/mutual interest and responsibility.

Group Operations:
- Vice-Chair and the fac/staff assigned to this group will act as a committee of the whole to conduct Department business relevant to this program area.
- Vice-Chair may assemble members of the program group into working groups to execute tasks and functions. Areas of shared interest or mutual responsibility may have working groups comprised by member of two or more program groups.
- Actions to be taken and/or recommendations and motions intended for Department consideration will be discussed first by the program group members as a whole. In some cases, this may involve members from other program groups.

7. Graduate Experience Vice-Chair and Program Group Responsibilities & Duties

Vice-Chair:
- Coordinates and provides oversight on all matters pertinent to graduate program and departmental research program.
- Ensures that the department revises and/or updates departmental research initiatives in a timely manner.
- Ensures that meaningful progress towards the departmental research initiatives is being made in a timely manner.
- Provides leadership and coordinate the activities of this group,
- Advances the interests of the Department in graduate education and research planning.
- Reports regularly to the Department Chair, Executive Committee, and Faculty/Staff on activities, programmatic and related issues that fall under the purview of this group.
- Represents the Department and provides advice to groups outside the Department on graduate program, departmental research program and related issues as directed by the Department Chair.
In consultation with the cabinet assign group membership.

**Program Group:**
- Recommends graduate curricular change for action by the Executive Committee consistent with academic/instructional initiatives of department, college and university.
- Administers processes for new graduate courses, course revisions, and course deletions as voted on by the department Executive Committee.
- Revises graduate course descriptions and listings in course catalog and department website.
- Revises all forms required to monitor progress of graduate students.
- Updates the “Requirements for Advanced degrees” document as necessary procedures.
- Develops systematic assessment plan of the graduate program.
- Identifies candidates for research awards and initiates nomination/application processes.
- Assesses eligibility of students seeking graduate degrees.
- Administers all activities relating to graduate fellowships and departmental Research Assistantships (see Assistantship Appointment policy in appendix).
- Interacts with other Department programmatic groups, committees, and personnel on issues of shared/mutual interest and responsibility.

**Group Operations:**
- Vice-Chair and the fac/staff assigned to this group will essentially act as a committee of the whole to conduct Department business relevant to this program area.
- Vice-Chair oversees scheduling of activities and coordinates the execution of tasks and functions under the purview of the program group.
- Vice-Chair assembles members of the program group into working groups to execute tasks and functions. Individuals within the group may be assigned certain responsibilities. Areas of shared interest or mutual responsibility may have working groups comprised by members of two or more program groups.
- Actions to be taken and/or recommendations (including motions) intended for Department consideration will be discussed first by the program group members as a whole. In some cases, this may involve members from other program groups.
- The Vice-Chair reports regularly on all activities of the program group.

### 8. Strategic Goals & Initiatives Vice-Chair and Program Group Responsibilities & Duties

**Vice-Chair:**
- Ensures that the department revises and/or updates departmental strategic goals & initiatives in a timely manner.
- Ensures that meaningful progress on departmental strategic goals & initiatives are being made in a timely manner.
- Reports regularly to the Department Chair, Executive Committee and Faculty/Staff on activities, programmatic matters and related issues that fall under the purview of this group.
- Provides leadership and coordinates the activities of this group.
- Represents the Department and provides updates to groups outside the Department on departmental strategic goals & initiatives, as well as, progress towards achieving these goals & initiatives.
- In consultation with the cabinet assign group membership.

**Program Group:**
- Provides counsel to the chair and department on the need to revise and/or update departmental Goals & Initiatives.
- Plans and coordinates departmental strategic planning events.
- Creates valid strategies and timelines for the achievement of departmental Goals & Initiatives.
- Monitors progress towards achieving departmental Goals & Initiatives.

**Group Operations:**
- Vice-Chair and the fac/staff assigned to this group essentially acts as a committee of the whole to conduct Department business relevant to the establishing and achieving departmental strategic goals & initiatives.
- Vice-Chair oversees scheduling of activities and coordinates the execution of tasks and functions under the purview of the program group.
Vice-Chair assembles members of the program group into working groups to execute tasks and functions. Individuals within the group may be assigned certain responsibilities. Areas of shared interest or mutual responsibility may have working groups comprised by members of two or more program groups.

Actions to be taken and/or recommendations (including motions) intended for Department consideration will be discussed first by the program group members as a whole. In some cases, this may involve members from other program groups.

The Vice-Chair (or designee) advances recommendations/motions to the relevant Department body for discussion and adoption, providing ample time and background material to afford an informed decision.

List of 2009 Strategic Goals (with priority votes):
1. **Partnerships** (13)
2. **Leader on campus (a.k.a. tell our story – reword)** (11)
3. **Undergrad experience** (9)
4. **Grow faculty and student numbers** (9)
5. **Prioritize and achieve research foci** (4)
6. **Workload and productivity** (2)

List of 2009 Research Initiatives
1. **Food and Health Consortium**
2. **Food Material Science Consortium**
3. **Food and Sustainability Consortium**

9. **Academic Department Manager Responsibilities & Duties**

50% ADM Food Science/20% FRI/30% Dairy Plant

Title: Academic Department Manager  
Function of Program: Department Administration  
Responsibilities and Duties:

**Budget**
Serve as assistant to Chair and Director, providing administrative leadership  
Handle budget/fund issues/deficits/problems  
Liaison with Dean’s office and other offices for problems  
Authorized signature for FRI  
Monitor 101 budget; assist with grant management; effort coordinator; pro card manager  
Represent FRI & Food Science at UW meetings/seminars  
Review all FRI appointments to ensure payroll and benefits are correctly done  
Assess equipment and budget needs of Institute  
Provide information on Food Science appointments as needed  
Budget development/2As in coordination with staff in Food Science, FRI, budget management  
Liaison for budget issues, audits  
Work with faculty on grants and specific issues as they arise  
Oversee merit process  
Responsible for monthly pricing into Great Plains for Dairy Plant/Store  
Oversight for dairy plant budget  
Serve as liaison between Bascom Asst Vice Chancellor, Dean’s office and Dairy Plant  
Main writer for Babcock COOP procedures

**Staff/Personnel**
Hire, supervise, reclass and review classified staff performance; assist with PVLs and promotions for academic staff  
Stay in touch with Chair, faculty, Director and Associate Director on needs of Food Science and Institute  
Assess Food Science and Institute training needs  
Hold staff meetings; balance workloads  
Handle personnel issues with Chair, Director and Associate Director  
Make sure files and necessary documents are in place for new and current personnel  
Coordinate merit process  
Enter PVL’s, CHRIS system entries, affirmative action forms, title and reclasses, etc.  
Do layoff letters
Liaison with CALS Human Resources, Research and Payroll Offices

Misc
Oversee Foster and Frazier Wisconsin Distinguished Grad Fellowship and awards
Site manager for Pro Card FRI and Travel Pro Card
Sexual harassment contact person

Strategic planning.
Interpretation, implementation and development of rules, regulations and guidelines.
Represent the Director and Institute at campus and CALS meetings and seminars
Attend FRI executive meetings
Assist with annual meeting
Effort coordinator

10. Descriptions of the Responsibilities & Duties, and Committee Operations of the Finance Advisory, Mentoring Committees, Facilities, and Dairy Plant Executive Advisory Committee

Finance Advisory Committee

Charge:
- Serve in an advisory role to the Food Science Executive Committee and Departmental Chair on all departmental fiscal-related issues

Function of this Committee:
- Advise the Food Science Executive Committee and Departmental Chair on funding possibilities from all Food Science resources and oversee implementation of recommendations
- Coordinate CALS requests for projects funded by indirect costs
- Track and report status and use of Food Science Foundation accounts
- Advise the Food Science Executive Committee and Departmental Chair on expenditure of salary savings
- Review of FS 101 budgets
- Administer departmental assistantships (see Appendix B Assistantship Appointment policy)

Chair Duties and Responsibilities:
- Call meetings, prepare agendas, write minutes, etc.
- Report to faculty at Executive committee meetings
- Carry out decisions of the department executive committee

Committee Operations:
- The committee will be comprised of three Department of Food Science faculty members. Members will serve a three-year term; the terms will be staggered with one member elected yearly by the Food Science Executive Committee. The member serving their second year will serve as the Committee Chair
- The committee will meet on an as-needed basis
- Report at executive committee meetings as needed; state-of-the-state report ‘required’ at the first meeting of the academic year

Mentoring Committees

Charge:
- To steward assistant professors through the tenure process.

Functions of this Committee:
- Steward assistant professors through their probationary years, providing consistent counsel and direction regarding their performance towards tenure.
- Inform the executive committee on progress of the assistant professor.

Chair Duties and Responsibilities:
- Call and organize meetings – including at least an annual review meeting.
- Provide the assistant professor with an annual written review, copied to the Department Chair.
- Report at Executive committee meetings.

Committee Operations:
- Each assistant professor will be assigned a mentoring committee by the Department Chair.
- The committee will be comprised of at least three tenured Department of Food Science faculty members. The Department Chair will appoint one member to act as the mentoring committee chair. For purposes of consistency,
the committee membership will remain with as little change as possible throughout the assistant professor's probationary years.

- The committee will meet at least on an annual basis to formally review the candidate's progress and to provide counsel and direction toward the tenure process.

**Facilities Committee**

**Charge:**
- Recommend to the Executive Committee alterations to and allocation of Department of Food Science facilities
- Implement decisions of the faculty regarding the above matters

**Function of this Committee:**
- Prepare all documents needed to support requests for building additions and remodeling
- Determine how equipment from retiring or departing faculty members is to be utilized
- Make recommendations to the faculty concerning changes in space allocation and policies

**Chair Duties and Responsibilities:**
- Call meetings, prepare agendas, write minutes, etc.
- Report to Fac/staff committee
- Carry out decisions of the executive committee relative to department facilities

**Committee Operations:**
- The committee will be comprised of 3-5 Department of Food Science faculty or staff. The Building Manager will be a nonvoting member of this committee. A classified staff member will be assigned to this committee to provide administrative assistance.
- The committee will meet on an as-needed basis to address current concerns

**Dairy Plant Executive Advisory Committee**

**Charge:**
- To oversee the functions of the Dairy plant and store.

**Functions of this Committee:**
- To oversee the financial, personnel, facilities and operations of the dairy plant and store.

**Chair Duties and Responsibilities:**
- Call meetings, prepare agendas, write minutes, etc.
- Report at Faculty Staff meetings
- Carry out decisions of the department executive committee

**Committee Operations:**
- The committee will be comprised of two Department of Food Science faculty members, the plant, store and lab managers and at least one representative of CDR.
- The committee will meet monthly.

**11. Selection process for vice-Chairs**

Vice-chairs will be selected "cabinet" style. The Department Chair nominates an individual (with their consent) for discussion and vote at the Executive Committee meeting. The term of the appointment for approved candidates is expected to be the same as the Department Chair.

**12. Executive and Fac/Staff Committee Composition**

**Executive Committee:** The membership, functions and delegation of authority of the Executive Committee are described in sections 5.20, 5.21, and 5.22 of the Faculty Policies & Procedures, respectively. These sections are included in appendix A of this document. Assistant Professors are invited to attend and participate in discussions of the Executive Committee, with the exception of closed sessions that deal with personnel issues.

**Fac/Staff Committee:** All Faculty and Academic Staff members are encouraged to attend and participate in discussions of the Fac/Staff Committee. Voting members of the Fac/staff Committee include all Faculty members and two Food Science Academic Staff members. The voting Academic Staff members will be selected by the Academic Staff members by ballot on the first day of each academic year.
13. Faculty & Staff Meetings

- Committee and Program Group reports will be due to Chair by the previous Thursday with respect to the date of the meeting.
- Committee and Program Group reports and any other information or announcements pertinent to the upcoming meeting agenda will be emailed to Babcock Hall faculty and staff along with the agenda by the Chair the Friday before scheduled meetings.
- Faculty meetings should be:
  - 15 minutes on any questions about Friday’s email.
  - 30-40 minutes for Program Group presentation and discussion.
  - 10 minutes for any necessary votes.
  - 15-20 minutes on Food Science strategic planning updates.
  - 10 minutes for the Chair.
- If a Committee or Program Group report was not received and subsequently emailed the Friday before, there will be no discussion of that report during the meeting.


Revisions to the GPP may be made at any time by action of the executive committee. The GPP will be reviewed at least annually at the last faculty meeting of the academic year. All faculty and academic staff members are encouraged to participate in the review process. Individuals must forward their recommendations to the Chair two weeks prior to the last faculty meeting of an academic year. These recommendations will be considered at the last Fac/staff committee meeting of the academic year.

15. Appendices

A. Relevant sections of Faculty Policies and Procedures
B. Assistantship Appointment policy.
C. Classified Work Rules.
D. Faculty and Academic Staff Workload Policy.
E. Process for Mentoring and Evaluation of Probationary Faculty.
F. Process for Evaluation of Associate Professors for Promotion to Full Professors.

Appendix A: Relevant sections of Faculty Policies and Procedures

5.01. DEPARTMENT.

1. A department shall consist of a group of faculty members recognized by the faculty and chancellor, and the Board of Regents, as dealing with a common field of knowledge or as having common or closely related scholarly interests. A department shall be created, substantially restructured, or discontinued by the chancellor after consultation with the University Academic Planning Council, subject to the approval of the Board. Substantial restructuring includes, but is not limited to the merger of departments, the transfer of groups of faculty in or out of departments, and the establishment of department-like bodies. The University Academic Planning Council shall not make any recommendations to the chancellor without obtaining and considering the recommendations of the relevant college/school academic planning councils and deans. The school/college academic planning councils will seek recommendations and approval from affected departmental executive committees and affected individuals a minimum of six months in advance of the proposed actions. Recommendations concerning the establishment of new departments or the substantial restructuring or discontinuance of existing departments shall be reported to and discussed by the senate. Criteria applied to restructuring shall be developed (5.02 <http://www.secfac.wisc.edu/governance/FPP/Chapter_5.htm#502>) and related to the missions of the university and relevant schools and colleges.

5.10. DEPARTMENTAL FACULTIES: MEMBERSHIP.

All university faculty members as defined in 1.02 <http://www.secfac.wisc.edu/governance/FPP/Chapter_1.htm#102>, holding probationary appointments, tenure appointments, or joint governance appointments in a department shall have the right to vote and otherwise participate in the governance of that department. The departmental executive committee may extend the right to vote and participate in departmental meetings to members of the academic staff (see 1.03
The departmental executive committee also may invite members of the academic staff to participate in the annual preference balloting for department chair. Invitation to participate in departmental governance is not itself a faculty or academic staff appointment within the meaning of UWS 3 or 10, and therefore is not subject to notice and nonrenewal procedures. Invitation to participate in governance is for a specified term of not greater than three years and is made only by the executive committee (see 5.22.C). Invitations to participate in governance are renewable.

5.11. DEPARTMENTAL FACULTIES: FUNCTIONS.

The immediate governance of the department is vested in its departmental faculty (as defined in 5.10) which has jurisdiction over all the interests of the department, including authority to determine all departmental questions that are not vested in the departmental executive committee by 5.20 and 5.21. The faculty of the department shall be responsible for teaching, research, and public service. Robert's Rules of Order Newly Revised, 10th edition, shall be the default parliamentary manual for all meetings of departments and for their executive committees, but in case of conflict between Robert's and any rules adopted by those bodies, the latter shall take precedence. Meetings of the departmental faculty shall be consistent with the provisions of the state's Open Meetings Law.

5.20. DEPARTMENTAL EXECUTIVE COMMITTEES: MEMBERSHIP.

Each department or its functional equivalent has an executive committee consisting of:

1. All members of the department who are associate professors or professors and to whom the department has a continuing commitment of one-half time or more.
2. Professors and associate professors in the department to whom the department has a continuing commitment of less than one-half time, but for whom that department was the principal sponsor of the appointment. (See Chapter 7 of these rules.)
3. Other faculty members having tenure who have been granted joint executive appointments by action of that executive committee. (See 5.12.A.)

Members of an executive committee who are on leave may participate in its decisions insofar as participation is feasible in the judgment of the executive committee.

Faculty members who retire and are appointed subsequently by the department in which they held tenure to an academic staff position totaling at least 20% of a full-time academic year appointment may be granted, by that departmental executive committee, membership on the executive committee during the academic year in which they hold that academic staff appointment. (See also 7.31.B.)

5.21. DEPARTMENTAL EXECUTIVE COMMITTEES: FUNCTIONS.

1. The departmental executive committee has authority to make recommendations concerning faculty appointments, recruitment, leaves, nonretentions, dismissals, promotions, and salaries and other departmental budget matters, which are transmitted through the chair to the dean.
2. In schools in which departmental structures do not exist, executive committees shall have the same authority to make recommendations to the dean concerning appointments, nonretentions, dismissals, promotions, salaries, and other budget matters, as departmental executive committees described in subsection A.
3. Departmental executive committees shall have the power to review and make recommendations concerning the appointment, recruitment, nonretention, dismissal, promotion, appointment to indefinite status, or salary of academic and classified staff and other persons appointed within the department itself; or, for duties not departmentally administered, whenever those personnel actions affect the instructional activities or budget of the department.
4. The departmental executive committee shall provide for the periodic review of the performance of every faculty member. Such reviews normally shall be conducted as part of the annual determination of recommendations for merit salary increments. Such reviews shall provide for a faculty member to be heard on his/her own case, if he/she wishes, and for the faculty member to be informed of the outcome of the review.
5. The departmental executive committee shall provide in written form, to its associate professors, the department's expectations for promotion to full professor, and periodically, either as a part of the review referenced in 5.21.D.1. or separately, shall consider each of its associate professors' progress toward promotion to full professor status and shall inform her/him of the outcome of that consideration.

6. The departmental executive committee shall provide for the annual written evaluation of every probationary faculty member beginning with the second year of the initial appointment (see 7.05. <http://www.secfac.wisc.edu/governance/FPP/Chapter_7.htm#705> of these rules). In a year in which a renewal/promotion review (see 7.06. <http://www.secfac.wisc.edu/governance/FPP/Chapter_7.htm#706> of these rules) is being carried out, this evaluation shall normally be part of that review.

7. The functions of executive committees in reviewing and evaluating faculty shall be performed in an impartial manner. Any member of an executive committee may at any time disqualify himself/herself from any review.

8. The departmental executive committee shall ensure that affected probationary faculty members shall be kept informed of any changes in departmental goals or other circumstances which alter the opportunity for promotion to tenure.

5.22. DELEGATION OF AUTHORITY OF THE EXECUTIVE COMMITTEE.

1. The executive committee may, by annual vote, delegate to a subcommittee or to the chair the authority to make recommendations with respect to any or all of the following matters, except as noted in 5.22.C.:
   1. salaries;
   2. faculty recruitment;
   3. nonfaculty personnel actions;
   4. equipment and supplies.

2. The departmental executive committee may delegate to the full professors of the department the responsibility to communicate the department's expectations for promotion to the rank of full professor, and the authority to make such recommendations.

3. The executive committee may not delegate to a subcommittee or the chair the following:

4. Authority to make recommendations on probationary faculty appointments;
5. Authority to make recommendations on retention or nonretention of probationary faculty;
6. Invitation or renewal of invitation to academic staff to vote and participate in departmental meetings as allowed in 10 <http://www.secfac.wisc.edu/governance/FPP/Chapter_5.htm#510> ;
7. Invitation or renewal of invitation to academic staff to participate in annual preference balloting for departmental chair as allowed in 5.10 <http://www.secfac.wisc.edu/governance/FPP/Chapter_5.htm#510> ;
8. Authority to make recommendations for the appointment of academic staff to indefinite status, or for the conferral of modified professorial titles to academic staff.

5.30. DEPARTMENTAL CHAIR: SELECTION.

1. All members of a department as defined in 5.10 <http://www.secfac.wisc.edu/governance/FPP/Chapter_5.htm#510>. and 5.20 <http://www.secfac.wisc.edu/governance/FPP/Chapter_5.htm#520> and those members of the academic staff who have been invited to participate in the annual preference balloting, shall be given the opportunity to express their preference for chair each year by secret ballot, and all ballots shall be transmitted by the departmental chair to the dean. The department may by annual vote authorize a committee to count the votes before the ballots are transmitted to the dean. A voting member of the departmental faculty who is on leave is eligible to participate in the balloting, but not by proxy.

2. If the dean does not wish to appoint the faculty member who received at least a plurality for chair, the dean, after consulting the department, the chancellor, and the University Committee, may appoint a chair from among the tenured members of the department, or may appoint a tenured member of the faculty who is not a member of the department. In exceptional cases, following consultation with the department, the chancellor, and the University Committee, the dean may appoint an assistant professor. The dean shall discuss the reasons for his/her action with the department, the University Committee, and the chancellor.

3. If the chair is an assistant professor, or not a member of the department, ad hoc arrangements shall be made in consultation with the dean, the chancellor, and the University Committee for the operation of the executive committee.

4. The term of office of a departmental chair is one year, but there is no limit to the number of terms that may be served.
5. A unit which is not a department, but which functions as a department for budgetary or faculty personnel matters under 5.01.B. or C <http://www.secfac.wisc.edu/governance/FPP/Chapter_5.htm#501>, and/or 5.21.B <http://www.secfac.wisc.edu/governance/FPP/Chapter_5.htm#521>, may have an administrative head who is not subject to the previous provisions of this section. The faculty members of such units may, at their option, have the opportunity to evaluate their administrative head. Such evaluation shall be in a form and procedure agreed to by the unit faculty and shall provide for anonymity.

5.31. DEPARTMENTAL CHAIR: DUTIES.

The chair of the department has the following duties:
1. Serves as the official channel of communications for all matters affecting the department as a whole, between the department and the chancellor, the dean, other university officials, or departments
2. Calls meetings of the departmental faculty and of the executive committee and presides over the meetings. He/She shall call a meeting at the request of any two members of the department. Each department shall meet at least once every semester.
3. Has charge of all official correspondence of the department and of all departmental announcements in the catalogue or other university publications.
4. Determines that all necessary records of teaching, research and public service of the department are properly kept and are always accessible to the proper authorities.
5. Reports to the dean regarding the activities and needs of the department.
6. Has responsibility for all departmental supplies.
7. Submits new courses, major revisions of existing courses, and deletion of courses proposed by the department for action by the divisional executive committee and by the dean.
8. Takes action in case of emergency pending a meeting of the department or its executive committee.
9. In general, acts as the executive of the department.

6.01. FACULTY COMMITTEES.

1. The term "faculty committee" as used in this chapter applies only to committees established by the faculty or the Faculty Senate and does not apply to committees created by the chancellor, by deans, or by others. Faculty committees subject to the provisions of this section may be called committees, boards, or commissions.
2. A faculty committee reports to the faculty through the University Committee and/or the Faculty Senate.
3. A majority of the voting members of a faculty committee must be members of the university faculty who do not hold administrative appointments of one-half time or more beyond the level of a department or program.
4. Actions taken by a faculty committee when the faculty members present do not constitute a majority must be approved either at the next meeting of the committee at which the faculty members constitute a majority or through other procedures established by the committee such as a mail ballot.
5. Persons not members of the university faculty may serve on faculty committees when appropriate. In particular, provision may be made for representation from the academic staff, students, and administrative bodies.
6. The faculty or Faculty Senate may provide for the selection of committee members; the scope of their authority; the rules and regulations for their proceedings; and the form in which the committee's work should be reported.
7. Ad hoc faculty committees established by the faculty or Faculty Senate are subject to the general provisions of this chapter.

6.05. SELECTION OF MEMBERS FOR COMMITTEES.

1. Unless other provision for selection is made, the Committee on Committees appoints faculty members of Chapter 6 committees, after such consultation with the chancellor or provost as may be appropriate.
2. Representatives of the academic staff on Chapter 6 committees shall be selected according to procedures established by the academic staff governance system.
3. Representatives of the students on Chapter 6 committees shall be selected according to procedures established by the recognized student governance organization.
4. An ex officio member of a Chapter 6 committee is a full member of that committee, with the right to participate and vote, unless legislation specifies otherwise.
5. The chancellor is an ex officio member of all Chapter 6 committees other than the Faculty Consultative Committee on Financial Emergency, the Commission on Faculty Compensation and Economic Benefits, the Committee on Faculty Rights and Responsibilities, and the University Committee. This ex officio membership shall be without vote unless other provision is made.

6.06. ELECTION OF FACULTY TO COMMITTEES.
1. Faculty members on Chapter 6 committees to be chosen by election are elected by the university faculty.

2. Persons who hold administrative appointments of one-half time or more beyond the level of a department or program are not eligible for election to faculty committees.

3. Unless otherwise provided, nominations for Chapter 6 committee positions that are to be filled by faculty election are made by the Committee on Committees. In addition, any member of the university faculty may nominate an eligible candidate at the meeting of the senate in February at which the Committee on Committees reports.

   1) Primary elections are to be held for those committees for which there are more than twice as many nominees as vacant positions to be filled, in order to reduce the number of nominees to twice the number of positions to be filled. The primary elections are to be scheduled at the time of the regular senate meeting in March.

   2) Regular annual elections to faculty committees are to be scheduled at the time of the regular senate meeting in April. For annual elections, the ballot for each committee shall list twice as many eligible nominees as vacancies to be filled in the election.

   3) Election is by ballot distributed to all members of the faculty. Ballots are to be collected at the senate meeting at which the election is scheduled, or delivered to the secretary of the faculty within four days after the meeting.

   4) A vacancy in an elective committee position is to be reported by the chair of that committee to the secretary of the faculty.

   5) If circumstances warrant, and upon consultation with the committee concerned, the University Committee shall appoint, subject to confirmation by the senate, an appropriately qualified replacement to fill the vacancy until a faculty member is elected at the next annual election to complete the unexpired term.

6.08. COMMITTEE CHAIRS.

Unless otherwise specified, chairs of all Chapter 6 committees shall be faculty members. The chairs of all elected faculty committees are chosen by the members of the respective committees unless other provision is made. The chairs of all appointed Chapter 6 committees shall be designated by the authority appointing the faculty members unless other provision is made. Committees that elect their own chair shall do so on the call of the outgoing chair.

6.09. COMMITTEE REPORTS, RECORDS, RECOMMENDATIONS, AND POLICIES.

1. All Chapter 6 and ad hoc faculty committees shall report to the University Committee in writing at least annually. These reports shall be submitted to the Faculty Senate for its information. There shall be an opportunity for senators to ask questions regarding these reports. If a committee includes academic staff and/or student representatives, then the represented governance bodies shall also receive copies of the report.

2. All Chapter 6 and ad hoc faculty committee records and reports are official university records, and they may not be destroyed or discarded without the consent of the university archivist. When chairs of faculty committees wish to be relieved of files, they shall transfer all material to the university archives under any appropriate or desirable restriction of use consistent with state and federal laws. When the chair of a faculty committee changes, the outgoing chair shall transfer active files and other appropriate information to the new chair.

3. If a committee makes a recommendation or proposes a resolution for action by the Faculty Senate, the vote of the faculty members on the committee on the recommendation or proposed resolution shall be reported to the Faculty Senate along with the total committee vote.

4. Chapter 6 committees shall maintain a written statement of policies and procedures. A committee shall report any proposed changes to these policies and procedures and any contemplated action that would be an exception to these policies and procedures to the University Committee and the chancellor.

5. If a matter has been reported to the University Committee under the provision of 6.09.D and if the University Committee so requests, the committee shall postpone action or implementation relating to the matter pending consideration and action by the University Committee and, if the University Committee so decides, by the Faculty Senate.

6.10. MEETINGS.

A faculty committee meets at the call of its chair. A meeting shall be called at the request of any three members of the committee.

6.11. QUORUM RULE.

For the purposes of this chapter, a quorum exists when a majority of the voting members of a committee is present.
6.12. APPEAL FROM AND REVIEW OF COMMITTEE DECISIONS.

1. Except as otherwise specified, when these rules delegate authority to a faculty committee to take action without specific senate approval, the affected person or persons may appeal the committee action to the University Committee.

2. Except as provided in 6.12.D, whenever these rules authorize a committee to take action or recommend action to the administration without prior approval by the senate, if one-third or more of the faculty members of the committee believe that contemplated action is of sufficient importance that it merits consideration by the University Committee or the Faculty Senate, they, or the chair of the committee, shall report this to the University Committee, which shall consult with those faculty members, the committee chair and other appropriate persons. After such consultation, the University Committee may take such action as it considers proper, including submission of the matter to the Faculty Senate.

3. If a matter has been reported to the University Committee under the provisions of 6.12.B and if the University Committee so requests, all steps to adopt or implement the committee action in question shall be postponed pending consideration by the University Committee and, if the University Committee so decides, by the Faculty Senate.


8.02. FACULTY DUTIES AND RESPONSIBILITIES.

1. FUNDAMENTAL RESPONSIBILITIES. The university faculty are responsible for teaching, research or other scholarly activity appropriate to the discipline, and public service. Furthermore, every faculty member has an obligation to maintain professional honesty and integrity, to seek knowledge and to share that knowledge freely with others. No member of the faculty shall be absent from his/her classes or other regular duties at the university except by the permission of the chancellor or appropriate dean. Faculty members shall avoid a concentration of class hours that is detrimental to effective teaching. It is the responsibility of faculty members to carry out duties assigned by the department, and to share in the governance of the institution as a whole.

2. ATTENDANCE AT MEETINGS. It is the duty of faculty members to attend departmental, school or college, and university faculty meetings.

Appendix B: Assistantship Appointment policy

Department graduate assistantships must be carefully managed because they are a key component of our research and teaching programs. The Undergraduate and Graduate Program committees in consultation with the Finance Advisory Committee (FAC) are responsible for managing these assistantships so that the best interests of the department are served.

Summary

We have 2 RA, 3 TA, and 2 Fellowship appointments in the department. TA appointments are not subject to the Tuition Remission Surcharge; RA and Fellowship appointments are. The faculty advisor pays tuition remission for the RA appointments, and it is paid from the UW Foundation account for the Fellowship appointments.

Procedure for RA, TA and Fellowship Appointments

1. Call is sent to all faculty requesting nominations for RA, TA, and Fellowship appointments.
2. List of nominees is evaluated against the Criteria for Ranking by a joint meeting of the vice-Chairs and the FAC.
3. The FAC presents results as motions to the Executive Committee.
4. Chair signs and sends the letters of appointment directly to the students.

<table>
<thead>
<tr>
<th>Call for nominations by FAC</th>
<th>1st week of February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation against criteria by vice-Chairs and FAC</td>
<td>1st week of May</td>
</tr>
<tr>
<td>Presentation to Executive Committee by FAC</td>
<td>3rd week of May</td>
</tr>
<tr>
<td>Chair signs and send letters</td>
<td>3rd week of June</td>
</tr>
<tr>
<td>RA</td>
<td>TA</td>
</tr>
<tr>
<td>1st week of August for Fall</td>
<td>1st week of December for Spring</td>
</tr>
</tbody>
</table>

Timetable

Criteria for Ranking RA appointments
Departmental RA appointments are given for a minimum of one semester based on the following priority:
1. Untenured faculty members who do not currently have a Departmental RA;
2. Faculty members who agree to supervise students that were left without a major professor due to the supervisor leaving the Department (the Department funds the student in question);
3. Faculty members who are otherwise unable to continue funding of a student because of grant shortfalls due to calamities such as laboratory fires, federal budget cuts, illness (to mentor, student, student's family, etc.), long-term equipment failure;
4. The Department Chair;
5. Faculty members who have not been awarded TA, RA, or Fellowship support in the last year.
6. Untenured faculty members who already have at least one Departmental RA; and
7. Faculty members who are otherwise unable to fund a student because of an unforeseen delay in the start of grant funding.

Criteria for Ranking TA appointments
1. Educational background of nominee matches teaching assignment.
2. Spoken English skills.
3. Nominee can commit to devoting 20 h/wk to the TA appointment during the 15 wk instruction period.
4. Nominee is not an incoming student.
5. Nominating faculty member has not been awarded TA, RA, or Fellowship support in the last year.
6. Nominee prefers a course that is difficult to staff.

Criteria for Ranking Fellowship appointments
1. Equal weighting of GPA, GRE score, and other factors (includes letters of recommendation, experience and other supporting documentation, and whether the student was domestic or international).
2. Faculty member commits to provide support for the candidate beyond the 1st year.

Policy for awarding RA/TA appointments
1. Any student awarded a departmental RA/TA cannot be on probationary status (applies to incoming and continuing students).
2. The Department commitment to a new untenured faculty member is 1 RA/TA for a total period of 4 years.
3. For Ph.D. candidates, the TA appointment will fulfill the Practicum requirement.
4. Partial TA appointments at less that 50% are permitted if courses do not require 20 h/wk of effort or more courses need TA support than the number of TA appointments available. In that case, the faculty advisor will cover the gap between the TA appointment percentage (say 37.5%) and 50%, and he/she will pay the pro-rated Tuition Remission surcharge.
5. Students will be appointed to an RA/TA for either one or two semesters. Funding will be the responsibility of the advisor after that period.
6. TA nominations for International students must include documentation of the student passing the SPEAK test. There are 5 dates in Spring for the test, 2 in summer, and 5 in Fall.
7. The results of the evaluation of nominees will include: a list of all the names of the nominees, educational background, years since admission, faculty advisor, and GPA, and for TA appointments: course assignment and semester, and spoken English skills assessment.

Policy for awarding Fellowship appointments
1. The intent of Fellowship appointments is to recruit excellent students into the graduate program, with the first year stipend paid for by the Fellowship. It is expected that the student’s faculty advisor will cover successive years of support. Although not mandatory, there is a preference to have in hand intended faculty sponsorship of a nominee for the successive years of support after the Fellowship.
2. After the first round of students have responded, the Department Chair will send out a second round of offer letters if there is still funding available. If there is still funding left after the second round, the Fellowship funds will be re-deposited into the Foundation for the next year.
3. Students who are currently in our graduate program and moving from a MS to a PhD are not eligible for 1st year funding again since there is no new application. The Fellowship will be used to fund only outside MS or PhD students.
4. Once a student accepts a Fellowship, the vice-Chair selects a temporary advisor for the first semester to help the incoming student decide classes and explain the process for them to select an advisor. The student must have selected an advisor by the start of their second semester at UW-Madison. A student may elect to rotate through several research groups to help reach that decision.
5. If a minority student is accepted with a Fellowship, he/she will be eligible for a one-year renewal based on satisfactory progress toward a degree and general performance (e.g., not on probation). The minority students will be admitted under the same process as the non-minority students. In extreme cases of a lack of support after the first year the student could apply for a departmental RA assigned to faculty or a TA position. The University defines minority as including African-Americans, Hispanic Americans, SE Asian Americans and American Indians.

Appendix C: CLASSIFIED EMPLOYEE WORK RULES: Department of Food Science (Amended 04/22/2010)

New employees are eager to perform well and become successful in their jobs. The University is committed to that goal. To provide all employees the structure and parameters of discretion allowed them, the University of Wisconsin Board of Regents, as part of its responsibility under law, has established the following code for personal conduct. Engaging in one or more kinds of prohibited conduct may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the action and/or the number of infractions. See Section 230.34, Wisconsin Statutes and the applicable collective bargaining agreements. Refer any questions about these work rules to your human resources representative.

Prohibited Conduct

I. Work Performance
1. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
2. Loafing, loitering, sleeping or engaging in unauthorized personal business.
3. Unauthorized disclosure of confidential information or records.
4. Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
5. Failure to provide accurate and complete information whenever such information is required by an authorized person.
6. Failure to comply with health, safety and sanitation requirements, rules and regulations.

II. Attendance and Punctuality
1. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
2. Unexcused or excessive absenteeism.
3. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
4. Failure to notify the supervisor promptly of unanticipated absence or tardiness.

III. Use of Property
1. Unauthorized or improper use of University property or equipment, including vehicles, telephone or mail service.
2. Unauthorized possession or removal of University or another person's private property.
3. Unauthorized posting or removal of notices or signs from bulletin boards.
4. Unauthorized use, lending, borrowing or duplicating of University keys.
5. Unauthorized entry to University property, including unauthorized entry outside of Assigned hours of work or entry to restricted areas.

IV. Personal Actions and Appearance
1. Threatening, attempting, or doing bodily harm to another person.
2. Threatening, intimidating, interfering with, or using abusive language towards others.
3. Unauthorized possession of weapons.
4. Making false or malicious statements concerning other employees, supervisors, or students of the University.
5. Use of alcoholic beverages or illegal drugs during working hours.
6. Reporting for work under the influence of alcoholic beverages or illegal drugs.
7. Unauthorized solicitation for any purpose.
8. Inappropriate dress or lack of personal hygiene that adversely affects proper performance of duties or constitutes a health or safety hazard.
9. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
10. Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, students, or the general public.

Adopted Work Rules


These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, by Administrative Code, and by administrative procedures established by management. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require.

Appendix D: Faculty and Academic Staff Workload Policy

All instructional faculty (regardless of % instructional appointment) will teach a minimum of 4 credits per year and instructional staff will teach a minimum of 8 credits per year.

Appendix E: Process for Mentoring and Evaluation of Probationary Faculty

Chapter 7 of Faculty Policies and Procedures provides rules for mentoring and evaluation of probationary faculty (http://www.secfac.wisc.edu/governance/FPP/Chapter_7.htm).

Mentoring Committee Each probationary faculty member will be assigned a mentoring committee by the Chair of the Department within the first three months of the probationary faculty member’s appointment. This committee will assume roles of the guidance and oversight committees as defined in FPP 7.05. It will commonly consist of three tenured faculty members from within the Department but may have more members or members from outside of the Department when appropriate. At any time during the probationary period, the probationary faculty member may request a change in mentor(s). The change must be approved by the Department Chair.

Reports and documentation: Annual review of the probationary faculty will be prepared by his/her mentoring committee to assist annual review by the Executive Committee of the Department. A probationary appointment may be reviewed by the departmental executive committee at any time; each probationary appointment, however, shall be reviewed by the departmental executive committee long enough in advance of its expiration to meet the time limits for notification of nonretention (see FPP 7.11, UW 3.09) and to allow administrative actions provided for in these rules. The divisional executive committees and deans may provide deadlines for departmental recommendations to ensure adequate time for consideration. (FPP 7.06. REVIEW OF PROBATIONARY APPOINTMENTS. (See UW 3.06 and 3.07.)
The mentoring committee should establish early on a procedure for peer review of the teaching activities of the probationary faculty member. This procedure should provide formative assessment in the early years of teaching and summative assessment in the later years. The objective of this review is to provide the department with feedback on the probationary faculty member’s teaching beyond student evaluations. Plans should be made for classroom visits and for review of course materials by one or more members of the mentoring committee. After each visit and/or review of materials, the mentoring committee member must submit a brief letter of report to the chair of the mentoring committee. Peer review activities should be ongoing during the probationary period with classroom visits at least once per year. The mentoring committee must meet with the faculty candidate at least once per year, preferably within one month of the annual review. The mentoring committee will prepare a report on mentoring activities during the past year, including a summary of meetings held, the mentoring committee’s evaluation of progress toward tenure and plans for the coming year. The mentoring committee’s evaluation of the probationary faculty member uses the guidelines set down by the appropriate Faculty Division (see Guidelines for Recommendations for Promotion or Appointment to Tenure: Biological Sciences www.secfac.wisc.edu/divcomm/biological/TenureGuidelines.pdf or Physical Sciences: http://www.secfac.wisc.edu/divcomm/physical/TenureGuidelines.pdf).

Reporting The mentoring committee will prepare a written report on the probationary faculty member’s progress toward tenure and distribute it to the Executive Committee at the annual review meeting. Following discussion of the report, a final version of the report will be given to the probationary faculty member by the Chair of the Department. The faculty member has the right to seek clarification, upon request, from the Department Chair.

Promotion: Procedures and Deadlines

Promotion of an assistant professor to tenure is awarded on the basis of academic and scholarly achievements and requires positive action at the departmental level, by the dean of the College of Agricultural and Life Sciences, and by the appropriate university’s Faculty Division.

The initial probationary appointment is for three years. Prior to end of the second year, the faculty member’s record will be reviewed. The faculty member may be asked to present their progress at a scheduled Department Executive Committee meeting. This meeting will be solely for the purpose of the presentation and review. After the Executive Committee meeting the faculty member will be notified by the department as to which of the following actions will be taken at the end of the initial appointment period:

1. A recommendation to reappoint as a probationary assistant professor for a three-year fixed term.
2. A recommendation to reappoint as a probationary assistant professor on an annual basis, not to exceed three years.
3. A recommendation not to reappoint, which would terminate the appointment as a faculty member as of a specific date.

According to University of Wisconsin-Madison faculty rules, probationary faculty members are given seven years to achieve promotion with tenure. The recommendation for promotion to associate professor with tenure may be made at any time during the probationary period; however, such action is usually not taken prior to the sixth year as an assistant professor.

Appendix F: Process for Evaluation of Associate Professors for Promotion to Full Professors

This document is meant to assist associate professors in their professional development with a view towards promotion to full professor. It is based on provisions for review of tenured faculty in Faculty Policies and Procedures (FPP) and CALS guidelines for promotion to full professor.

FPP 5.21.D.2-requires departments to have written expectations for promotion to full professor. The Department of Food Science uses criteria described in the CALS guidelines for promotion from associate to full
professor. These are available at: www.cals.wisc.edu/hr/faculty/faculty_appointments/promotion.html. A recommendation for promotion by the department to the Dean shall be based on documented evidence of continued professional growth and creativity which have resulted in significant contributions in the area of the faculty member's appointment; research, teaching and/or extension, plus their contributions to service and outreach. Additionally, consideration should be given to evidence of dedication to the promotion of an atmosphere of creativity and learning among students and colleagues and to special accomplishments in research, teaching, extension and service that provide noteworthy contributions to the profession, department, university and/or state.

*FPP 5.22.B- allows departments to delegate authority to communicate expectations, and make recommendations for, promotion to full professor.* The review will be made by the full professors of the Department of Food Science serving on the Executive Committee.

Procedure:
*From CALS Human Resources website (http://www.cals.wisc.edu/HR/faculty/faculty_appointments/promotion.html)*

Promotion can take place whenever a strong case can be made, but typically occurs some 5-10 years after promotion to associate professor. A post-tenure review and evaluation can be requested by an associate professor at 1-5 year intervals. The Executive Committee or the chairperson of the department may also initiate such a review if there is good reason to believe the individual should be considered for promotion. The full professor document is a special case within the campus-mandated post tenure review process, and thus can be used as the post-tenure review document provided the promotion document includes/meets:

1. FPP, "Policy on Review of Tenured Faculty" (Faculty Document 1001b.) and
2. The criteria and procedures established by your department for post-tenure review.

Typical instruction, research, and extension responsibilities relevant to review and promotion of tenured faculty are listed in the [CALS Post Tenure Review Policy](http://www.cals.wisc.edu/HR/faculty/faculty_appointments/promotion.html).

The associate professor assembles the review packet which includes:
- a current vita (CV);
- a brief (three-page maximum) statement of the individual's achievement which lead the Department to consider promotion at this time; and
- a list of names for up to 5 colleagues outside the UW System, and up to 3 colleagues from UW-Madison, who may be asked to review the CV for their perspectives regarding promotion to full professor.

The department chair (or designee) will select the reviewers and send the requests for reviews. A letter template should be used as approved by the faculty. The department review of the promotion packet will be carried out by one or more tenured faculty members determined by the departmental executive committee.

At least one month before promotion recommendations are due in the Dean’s Office the associate professor will present their post-tenure achievements to the departmental executive committee. This meeting will be solely for the purpose of the presentation and review.

It is an expectation that the associate professor will absent him/herself from the next portion of the meeting.

- The review committee will present their review to the executive committee in a closed session, along with a recommendation regarding promotion.
- The executive committee will discuss the motion and vote to proceed with the ballot for promotion.
- Ballots will be distributed (along with copies of the promotion package, including letters) to voting faculty with due date indicated.
Executive committee recommendations for promotion to full professor shall be forwarded by Department Chair (or designee) to the senior associate dean and appropriate program assistant, regarding the individual being recommended for promotion.

Summary of Documentation to be Submitted to the Office of the Dean:  
http://www.cals.wisc.edu/HR/faculty/faculty_appointments/promotion.html

Due to the Dean's Office (Birl Lowery and Julie Polasky).  
Please send an electronic copy of the following to the senior associate dean and appropriate program assistant, regarding the individual being recommended for promotion:

1. Vote of the department
2. Current C.V.
3. A statement (three-page maximum) of the individual's achievements since promotion to associate professor, which led to the recommendation. Please include the following information in the report if it is not already included in the C.V.: 1) biography, 2) grants, 3) courses taught, 4) publications, 5) number of graduate students, and 6) service.
4. Letters of support -- three to five from colleagues outside the UW System and two or three from UW-Madison.

In cases where promotion to full professor is not made, the department shall work with the associate professor to outline goals in accord with criteria for promotion to full professor. An associate professor who is not promoted to full professor may be re-evaluated the following year, and up to once annually upon request of the associate professor, for promotion. If the associate professor has not been promoted to full professor five years after the initial review for promotion, a review for promotion to full professor shall occur as part of the post-tenure review.

Appendix G: Defining Excellence among Tenure-Track Cooperative Extension Specialists in Wisconsin

The work of specialists involves identifying issues and solving problems important to the state of Wisconsin and its residents. Specialists generate, translate, and apply research-based knowledge and methods to issues and problems, integrating research and educational activities over time into a coherent body of work. Specialists are expected to provide leadership in the design, development, and implementation of educational programs and to document the impact of these efforts. Specialists should demonstrate evidence of excellence in Extension activities in three areas:

1. **Applied research and education**: Applied research and extension programs are based on documented needs of the state and its residents, and integrate research and education into a coherent body of work.
2. **Significant Impacts**: Programs have a documented impact and are shared in an effective manner with stakeholders, the general public, and professional colleagues.
3. **Commitment to Extension**: Specialists demonstrate commitment to the wellbeing of Wisconsin and its residents, and to the mission, vision, and values of Cooperative Extension.

To facilitate the evaluation of the degree to which a Specialist attains excellence in the designated areas, the following criteria are provided. It is expected that any one Specialist will not meet all criteria, but will be able to identify areas of strength, and areas for improvement, in the criteria outlined.

1) **Applied research and education**: A Specialist is expected to demonstrate excellence in applied research and educational programming. Among the indicators of excellence are:
   a) A focus on identifying, framing and solving problems of importance to the state of Wisconsin and its residents.
   b) Engagement of partners, stakeholders, communities, and/or county-based colleagues in research and educational activities.
   c) Development of, planning for, or adaptation of, research and educational activities to address emerging needs and issues.
d) Integration of research and educational activities over time into a coherent body of work.
e) Leadership of programs that are sustained by a variety of external and internal resources.

2) **Significant Impacts:** A Specialist is expected to demonstrate excellence in communicating that work performed has a documented impact and is shared in an effective manner with stakeholders, the general public, and professional colleagues. Among the indicators of excellence are:
a) Publication of a sufficient quantity of original, applied-research articles, in a timely manner, and in peer-reviewed journals.
b) Publication of scholarly work with a clearly identifiable and focused programmatic theme.
c) Development of, authoring, or reviewing, materials directed at Extension audiences, e.g. newsletters, fact sheets, websites, blogs, that are of demonstrated utility to the intended audience.
d) Engagement in a comprehensive evaluation of Extension programs in order to demonstrate impact and value.
e) Assumption of leadership in efforts to effectively communicate the public value of the work of Cooperative Extension, including the work of the Specialist.

3) **Commitment to Extension:** A Specialist is expected to demonstrate a commitment both to the well-being of Wisconsin and its residents, and to the success of Cooperative Extension. Among the indicators of excellence are:
a) Demonstration of effective, timely, and responsive interaction with Extension colleagues, partners, and stakeholders.
b) Leadership in service to a team/department/program area and in addressing priority needs of Wisconsin and its residents.
c) Engagement in service to Extension and within the Specialist’s academic field through leadership in appropriate professional organizations; serving as an occasional resource to governmental agencies and/or decision making bodies; participation non-profit boards; etc.

1UW-Extension’s Cooperative Extension Division supports integrated specialists in numerous UW-System universities. These include UW-Madison, -River Falls, -Platteville, -Stevens Point, and –Superior. The individual expectations and focus of each of these units may vary slightly, but the three categories of expectations apply to all units.
2It is clearly understood that not all integrated Extension faculty will have a formal research appointment. But all programmatic work of integrated Extension Specialists’ work is assumed to be based on current research whether it is the original research of that individual or the synthesis, analysis, communication, and/or adaptation of the work of other research colleagues and peers.