

**Tenure Review Process  
Department of Anthropology  
University of Wisconsin-Madison**

**Summary of Review Process**

Assistant professors are guided and evaluated by the department throughout the probationary period, with an emphasis on providing mentorship to maximize chances for promotion success. When an assistant professor begins her/his appointment, this document will be provided to the candidate by the Department Chair within the first academic year of the appointment.

As tenure and promotion are based on the assistant professor's record of research, teaching, and service, departmental evaluations will examine the quality and productivity of the individual's work and performance along these dimensions.

In terms of research, candidates are expected to exhibit intellectual growth that builds upon and moves significantly beyond the PhD dissertation research. The scholarship of the candidate should involve an original and coherent body of work. These efforts should result in peer-reviewed publications, reflecting the highest standards of intellectual rigor. The candidate is also strongly encouraged to seek both internal and external funding to help support research efforts. A final area of consideration for tenure would be the candidate's standing in the profession, either nationally, internationally, or both.

For teaching, candidates are expected to demonstrate growth and development in their approaches to pedagogy and in support of students at the undergraduate and graduate levels. Successful and effective teaching requires constant reassessment of methods and material, and a strong record of teaching should be demonstrated through evidence such as course and curriculum development, syllabi, peer and student evaluations, and other materials. Faculty mentors, annual review committee members, and candidates should ensure that the candidate's teaching is subject to a faculty peer review at least once per academic year. The faculty mentor should initiate the annual teaching reviews for the academic year, ensuring that a review is completed by more than one faculty member from year to year.

Candidates are also expected to engage in the service and leadership life of the department, university, profession, and general public. Excellence in service is demonstrated through various degrees of participation at different levels (i.e., department, campus, community, state, national, and international). As encapsulated within the Wisconsin Idea, the university is committed to education that influences the lives of people well beyond the boundaries of the classroom, and the "Idea" has become a guiding philosophy for outreach efforts throughout the state and the world. Accordingly, candidates should exhibit a willingness to engage within the department, across campus, and with national and international institutions and associations.

The Department of Anthropology generally follows Faculty Policies and Procedures (FPP) and Guidelines for Tenure from the divisional committee that the candidate has selected. For additional details of campus policies on probationary period, annual review, and granting of tenure, see Chapter 4, “The Faculty Divisions” (particularly 4.20) and Chapter 7 “Faculty Appointments” (particularly 7.14 and 7.15) of the Faculty Policies and Procedures. In the event of a negative vote from the departmental Executive Committee, there are processes for reconsideration and appeal of a nonrenewal decision. For instance, the candidate can request reconsideration by the Executive Committee (see 7.08). Also, in the event that the dean disapproves a departmental Executive Committee recommendation for renewal, a written statement of reasons for the nonrenewal decision shall be provided upon request (see 7.09). Furthermore, if requested within twenty days of receiving the statement of reasons, reconsideration by the dean shall be provided (7.09). Finally, written requests can also be made to appeal “an adverse reconsideration of a nonrenewal decision” (7.10). Further details can be found in Chapter 7 of the FPP.

### **Evaluation and Mentorship during Probationary Period**

In the candidate’s first year of service, the Chair appoints a mentor and a minimum of two tenured Anthropology faculty members, termed Review Committee, to begin overseeing the probationary member’s work; in the first year, its function is advisory. The Department Chair may annually alter appointments to the Review Committee, taking into account requests by members of the committee or by the person being reviewed.

Beginning in the second year of the initial three-year contract, the Review Committee annually reviews the probationary faculty member, normally in the spring. With guidance from the chair of the Review Committee and mentor, each assistant professor prepares a review file of materials related to research, teaching, and service for review by the Review Committee. The Review Committee then prepares a report to the Executive Committee recommending either reappointment, termination, or promotion and tenure (FPP 7.05, 7.13). The assistant professor is expected to be making progress toward tenure in research, teaching, and service as deemed appropriate to her/his stage in the probationary process.

Following the Executive Committee’s action on the Review Committee’s recommendation, the Chair is to convey in writing to the person reviewed the content of the deliberation, so as to clarify grounds for the decision and expectations for future performance. After the Executive Committee has completed its review, the assistant professor will receive a copy of the final review report that has already been discussed, amended, and formally approved by the Executive Committee.

The candidate has the option of meeting with the Review Committee chair and/or the Department Chair both prior to and after the annual review, to discuss any aspect of the review process and progress toward tenure.

At the probationary member’s request, the chair may appoint additional tenured faculty members from within or outside the department as members of the Review Committee.

Appointment of extradepartmental members to the Review Committee is normally effected to represent joint-appointing units. They have advisory, not voting, membership in the Review Committee. The Review Committee is charged to collect all relevant material; the person under review has the right to submit the review committee any material s/he deems relevant. The probationary member is advised of Review Committee and Executive Committee proceedings as provided by FPP. Joint-appointing units' executive committees are notified early in the year that they are expected to present independent evaluative reports to the Executive Committee and are permitted to present oral input prior to closed deliberation. The Executive Committee votes on the basis of the departmental Review Committee's recommendation taking joint-appointing units' reviews into account. It then records comment on the probationary member's progress toward tenure, to be conveyed as noted below.

For resources and further information relevant for new hires and junior faculty, see: <https://www.secfac.wisc.edu/faculty-services.htm>

### **Tenure Promotion Procedure**

For the promotion process, the Department of Anthropology applies Faculty Policies and Procedures (FPP) 7.14 and 7.15 as further specified in the Statements of Criteria and Evidence for Recommendations Regarding Tenure established by the respective Divisional Committees.

During the fifth year for candidates, the departmental Executive Committee makes a decision on a recommendation to begin the promotion process.

During the sixth year, or during another year as specified at the time of initial appointment (FPP 7.04.A), or as provided by special extension (FPP 7.04G), candidates compile a tenure promotion review dossier that the divisional committee will review to make a recommendation for promotion (FPP 7.14). See details below for preparation guidance.

The tenure file is expected to explain how a particular mixture of activities relates to the department's mission, the terms of the candidate's appointment and the communication of expectations and support provided to the candidate.

The departmental review committee, whose membership may have fluctuated throughout the course of the probationary period, must contain at least three tenured department members, as appointed. At least one member is appointed from a section (Archaeology, Biological Anthropology, or Cultural Anthropology) other than the candidate's home section.

Also, a review committee after studying evidence may at any point prior to the sixth probationary year recommend consideration for promotion and tenure. If the Executive Committee votes in favor of such consideration, the review committee is formulated as above.

The Executive Committee will decide by majority vote whether to recommend promotion. Majority vote is defined in the following terms: A majority is at least half plus one of the members attending and voting. Members of the Executive Committee who are on leave may attend and vote. No vote may be cast in absentia but absent members are encouraged to contribute opinions. The Chair votes only to break a tie.

### Candidate Preparation for the Tenure Promotion Review

During the year when a tenure application is made, candidates will need to begin compiling materials for the dossier, as related to records of research, teaching, and service since the original appointment date. These will include, at a minimum, the following materials:

- Updated CV
- Teaching Statement
- Research Statement
- Service Statement
- Teaching/Student Evaluations
- Publications (published, in press, under revision, or accepted)
- Syllabi for Courses Taught
- PhD Dissertation

For the dossier, the chair of the review committee will solicit external reference letters from nationally or internationally recognized experts in the candidate's field outside this institution, with the objective of receiving a minimum of five letters. Invitees for letters will be selected by the committee chair, in consultation with other committee members, from a list that the committee devises. The candidate will be asked to furnish a list of names to the committee, of which no more than two may be included in the final selection.

In most cases, more than eight letters is excessive. Reviewers should be at arm's length from the candidate. Typically, departments should avoid soliciting letters from co-authors, previous professors or classmates, current or former departmental colleagues, or close professional friends. The departmental executive committee must ensure that at least five of these individuals (a) are not and have not been UW-Madison faculty, (b) did not mentor the candidate, (c) have not collaborated with the candidate, and (d) have no personal interest in the candidate's success or attainment of tenure. The departmental executive committee, if it requests letters from reviewers who do not meet the above criteria, should solicit no more than two such letters and must provide a detailed rationale for soliciting them.

For more information on the tenure process and guidance on compiling tenure dossier materials, consult the following websites:

<https://www.secfac.wisc.edu/tenure-gloss.htm>

<https://www.secfac.wisc.edu/social-studies-tenure-documents.htm>

<https://www.secfac.wisc.edu/arts-and-humanities-tenure-documents.htm>

<https://www.secfac.wisc.edu/biological-sciences-tenure-documents.htm>

Candidates are responsible for consulting these websites and associated materials early in the probationary period in order to be aware of the kinds of evidence needed for the tenure case. Materials and data should be accumulated on a regular basis, and the curriculum vitae should also be updated periodically in a format conforming to the Divisional Committee's expectation. A number of exemplary dossiers from past successful tenure cases are available for review and candidates should contact the University Divisional Committees Coordinator to arrange for visits to their offices.

Approved by the Executive Committee

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