



DATE: 30 August 2021  
TO: Department Chairs  
CC: Deans  
FROM: Heather Daniels, Secretary of the Faculty *HD*  
Beth Meyerand, Vice Provost for Faculty and Staff Affairs *Beth Meyerand*  
RE: New Policy and Procedure: Promotion from Associate Professor to Professor

We are writing regarding passage by the Faculty Senate in May 2021 of a new section of Faculty Policies and Procedures regarding Promotion from Associate Professor to Professor. This change likely means that procedures contained in your department's guidelines for promotion will need to be amended. You can read the full section at [https://policy.wisc.edu/library/UW-807#Pol807\\_7\\_16](https://policy.wisc.edu/library/UW-807#Pol807_7_16). Below are the most common changes that may need to be made and where appropriate, examples of language that you are welcome to use. Please send your updated departmental guidelines for promotion from associate professor to professor to the Secretary of the Faculty ([admin@secfac.wisc.edu](mailto:admin@secfac.wisc.edu)). The deadline to submit these is December 31, 2021.

**Major Update #1 (FPP 7.16.B.1-Composition for Council of Full Professors)**

Only full professors in the department may consider associate professors for promotion. A minimum of three professors are required for the Council of Full Professors or equivalent body. Others, including clinical faculty may vote on promotions, but their votes are advisory.

**Major Update #2 (FPP 7.16.C.2-Timing of Initial Reviews and Future Reviews)**

Associate professors must be considered for promotion no later than the occasion of their first post-tenure review. If not sought or granted at that time, the associate professor and department chair may mutually agree upon a timeline for reconsideration, not to exceed five years between reviews. If no agreement is made, the reconsideration will happen once annually.

*Sample language:* "Associate professors will be considered for promotion at the time of their first post-tenure review. If promotion is not sought or granted at that time, the department chair and associate professor should agree upon a time for reconsideration not to exceed five years. If no agreement is reached, the reconsideration will happen once annually."

**Major Update #3 (FPP 7.16.C.2-Ability of Associate Professor to Request Consideration)**

Following the initial consideration of promotion, the associate professor may direct the Council of Full Professors to consider them.

**Sample language:** “If promotion is not granted at the time of their first post-tenure review, associate professors may contact the department chair at any time and direct that the Council of Full Professors consider them for promotion.”

**Major Update #4 (FPP 7.16.C.5-Ability of Associate Professors to Request Outside Letters)**

For departments that do NOT require outside letters, the new policy requires that the associate professor seeking promotion be allowed to include letters upon request. Departmental guidelines will need to include how this solicitation will be handled, including number of letters, selection of references, and confidentiality of the letters.

**Sample language:** “Associate professors may direct that outside letters be solicited and be included in materials for promotion.” Followed by department specifics.

**Major Update #5 (FPP 7.16.D-Due Process)**

Associate professors are now afforded due process, reconsideration, and appeal of negative decisions. This includes a reconsideration meeting with the Council of Full Professors and appeal to the Committee on Faculty Rights and Responsibilities (CFRR).

**Sample language:** Your department may wish to look at their tenure guidelines or other process guidelines as to whether the department typically includes the details under FPP 7.16.D in their policies or instead refers to the proper section of FPP.

*Sample language which refers to FPP 7.16.D:* “The department follows the process for reconsideration and appeals found in Faculty Policies and Procedures 7.16.D.”

*Full language sample:* “A faculty member receiving a negative outcome may request within ten business days of receiving the written decision a reconsideration by the Council of Full Professors. The meeting shall be held within twenty calendar days after the faculty member concerned requests reconsideration.

The faculty member concerned shall have an opportunity to attend the reconsideration meeting accompanied, if they wish, by a representative of their choice, to respond to the statement of reasons, and to present any written or oral evidence or arguments relevant to the decision.

Reconsideration is not a hearing, nor an appeal, and shall be non-adversarial in nature.

Within five business days following the reconsideration, the chair shall convey the decision of the Council of Full Professors to the faculty member concerned in writing. If the decision is adverse, the faculty member may appeal to the dean. The dean has fifteen calendar days to consider the faculty member’s appeal and render a decision in writing. In cases when an adverse decision is upheld by the

dean, that decision may be appealed to the Committee on Faculty Rights and Responsibilities (CFRR).

Should a departmental decision on promotion be positive, and that decision is reversed by the dean, the faculty member will be notified in writing of the dean's decision and the reasons for the decision within five business days. The faculty member may appeal a dean's adverse decision to CFRR.

In the event of an adverse decision by the Council of Full Professors or by the dean, the faculty member will have twenty calendar days from the date of the decision to appeal to CFRR. The CFRR will decide on the validity of the appeal – basing its assessment on whether or not the decision on promotion was based in any significant degree on impermissible factors outlined in [UWS Administrative Code 3.08\[1\]\[a\], \[b\], and \[c\]](#) and will transmit its findings to the faculty member concerned, the department chair, the department's Council of Full Professors, the dean, and the provost.

If CFRR finds that a decision in 7.16.D.2 or 7.16.D.5 was based in any significant degree on impermissible factors, it may remand the case back to the decision maker or send it to the next higher appointing authority. If the provost is involved, they will, in consultation with the Divisional Committee Review Council (DCRC) (FPP 7.17.C.7), make the final decision on promotion. That decision will be rendered within 30 calendar days of the date of the CFRR report. The provost's decision will be final.

In the event of an adverse decision that the faculty member chooses not to appeal or appeals without success, the chair or designee will meet with the faculty member to discuss how to create a stronger case for promotion.

A negative decision on promotion does not preclude consideration in subsequent years.”

If you have any questions regarding this new section of Faculty Policies and Procedures and how it may affect your current departmental policy, please do not hesitate to contact either of us ([sof@secfac.wisc.edu](mailto:sof@secfac.wisc.edu) or [vpfsa@provost.wisc.edu](mailto:vpfsa@provost.wisc.edu)). We would be happy to help you make sure that your departmental guidelines are in compliance with the new policy.