

# University of Wisconsin-Whitewater

## **PURPLE BOOK** **Contents and Organization**

### **Contents**

1. Contents and Organization

### **Cover Page**

1. Cover Page for Faculty Applying for Tenure and Promotion to Associate Professor

### **“Purple Book” Policies and Procedures**

1. Review, Reappointment, and Tenure Timeline
2. Selected Faculty Personnel Rules
3. Mandatory Six Year Tenure/Promotion Decision and Recommendation Schedule, All Decisions and Recommendations Positive, No Years of Experience Credited
4. Format for Review, Reappointment and Tenure Schedule, including a maximum of Three Years of Experience Credited
5. Frequently Asked Questions – Preparing the Purple Book

### **Curriculum Vita**

Updated and replaced prior to each annual performance evaluation

### **Missions and Promotion Standards**

1. University of Wisconsin-Whitewater Mission Statement
2. College Mission Statement (Obtained from the Constituency Dean)
3. Department Mission Statement (Obtained from the Department Chair)
4. University of Wisconsin-Whitewater Tenure and Promotion Standards
5. College Promotion Standards with Procedures, Methodology and Quality Indicators (Obtained from the Constituency Dean)
6. Department Promotion Standards with Procedures, Methodology and Quality Indicators (Obtained from the Department Chair)

### **Year 1 - Annual Performance Evaluation**

1. Faculty Reappointment, Tenure and Promotion Routing Form
2. Signed Document of Intent for the Review Period
3. Narrative Statement
4. Performance Evaluation Form
5. Summary for Evaluation of Instruction for all Courses taught during the Review Period
6. Peer Reviews of Teaching during the Review Period
7. Summary of Consultation

## **Year 2 - Annual Performance Evaluation**

1. Faculty Reappointment, Tenure and Promotion Routing Form
2. Signed Document of Intent for the Review Period
3. Narrative Statement
4. Performance Evaluation Form
5. Summary for Evaluation of Instruction for all Courses taught during the Review Period
6. Peer Reviews of Teaching during the Review Period
7. Report of Decision (Added by the department)<sup>1</sup>
8. Record of Feedback Session for Affirmative Decisions (Added by the Faculty Member after review process is completed.)
9. Reconsideration Report of Decision (Added by the department following reconsideration of a negative decision, if applicable)<sup>1</sup>
10. Report of Recommended Action (Added by the Constituency Dean)<sup>2</sup>
11. Report of Recommended Action (Added by the Provost & Vice Chancellor for Academic Affairs)<sup>2</sup>
12. Report of Decision (Added by the Chancellor)

## **Year 3 - Annual Performance Evaluation**

1. Faculty Reappointment, Tenure and Promotion Routing Form
  2. Signed Document of Intent for the Review Period
  3. Narrative Statement
  4. Performance Evaluation Form
  5. Summary for Evaluation of Instruction for all Courses taught during the Review Period
  6. Peer Reviews of Teaching during the Review Period
  7. Summary of Consultation - if the 1<sup>st</sup> year of a 2 year contract
- OR
7. Report of Decision (Added by the department) <sup>1</sup>
  8. Record of Feedback Session for Affirmative Decisions (Added by the Faculty Member after review process is completed.)
  9. Reconsideration Report of Decision (Added by the department following reconsideration of a negative decision, if applicable)<sup>1</sup>
  10. Report of Recommended Action (Added by the Constituency Dean)<sup>2</sup>
  11. Report of Recommended Action (Added by the Provost & Vice Chancellor for Academic Affairs)<sup>2</sup>
  12. Report of Decision (Added by the Chancellor)

## **Year 4 - Annual Performance Evaluation**

1. Faculty Reappointment, Tenure and Promotion Routing Form
2. Signed Document of Intent for the Review Period
3. Narrative Statement
4. Performance Evaluation Form
5. Summary for Evaluation of Instruction for all Courses taught during the Review Period
6. Peer Reviews of Teaching during the Review Period
7. Report of Decision (Added by the Department) <sup>1</sup>
8. Record of Feedback Session for Affirmative Decisions (Added by the Faculty Member after review process is completed.)
9. Reconsideration Report of Decision (Added by the department following reconsideration of a negative decision, if applicable)<sup>1</sup>
10. Report of Recommended Action (Added by the Constituency Dean)<sup>2</sup>
11. Report of recommended Action (Added by the Constituency Standards Committee)<sup>2</sup>
12. Report of Recommended Action (Added by the Provost & Vice Chancellor for Academic Affairs)<sup>2</sup>
13. Report of Decision (Added by Chancellor)

### **Year 5 - Annual Performance Evaluation**

1. Faculty Reappointment, Tenure and Promotion Routing Form
  2. Signed Document of Intent for the Review Period
  3. Narrative Statement
  4. Performance Evaluation Form
  5. Summary for Evaluation of Instruction for all Courses taught during the Review Period
  6. Peer Reviews of Teaching during the Review Period
  7. Summary of Consultation - if the 1<sup>st</sup> year of a 2 year contract
- OR
7. Report of Decision (Added by the department) <sup>1</sup>
  8. Record of Feedback Session for Affirmative Decisions (Added by the Faculty Member after review process is completed.)
  9. Reconsideration Report of Decision (Added by the department following reconsideration of a negative decision, if applicable)<sup>1</sup>
  10. Report of Recommended Action (Added by the Constituency Dean)<sup>2</sup>
  11. Report of Recommended Action (Added by the Provost & Vice Chancellor for Academic Affairs)<sup>2</sup>
  12. Report of Decision (Added by Chancellor)

### **Year 6 - Annual Performance Evaluation**

1. Faculty Reappointment, Tenure and Promotion Routing Form
2. Signed Document of Intent for the Review Period
3. Narrative Statement
4. Performance Evaluation Form
5. Summary for Evaluation of Instruction for all Courses taught during the Review Period
6. Peer Reviews of Teaching during the Review Period
7. Report of Decision (Added by the department) <sup>1</sup>
8. Reconsideration Report of Decision (Added by the department following reconsideration of a negative decision, if applicable)<sup>1</sup>
9. Report of Recommended Action (Added by the Constituency Dean)<sup>2</sup>
10. Report of recommended Action (Added by the Constituency Standards Committee)<sup>2</sup>
11. Report of Recommended Action (Added by the Provost & Vice Chancellor for Academic Affairs)<sup>2</sup>
12. Report of Decision (Added by Chancellor)

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<sup>1</sup>A faculty member may submit a written rebuttal to the department's Report of Decision. Within 3 (three) business days of the emailed date of the Report of Decision, the faculty member must notify the review party of the intent to write a rebuttal. The rebuttal must be received within 7 (seven) business days after the emailed date of the Report of Decision being rebutted. Such rebuttals shall be placed in the portfolio behind the Report of Decision being rebutted. (UW-Whitewater Faculty Personnel Rules III, D)

<sup>2</sup>A faculty member may submit a written rebuttal to any and all Reports of Recommended Action. Within 3 (three) business days of the emailed date of the Report of Recommended Action, the faculty member must notify the review party of the intent to write a rebuttal. The rebuttal must be received within 7 (seven) business days after the emailed date of the Report of Recommended Action being rebutted. Such rebuttals shall be placed in the portfolio behind the Report of Recommended Action being rebutted. (UW-Whitewater Faculty Personnel Rules III, D)