Key elements for guidance and annual evaluation of probationary faculty
(from Faculty Policies and Procedures)

1. The departmental executive committee shall establish procedures for guidance and annual evaluation. (FP&P 7.05.A)

2. The procedures must include specification of the voting rules of the departmental executive committee. (7.05.A)

3. A copy of the guidance and evaluation procedures shall be given to each probationary faculty member. (7.05.A)


5. A copy of the criteria for recommending tenure shall be furnished to probationary faculty members. (7.14.D and 7.05.A)

6. One or more members of the executive committee are assigned responsibility for guidance of each probationary faculty member. (7.05.B) (also known as the mentor or the mentor committee)

7. Responsibility for developing annual evaluations rests in an oversight committee made up of members of the executive committee. The oversight committee and the guidance committee may be separate, or may be combined in one committee. The probationary faculty member shall be informed of the membership of the oversight committee. (7.05.C)

8. The probationary faculty member will meet at least once each year with one or more members of the oversight committee and department chair to discuss the expectations and progress toward tenure. (7.05.C)

9. The oversight committee shall ensure that the probationary faculty member’s file contains all relevant material for evaluation. (7.05.C and 7.05.E)

10. The oversight committee shall provide the departmental executive committee with an annual evaluation of the progress of the probationary faculty member. (7.05.D)

11. An approved copy of the annual evaluation shall be given to the probationary faculty member. (7.05.D)

12. The probationary faculty member may respond to the evaluation. (7.05.D)

13. The probationary faculty member is informed of any changes in the departmental goals. (5.21.E)

Criteria and procedures for the granting of tenure are outlined in FP&P Chaper 7 (7.14 and 7.15 respectively).

Tenure guidelines and related documents vary by division. Please refer to each division’s website: http://www.secfac.wisc.edu/divcomm/index.htm