

**APPLICATION FOR PROMOTION  
UNIVERSITY OF WISCONSIN-STOUT**

**INSTRUCTIONS:** Complete and submit an original and eight copies to immediate supervisor by the deadline published in the schedule of Promotion Procedures for this year. The application format should include the following sections: introduction, teaching, research, service, faculty development, and pertinent educational experience. This information must describe only activities during the preceding five years except for publications which may be drawn from the last seven years. Dates shall accompany all supporting data. See Faculty/Academic Staff Limited Appointees Handbook, page 3-122.

Applicants with split assignments (Department Chair positions are not considered split assignments outside of the department.) must apply for promotion in every unit in which they have an assignment that exceeds .30 FTE. Full professor candidates may use significant activities prior to seven years. After the Application for Promotion is completed, make eight copies and on the Summary of Promotion Action Level I sheet, fill in the name of the department or functional equivalent for each of your assignments. The combined promotion recommendations for split assignments shall be forwarded to the appropriate committee as a single application.

**Evidence to Indicate That This Applicant's Professional Performance Merits a Promotion**

Quality of performance is the primary consideration for promotion recommendation. Record of professional and scholarly activities reflecting sustained excellence of performance within one's job description should be included. Refer to the paper "Definition of Teaching, Research and Service," Policy No. 85-40, October 1, 1985, included with promotion application forms for examples. Only applications containing attachments of FIVE or FEWER typewritten pages on one side will be considered.

Faculty Member \_\_\_\_\_ University Extension \_\_\_\_\_

Office Location to Receive Notifications \_\_\_\_\_

For Promotion to Rank of \_\_\_\_\_

Department or Functional Equivalent \_\_\_\_\_

Percentage of Time Assigned to this Unit \_\_\_\_\_ %

**Applicants will receive information of the action taken at each level (department, college, etc.)**

**Promotion by Exception:** Are you applying for promotion by exception to the FASLAH Promotion Policy?  Yes  No

**Educational Preparation**

1. Highest degree earned \_\_\_\_\_  
Date and Institution (year/month) \_\_\_\_\_
2. Current Educational Preparation Code Number \_\_\_\_\_  
Do you hold the Education Preparation Code listed for the rank applied for?      Yes      No  
See Faculty/Academic Staff Limited Appointees Handbook, page 3-128.
3. Additional graduate work since the last degree (describe):

**Time in Rank**

1. Original Appointment to Stout Faculty: Month \_\_\_\_\_ Year \_\_\_\_\_ Rank \_\_\_\_\_
2. Has your rank changed since your original appointment?      Yes      No  
If yes, state your current rank and effective date of change.  
Month \_\_\_\_\_ Year \_\_\_\_\_ Current Rank \_\_\_\_\_
3. Do you meet the time in rank requirements listed for the rank applied for?      Yes      No  
See Faculty/Academic Staff/Limited Appointees Handbook, p. 3-128.

Application for Promotion Page Two

1. Do you have the number of years experience listed for the rank for which you are applying? (See Promotion Policies and Procedures, page 3-128 in Faculty/Academic Staff Limited Appointees Handbook).  
 YES            NO
2. Years (.50 FTE or more) at Stout (exclude the current year) as: A. Faculty            Dates: \_\_\_\_ to \_\_\_\_, Years \_\_\_\_  
 B. Academic Staff    Dates: \_\_\_\_ to \_\_\_\_, Years \_\_\_\_  
Total Years \_\_\_\_
3. Years in higher education or other educational institutions for which you were given credit with your initial appointment at Stout: \_\_\_\_ to \_\_\_\_ . Total Years \_\_\_\_\_
4. Years in relevant work experience for which you were given credit with your initial appointment at Stout: \_\_\_\_ to \_\_\_\_ . Total Years \_\_\_\_\_  
 Describe: \_\_\_\_\_

**Summary of Performance Ratings for Last Three Years of Active Employment**  
 (Do not include current year)

Most Recent Year	PREVIOUS YEARS	Year
	Year	Year

Performance is judged to be above that described in the range acceptable for this position.

\_\_\_\_\_

Performance is judged to be well within the range described as acceptable for this position.

\_\_\_\_\_

Performance is judged to be below that described in the range acceptable for this position.

\_\_\_\_\_

Have you been on leave of absence during the past three years?  
 YES            NO      If yes, which year(s)? \_\_\_\_\_

Indicate years in which you have held split assignments \_\_\_\_\_

Split assignments must give all ratings of time represented by each.

**I CERTIFY THAT THE ABOVE INFORMATION AND THAT CONTAINED ON THE ATTACHMENTS IS CORRECT. I UNDERSTAND THAT MY APPLICATION WILL NOT BE CONSIDERED UNLESS I HAVE PROVIDED ALL OF THE INFORMATION REQUESTED ON THIS APPLICATION FORM.**

Signature of Applicant for Promotion

Date

I have reviewed the education preparation code, time in rank, experience, and performance ratings as stated above and find them to be correct.

Signature of Immediate Supervisor

Date

I have reviewed the education preparation code, time in rank, experience, and performance ratings as stated above and have found discrepancies which are circled and initialed. I have also notified the applicant of these discrepancies.

Signature of Immediate Supervisor

Date

**SUMMARY OF PROMOTION ACTION  
UNIVERSITY OF WISCONSIN-STOUT**

**INSTRUCTIONS TO APPLICANT:** Complete first two lines and attach to "Application for Promotion." One copy is to accompany each copy of the application, including the copies of separate applications of persons on split assignment.

Faculty Member \_\_\_\_\_ is applying for promotion to the rank of \_\_\_\_\_ Date \_\_\_\_\_.

**THE FOLLOWING ARE TO BE COMPLETED BY THE VARIOUS LEVEL PROMOTION COMMITTEES.**

**LEVEL I--DEPARTMENT OR FUNCTIONAL EQUIVALENT**

Recommended for promotion with the following priority:  
Priority number \_\_\_\_\_ of \_\_\_\_\_ applicants for promotion to the rank of \_\_\_\_\_.

\_\_\_\_\_ Not recommended for promotion at this time.

A statement of rationale is attached as required by the Promotion Policy. See the Faculty/Academic Staff/Limited Appointees Handbook, p. 3-118 to 3-129.

\_\_\_\_\_  
Signature of Committee Chairperson (then forward to facilitating administrator) Date \_\_\_\_\_

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**LEVEL II--COLLEGE OR FUNCTIONAL EQUIVALENT**

Recommended for promotion with the following priority:  
\*Priority number \_\_\_\_\_ of \_\_\_\_\_ applicants for promotion to the rank of \_\_\_\_\_.

\_\_\_\_\_ Not recommended for promotion at this time.

\_\_\_\_\_  
Signature of Committee Chairperson (then forward to Vice Chancellor for Academic Affairs) Date \_\_\_\_\_

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**LEVEL III--ALL UNIVERSITY BY RANK**

Recommended for promotion with the following priority:  
\*Priority number \_\_\_\_\_ of \_\_\_\_\_ applicants for promotion to the rank of \_\_\_\_\_.

\_\_\_\_\_ Not recommended for promotion at this time.

\_\_\_\_\_  
Signature of Committee Chairperson (then forward to Chancellor) Date \_\_\_\_\_

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**LEVEL IV--CHANCELLOR**

\_\_\_\_\_ Recommended to Board of Regents for promotion.

\_\_\_\_\_ Not included in list of candidates recommended to Board of Regents.

\_\_\_\_\_  
Signature of Chancellor Date \_\_\_\_\_

If an applicant is not recommended for promotion at any level, all application materials will be returned to the applicant. After the Board of Regents takes final action, each person promoted will be informed by letter from the Chancellor. \*Where priority is different from that assigned at the previous level, a statement which identifies the perceived error made at the lower level and cites evidence for the change in priority from the department rationale and the candidate's application will be attached and signed by the appropriate person. A copy of the committee's recommendations will also be sent to the chairperson at the previous level and the applicant.