

# IAS Career Progression FAQ

## 1. Eligibility:

- a. **Quantitative:** Candidate must first meet the minimum semesters of teaching experience required for the title he/she is applying for. This information is contained in a letter from HR.
- b. **Qualitative:**
  - i. **Teaching:** ALL IAS must demonstrate excellence in teaching
  - ii. **Professional Development/Creative Activity/Scholarship and/or Service:** Must include activities in at least one area (or both).

## 2. Career Progression Portfolio:

- a. **ALL MATERIALS ARE ELECTRONIC.**
- b. <http://www.uwlax.edu/provost/pvhome/eportfolios.htm> - For portfolio writing (sample portfolios now available at this site)
- c. <http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html> - For description of Career Progression general policies & procedures; Career Progression Eligibility Requirements Grid (See bottom of page for link to information specific to Chairs and Deans)
- d. <http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html> - For description of Series & Titles
- e. **Candidate Materials**
  - i. Candidate's Narratives – Teaching (up to 3 pages), PD/CA/Schol (up to 2 pages) &/or Service (up to 2 pages)
    1. Single-spaced, minimum 12pt font
    2. Descending order of importance with dates (not chronological)
    3. Do not duplicate.
    4. Emphasize quality rather than quantity
    5. Use lists rather than narrative paragraphs whenever that will be more efficient
    6. IDP & Position Description – only most recent – if duties have changed significantly, address in narrative
    7. Teaching:
      - a. Include evidence from self-assessment of teaching, peer evaluation of teaching and student evaluation of instruction
      - b. Address Teaching Evaluation, Teaching Development & Teaching Assignment
      - c. Most recent syllabi from each course taught should be linked
      - d. Written comments from SEIs – if included, must include ALL comments from selected course; typed, not handwritten
    8. PD/CA/Schol:
      - a. Narrative should indicate how these activities have furthered the IAS growth and the contributions made to the department.
    9. Service
      - a. Narrative should indicate how professional expertise is essential to the success and quality of the activity and outcome
      - b. In general, community service is not weighted as heavily as other service
  - ii. Candidate's Electronic Portfolio
    1. Hyperlinks:
      - a. Evidence to support narrative
      - b. pdf format
      - c. Up to 10 links per area (<10MB each) – syllabi don't count

- d. 1” binder analogy
- 2. Digital Measures:
  - a. Your Activities – from date of hire or date of last career progression
  - b. IAS Materials – upload narratives & hyperlinks
  - c. Print “IAS Report - Individual”
  - d. Edit report; Save as .html – make sure your links work
  - e. Forward to Department Chair

**f. Departmental Materials**

**i. Status of Bylaws Requirement:**

- 1. During the first year of implementation and in departments whose bylaws do not include a process for IAS promotion, it shall be the responsibility of the department chair to provide the required letter of support.
- 2. Departments should have bylaws in place by early Spring 2008 for use in Fall 2008 IAS Career Progression.

**ii. Departmental Letter:**

- 1. Letter should address Teaching and PD/CA/Schol and/or Service activities of the candidate
- 2. Letter should justify the department’s decision that, in the context of that department, the candidate’s record warrants career progression.
- 3. The letter should address the process of merit review – or the absence of such a review for IAS.

**iii. Support Materials:**

- 1. IDP & Position Description – Chair attaches most recent IDP & PD
- 2. SEI – Chair attaches SEIs from last 6 semesters with explanation of departmental SEI process
- 3. Merit – Chair attaches Merit Review results for last 6 semesters with explanation of departmental merit review process (if available)
- 4. Department’s Statement on IAS PD/CA/Schol
- 5. IAS Departmental Promotion Committee Signature Page (if applicable)

**iv. Department chair prints IAS Report – Departmental and forwards entire portfolio to Dean**

**g. Dean’s Materials**

- i. Dean submits a declarative statement such as “I agree with the recommendation of the department OR I do not agree. . .”
- ii. If the Dean’s recommendation is at variance with the department, the document should include an explanation.

**3. Deadlines:**

- a. 1<sup>st</sup> Friday in December – CP Portfolio w/ Dept. Mat’ls due to Deans from Dept. Chairs
- b. 1<sup>st</sup> Friday in January – CP Portfolio due to Faculty Senate Office from Deans
- c. 1<sup>st</sup> Friday in February – IAS CPC recommendations due to the Provost Office
- d. Within 21 days of receiving IAS CPC Recommendations – Provost issues notification letters to all IAS applicants
- e. July 1 of Next Academic Year – New title takes effect

**4. Appeals:**

- a. Departmental – may request reconsideration
- b. Dean – may request reconsideration
- c. CPC – automatic reconsideration
- d. Provost – no method of appeals