

Professor of Practice Title - Campus Guidelines

UW-Madison

Final version: 4/28/21

Appointment Framework: Professor of Practice in Schools/Colleges/Divisions

Professor of Practice Titles: Professor of Practice

A. Introduction:

The purpose of this document is to: (1) provide a general framework for UW-Madison Schools/Colleges/Divisions to use when considering recruitments, appointments, and reappointments of employees within the Professor of Practice track, including both fixed-term terminal appointments and fixed-term renewable appointments, and both zero-dollar appointments and paid appointments; and, (2) broadly describe the criteria and procedures for such appointments and reappointments. Schools/Colleges/Divisions shall adapt this approach and create specific written and published guidelines for Professor of Practice appointments to best meet their needs.

Schools/Colleges/Divisions should develop a process for establishing and evaluating Professor of Practice titles that fits within the framework outlined in this document. Development of guidelines is not necessary if there is no need for this track in a given School/College/Division (consistent with UW-Madison's approach to other non-tenure tracks, i.e., Clinical Health Sciences and Clinician Teacher tracks). If a School/College/Division believes that a major change in these guidelines is necessary to advance their enterprise, the Dean may seek approval from the Provost for a specific exception(s).

Within the context of these guidelines "instruction" or "teaching" is understood to include for credit instruction, non-credit instruction and informal education provided through outreach experiences that may extend over space and time. Within the context of these guidelines "learners" are understood to include students in credit-bearing programs, students in non-credit programs and life-long learners who participate in outreach programs.

The Professor of Practice title series is intended for a non-tenure track, qualified instructional or outreach academic staff member who has established themselves by demonstrating expertise, holding distinguished leadership positions, and/or accruing professional achievements in their field outside the academy. These professionals, though accomplished in their areas of expertise, may not have traditional academic backgrounds or appropriate terminal degrees to lead instruction. They are expected to provide instruction directly related to their area of specialization that substantively benefits from their perspective as a practitioner. They are expected to undertake duties similar to those outlined in section D. Instructors of for-credit courses must at a minimum hold an accredited baccalaureate-level degree and meet criteria for minimum qualifications of instructional staff (<https://kb.wisc.edu/47764>). Similarly, outreach professionals may not have terminal degrees but should demonstrate specialized expertise relative to engaged scholarship within an applied disciplinary area.

B. Coverage:

Employees appointed into the Professor of Practice titles are considered academic staff. Therefore, the UW-Madison Academic Staff Policies and Procedures (<https://acstaff.wisc.edu/resources/policies-and-procedures>) apply to these appointments. Professors of Practice (all levels) are represented by academic staff governance and have representation in the Academic Staff Assembly with the governance rights afforded them through Wisconsin State Statutes 36.09 (4m).

C. Promotion:

The Professor of Practice title does not have an official, university-established title series. This means that there are no official, differing levels of Professor of Practice titles available through which employees may be promoted. Units may seek to create local levels (i.e., Professor of Practice I, II, or III, etc.) that can be represented in employees' business titles and tied to local performance indicators. See section H4 for business title alternatives.

D. Duties:

A The duties of a Professor of Practice will include most of, but not be limited to, the following:

1. Develops and designs instructional curriculum and activities, independently or in collaboration with faculty, staff or external stakeholders, for educational experiences in areas directly related to the individual's expertise and experience outside of academia.
2. Advises learners on academic coursework or learning outcomes, or career perspectives within a specialized discipline.
3. Facilitates the delivery of instructional experiences and assesses achievement of learning outcomes. May supervise others in the facilitation of instruction materials.
4. Develops, presents and serves as a subject matter and/or applied practice expert for departmental/unit activities.
5. Maintain department/unit's relationship with external and industry stakeholders. Facilitate and build new connections between academia, industry and external stakeholders.

Fixed-term terminal positions may do some subset of these duties.

E. Appointment Committee:

Each School/College/Division using the Professor of Practice title series should establish a School/College/Division Appointment Committee for this title. The School/College/Division should determine the size of this committee. This committee is then charged with developing guidelines for renewable and non-renewable appointments. Committee composition and guidelines should be described in a document created by the School/College/Division.

The Dean of the School/College/Division, or designee, will use the recommendations of the School/College/Division committee to grant or deny appointments for the Professor of Practice title.

F. Mentoring/Oversight/Orientation:

Each department or program with Professors of Practice shall establish clear means for orientation, mentorship and guidance. The nature of the mentorship and guidance may vary based on the length of the appointment. The purpose of this mentorship (whether by an individual or a committee) is to orient them to the academic or extension environment, encourage professional development, suggest resources when needed to further instructional and service aims, assist in removing barriers when they are encountered, advocate for the Professor of Practice when needed, and ensure that reasonable progress is made in their careers.

G. Performance Review and Reappointment:

Professors of Practice are appointed with the expectation that they will work toward the goals broadly outlined in this document. Professors of Practice are expected to demonstrate a commitment to curriculum development appropriate for learners in professional areas, efficacy in advising learners within their specialized discipline, effectiveness in learning environments demonstrated by instruments such as evaluations, and a meaningful presence in their field.

Performance reviews of Professors of Practice, whether terminal or renewable, must be completed annually in accordance with policies applicable to UW-Madison Academic Staff. Performance reviews for Professors of Practice will be reported to the Department Executive Committee or in units without executive committees, a comparable group, as appointed by the Dean, Chair or equivalent, or their designee. Actions regarding non-renewal, layoff, or termination follow the UW-Madison Academic Staff Policies and Procedures (<https://acstaff.wisc.edu/resources/policies-and-procedures>) that apply to these appointments.

H. Campus Framework for the Professor of Practice Track

1. Appointment Process:

Professor of Practice appointments may be initiated for individual candidates by Deans, Department Executive Committees, Department Chairs, or by a comparable group in Schools/Colleges/Divisions without departments.

Specific guidelines will be developed and published by each School/College/Division. The guidelines should be consistent with this overall framework and must be approved by the Provost or designee. Amendments/modifications to approved School/College/Division guidelines must also be approved by the Provost or designee.

2. Appointment Authority:

The Dean/Director of the School/College/Division or designee has the authority to approve appointments for the Professor of Practice title. All letters of appointment will be approved using standard School/College/Division Human Resources practices, and will have content that follows existing UW-Madison Academic Staff policies.

Any individual in the Professor of Practice (all levels) title may apply for an open tenure-track position without prejudice or preference. Similarly, Professors of Practice may apply for open academic staff positions without prejudice or preference.

3. Appointments:

A. Review of a candidate's credentials for hire for terminal Professor of Practice appointments and hiring or promotion for renewable Professor of Practice appointments will be performed by the Department Executive Committee (where applicable). For review at the School/College/Division level, requests for hiring or promotions of Professors of Practice can use regular human resources practices within a School/College/Division or may include a special committee charged with reviewing these appointments. All deliberations must be in accordance with the framework presented in this document and guidelines established by the School/College/Division.

For appointments at all levels, the recommendation will be routed to the Dean or designee (where applicable) for consideration, who has final approval of appointments.

A credential packet must be developed by the candidate to begin the appointment process for the Professor of Practice title (terminal and renewable). Format and content of the application packet will be defined by the School/College/Division.

B. Appointments may be part-time (less than 100% time and effort). The minimum time and effort can be determined by the appointing School/College/Division. Compensation may be determined by the School/College/Division ranging from zero-dollar appointment to maximum allowed by the compensation schedule. Appointments may be fixed-term terminal or fixed-term renewal appointments. A Professor of Practice may be hired via a waiver process or via an open search.

4. Optional: Professor of Practice Business Titles

A. **Business Title Use**: If the single level of Professor of Practice does not meet the business need of a school/college/division, the school/college/division has the option to allow its units to develop guidelines to define levels of the Professor of Practice title within the unit and/or develop school/college/division guidelines. Unit heads should seek permission from their school/college/division to use business titles.

B. **Promotion (Business Title Change) Committee**: Per Section C, each unit using the Professor of Practice Business Titles should establish a unit Promotion Committee. The unit should determine the size of this committee. This committee is then charged with developing guidelines for "promotion", via the use of business titles, for renewable appointments. Guidelines created by the unit should include:

1. Criteria to be considered in order to receive a recommendation of promotion to the next level which could include but is not limited to: (1) evidence of sound pedagogy in educational practices (2) evidence of learner satisfactory achievement of learning outcomes (3) significant time devoted to advising (4) continued engagement with relevant industry and stakeholder groups (5) continuous upgrading of skills and expertise unique to the field that contribute to teaching and learning.
2. The format and content required in promotion documents.
3. Guidelines should be approved by the School/College/Division

The Dean of the School/College/Division, or designee, will use the recommendations of the unit committee to grant or deny promotions within the Professor of Practice (Business Title) series

C. Promotion Authority: The Dean/Director of the School/College/Division or designee has the authority to approve promotions via the business titles within the Professor of Practice (Business Title) series.

D. Professors of Practice may put themselves forward for promotion via the business title in consultation with departmental or unit leadership and their mentor.

E. The Department Executive Committee (where applicable) will evaluate cases based on unit guidelines for promotion with the divisional Business Title series.

F. Employees may remain in the same Business title throughout their career at UW-Madison; there is no “up or out” requirement for promotion.