



Office of  
Academic Affairs

**Office of Academic Affairs**  
Dept. 3302 • 1000 E. University Avenue  
• Laramie, WY 82071  
(307) 766-4286 • fax (307) 766-2606  
[www.uwyo.edu/acadaffairs](http://www.uwyo.edu/acadaffairs)

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## **Reappointment, Tenure and Promotion Instructional Guide for Deans and Directors**

It is the responsibility of the Dean or Director of a College, School or Academic Unit to:

1. Ensure that a college (or unit) -specific tenure and promotion policy is written and periodically revised in accordance with college procedures for developing policies and ensure that the policy complies with university policy, rules, and procedures, and has been approved by the Provost and Vice President of Academic Affairs.
2. Ensure that each academic unit has:
  - a. Current tenure and promotion guidelines that comply with college and university policies and include date of version.
  - b. A mentoring process for Tenure-Track Faculty.
  - c. A system of annual faculty performance evaluations.
3. Recommend extensions of the probationary period, when appropriate.
4. Direct an academic unit to include appropriately qualified members of other departments or units in the voting protocol if circumstances, such as department size, warrant such inclusion.
5. Convene the College Tenure and Promotion Committee for review of cases required by University Regulations and College Bylaws.
6. Have the prerogative of sitting in on the deliberations of the College Tenure and Promotion Committee. He/she shall not vote.
7. Make a recommendation to the Provost and Executive Vice President of Academic Affairs regarding reappointment, mid-probationary review and tenure and promotion. To do this, the Dean shall consider:
  - a. Materials in the candidate's packet.
  - b. Recommendations of the unit peer group.
  - c. Recommendations of the Unit Head.
  - d. Recommendations of the College Reappointment Tenure and Promotion Committee.
8. Notify candidates of the recommendations from the college level review.
9. Make available to the College Reappointment Tenure and Promotion Committee all office support required for its work.
10. Appear before the University Reappointment, Tenure and Promotion Committee when a candidate appears before those committees to answer any questions that the committee may have about the case.
11. Meet with the University Reappointment, Tenure and Promotion committee should the committee wish to discuss the case. The candidate shall have the right to be present and to respond to any presentation made by the dean or the department chair/head.
12. Meet, if needed, with the Provost and Executive Vice President of Academic Affairs regarding tenure and promotion cases, and mid-probationary review

Links: [General Information about Review Procedures and Resources](#)  
[Information about WyoFolio and WyoVita](#)  
[Standard Administrative Procedures for Reappointment, Tenure, and Promotion](#)  
[University Regulation 2-7 \(Procedures for Reappointment, Tenure, Promotion and Fixed-Term\)](#)  
[Other University Regulations and Standard Administrative Policies and Procedures – Academic Personnel Related to Reappointment, Tenure, Promotion, and Fixed Term.](#)