

UNIVERSITY OF WYOMING

Office of Academic Affairs

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To: Academic Deans, Directors, and Department Heads
From: Nicole Ballenger
Subject: Call for CPM proposals
Date: 4 April 2011
Copies: Myron Allen, Andy Hansen, Maggi Murdock, Bill Gern, Carol Frost, Dorothy Yates, Kathie Hull, Steve Jackson, Scott Miller, Randy Lewis, Anne Sylvester, Bill Flynn, Jun Ren, Matthew McEchron, Don Roth

The Office of Academic Affairs is soliciting requests from colleges, the University Libraries, the Art Museum, and the American Heritage Center (AHC) for faculty and academic professional positions, as well as other potential uses for money freed by resignations and retirements during FY2011. The Central Position Management (CPM) process is the annual mechanism for identifying position needs, aligning proposals with institutional goals, and for prioritizing current and positioning future requests.

The CPM pool is the only source of funding for permanent academic positions to be allocated in FY2011. This year's pool is once again expected to be smaller than in recent years due to a relatively small number of anticipated retirements. In addition, we will fund the FY2012 mandatory promotion raises for faculty and APs from the CPM captured pool.

To maximize the use of CPM resources, positions will be funded at the entry level only, except in highly unusual and well-justified circumstances. Units receiving position authorizations in response to this solicitation should plan to search during FY2012 to fill the positions, unless there are documented, compelling reasons to start the search later.

Academic deans and directors of the Art Museum and AHC may also submit requests for other types of allocations from the CPM pool, for example, to augment salary monies that are currently budgeted for permanent positions but are insufficient to cover them.

Format for position requests. All position requests must come from the academic deans or the directors of the Art Museum and AHC. Each dean and director submitting requests for positions or other uses of CPM dollars should provide a cover letter that ranks the requests and indicates how each request supports the achievement of UW's academic priorities, as identified in University Plan 3 (UP3).

For each position requested, the academic deans and the directors of the AHC and Art Museum should submit one completed form (see attachment 1), with no more than one page of narrative justification. The position request form is also available on the Academic Affairs web site, at the following URL:

http://www.uwyo.edu/acadaffairs/_files/docs/cpc_form.doc

Priorities for proposals. CPM requests are especially encouraged that meet the following criteria:

- *Proposals that contribute to greater depth in UW's areas of academic distinction as defined in UP3.* Appendix 1 identifies the areas of distinctions, current emphases within the areas, and relevant UP3 action items. Tangible and documented commitments, appropriate endorsements, and search committee involvement from the relevant area of distinction are essential.

- *Proposals that will formally support the missions of the interdisciplinary programs.* Proposals are encouraged that will strengthen the ethnic and international studies programs; the multidisciplinary graduate programs and the WWAMI Medical Education Program; the School of Environment and Natural Resources (SENR), the School of Energy Resources (SER), and WyGISC. Appendix 2 lists these interdisciplinary programs, the directors, and their priorities for curricular or scholarly contributions. Tangible and documented commitments, appropriate endorsements, and search committee involvement from the relevant interdisciplinary unit or program are essential.
- *Proposals that will contribute to strengthening the curricular contributions* of the Honors Program, first-year general education instruction, and the Outreach School and UW/CC. Proposals are also encouraged that will strengthen the linkages between the curriculum or the university's scholarship and creative arts and the cultural resources of the American Heritage Center and the Art Museum. Such requests must include tangible and documented commitments, appropriate endorsement, and search committee involvement from the relevant program.

Start up. Position requests must be accompanied by realistic and well-justified estimates of start-up expenses associated with filling the position, together with a brief description of possible sources for start-up funding. High start-up costs may be a constraint to allocating the position or may affect the timing with which a unit is realistically able to fill the position. Unrealistically low estimates may eventually saddle the department and college with unexpected start-up needs that budgets in Old Main cannot accommodate.

Process schedule. The following is a schedule of events related to the allocation of positions and other uses of the CPM budget.

Dates	Event
May 2011	Preliminary meetings between deans and directors and the Provost, to be arranged by the Office of Academic Affairs. The VP for Research is invited to participate in these meetings.
27 May 2011	Position requests due in Academic Affairs (5:00 pm).
8 June 2011	Half-to-full-day meeting involving academic deans and directors the Vice President for Research, and Academic Affairs.
July-early August 2011	Final decisions on position and other allocations and transfers of funds.

The meeting on June 8th will include summary presentations by each dean and director, as well as discussion among participants of how requests contribute to institutional priorities. Academic Affairs will provide copies of all of the requests as well as data that should help in making recommendations and decisions about the allocations. ***Please reserve June 8 now.***

Automatic returns. Neither deans nor the Office of Academic Affairs will reallocate positions freed by tenure or reappointment denials initiated by negative votes of departmental faculty or department heads. There may be cases in which the applicability of this principle is less than clear; for example, a faculty member may resign before the department records an explicitly negative vote. Critical to the consideration of any such case will be the documented record of written recommendations by the department faculty and the department head, including the content of remarks made in previous years' voting. There is no guarantee of an automatic return when the negative recommendation occurs at the college level or in Academic Affairs but not at the department level.

Appendix 1: Summary of UP3 Areas of Distinction

Area of Distinction	Emphases	UP3 Action Items
Critical areas of science and technology	<ul style="list-style-type: none"> • Computational science and engineering • Earth and energy science and technology • Water resources and hydrological science • Linkages with NCAR 	40, 41, 42, 43, 44, 45, 46, and 47
Cultural assets, arts, and humanities	<ul style="list-style-type: none"> • Links among the Art Museum, the AHC, and curricula and creative endeavors in fine arts and humanities • Links with Wyoming's other major cultural endeavors, humanities resources, and artistic communities 	48, 49, 50
Environment and natural resources	<ul style="list-style-type: none"> • Environmental and natural resource issues important to Wyoming • Enhancements to the teaching workforce of the School of Environment and Natural Resources • Energy conservation and sustainable business practices and resource uses • Cross-college and cross-disciplinary collaborations to enhance scholarship in natural resource issues 	51, 52, 53, 54, 55
History and culture of the Rocky Mountain region	<ul style="list-style-type: none"> • History and religions of the West • American Indian history and culture 	56, 57
Life sciences	<ul style="list-style-type: none"> • Ecology • Molecular and cellular life sciences • Neurosciences • Biomedical sciences 	58, 59, 60
Professions critical to the state and region	<ul style="list-style-type: none"> • Health care, especially in rural settings • Education • Business and economic and community development • Law 	87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109

Appendix 2: Interdisciplinary and Institutional-Grant-Supported Program Priorities

We encourage proposals for positions that would contribute to building the interdisciplinary programs, including those supported with institution-level programmatic grants [the EPSCoR program, the COBRE Neuroscience program, and the IDeA Networks of Biomedical Research Excellence (INBRE) program]. *Proposals must be vetted with the relevant college deans and receive their endorsement to be viable. Such proposals must accompany the position hiring requests submitted by colleges.*

The priorities for new commitments to these programs are described below. It is possible for a faculty position to meet more than one of these commitments. Please contact the program directors for more detailed information.

Program	Priorities for commitments associated with position proposals	Contact
COBRE Neuroscience	Interested departments should contact the director.	William Flynn, Director (Flynn@uwyo.edu ; 6-6446)
Ecology	Forest-steppe and tundra ecology	Stephen Jackson, Director (Jackson@uwyo.edu ; 6-2819)
EPSCoR	Cloud and precipitation modeling Boundary-layer meteorology	Anne Sylvester, NSF EPSCoR Program Director (annesyl@uwyo.edu ; 6-4993)
Ethnic Studies Programs	African American and Diaspora Studies: <ul style="list-style-type: none"> • Open to contributions from across campus American Indian Studies: <ul style="list-style-type: none"> • American Indian Art • American Indian History • Tribal Community Development • Tribal Governance Chicano Studies: <ul style="list-style-type: none"> • Chicana/o Literature • Chicana/o History 	Tracey Patton, Director (topatton@uwyo.edu ; 6-3857) Judy Antell, Director (antell@uwyo.edu ; 6-6-6520) Ed Munoz, Director (emunoz@uwyo.edu ; 6-4120)
Honors Program	Non-western cultures Interdisciplinary Cultural Studies	Duncan Harris, Director (dharris@uwyo.edu ; 6-4110)
Hydrological Sciences	Snow hydrology Surface-groundwater interactions hydrology	Scott Miller, Director (snmiller@uwyo.edu ; 6-4274)
INBRE	Cardiovascular disease/metabolic disorders Community-based research Biotechnology and bioinformatics	Jun Ren, Director (jren@uwyo.edu ; 6-6131)
International Studies	Middle East studies Latin America studies International perspectives, especially in connection with strategic partner institutions	Jean Garrison, Program Director (garrison@uwyo.edu ; 6-6119), and Anne Alexander, IPO Director (aalex@uwyo.edu ; 6-3678)

School of Environment and Natural Resources (SENR)	Environmental literacy Environment and society ENR core teaching	Indy Burke, Director (iburke@uwyo.edu ; 6-5080)
School of Energy Resources (SER)	Carbon sequestration modeling Cleaner Coal Technologies	Mark Northam, Director, (mnortham@uwyo.edu ; 6-6858)
WWAMI Medical Education Program Biomedical Sciences Ph.D. program	Immunology Interested departments should contact the director.	Matt McEchron, Director, (mmcechro@uwyo.edu ; 6-2496) Don Roth, Director (rothdon@uwyo.edu ; 6-6-6310)
WyGISC	Energy resource informatics 2D/3D geographic visualization Spatial decision support systems Geospatial education and outreach	Jeff Hamerlinck, Director (Itasca@uwyo.edu ; 6-2736)

Attachment 1: Faculty and Academic Professional Request to Hire

Instructions: Please supply the information requested on page 1. Page 2 should contain a one-page narrative justification for the request.

1. **College(s).**
2. **Department(s).**
3. **Proposed rank. (Salary monies will be allocated for assistant professor or entry-level hires only)**
4. **Proposed maximum salary.**
5. **OSU average salary (using national, not regional, data).**
6. **Proposed job description.** (Please include percentages of effort assigned to teaching; research, creative activity, or professional development; service; cooperative extension; administration; other activities. Indicate the percentage of teaching assigned to off-campus instruction. An individual who teaches TWO three-credit courses per semester has a teaching assignment of 50 percent.)

7. **Replacement status.** Please indicate whether the position replaces one vacated

- a. in the same department(s)
- b. in the same college(s) but different department(s)

In either case, list the following information for the employee who vacated the position:

Name
Rank
Salary
Termination date
Position number
Department or program

8. **Hiring history.** Please list the individuals hired in the affected units during the last three years, along with rank and salary.

9. **Special funding.** Please list any special arrangements or issues for funding the position. *Please identify realistic and well-justified anticipated start-up costs associated with the position as well as any space needs or renovation not currently accommodated in existing departmental facilities.*

Narrative justification. Please describe programmatic needs met by the position, the documented contributions of the position to institutional priorities listed in the call for proposals, and other relevant information. The narrative should be no longer than one page, but should be clear about tangible, sustained commitments to institutional priorities on the part of the department should the position be allocated.

The University is committed to equal opportunity for all persons in all facets of the University's operations. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief. It shall also be the policy of the University to take affirmative action in the recruiting, hiring and promotion of women, minorities and other persons from designated groups covered by federal statutes, executive orders and implementing regulations.