

# 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: 30 March 2012**  
**Copies: Myron Allen, Andy Hansen, Maggi Murdock, Bill Gern, Carol Frost, Dorothy Yates, Kathie Hull, Multidisciplinary and Institutional Grant Program Directors**

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 for other potential uses of money freed by resignations and retirements during FY2012. 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.

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, or for other purposes.

This memo pertains to all academic positions to be funded with Section 1 block grant resources. New position opportunities funded by the School of Energy Resources will be announced by the SER director in a separate memo this spring.

Please note the following:

- We will fund the FY2013 mandatory promotion raises for faculty and extended-term track 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.
- One senior-level position that we will fund is the director of the Biodiversity Institute, an initiative developed by a faculty committee during the past 18 months. An international search for this position is currently under way. We anticipate that the director will hold faculty rank in an existing UW department. If the directorship is filled with a current UW employee, the Biodiversity Institute will retain a vacant position at the entry level, in an area that the director will define and to be assigned to an appropriate UW department.
- We will fund at least one position proposal accompanied by tangible and documented commitments to teaching in at least one of the following programs:
  - African-American and Diaspora Studies
  - American Indian Studies
  - Chicano Studies
  - Gender and Women's Studies

Interested departments should contact the appropriate program director(s) and review the priority needs listed in Appendix 2 of this memo.

Units receiving position authorizations in response to this solicitation should plan to search during FY2013 to fill the positions, unless there are documented, compelling reasons to start the search later.

**Format for position requests.** All position requests must come from the academic deans or the directors of the Art Museum and AHC. We encourage directors of interdisciplinary programs to work with these administrators, as appropriate, in the formulation of position requests that serve their programs. 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](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 distinction, 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 multidisciplinary programs.* Proposals are encouraged that will strengthen the ethnic, gender, and international studies programs; the multidisciplinary graduate programs and the WWAMI Medical Education Program; the School of Environment and Natural Resources (SENR), the Biodiversity Institute, the School of Energy Resources (SER), and WyGISC. Appendix 2 lists these multidisciplinary 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 academic departments 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 table on the following page contains a schedule of events related to the allocation of positions and other uses of the CPM budget.

<b>Dates</b>	<b>Event</b>
May 2012	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.
23 May 2012	Position requests due in Academic Affairs (5:00 pm).
6 June 2012	Half-to-full-day meeting involving academic deans and directors, the Vice President for Research, and Academic Affairs.
July-early August 2012	Final decisions on position and other allocations and transfers of funds.

The meeting on June 6th 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. Deans and directors should **reserve Wednesday June 6 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"> <li>• Computational science and engineering</li> <li>• Earth and energy science and technology</li> <li>• Water resources and hydrological science</li> <li>• Linkages with NCAR in any of the areas listed above</li> </ul>	40, 41, 42, 43, 44, 45, 46, and 47
Cultural assets, arts, and humanities	<ul style="list-style-type: none"> <li>• Links among the Art Museum, the AHC, and curricula and creative endeavors in fine arts and humanities</li> <li>• Links with Wyoming's other major cultural endeavors, humanities resources, and artistic communities</li> </ul>	48, 49, 50
Environment and natural resources	<ul style="list-style-type: none"> <li>• Environmental and natural resource issues important to Wyoming</li> <li>• Enhancements to the teaching workforce of the School of Environment and Natural Resources</li> <li>• Energy conservation and sustainable business practices and resource uses</li> <li>• Cross-college and cross-disciplinary collaborations to enhance scholarship in natural resource issues</li> </ul>	51, 52, 53, 54, 55
History and culture of the Rocky Mountain region	<ul style="list-style-type: none"> <li>• History and religions of the West</li> <li>• American Indian history and culture</li> </ul>	56, 57
Life sciences	<ul style="list-style-type: none"> <li>• Ecology</li> <li>• Molecular and cellular life sciences</li> <li>• Neurosciences</li> <li>• Biomedical sciences</li> </ul>	58, 59, 60
Professions critical to the state and region	<ul style="list-style-type: none"> <li>• Health care, especially in rural settings and including contributions to medical education in the WWAMI program</li> <li>• Education, especially in areas associated with the Wyoming Excellence chairs.</li> <li>• Business and economic and community development</li> <li>• Law</li> </ul>	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: Multidisciplinary 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 directors and contributing departments alike should think carefully about potential overlaps in curricular content, to minimize upward pressures on the number of additional courses that department heads need to staff. Reconfiguration of existing courses not only helps economize on faculty workload; it can also be a highly fruitful way to capitalize on UW's distinctive faculty expertise and to steer the curriculum toward themes that align with the institution's strategic plan.

Program	Priorities for commitments associated with position proposals	Contact
Biodiversity	Director's position	Ingrid Burke, ENR Director ( <a href="mailto:iburke@uwyo.edu">iburke@uwyo.edu</a> , 6-5150)
COBRE Neuroscience	Interested departments should contact the director.	William Flynn, Director ( <a href="mailto:Flynn@uwyo.edu">Flynn@uwyo.edu</a> ; 6-6446)
Ecology	Ecological statistical modeler	Bob Hall, Director ( <a href="mailto:Bhall@uwyo.edu">Bhall@uwyo.edu</a> ; 6-2877)
EPSCoR focus area	<ul style="list-style-type: none"> <li>• Hydrogeophysics</li> <li>• Petrophysics</li> <li>• Hydrological systems modeler</li> <li>•</li> </ul>	Anne Sylvester, NSF EPSCoR Program Director ( <a href="mailto:annesyl@uwyo.edu">annesyl@uwyo.edu</a> ; 6-4993)
Hydrological Sciences	<ul style="list-style-type: none"> <li>• Surface-groundwater interactions hydrology</li> <li>• Snow hydrology</li> </ul>	Scott Miller, Director ( <a href="mailto:snmiller@uwyo.edu">snmiller@uwyo.edu</a> ; 6-4274)
Ethnic and Gender Studies Programs	<p>These programs are open to contributions from across UW.</p> <p>African American and Diaspora Studies:</p> <ul style="list-style-type: none"> <li>• African American History</li> <li>• African/Caribbean Diaspora</li> <li>• Law</li> <li>• Anthropology</li> </ul> <p>American Indian Studies:</p> <ul style="list-style-type: none"> <li>• American Indian Art</li> <li>• American Indian History</li> <li>• Tribal Community Development</li> <li>• Tribal Governance</li> </ul>	<p>Tracey Patton, Director (<a href="mailto:topatton@uwyo.edu">topatton@uwyo.edu</a>; 6-3857)</p> <p>Judy Antell, Director (<a href="mailto:antell@uwyo.edu">antell@uwyo.edu</a>; 6-6520)</p>

	<p>Chicano Studies:</p> <ul style="list-style-type: none"> <li>• Chicana/o Literature</li> <li>• Chicana/o History</li> </ul> <p>Gender and Women's Studies</p> <ul style="list-style-type: none"> <li>• Global women's health</li> <li>• Gender and science</li> </ul>	<p>Ed Munoz, Director (emunoz@uwyo.edu; 6-4120)</p> <p>Colleen Denney, Director (<a href="mailto:cdenney@uwyo.edu">cdenney@uwyo.edu</a>; 6-4351)</p>
Honors Program	<ul style="list-style-type: none"> <li>• Non-western cultures</li> <li>• Interdisciplinary cultural studies</li> </ul>	Duncan Harris, Director (dharris@uwyo.edu; 6-4110)
INBRE	<p>Interested departments should contact the director</p> <ul style="list-style-type: none"> <li>• Cardiovascular disease/metabolic disorders</li> <li>• Community-based research</li> </ul>	Jun Ren, Director (jren@uwyo.edu; 6-6131)
International Studies	<ul style="list-style-type: none"> <li>• Middle East studies</li> <li>• Latin America studies</li> </ul> <p>International perspectives, especially in connection with strategic partner institutions.</p>	Jean Garrison, Program Director (garrison@uwyo.edu; 6-6119), and Anne Alexander, IPO Director (aalex@uwyo.edu; 6-3678)
Molecular Cellular Life Sciences	Interested departments should contact the director.	David Fay, Program Director ( <a href="mailto:davidfay@uwyo.edu">davidfay@uwyo.edu</a> ; 6-4961)
School of Environment and Natural Resources (SENR)	<p>Areas of special interest include:</p> <ul style="list-style-type: none"> <li>• Natural resource law and policy</li> <li>• Land use and planning</li> <li>• Conservation finance</li> <li>• Landscape/forest ecosystem management</li> <li>• Wildlife habitat management</li> <li>• Water and climate change</li> <li>• Environmental health</li> <li>• Natural resource ethics and leadership</li> </ul>	Indy Burke, Director ( <a href="mailto:iburke@uwyo.edu">iburke@uwyo.edu</a> ; 6-5080)
School of Energy Resources (SER)	<p>Interested departments should contact the director.</p> <p>Areas of special interest include:</p> <ul style="list-style-type: none"> <li>• Unconventional reservoir technology</li> <li>• Advanced conversion technology</li> </ul>	Mark Northam, Director, ( <a href="mailto:mnortham@uwyo.edu">mnortham@uwyo.edu</a> ; 6-6858)
WWAMI Medical Education Program  and  Biomedical Sciences Ph.D. program	<p>Interested departments should contact the directors.</p> <ul style="list-style-type: none"> <li>• Public health</li> </ul>	<p>Matt McEchron, Director, (<a href="mailto:mmcechro@uwyo.edu">mmcechro@uwyo.edu</a>; 6-2496)</p> <p>Don Roth, Director (<a href="mailto:rothdon@uwyo.edu">rothdon@uwyo.edu</a>; 6-6-6310)</p>
WyGIS	<p>Energy resource informatics</p> <p>2D/3D geographic visualization</p> <p>Spatial decision support systems</p> <p>Geospatial extension for local government</p> <p>Geospatial education and outreach</p>	Jeff Hamerlinck, Director (jeff.hamerlinck@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.*