

# UNIVERSITY OF WYOMING

## Office of Academic Affairs

1000 E. University Avenue

Dept. 3302

nicoleb@uwyo.edu

Laramie, WY 82071

312 Old Main • 307.766.4286 • fax: 307.766.2606

Nicole Ballenger

Associate Provost

**To: Academic Deans, Directors, and Department Heads**  
**From: Nicole Ballenger**  
**Subject: Call for CPM proposals**  
**Date: 27 March 2013**  
**Copies: Myron Allen, Carol Frost, Andy Hansen, Maggi Murdock, Bill Gern, Brian Shader, 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 FY2013. 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. Other types of allocations include, but are not limited to, increases to salary dollars currently budgeted for permanent positions but insufficient to cover the full salary. Deans and directors may also propose other, non-salary uses of the dollars.

This memo pertains to all academic positions to be funded with Section 1 block grant resources. There is no call for Wyoming Excellence Chair proposals at this time. As the deans have discussed, there are bridge-funding plans in place for positions allocated to the Wyoming Center for Environmental Hydrology and Geophysics (through EPSCoR) (see the call for WyCEHG position proposals at this link: [http://www.uwyo.edu/acadaffairs/files/docs/RFP\\_EPSCoR\\_WyCEHG.pdf](http://www.uwyo.edu/acadaffairs/files/docs/RFP_EPSCoR_WyCEHG.pdf)) and the Biodiversity Institute; these positions do not affect this year's CPM allocations. Information regarding opportunities associated with current or future School of Energy Resources (SER) positions may be obtained from SER Director Mark Northam (6-6858; mnortham@uwyo.edu).

Please note the following:

- We will fund the FY2014 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.

Units receiving position authorizations in response to this solicitation should plan to search during FY2014 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 multidisciplinary and institutional grant-supported 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 priorities — including credit-bearing teaching and the areas of distinction identified in UW’s strategic plan — as described below.

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.** *Each CPM position request must clearly describe how the requested allocation would enhance the requesting department’s contributions to (a) the university’s core teaching mission and (b) the university’s areas of academic distinction as defined in UP3.* **Appendix 1** identifies UW’s areas of academic 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.

In addition, priority will be given to proposals that:

- *Provide formal support for the missions of the multidisciplinary programs*, including those supported with institution-level programmatic grants [Wyoming NSF EPSCoR, the NIH COBRE Neuroscience Center, and Wyoming IDeA Networks of Biomedical Research Excellence (INBRE)]. **Appendix 2** lists these multidisciplinary programs, the directors, and their priorities for curricular and scholarly contributions.
- *Make tangible contributions to strengthening the curricular contributions* of first-year general education instruction (in particular the development of First-Year Seminar courses and the diffusion of Writing, Speaking, and Digital Communication throughout the lower-division curriculum), the ethnic and gender studies programs, the Honors Program, the Haub School, and the Outreach School and UW/CC.
- Strengthen the curricular or scholarly linkages between the academic departments and the cultural resources of the American Heritage Center and the Art Museum.

In all cases, the 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 unplanned-for start-up costs that budgets in Old Main cannot accommodate without imposing lengthy hiring delays.

**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 2013	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.
31 May 2013	Final date to send position requests to Academic Affairs (no later than 5:00 pm). Earlier submissions, even if in draft form, will be appreciated.
5 June 2013	Half-to-full-day meeting involving academic deans and directors, the Vice President for Research, and Academic Affairs.
July-early August 2013	Final decisions on position and other allocations and transfers of funds.

The meeting on June 5th will include summary presentations by each dean and director, as well as discussion among participants of how requests contribute to shared 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 Wednesday June 5 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>• Linkages among the Art Museum, the AHC, and curricula and creative endeavors in fine arts and humanities</li> <li>• Linkages with Wyoming's other major cultural endeavors, humanities resources, and artistic communities</li> <li>• Contributions toward the establishment of a Humanities Institute.</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 Haub School</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 in science, math, and literacy education.</li> <li>• Business and economic and community development</li> <li>• Law, with an emphasis on natural resources and energy 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 multidisciplinary programs, including those supported with institution-level programmatic grants [Wyoming NSF EPSCoR, NIH COBRE Neuroscience Center, and the IDeA Networks of Biomedical Research Excellence (INBRE) program]. *Proposals must be vetted with the relevant college deans and program directors 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 — and in many cases desirable — 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 and span several departments' interests.

Program	Priorities for commitments associated with position proposals	Contact
Biodiversity Institute	Current hiring priorities include: <ul style="list-style-type: none"> <li>Population biologist</li> <li>Evolutionary biologist</li> </ul>	Carlos Martinez del Rio, Director (cmdelrio; 6-2623)
Biomedical Sciences Ph.D. Program	<ul style="list-style-type: none"> <li>Cardiovascular Pharmacology</li> </ul>	Sreejayan Nair, Director (sreejay; 6-6138)
COBRE Neuroscience Center	Neurophysiologist (emphasis on effects of stress on brain organization and function)	William Flynn, Director (Flynn; 6-6446)
Ecology (PiE) Graduate Program	<ul style="list-style-type: none"> <li>Ecological statistical modeler</li> </ul>	Bob Hall, Director (Bhall; 6-2877)
EPSCoR-supported Wyoming Center for Environmental Hydrology and Geophysics (WyCEHG)	<ul style="list-style-type: none"> <li>Hydrogeophysics</li> <li>Hydrological systems modeler</li> <li>Groundwater hydrologist</li> <li>Rock physics</li> </ul>	Anne Sylvester, NSF EPSCoR Program Director (annesyl; 6-4993); Steve Holbrook, Co-director WyCEGH (steveh; 6-2427); Scott Miller, Co-director WyCEGH (snmiller; 6-4274)
Ethnic and Gender Studies Programs	<p>These programs welcome contributions to teaching and scholarship 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> </ul>	Tracey Patton, Director (topatton; 6-3857)  Judy Antell, Director (antell; 6-6520)

	<ul style="list-style-type: none"> <li>• Tribal Governance</li> </ul> <p>Chicano Studies:</p> <ul style="list-style-type: none"> <li>• Chicana/o History</li> <li>• Social science</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; 6-4120)</p> <p>Colleen Denney, Director (cdenney; 6-4351)</p>
Haub School of Environment and Natural Resources	<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>• 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>	<p>Indy Burke, Director (iburke; 6-5080)</p>
Honors Program	<ul style="list-style-type: none"> <li>• Non-western cultures</li> <li>• Cultural studies</li> </ul>	<p>Duncan Harris, Director (dharris; 6-4110)</p>
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>	<p>Jun Ren, Director (jren; 6-6131)</p>
International Studies	<ul style="list-style-type: none"> <li>• Middle East studies with ENR emphasis</li> <li>• Latin America studies</li> </ul>	<p>Jean Garrison, Program Director (garrison; 6-6119)</p>
Molecular and Cellular Life Sciences	<p>Interested departments should contact the director.</p>	<p>David Fay, Program Director (davidfay; 6-4961)</p>
School of Energy Resources (SER)	<p>Areas of special interest include:</p> <ul style="list-style-type: none"> <li>• Unconventional reservoir technology</li> <li>• Advanced conversion technology</li> <li>• Petroleum engineering</li> <li>• Energy finance</li> <li>• Energy regulation, policy, and law</li> </ul>	<p>Mark Northam, Director, (mnortham; 6-6858)</p>
WWAMI Medical Education Program	<p>Interested departments should contact the director.</p>	<p>Matt McEchron, Director, (mmcechro; 6-2496)</p>
WyGIS	<p>Energy resource informatics 2D/3D geographic visualization Spatial decision support systems Geospatial extension for local government Geospatial education and outreach</p>	<p>Jeff Hamerlinck, Director (jhamerl2; 6-2736)</p>

**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 core teaching and 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.*