



Office of Academic Affairs

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**PROCEDURES FOR
 REAPPOINTMENT, TENURE AND PROMOTION**

This document contains material removed from UW Regulation 2-7 (as of July 1, 2019) and is intended to provide guidance for reappointment, tenure and promotion reviews conducted in AY19-20. The material contained in this document will be reviewed and incorporated, as appropriate, in new Standard Administrative Policies and Procedures (SAPP). *(Note: The original format and numbering system has been retained from the previous UW Regulation 2-7.)*

SOURCE

UNIVERSITY OF WYOMING REGULATIONS

Subject: Reappointment, Tenure and Promotion Procedures for University Faculty
 Number: UW Regulation 2-7

II. REAPPOINTMENT, TENURE AND PROMOTION POLICY

B. Research and/or Creative Contributions

1. Research

c. Other Criteria:

- (1)** A department or college shall utilize written comments from reviewers outside the University to evaluate research and/or creative contributions of candidates for promotion and/or tenure. The procedures to be used to obtain these review letters are:
 - (a)** The candidate and the department/unit head/chair shall each make a list of at least six possible reviewers. The candidate may delete up to one-third of the names on the department/unit list. The department/unit shall choose an equal number from each list (excluding the names deleted by the candidate) for a minimum of four potential reviewers.
 - (b)** The candidate shall prepare a packet to be sent to each potential reviewer. The packet should consist of a resume/vita and representative examples of recent scholarly and/or creative contributions.

- (c) The candidate may waive the right to see the letters, via a written statement to be included in the candidate's folder. The candidate shall, however, retain the right to see the texts of these letters that have been edited in such a way as to preclude identification of their respective authors.
- (d) The department/unit shall send the packet with an accompanying cover letter to each of the selected potential reviewers. It shall be the responsibility of the Vice President for Academic Affairs to announce a reasonable deadline for the solicitation of these outside reviews. The cover letter shall indicate whether or not the candidate has waived the right to see the letters, and will state the degree of confidentiality of the response. This letter shall request an evaluation by the reviewer of the scholarly and/or creative contributions of the candidate. It shall refrain from asking the reviewer to state whether the candidate would be tenured at the reviewer's institution.
- (e) The department/unit head shall prepare a summary statement describing the process of solicitation of reviewer letters. This summary and the letters shall be included in the candidate's folder. A copy of this summary shall be provided to the candidate.
- (f) If the candidate waives the right to see the letters, only those who will vote or make administrative recommendations on the case (including members of reappointment, tenure and promotion committees) shall have access to a confidential folder containing the original letters (or copies thereof) and the summary defined in **section II.B.1.c.(1)(c)**.
- (g) The solicitation of letters from outside the University of Wyoming is not meant to discourage solicitation of, or diminish the value of, letters from within the University.

III. REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES.

The following organizational and procedural guidelines are to apply:

A. Departmental Level

- 3. A case for reappointment, tenure or promotion will normally be initiated by the department head with concurrence of the candidate. An individual may initiate candidacy for early tenure with the written concurrence of the majority of the tenured faculty of the individual's academic unit. An individual may initiate candidacy for promotion with the written concurrence of the majority of a group in the academic unit composed of both tenured faculty members and those who hold the same or higher rank to which the individual is to be considered.

4. The department head, in full consultation with the candidate, will assemble materials for the candidate's folder by the required deadline. The folder will include the following:
 - a. Copies of the reappointment/tenure/promotion form
 - b. Curriculum vitae
 - c. The job description, including amount of time in functional areas, nine or twelve-month appointment, number of classes to be taught, and other specific requirements such as advising students, publication expectations, serving as thesis adviser, etc.
 - d. Supporting documents for (a) Teaching (b) Research and/or Creative Contributions and (c) Extension, Professional Services, and University-Related Activities, as described in **section II. REAPPOINTMENT, TENURE AND PROMOTION POLICY**
 - e. Rating by department head on performance in each part of the job description, as outlined in **section II. REAPPOINTMENT, TENURE AND PROMOTION POLICY**
 - f. Evaluative information concerning teaching effectiveness, with all related documents, for previous three years (See **section II. REAPPOINTMENT, TENURE AND PROMOTION POLICY**)
 - g. Descriptive information listing all courses taught at the University and all teaching accomplishments (See **section II. REAPPOINTMENT, TENURE AND PROMOTION POLICY**)
 - h. Such other information as the candidate deems necessary
5. For purposes of reappointment, tenure and promotion, each department must establish protocols by majority vote of all tenured and tenure-track faculty to form a peer group that must include but is not limited to all tenured and tenure-track members of the department. The peer group may include a group composed of additional members of the department who hold appropriate academic qualifications considering rank, academic degree, or job description.

Tenure-track members of the department who do not hold tenure vote on a case-by-case basis if the candidate provides expressed written approval. Additional members of the peer group vote, on a case-by-case basis, if a candidate who provides written approval for tenure-track faculty to vote also provides written approval for this additional group

The college or unit dean or director may direct a department or 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.

The department head shall make the candidate's folder available in its entirety and well in advance to a candidate's peer group as defined by the departmental protocols. These department protocols shall be documented in the candidate's packet. Members of this peer group shall be entitled to make written recommendations on the candidate's case, supported by comments stating reasons for the recommendations.

6. The department head will call a formal meeting of the appropriate faculty group, as described in **section III.A.5.** above, to discuss each candidate. After discussion each faculty member will cast a written ballot containing reason(s) for the vote within 72 hours of the end of the meeting (excluding weekends and holidays). The total vote of each faculty group (i.e., tenured faculty vote, non-tenured faculty vote, faculty with same or higher rank for which a candidate is nominated, and faculty with lower rank for which the candidate is nominated) along with comments, will be recorded on the appropriate forms. The department head shall not vote.
7. The department head will review the folder and make his/her written recommendation, which shall immediately be communicated to the candidate. It is the duty of every department head to make such written recommendations irrespective of the tenure status or academic rank of the department head.
8. The candidate signs the reappointment/tenure/promotion form to indicate having seen the final compilation of papers, the written comments of the faculty, and the recorded vote(s), and may make additions or a personal statement of response.
9. The candidate's folder is forwarded to the dean of the college.

B. College Level

1. Each college will establish a standing committee that will review reappointment, tenure and promotion. Its members are to be elected by the faculty of the college, and they should normally be members of that college's faculty. However, faculty members from a different college could also be elected, if the majority of the concerned college's faculty choose to include such representation. College reappointment, tenure and promotion committee members should represent as broadly as possible all the divisions and academic areas of that college, and, where practicable, serve a staggered three-year term, with no member serving consecutive terms.
2. The dean will make available to members of the college reappointment, tenure and promotion committee the folders of all candidates for reappointment/tenure/promotion.

3. If the committee deems it necessary, a candidate may be invited to present a written and/or oral statement. If the candidate appears before the committee the department chair/head shall also be requested to address any questions that the committee has regarding the case. Should the committee wish to discuss the case with the department chair/head, the candidate shall have the right to be present and to respond to any presentation made by the department chair/head.
4. The college reappointment, tenure and promotion committee members shall deliberate each case. After discussion, each committee member will cast a written ballot containing reason(s) for the vote. The dean shall have the prerogative of sitting in on the deliberations of the college reappointment, tenure and promotion committee. He/she shall not vote.
5. The college reappointment, tenure and promotion committee shall inform all department heads of its recommendations and explanations of vote for each candidate.
6. The dean will review each folder and will make his/her written recommendation.
7. The entire folder shall be made available to the candidate, who shall have the right to add a statement of response. Candidates who have been turned down for reappointment/promotion/tenure shall be informed by the dean and the rationale for the recommendation will be discussed with the candidate.
9. The dean will forward all appropriate completed folders of candidates to the office of Vice President for Academic Affairs for an administrative decision or for transmission to the University Reappointment, Tenure and Promotion Committee. One copy of the reappointment/tenure/promotion form shall be returned to the college reappointment, tenure and promotion committee.
10. The dean shall make available to the college reappointment, tenure and promotion committee all secretarial help required for its work.
14. In the case of a joint appointment involving half-time allocations to each of two colleges or college-type units, the candidate's folder will be reviewed by each department or division and by both deans. In the case of a disagreement among the department heads and deans, the candidate's folder will be forwarded to the Vice President for Academic Affairs for transmission to the University Reappointment, Tenure and Promotion Committee for its recommendation, unless the faculty member wishes to withdraw from candidacy.

C. University Level

1. The current composition and procedure of the University Reappointment, Tenure and Promotion Committee shall be retained (See UW Regulation 2-302).
2. The office of the Vice President for Academic Affairs shall make the entire folder of selected candidates (See **section III.C.4.** below) available to members of the University Reappointment, Tenure and Promotion Committee.
3. The candidate may present a written and/or oral statement about the case to the committee. If the candidate chooses to appear before the committee the department chair/head and dean shall be requested to appear also to answer any questions that the committee may have about the case. Should the committee wish to discuss the case with the dean or the department chair/head, the candidate shall have the right to be present and to respond to any presentation made by the dean or the department chair/head.
4. University Reappointment, Tenure and Promotion Committee members shall deliberate when
 - a. The decision of one of the lower units, i.e. departmental colleagues, department heads, college committee, and dean, is in conflict with that of another, or
 - b. A candidate chooses to be reviewed.
5. After discussion each member will cast a written ballot containing reasons for the vote. The Vice President for Academic Affairs or the President may request the University Reappointment, Tenure and Promotion Committee to discuss cases outside the above categories. The Committee shall not vote on those cases.
6. The President or the Vice President for Academic Affairs and the Chairperson of the Faculty Senate shall have the prerogative of sitting in on the deliberations of the University Reappointment, Tenure and Promotion Committee but shall not vote.
7. The University Reappointment, Tenure and Promotion Committee shall inform all deans and principal administrators of its recommendations and explanations of vote for each candidate in his college/division.
9. The Vice President for Academic Affairs shall make available to the University Reappointment, Tenure and Promotion Committee all secretarial help required for its work.
10. Upon completing deliberations, the University Reappointment, Tenure and Promotion Committee will communicate its recommendations in writing to the

Vice President for Academic Affairs along with the reasons for its recommendations.

11. The Vice President for Academic Affairs shall deliberate each case and make his/her recommendation to the President of the University. The recommendations of the University Reappointment, Tenure and Promotion Committee and the Vice President for Academic Affairs shall be made available to the candidate. For any case where the Vice President for Academic Affairs recommends against promotion and tenure the candidate shall have the right to add a statement of response. In all cases the candidate shall initial (and date) the reappointment/tenure/promotion form to indicate having seen the final compilation of papers which will be forwarded to the President with the Vice President for Academic Affairs' recommendation.
12. The President of the University shall inform in writing each candidate concerned of the nature of his/her decision and the rationale for it. A candidate not approved for tenure shall have the right to resign and the personnel file shall state only that he/she resigned.
13. The President and/or the Vice President for Academic Affairs shall meet with the University Reappointment, Tenure and Promotion Committee to review the final decisions.
14. The President when presenting recommendations to the Board of Trustees shall be accompanied by the Chairperson of the University Reappointment, Tenure and Promotion Committee.

D. American Heritage Center and the Libraries

For information regarding the reappointment, promotion and extended-term appointment process in the American Heritage Center see UW Regulation 2-400, "Regulations of the American Heritage Center"; and regarding the reappointment, promotion and extended-term appointment process in the Libraries see UW Regulation 2-409, "Regulations of the University Libraries."

E. Review of Probationary Faculty

1. First Year Review.

- a. The review in the first year of employment shall be initiated by the department head and shall follow the procedures described for reappointment, tenure and promotion in **section III.A.3-9. Departmental Level** above.
- b. After review at the departmental level, and if the dean concurs with the positive recommendations of the department and department head, the dean will forward his/her recommendation and ratings directly to the Vice

President of Academic Affairs. If desired, the dean may include comments along with his/her evaluation.

- c. The folder of a faculty member who has not been recommended for a subsequent review by departmental colleagues or the department head shall be referred by the dean to the college reappointment, tenure and promotion committee for review and vote. When a candidate has received positive recommendations from the department but the dean wants additional input, the case shall be referred to the college reappointment, tenure and promotion committee for review and vote, with evaluation and rationale from the dean.
 - d. Insofar as termination is a tenure-bearing issue, candidates not recommended for subsequent reviews shall be reviewed by the University Reappointment, Tenure and Promotion Committee if the decision of one of the lower units, i.e., departmental colleagues, department head, college reappointment, tenure and promotion committee, or dean, is in conflict with that of another. After discussion, each member shall cast a written ballot containing reasons for the vote.
 - e. Upon completing deliberations, the University Reappointment, Tenure and Promotion Committee shall communicate its recommendations in writing to the Vice President for Academic Affairs along with the reasons for its recommendations.
 - f. The Vice President for Academic Affairs shall deliberate each case and make his/her recommendation to the President of the University. The recommendations of the University Reappointment, Tenure and Promotion Committee and the Vice President for Academic Affairs shall be made available to the candidate. For any case where the Vice President for Academic Affairs recommends termination, the candidate shall have the right to add a statement of response. In all cases, the candidate shall initial and date the recommendations to indicate having seen the final compilation of papers
- 3. Second Year Review.** [This has been changed in the regulation to "Mid-probationary review" to occur "generally in the third year"] The second year review ["Mid-probationary review"] shall follow the procedures described for reappointment, tenure and promotion in **section III.A.3-9. Department Level, section III.B.2-14. College Level, and III.C.2-14. University Level** above.
- 7. Sixth Year Review (Tenure).** The tenure review shall take place as described in **Section III. REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES.**

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

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