



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)

---

## **Reappointment, Tenure and Promotion Instructional Guide for College Tenure and Promotion Committee**

Each college will establish a standing committee that will review reappointment, tenure and promotion. Its members are elected by the faculty of the college, and normally be members of that college's faculty. However, membership may also include faculty members from a different college providing 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. College bylaws may include additional information.

Each member of the College Reappointment, Tenure and Promotion Committee shall:

1. Participate in all mid-probationary, tenure, and promotion reviews for faculty with appointments in the college.
2. Review the Statement of Responsibilities (see AA website for reviewers).
3. Examine and read the packet of each candidate, including the unit head's letter and the unit's peer group recommendations.
4. Consider the candidate's duties and workload distributions as outlined in the job description and evaluate the candidate according the unit's tenure and promotion standards, in conjunction with those of the college and university.
5. Deliberate each case.
  - a. If the committee deems it necessary, a candidate may be invited to present a written and/or oral statement.
  - b. If the candidate appears before the committee the unit head shall also be requested to address any questions that the committee has regarding the case.
  - c. Should the committee wish to discuss the case with the unit head, the candidate shall have the right to be present and to respond to any presentation made by the unit head.
6. Cast a ballot containing reason(s) for the vote within 72 hours of the end of the meeting (excluding weekends and holidays). Abstentions shall only be submitted when vote is cast at another level or in accordance with University regulations and policies.

Reference: University Regulation 2-7 (Procedures for Reappointment, Tenure, Promotion and Fixed-Term)

Standard Administrative Policies and Procedures: *Procedures for Reappointment, Tenure and Promotion* (coming soon)

Links: <http://www.uwyo.edu/regs-policies/section-2-academic-affairs/academic-personnel.html>