



Office of
Academic Affairs

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Reappointment, Tenure and Promotion Instructional Guide for Unit Head

Unit Heads play an important role in preparing the candidate and providing materials required for the review. The overarching responsibility of the unit head is to ensure implementation of all university, college and unit policies and procedures. Below is a specific list of responsibilities carried out by the Unit Head.

1. Establish and monitor a process for a tenured faculty member to mentor the candidate in developing the best case for promotion and/or tenure.
2. Provide leadership in the collaborative writing and regular review of the academic unit's tenure and promotion policy, including agreed upon standards and expectations for positions and ranks, and guidelines for annual and mid-probationary reviews.
3. Provide information about, and timelines for, reappointment, tenure and promotion, plus access to all written guidelines regarding tenure and promotion expectations and policies, to all new and continuing faculty members on a regular basis.
4. Consider the candidate's duties and workload distributions as outlined in the job description and evaluate the candidate according to unit tenure and promotion standards and expectations.
5. Include written details related to assigned duties in annual performance reviews and provide statements addressing progress toward tenure and toward promotion, including steps that needed to strengthen the faculty member's case.
6. Assist candidates in preparation of materials for mid-probationary, tenure and promotion reviews.
7. Explore with the candidate the need for tenure clock stop and to notify/seek approval where needed.
8. Provide candidates the written comments of the tenured faculty in the unit about their candidacy for early tenure and promotion.
9. Provide candidates the written comments of the tenured faculty in the unit and those who hold the same or higher rank of the candidate about their candidacy for promotion for full professor.
10. Consult with the candidate in selecting a list of potential External Reviewers for promotion cases. See more details in the instructional guide for External Reviewers.
11. Request letters from external reviewers and prepare accompanying documentation. See more details in the instructional guide for External Reviewers

12. Communicate and collaborate with administrators in academic units where candidate holds joint or SER appointment to ensure appropriate procedures and timelines have been followed.
13. Assist in assembling the candidate's materials by the required deadline.
14. Schedule review meetings of the appropriate faculty group to discuss the case for each candidate and arrange for web conferencing, if needed.
15. Review the materials, including vote counts and comments of the unit level peer group and make his/her recommendation, which shall immediately be communicated to the candidate. It is the duty of every Unit Head to make such recommendations irrespective of the tenure status or academic rank of the Unit head.
16. Appear before the College and/or University Reappointment, Tenure and Promotion Committees when a candidate appears before those committees to answer any questions that the committees may have about the case.
17. Meet with the University Reappointment, Tenure and Promotion committee should the committee wish to discuss the case. The candidate shall have the right to be present and to respond to any presentation made by the Dean or the Academic Unit Head.

Links: [General Information about Review Procedures and Resources](#)
[Information about WyoFolio and WyoVita](#)
[Standard Administrative Procedures for Reappointment, Tenure, and Promotion](#)
[University Regulation 2-7 \(Procedures for Reappointment, Tenure, Promotion and Fixed-Term\)](#)
[Other University Regulations and Standard Administrative Policies and Procedures – Academic Personnel Related to Reappointment, Tenure, Promotion, and Fixed Term.](#)