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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Procedures for Reappointment, Tenure, Promotion and Fixed-Term  
**Number:** UW Regulation 2-7

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### I. PURPOSE

To define university-level standards and procedures for reappointment, tenure, fixed-term and promotion for faculty.

**Commented [TBB1]:** Added fixed-term to several sections so that it is clear that this regulation addresses policy and procedures for both tenure track and non-tenure track faculty.

### II. DEFINITIONS

**Academic Unit of Record:** The academic department that serves as the tenure and fixed-term home for the faculty member. In the case of a joint appointment, the academic unit of record is the unit to which the largest share of the workload is distributed. For School of Energy (SER) faculty, the unit of record is the academic department, school or college.

### III. REAPPOINTMENT, TENURE, FIXED-TERM AND PROMOTION POLICY

The University is committed to retaining and promoting faculty whose work achieves a high standard of excellence and who demonstrate through the performance of their duties a commitment to professionalism and to the core university mission.

One of the purposes of academic *tenure* is to retain a faculty best qualified to help execute the core university mission of advancing knowledge and educating students. The purpose of *promotion* is to recognize and reward faculty with records of sustained professional accomplishment that contribute to that mission. *Term contracts* provide stable, long-term employment for non-tenure track faculty and other academic personnel who support specific aspects of the teaching, research, extension and service missions of the University.

**Commented [TBB2]:** Language from 2-4 about APs.

Candidates for reappointment, tenure, promotion and fixed-term contracts are evaluated on the academic functions they are expected to perform and the evaluations will appropriately recognize the proportion of time allocated and expected for the particular functions by the candidates at each academic rank. In addition, the programmatic needs and directions of the University will also be considered for reappointment, tenure, and fixed-term.

**Commented [TBB3]:** This section was moved from 2-1.

The main criteria for reappointment, tenure, promotion, and fixed-term decisions are creative development, advancement of knowledge, and dissemination of knowledge. These criteria may be demonstrated in the University's functions of teaching, research, creative contributions, extension, outreach/engagement, service to the state of Wyoming, professional service, and other University-related activities and services.

**Commented [TBB4]:** Moved from 2-1

Academic units and colleges have the authority and responsibility to develop College or Unit Policy and Procedures that specify performance standards for their tenure-track faculty, non-tenure track faculty and other academic personnel. These standards shall be consistent with UW Regulations and Standard Administrative Policies and Procedures.

**Commented [TBB5]:** Consistent with URTP committee recommendation, original sections 2 (see below) deleted and moved to SAPP.

All judgments and recommendations about reappointment, tenure, promotion, and term contracts rest upon honest evaluation of the faculty member's performance of his or her teaching, research and creative activity, extension and service responsibilities. The function of the University's systematic, multi-phased review process, is to:

**Commented [TBB6]:** Reference to authority and responsibility of establishing standards inserted based on recommendations from the University Reappointment, Tenure, and Promotion (URTP) committee.

- A. Ensure quality of performance among faculty,
- B. Protect faculty against arbitrary dismissal without cause or due process,
- C. Prevent intrusion of inappropriate influence into the review and decision-making processes, and
- D. Provide actionable, formative feedback to faculty as they advance through their careers at the University.

Establishing and documenting standards and expectations is consistent with current practice. Added here is reference to the expectation that colleges and college-like units do the same.

#### IV. REAPPOINTMENT, TENURE, FIXED-TERM AND PROMOTION REVIEW PROCESS

**Commented [TBB7]:** URTP Committee recommended to include these functions.

Decisions about reappointment, tenure, fixed-term and promotion are reached through a comprehensive and rigorous peer review of achievements and promise. The review process begins in the candidate's academic unit of record. Each case moves through a sequence of reviews, from the academic unit to the college and then to the university level, whereby at each level a duly appointed officer of the University is to make a recommendation after having been advised by an appropriate faculty committee or group. Specific procedures for reappointment, tenure, fixed-term and promotion processes, including timelines, duties and responsibilities of the candidate, faculty and administrators, and procedures for external review, shall be specified in Standard Administrative Policy and Procedures.

**Commented [TBB8]:** The following sections have been deleted and will be incorporated into a SAP on University Standards for Tenure and Promotion. These are broadly addressed in the section below on General Criteria for Promotion and Tenure.

##### A. Probationary Period for Tenure Track Faculty and Progress to Tenure and Promotion

Tenure is normally obtained after a six-year period of probationary service. The length of the probationary period is based on written terms and conditions indicated in the faculty member's letter of appointment to a tenure-track rank.

- 1. **Annual review.** During the probationary period all tenure-track faculty shall be evaluated on their performance annually and in accordance with the allocation of effort in their job description. These reviews will occur in accordance with guidelines and procedures established by the Office of Academic Affairs.

2. **First-year review.** All tenure-track faculty shall have their first year review after they have been employed through a fall semester.
3. **Mid-probationary review.** All academic units shall have in place procedures for a mid-probationary review, generally in the third year, which is to include a written assessment and recommendation regarding the faculty member's progress toward tenure. This review is an opportunity for academic personnel to receive feedback on their performance and progress toward tenure and promotion.
4. **Mandatory tenure and promotion review.** Mandatory tenure and promotion review shall be conducted in accordance with the schedule specified in the initial appointment letter or in a letter granting a clock stop. Generally, review for promotion occurs simultaneously with the mandatory tenure review. Procedures for promotion to professor review shall be consistent with the mandatory tenure and promotion review.

**B. Probationary Period for Non-Tenure Track Faculty and Progress to Fixed-Term with Rolling Contract and Promotion**

Fixed-term is normally obtained after serving a probationary period of three consecutive years. The length of the probationary period is based on written terms and conditions indicated in the faculty member's letter of appointment to a fixed-term-track rank. The probationary period review shall be waived for academic personnel previously appointed to an extended-term who have converted to a fixed-term with rolling contract.

1. **Annual review.** During the probationary period all non-tenure track faculty shall be evaluated on their performance annually and in accordance with the allocation of effort in their job description. These reviews will occur in accordance with guidelines and procedures established by the Office of Academic Affairs.
2. **Fixed-term review.** All academic units shall have in place procedures for a fixed-term review. Mandatory fixed-term review shall be conducted in accordance with the schedule specified in the initial appointment letter or in a letter granting a clock stop.
3. **Review for rolling term.** A fixed-term will roll forward one year after each satisfactory (meet expectations) annual review. The programmatic needs and directions of the University will also be considered when determining if the contract will roll forward.
  - a. In the event of an unsatisfactory annual review, the contract is deemed not to roll. The rolling nature of the contract can be restored only after obtaining two successive years of satisfactory (meets expectations) annual reviews.

b. If an individual receives two annual reviews with an unsatisfactory rating (does not meet expectations), then the contract is deemed not to roll and the faculty member is ineligible for a rolling contract.

4. **Promotion review.** Promotion in rank must follow a thorough performance review, the general features of which include review by peers and administrators at the academic unit, college and university level. Procedures for promotion reviews are described in Standard Administrative Policies and Procedures.

**C. Review of Faculty Holding Joint Appointments**

1. Joint appointments within or between colleges cause special problems insofar as time allocations derived from monetary or other administrative concerns may not correspond to a description of the faculty member's total role in the University; such a role may include responsibilities that are not specific to any one of the supporting administrative units. In the evaluation of candidates holding joint appointments, close attention shall be given to the candidate's total job description.

2. In the case of a joint appointment involving two academic units within one college (or college-type unit such as the American Heritage Center), the candidate's materials will be reviewed by both academic units, beginning with the academic unit of record. The materials will then be reviewed by the College Reappointment, Tenure and Promotion Committee and the Dean, before being submitted to the Provost and Vice President of Academic Affairs.

3. In the case of a joint appointment involving two or more colleges (or college-type units), the candidate's materials will be reviewed by each Academic Unit Head, beginning with the academic unit of record. The college level review will be conducted by a subcommittee made up of one or more members from each College Reappointment, Tenure and Promotion Committees and the Deans from the respective colleges, before being submitted to the Provost and Vice President of Academic Affairs.

**D. Review of Faculty Holding Appointments in the School of Energy Resources (SER)**

Review will begin with the SER faculty (excluding any faculty member in the candidate's academic unit of record), who will discuss the candidate's reappointment, tenure and promotion materials and contributions to the SER mission, followed by the Executive Director of SER. Review materials will then be reviewed by the candidate's academic department, Unit Head, College Tenure and Promotion Committee, and Dean, before being submitted to the Provost and Vice President of Academic Affairs.

## V. FLEXIBILITY IN TENURE-TRACK

### A. Extension of the Probationary Period

In exceptional cases, it is possible to increase the length of the probationary period from that specified in the official letter of appointment, via a clock stop. A clock stop postpones, by one year, the next scheduled reappointment review and the date for the tenure or a fixed-term decision. An extension may be granted up to two times. Exceptions to this limit can be made under extraordinary circumstances if approved by the Provost and Vice President of Academic Affairs. Candidates must be held to the same standards of performance when the probationary period has been extended as candidates whose probationary period was not extended.

**Commented [TBB9]:** This section was derived from the current AA policy on tenure and extended term clock stops. The current policy and procedures on this will be updated into a SAP.

### B. Faculty Request for Early Tenure Review

A faculty member must be considered for reappointment, tenure and/or promotion after having served the time period required by existing regulations. A faculty member with an exceptional record in all the major dimensions of the candidate's professional responsibilities may apply for early tenure. The determination of an exceptional record is grounded in the performance standards and expectations of the discipline as evaluated by departmental colleagues, the Unit Head, the college committee, and the Dean. A tenure decision is considered to be early if it takes place before the probationary period has come to conclusion. If one receives a negative decision in an application for early tenure, the candidate shall continue on the original timetable.

## VI. TENURE, ROLLING TERM AND PROMOTION DECISIONS

### A. Tenure Decisions

The reappointment procedures are integrally related to the tenure and promotion decisions of those faculty serving probationary appointments. A tenure decision is normally based on rank at the time of initial appointment to the University of Wyoming as set forth below:

1. For untenured assistant professors, including those who were initially designated as instructor, the tenure decision will be made no later than the sixth year.
2. For untenured associate professors, the tenure decision will be made no later than the fourth year.
3. For untenured professors, the tenure decision will be made no later than the third year. Tenure decisions will be considered "early" if the candidate has served fewer years than specified above.

**Commented [TBB10]:** Timeline for "Instructor" was deleted from original statement and the statement was modified to show that an individual will only have a probationary period of 6 years, regardless of whether they began their employment as an Instructor or Assistant Professor. This is consistent with current practice.

Only those tenure-track faculty who successfully complete this period and are approved by the Trustees, will receive tenure. An individual who is not offered tenure at the end of the probationary period shall not be retained as a tenure-track faculty member.

**Commented [TBB11]:** Section moved from 2-1; minor edits but no change to substance, including timelines.

**Commented [TBB12]:** This statement will not preclude someone from being hired in a non-tenure track faculty position.

## B. Rolling Term Decisions

The reappointment procedures are integrally related to the decision to grant a fixed-term contract and to roll it forward on an annual basis. A fixed-term decision is normally based on rank at the time of initial appointment to the University of Wyoming as set forth below:

1. Three-year rolling contracts are issued to non-tenure track faculty who have successfully served three one-year term contract appointments. Full-time faculty members appointed to a three-year rolling contract have a three-year term of employment, which is eligible to be renewed annually.
2. Upon promotion to the highest rank, a non-tenure track faculty member is eligible for a rolling five-year contract. A rolling five-year contract must be recommended by the President of the University and approved by the Board of Trustees.

Only those non-tenure track faculty who successfully complete this period and are approved by the President, will receive a fixed-term. An individual who is not offered a fixed-term at the end of the probationary period for reasons other than merit may be reappointed to an annual appointment.

## C. Promotion Decisions

The promotion of faculty shall also be initiated in accordance with the procedures specified in UW Regulations and criteria outlined in Standard Administrative Policies and Procedures. Only those faculty recommended by the President of the University and approved by the Board of Trustees will receive promotion.

### 1. Tenure-Track and Tenured Faculty

Promotion decisions for assistant professors being considered for associate rank will normally occur during the sixth year of service; decisions prior to the sixth year will be considered "early." Promotion decisions for associate professors being considered for the rank of professor are not tied to years of service. Instead, they hinge on the depth, level, and national or international scope and recognition of the candidate's contributions to the discipline and the University's mission. Associate professors seeking promotion to professor normally undergo a period of additional growth that results in a greater level of accomplishment and intellectual leadership.

**Commented [TBB13]:** Duplicated from 2-1.

## 2. Non-Tenure Track Faculty

Promotion decisions for entry level non-tenure track faculty being considered for the next academic rank will normally occur during the sixth year of a rolling term; decisions prior to the sixth year will be considered "early." Promotion to the highest rank is not tied to years of service. Instead, promotion decisions hinge on scope and recognition of the candidate's contributions to the discipline and the University's mission. Non-tenure track faculty seeking promotion to the highest academic rank normally undergo a period of additional growth that results in a greater level of accomplishment and intellectual leadership.

### D. Administrators Holding Tenure

Administrative and academic officers do not have tenure in their administrative positions and shall serve in such capacity at the pleasure of the President and/or the Trustees. If they hold concurrent faculty appointments, they may be granted tenure in the faculty position at the discretion of the Trustees. However, no one shall forfeit tenure by reason of appointment to an administrative position.

Commented [TBB14]: Moved from 2-1

## VII. OUTCOMES

### A. Notification of Reappointment and Tenure

1. If the decision is to reappoint during the probationary period or award tenure, the Provost and Vice President of Academic Affairs will send an appointment letter to the candidate, with a copy to Dean or comparable administrator and the Academic Unit Head.
2. If the decision is to not reappoint during the probationary period or award tenure, the Provost and Vice President of Academic Affairs will provide written notice to the candidate.

Commented [TBB15]: Many of the procedures outlined in the sections below for Development/Academic Unit Level, College Level and University Level reviews will be moved to a SAP and reformatted to specify what are the roles and responsibilities of the candidate, faculty peer group, unit head, college T & P committee, Dean, University RTP Committee, and President. Timelines, assurances of due process, and other procedural details will be included in the SAP.

### B. Notification of Promotion

1. If the decision is in favor of promotion, the effective date is at the beginning of the next contract term (i.e., July 1 for fiscal year appointments, September 1 for academic year appointments).
2. If the decision is in favor of promotion, it shall be the policy of the university that all promotions shall include a salary increase of 10 percent of the base salary, irrespective of other salary increases.
3. If the decision is not in favor of promotion, the Provost and Vice President of Academic Affairs will inform the candidate in writing.

Commented [TBB16]: All items included here are consistent with current regulation and academic/employment practices.

### C. Notification of Non-Renewal

Commented [TBB17]: The timelines outlined here are consistent with current regulations, long time practice and guidelines from AAUP.

1. Tenure-track faculty and non-tenure track faculty in their first year whose probationary contract is not renewed shall be notified not later than March 15 of that academic year.
2. Tenure-track faculty and non-tenure track faculty and other academic personnel on *extended* term in their second years through final year of the probationary period whose contract is not renewed or when tenure is not awarded shall be notified at least 12 months before the expiration of an appointment, which for academic year appointments is typically the end of May.
3. Non-tenure track faculty on *fixed* term with rolling contracts will be notified that his/her appointment will not be renewed and the faculty member will be allowed to finish the remainder of the rolling contract or given a 12-month notice of non-reappointment, whichever is longer.

**VIII. WITHDRAW OF PACKET BY CANDIDATE FROM FURTHER CONSIDERATION**

Candidates not recommended for reappointment, tenure, or promotion at the department and college level shall be notified of the decision. Their materials will be forwarded to the University Reappointment, Tenure and Promotion Committee or the Provost and Vice President for Academic Affairs for review, unless the candidate concerned requests the packet be withdrawn from consideration. If the candidate makes such a request, the decision will be final. A person turned down for reappointment or tenure will have the right at this time to resign and the personnel file will state only that he/she resigned.

**IX. RIGHT TO REVIEW AND HEARING FOR VIOLATION OF EVALUATION, PROMOTION OR TENURE PROCEDURES.**

A faculty member who believes that the university, college or department's tenure and promotion policy or procedures have been violated, adversely affecting the faculty member's tenure or promotion may file a grievance pursuant to University Regulation 2-2.

**X. CORE MATERIALS**

In accordance with academic unit, college and university guidelines, the candidate and unit head are responsible for submitting a core set of reappointment, tenure and promotion materials by the required deadline, including:

- A. Curriculum vitae;
- B. Job description(s);
- C. Self-reflection essay; and

**Commented [TBB18]:** Guidelines and instructions for submitting materials will be included in a procedural document from AA. Implementation of Faculty 180 electronic system will impact who submits, how they are submitted, and when they are submitted and/or completed.



- D. Supporting documents for teaching, research and/or creative contributions, extension, professional services, and University-related activities.

External letters of recommendation are required for all tenure and promotion cases.

## **XI. ADMINISTRATIVE PROCEDURES**

In addition to the roles and responsibilities described in Section XX above, the Provost and Vice President for Academic Affairs shall have the authority and responsibility to:

- A. Initiate directives to deans and department/division heads providing for the development of all procedures necessary for the complete and uniform implementation of the reappointment, tenure and promotion procedures specified in UW Regulations.
- B. Establish the calendar for the submission of reappointment, tenure and promotion materials; the meetings of the University Reappointment, Tenure and Promotion Committee to consider the candidates for reappointment, tenure and promotion; the submission of the recommendations of the University Reappointment, Tenure and Promotion Committee to the President of the University for the President's review and consideration.
- C. Take any and all action necessary to coordinate and monitor the implementation of the reappointment, tenure and promotion procedures specified in this UW Regulation at the University.

## **XII. UNIVERSITY REAPPOINTMENT, TENURE AND PROMOTION COMMITTEE**

A second function of the University Reappointment, Tenure and Promotion Committee shall be to determine if the standards enumerated in Section III above are being consistently applied campus-wide by examining the procedures and general eligibility qualifications of candidates recommended and not recommended by the college committees for promotion, tenure, or reappointment. In order to make this determination, the University Reappointment, Tenure and Promotion Committee shall sample the recommendations from colleges. Apparent policy inconsistencies will be described in writing, and returned to the college committee and the dean for future assessment, and/or the Committee may make recommendations to the Vice President for Academic Affairs for other appropriate action.

Further, the reappointment, tenure and promotion committees of the college and University should be alert to possible irregularities at whatever level in following these procedures and should investigate and make appropriate recommendations wherever procedural integrity is not maintained. Should this procedure not lead to corrections the committees should make a full report of violations to the Faculty Senate and the Faculty Academic Standards, Rights, and Responsibilities Committee.

Endorsed by the Trustees Academic and Student Affairs and Regulation Committees 10-3-18  
CLEAN COPY 10-4-18

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**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:**

University Regulation 803; adopted May 6-8, 2009 Board of trustees meeting  
Revisions adopted 5/13/2015 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 5-803, now UW Regulation 2-7