
UNIVERSITY OF WYOMING REGULATIONS

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



I. PURPOSE.

~~_____~~To ~~specify~~ 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. ~~2-~~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.

~~H-III.~~ REAPPOINTMENT, TENURE, ~~FIXED-TERM~~ AND PROMOTION POLICY.

~~_____~~~~Main~~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 ~~tenure~~fixed-term decisions are creative development, advancement of knowledge, and dissemination of knowledge. These criteria may be demonstrated in the mainUniversity's functions of teaching, research, creative contributions, extension, outreach/engagement, service to the state of Wyoming, professional services, 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.

All — A candidate for reappointment, promotion, or tenure must be evaluated on the academic functions he/she is expected to perform. The programmatic needs and directions of the University will also be considered in reappointment and tenure cases.

~~—— A candidate's record shall be evaluated on the basis of quality of performance within the academic functions which have been performed. The evaluations will appropriately recognize the proportionate time expected and allocated to the particular functions by the candidate.~~

a. Teaching

i. The working definition of teaching includes:

- (1) Classroom teaching and working with students outside of classes on course material
- (2) Thesis, dissertations, plan B and other graduate degree direction
- (3) Directing individual and group study and practicum
- (4) Advising students on curriculum
- (5) Preparation of teaching materials such as texts, readings, books, cases, course syllabi, bibliographies, computer programs, development of new courses, programs and curricula, etc., for use by others as well as by the author
- (6) Development of courses for presentation by telecommunications systems
- (7) Clinical teaching

ii. The following are some possible sources of information concerning teaching effectiveness:

(1) Department head evaluations (including, for example, such matters as indicated in this UW Regulation in 3.a.iii. — 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:

1. Ensure quality of performance among faculty.
2. Protect faculty against arbitrary dismissal without cause or due process.
3. Prevent intrusion of inappropriate influence into the review and decision-making processes, and

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

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

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.

4. ~~Provide actionable, formative feedback to faculty as they advance through their careers at the University.~~

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

~~III, IV. REAPPOINTMENT, TENURE, FIXED-TERM AND PROMOTION PROCEDURES) REVIEW PROCESS.~~

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.

- ~~(2) Evaluation by other members of the team where team teaching exists~~
- ~~(3) Publication of textbooks, casebooks, readings, books, or other teaching materials which are accepted by other schools, including pre-college schools~~
- ~~(4) Student evaluations and other inputs from students~~
- ~~(5) Special recognition by student groups, faculty groups, or non-faculty groups~~
- ~~(6) Theses and dissertations completed under the faculty member's supervision (a consideration only for faculty members associated with graduate degree granting programs and serving on graduate examining committees)~~
- ~~(7) Individual or group studies completed under a faculty member's supervision~~
- ~~(8) The development and leadership of new curriculum, significant program change and structure within the individual's area of professional interest~~
- ~~(9) Presentations on teaching at other universities~~
- ~~(10) Teaching at other institutions of higher education~~

~~b. Research and/or Creative Contributions~~

~~i. Research~~

- ~~(1) The working definition of research includes:
 - ~~(a) Research conducted with the avowed purpose of creating and adding to the knowledge in the field and thereby advancing theory and principles. The significance of this type of research is recognized when communicated in major academic and professional media.~~
 - ~~(b) Expansion of ideas, theories, and principles and the interpretation of developed information, and the provision of further insights. The significance of this research depends upon the content and/or media of dissemination.~~
 - ~~(c) Improvement and/or facilitation of the application and utilization of knowledge within the applied professional field. The significance of this research depends upon content originality, and contribution to the field, and media of dissemination.~~~~
- ~~(2) The following are some possible sources of information concerning research quality:~~

~~(a) The extent to which the developed theory, principles, ideas, or concepts improve upon and advance the body of knowledge~~

~~(b) The media of dissemination~~

~~(i) Media of Academic Groups Professional Associations and Commercial Publishers:
Publications that have either editorial boards or utilize outside reviewers to evaluate the quality, significance, creativity, or utility of submitted manuscripts shall usually carry higher significance in evaluation than the publications of trade associations or similar groups.~~

~~(ii) Media of Trade, National, Regional or Local Agencies:~~

~~These media, while recognized as a possible source of publications, usually carry lower significance in evaluation.~~

~~(3) Other Criteria:~~

~~(a) 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:~~

~~(i) 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.~~

~~(ii) 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.~~

~~(iii) 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.~~

~~(iv) 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.~~

~~(v) 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.~~

~~(vi) 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 2.b.(3)(iii).~~

~~(vii) 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.~~

~~(b) Also grants and awards may be included in the evaluation process. Lack of awards or grants, however, shall not of itself, disqualify a candidate for promotion or tenure.~~

~~(c) In applied areas, a test of quality of research is its usefulness.~~

~~(d) In cases of research not yet ready for publication, a test of quality is internal and/or external review.~~

~~(4) Following are some examples of research efforts:~~

~~(a) Articles and Monographs: Items in this category are of a nature that would attract constructive attention in the academic or professional field and tend to bring credit to the author and the University. For purposes of evaluation, book reviews, published cases, and survey studies may be viewed as articles and will be evaluated according to the tests of quality.~~

~~(b) Papers: Papers delivered at academic and professional meetings, colloquiums, and symposiums.~~

~~(c) Books: Published books, depending on nature of material.~~

~~(d) In-House Publications: In-House Publications such as manuals, bulletins, or other forms of information releases are to be evaluated in relation to other types of research and/or requirements of individual job description.~~

~~(e) Unpublished Materials: Mimeographed materials and other items prepared for classroom use or distribution will not be evaluated as Research. They may, however, be used as evidence for measuring Teaching (or Service) effectiveness.~~

~~ii. Creative Contributions~~

~~The working definition of creative contributions includes sustained artistic endeavor and commitment in composition or performance demonstrating a high level of skill obtained through experience, study, or observation and which in turn results in an aesthetic experience measurable on a comparative basis with other creative accomplishments within a given area and accorded knowledgeable peer approval within a separate discipline.~~

~~(1) Illustrative are the following:~~

~~(a) Within the field of music, a creative contribution or artistic endeavor could include solo and ensemble performances, composition and creative arranging, and the directing and conducting of musical ensembles and productions.~~

~~(b) Within the field of theatre/dance, a creative contribution or artistic endeavor could include directing/choreography, scenic and costume design, technical direction, and acting or individual performance.~~

~~(c) Within the field of visual arts, a creative contribution or artistic endeavor could include general exhibitions, juried exhibitions, and commissions.~~

~~(d) Within the field of writing, a creative contribution or artistic endeavor could include composition or prose, fiction, drama, or poetry and the publication or presentation of such compositions.~~

~~(2) The following are some possible sources of information concerning the quality of creative contributions:~~

~~(a) Knowledgeable peer approval within a given area~~

~~(b) Knowledgeable evaluation of the artistic endeavor outside the immediate community; i.e., criticism, reviews, testimony, solicited reviews (See **section 2.b.i.(3)(a)** above); etc.~~

~~(c) Invited performances, exhibitions, workshops and consultations~~

~~(d) Honors, prizes, and awards in artistic competition~~

~~(e) In cases of nonecompleted artistic forms, a test of quality if internal or external review~~

e. Extension, Professional Service, and University-Related Activities

i. Extension

~~(1) Extension is the process by which the University's educational resources are made available off campus to the people of the State. Extension may include:~~

~~(a) The range of teaching activities from those in a formally organized setting to those in a one-to-one situation~~

~~(b) Applied research directed toward current problems and concerns~~

~~(c) Utilization of research from University and other sources to provide problem-oriented information and education~~

~~(d) Technical assistance~~

~~(e) Program development, management, coordination~~

~~(f) Development of and working in University related continuing education programs. Degree credit courses taught for additional compensation may also be considered at the option of the candidate~~

~~(g) Development of courses for presentation by telecommunications systems~~

~~(2) The following are some sources of information concerning extension effectiveness:~~

~~(a) Feedback from students, clients, and other agencies~~

- (b) Student rating forms, where applicable
- (c) Requests for services
- (d) Department and division head evaluations
- (e) Intra-state utilization of educational materials
- (f) Peer review of courses developed for delivery via telecommunications

ii. Professional Service

(1) Professional service refers exclusively to work that draws upon one's professional expertise and is an outgrowth of one's academic discipline and implies the use of academic and professional expertise of University faculty to serve the community, the state, the nation, and the world. Professional service may include:

- (a) Applied research: The research product is a technical monograph, report, or other nonjuried document. The research product must convey the author's findings, ideas and conclusions to an audience in an appropriate style.
- (b) Consultation and technical assistance: Faculty member uses the expertise of his/her academic discipline but there may be no tangible product such as a report invention or painting.
- (c) Participation in University extension, continuing education, and other professional service instruction in form of workshops, seminars, institutes or one-on-one instruction. They are not part of a traditional course load.
- (d) Work which results in tangible products from academic work such as patents and artworks.
- (e) Clinical work and performance which is an integral part of one's academic position.
- (f) Work associated with furthering one's field within professional societies, state or regional organizations external to the University.
- (g) Reviewing or evaluating the professional accomplishments of other individuals or organizations external to the University.

(2) The following are some sources of information concerning professional service quality:

- (a) A test of quality of applied research is its usefulness to its audience
- (b) In-house publications such as manuals, bulletins, or other forms of information releases
- (c) Unpublished materials and other items prepared for limited distribution
- (d) Requests, for example, to act as expert witnesses, juror of works of art or reviewers of manuscripts and proposals

- ~~(e) Professional association contributions such as national president or journal editor~~
- ~~(f) Evaluations by students and participants of professional service instruction sponsored by either the University or by other organizations~~
- ~~(g) Value of inventions, patents, or other creative products~~
- ~~(h) Evaluations of clinical work performances by the clients/audience and/or external professional peers~~
- ~~(3) When professional service activities are offered as evidence of performance, it is the responsibility of the faculty member to show how the respective activities contributed to the mission of the University, its prestige, one's professions, or the administrative unit.~~

~~iii. University-Related Activities~~

- ~~(1) The working definition of University-Related Activities includes the obligations that a faculty member may have other than teaching, research, creative contributions, extension, professional service, and administration to a faculty area, to a department, a college, and the University.~~
- ~~(2) Certain types of service accomplishments shall be considered as favorable promotion and tenure criteria. The following are potential criteria:~~
 - ~~(a) Contributing membership on the Faculty Senate, ad hoc committees or standing committees of the University~~
 - ~~(b) Contributing membership on ad hoc committees or standing committees of colleges, departments, or divisions~~
 - ~~(c) Reviewing or evaluating professional accomplishments of an individual or department within the University~~
 - ~~(d) Reviewing activities of an individual which relate to the development and diversification of the Wyoming economy~~
- ~~(3) The following are some sources of information that might be employed in evaluating the effectiveness of University-Related Activities:~~
 - ~~(a) Accomplishments of the committee, task force, etc.~~
 - ~~(b) Examples of specific projects or policies developed by the committee, etc.~~
 - ~~(c) Letters from administrators attesting meritorious service~~

~~3. REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES.~~

~~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

~~All reappointment, tenure and promotion decisions at the University of Wyoming are to occur sequentially at the department, college, and University levels, 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.~~

**A. The following organizational Probationary Period for Tenure Track Faculty and
procedural 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.

1.4.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 to apply: described in Standard Administrative Policies and Procedures.

a. Departmental Level

C. i-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.

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

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.

the discipline as evaluated by departmental colleagues, the ~~unit head~~Unit Head, the college committee, and the ~~dean~~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.

~~ii. Faculty members with prior equivalent accomplishments at comparable institutions, and with accomplishments commensurate with those expected of UW faculty at the same career stage, may be credited with accomplishments at that institution if it is specified at the time of hire. If consideration for this or other equivalent accomplishments are not explicitly stated in the official letter of appointment, then the probationary period will be the time period required by existing regulations.~~

~~(1) Faculty members with prior equivalent accomplishments at comparable institutions may be credited for those accomplishments at that institution, if it is specified at the time of hire. In such cases the letter of offer shall include:~~

~~(A) A statement of time to tenure;~~

~~(B) The date of the tenure decision; and~~

~~(C) Other language which clearly specifies the nature of the contract.~~

~~(2) Offers of credit toward tenure upon hire require justification based on the criteria in 3.a.ii., and review and approval by the Vice President for Academic Affairs.~~

~~iii. 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.~~

~~iv. 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:~~

~~(1) Copies of the reappointment/tenure/promotion form~~

~~(2) Curriculum vitae~~

~~(3) 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.~~

~~(4) Supporting documents for (a) Teaching (b) Research and/or Creative Contributions and (c) Extension, Professional Services, and University Related Activities, as described in section 2.~~
REAPPOINTMENT, TENURE AND PROMOTION POLICY

(5) Rating by department head on performance in each part of the job description, as outlined in ~~section 2. REAPPOINTMENT, TENURE AND PROMOTION POLICY~~

(6) Evaluative information concerning teaching effectiveness, with all related documents, for previous three years (See ~~section 2. REAPPOINTMENT, TENURE AND PROMOTION POLICY~~)

(7) Descriptive information listing all courses taught at the University and all teaching accomplishments (See ~~section 2. REAPPOINTMENT, TENURE AND PROMOTION POLICY~~)

(8) Such other information as the candidate deems necessary

v. 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.

vi. The department head will call a formal meeting of the appropriate faculty group, as described in ~~section 3.a.v.~~ 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.

vii. 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.

viii. 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.

~~ix. The candidate's folder is forwarded to the dean of the college.~~

~~x. For joint appointments see section 3.b. College Level.~~

b. College Level

~~i. 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.~~

~~ii. The dean will make available to members of the college reappointment, tenure and promotion committee the folders of all candidates for reappointment/tenure/promotion.~~

~~iii. 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.~~

~~iv. 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.~~

~~v. The college reappointment, tenure and promotion committee shall inform all department heads of its recommendations and explanations of vote for each candidate.~~

~~vi. The dean will review each folder and will make his/her written recommendation.~~

~~vii. 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.~~

~~viii.~~

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.

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.

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

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.

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.

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

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

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.

C. Notification of Non-Renewal

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.

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

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 ~~folders~~ materials will be forwarded to the University Reappointment, Tenure and Promotion Committee or the Provost and Vice President for Academic Affairs (See section 3.e.iv. University Level) for review, unless the candidate concerned requests ~~otherwise~~ 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:

1. Curriculum vitae;
2. Job description(s);
3. Self-reflection essay; and
4. 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:

1. 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.

~~ix. 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.~~

~~x. The dean shall make available to the college committee all secretarial help required for its work.~~

~~xi. 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, in fact, include responsibilities which are not specific to any one of the supporting administrative units. In the evaluation of the papers of candidates holding joint appointments, the review at any level must be made with close attention to the candidate's total job description.~~

~~xii. In the case of a joint appointment involving two departments or divisions within one college (or college-type unit such as the American Heritage Center), the candidate's folder will be reviewed by both departments or divisions, the college materials; the meetings of the University Reappointment, Tenure and Promotion Committee to consider the candidates for reappointment, tenure and promotion committee and; the submission of the dean. In the case of a disagreement~~

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.

~~among the department heads, college reappointment, tenure and promotion committee, and the dean, the candidate's folder will be forwarded to the Vice President for Academic Affairs for transmission to recommendations of the University Reappointment, Tenure and Promotion Committee for its recommendation, unless to the faculty member wishes to withdraw from candidacy.~~

~~xiii. In the case of a joint appointment involving two or more colleges (or college type units), the candidate's folder will be reviewed by each department or division, and by a subcommittee made up of one or more persons from each college reappointment, tenure and promotion committee to review the case and make a recommendation to the deans involved. In the case of a disagreement among the department heads, college reappointment, tenure and promotion subcommittee, and the deans, the candidate's folder will be forwarded to the University Reappointment, Tenure and Promotion Committee for its recommendation, unless the faculty member wishes to withdraw from candidacy.~~

~~xiv. 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 of the University Reappointment, Tenure and Promotion Committee for its recommendation, unless the faculty member wishes to withdraw from candidacy.~~

e. University Level

~~15.2. i. The current composition and procedure of the University Reappointment, Tenure for the President's review and Promotion Committee shall be retained (See UW Regulation 6-702).consideration.~~

3. 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.

~~ii. The office of the Vice President for Academic Affairs shall make the entire folder of selected candidates (See section 3.e.iv. below) available to members of the University Reappointment, Tenure and Promotion Committee.~~

~~iii. 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.~~

~~iv. University Reappointment, Tenure and Promotion Committee members shall deliberate when~~

~~(1) 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~~

~~(2) A candidate chooses to be reviewed.~~

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~~v. 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.~~

~~vi. 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.~~

~~vii. 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.~~

~~viii. **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 2. REAPPOINTMENT, TENURE AND PROMOTION POLICY~~ of this UW Regulation ~~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 ~~(See section 3.e. Review of Probationary Faculty).~~ In order to make this determination, the University Reappointment, Tenure and Promotion Committee shall sample the recommendations from colleges. Apparent policy ~~inequities/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.

~~ix. The Vice President for Academic Affairs shall make available to the University Reappointment, Tenure and Promotion Committee all secretarial help required for its work.~~

~~x. 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.~~

~~xi. 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.~~

~~xii. 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.~~

~~xiii. 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.~~

~~xiv. 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 7-490, "Regulations of the American Heritage Center"; and regarding the reappointment, promotion and extended term appointment process in the Libraries see UW Regulation 7-631, "Regulations of the University Libraries."~~

~~e. Review of Probationary Faculty~~

~~1. Mandatory review of probationary faculty for reappointment shall occur in the spring of the first, second, and fourth years of employment. Further, the~~

~~i. **First Year Review.** The review in the first year of employment will have one of two consequences: 1) after completion of the procedures described below, the Board of Trustees may authorize a probationary faculty member to proceed to the second year review, in which case the employment of the faculty member may continue through the third year; or 2) the Board of Trustees may terminate the faculty member's employment at the end of the first year.~~

~~(1) 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 3.a.iii-ix. Departmental Level** above.~~

~~(2) 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.~~

~~(3) 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.~~

~~(4) 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.~~

~~(5) 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.~~

~~(6) 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~~

~~**iii. Second Year Review.** The review in the spring of the second year of employment will have one of three consequences: after completion of the procedures described below, the Board of Trustees may authorize a faculty member to proceed to the fourth year review, in which case the employment of the faculty member may continue through the fifth year; or the department faculty, the chair, the college reappointment, tenure and promotion committee, the dean, the University Reappointment, Tenure and Promotion Committee, the Vice President for Academic Affairs, or the Board of Trustees may request an additional review in the spring of the third year, in which case the employment of the faculty member may continue through the fourth year; or the Board of Trustees may terminate the faculty member's employment at the end of the third year. The second year review shall follow the procedures described for reappointment, tenure and promotion in **section 3.a.iii-ix. Department Level, section 3.b.ii- xiv. College Level, and 3.c.ii- xiv. University Level** above.~~

~~**iv. Third Year Review.** If an additional review in the third year is required the procedures described in **section 3.c.iii. Second Year Review** above shall be followed. This review will result either in the termination of employment at the end of the fourth year or in a decision to review the faculty member in the fourth year. If the fourth year review is authorized, the employment of the faculty member may continue through the fifth year.~~

~~**v. Fourth Year Review.** The review in the spring of the fourth year of employment will have one of three consequences: after completion of the procedures described below, the Board of Trustees may authorize the faculty member to proceed to the tenure review in the spring of the sixth year, in which case the employment of the faculty member may continue through the seventh year, either as a terminal year or as the first year of tenure; or the department faculty, the chair, the college reappointment, tenure and promotion committee, the dean, the University Reappointment, Tenure and Promotion Committee, the Vice President for Academic Affairs, or Board of Trustees may request an additional review in the spring of the fifth year, in which case the employment of the faculty member may continue through the sixth year; or the Board of Trustees may terminate the faculty member's employment at the end of the fifth year. The fourth year review shall follow the procedures described for reappointment, tenure and promotion **section 3.a.iii- ix. Department Level, section 3.b.ii- xiv. College Level, and section 3.c.ii- xiv. University Level** above.~~

~~**vi. Fifth Year Review.** If an additional review in the fifth year is required, the procedures described in **section 3.c.iii. Second Year Review** above shall be followed. This review will result either in the termination of employment at the end of the sixth year or in a decision to review the faculty member for tenure in the sixth year. If the tenure review in the sixth year is authorized, the faculty member will be assured of employment through the end of the seventh year, either as a terminal year or as the first year of tenure.~~

~~vii. Sixth Year Review (Tenure). The tenure review shall take place as described in Section 3: REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES.~~

~~viii. Faculty who are first employed at a time other than the beginning of the fall semester shall have their first year review after they have been employed through a fall semester.~~

~~ix. Faculty who are appointed with an abbreviated probationary period shall be reviewed on the schedule described for those with a six year probationary period, with the tenure review occurring at the time set in the letter of appointment.~~

~~x. At any point in these procedures a faculty member who has received a negative recommendation has the right to resign, and his/her personnel file will state only that he/she has resigned.~~

~~f. College and University Reappointment, Tenure and Promotion Committees~~

~~i. 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.~~

~~ii. Promotion in Rank Salary Increase~~

~~(1) The increment at promotion from assistant to associate professor should be 10 percent~~
~~Responsible Division/Unit: Office of the base salary; Provost and~~

~~(2) The increment at promotion from associate to full professor should be 10 percent of the base salary.~~

~~The promotion increases are not contingent upon or related to any other regular salary increases.~~

~~IV.I. 4. ADMINISTRATIVE PROCEDURES~~

~~The Vice President for Academic Affairs shall have the authority and responsibility to:~~

~~16.1. 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 receipt of reappointment, tenure and promotion files in the office of Academic Affairs; 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.~~

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~~17.1. 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.~~

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