

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Academic Personnel

**Number:** UW Regulation 5-1 (new UW Reg 2-XX)



### A. ~~ACADEMIC FREEDOM~~

Commented [TBB1]: Section moved to a new regulation on Academic Freedom.

~~Education flourishes only when academic personnel have both freedom and responsibilities in the conduct of their official duties. These duties include: teaching activities, including extension and outreach; research and other scholarly work; service; and shared governance. Adopting a system of freedoms and responsibilities helps ensure that the university can serve as a forum in which ideas may be examined openly and rigorously, without implying institutional endorsement. Although many of these freedoms are protected by the First Amendment of the Constitution, they also exist as a fundamental requirement of the mission of the university.~~

~~The university adheres to the principles of the 1940 "Statement of Principles on Academic Freedom and Tenure," by the American Association of University Professors. The following expresses the meaning of that statement, updated for current values.~~

~~Academic freedom in teaching protects the rights of teachers to teach according to their expertise. Teachers are entitled to freedom in discussing their subject. Teachers have a responsibility to ensure that their teaching is effective and consistent with the standards of the discipline, understanding that disciplines may have diverse points of view on any given subject. Teaching may involve controversial material; however, with academic freedom in the classroom, teachers also have the responsibility to respect others' freedom to express disagreement and alternate opinions.~~

~~Academic freedom in research is fundamental to the advancement of truth. Academic personnel are entitled to full freedom in research, publication of the results, and other scholarly activities that are part of their employment. Academic personnel have the responsibility to pursue research and scholarship with integrity and fidelity to their profession and the institution.~~

~~Academic freedom does not negate the rights of students and the public to disagree with academic personnel's work, although students are expected to learn material with which they may disagree. Nor does academic freedom shield academic personnel's work from the consequences of expert review by colleagues in their field of study, which is essential to the rigorous evaluation of teaching, research, and creative activity.~~

~~Freedom in university governance entails the rights of academic personnel to express their judgments about administrative matters that bear on the university's mission. It includes the right to express agreement or disagreement with institutional policies and the positions~~

~~of others, including university officials. Academic personnel have the responsibility to participate in university governance and service for the maintenance, health and improvement of the institution.~~

~~Freedoms of academic personnel also include the ability to invite guest speakers and artists, who are afforded the same academic freedoms and responsibilities of resident academic personnel. Invitation of guest speakers and artists does not imply university approval or endorsement of the expressed views.~~

~~When academic personnel speak or write as citizens, they should be free from institutional censorship or discipline. They should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, exercise appropriate restraint, show respect for others' right to disagree, and make it clear that they are not speaking for the institution.~~

## I. PURPOSE

~~To describe the designations and ranks applicable to members of the faculty and other academic personnel, and to describe general provisions regarding academic personnel.~~

## II. DESIGNATION

### A. Membership of the University Faculty – General Provisions

~~Faculty status shall be granted at the appropriate professorial rank to those individuals engaged in teaching or research in the colleges of the University, the Haub School of Environment and Natural Resources, and to such other groups or individuals as the Trustees may designate. The general qualifications for the various faculty ranks shall be as follows:~~

~~The University Faculty shall consist of the University President, vice presidents with academic appointments, deans and directors with academic appointments, and members of the faculty who hold the standard professorial titles. Faculty appointments may be Non-Tenure-Track, Tenure-Track or Tenured. All other faculty appointments are by definition Non-Tenure-Track.~~

~~The basic organization and processes through and by which the University Faculty may function are outlined in UW Regulation 5-700 (Bylaws of the University Faculty). All members of the University Faculty, in any of the categories described here shall have those rights and responsibilities of faculty members governed by University regulations.~~

### B. Tenure-Stream Faculty – Tenured and Tenure-Track

- Instructors** ~~is a tenure-track appointment which is used for a person who was recruited to be an Assistant Professor on tenure-track, but who has not finished all requirements for the appropriate terminal degree prior to the start date of the appointment. Upon evidence of completion of the terminal degree, the appointment title will be changed to Assistant Professor. Appointments to this position shall be without tenure and only for a limited term, not to exceed two years, normally shall have a master's degree and preferably at least one year of~~

Commented [TBB2]: This is current practice.

Commented [TBB3]: This is the long-standing practice for use of this term and is consistent with the way many other universities use it. Performance expectations are the same as for Assistant Professor.

~~additional study or professional experience in the field in which the instructorship is granted.~~

2. **Assistant professors** shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.
3. **Associate professors** shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), shall have established a reputation in scholarship, teaching, artistic creation, or other productive activity in the field in which they are to serve.
4. **Professors**, in addition to having the qualifications of associate professors, have demonstrated superior performance overall, being highly successful in the following areas where appropriate:
  - a. direction of graduate and undergraduate work and research,
  - b. scholarship or other creative work,
  - c. teaching,
  - d. extension,
  - e. service to the university as well as other communities and professional organizations, which may include administrative leadership.

**C. Non-Tenure Track Faculty**

Non-tenure track faculty appointments are intended to provide a means for securing and retaining faculty who bring to the University excellence in teaching, research or service. Service as a non-tenure-track faculty does not entitle one to tenure and its privileges. It is not intended to provide an alternative route to or structure for conventional tenure track positions.

**Commented [TBB4]:** The current regulation allows for non-tenure track professors, this proposed version provides some new titles for these non-tenure track positions. A secondary goal is to formalize titles that are consistent with job duties, an important precursor to the implementation of HCM-WyoCloud.

**Commented [TBB5]:** This statement is key to university's position that non-tenure track faculty positions are not intended to usurp or be the replacement for tenure-stream positions.

**Commented [TBB6]:** As per 1-1, archivists are classified as faculty. Excerpts taken from UW 7-490, a reg that will sunset and be replaced by unit bylaws.

1. **Archivist** shall be the title granted to persons who have a master's degree in library science and/or information science from a program accredited by the American Library Association (ALA), or a master's degree in history, American studies, or related field, typically including at least four graduate courses in archives administration, rare books curatorship, or special collections librarianship, or an appropriate equivalent. Professional experience may be required as an additional requirement or as a requirement in lieu of formal academic degrees. Such appointments shall be at the rank (Assistant Archivist, Associate Archivist, or Archivist) commensurate with their experiences and qualifications.
2. **Clinical professor** shall be the title granted to those employed to teach primarily in health care related programs offered by the University; the college dean and other appropriate academic officers will determine the appropriate academic qualifications and professional experience for these faculty. Such appointments shall be at the rank (Assistant Clinical Professor,

Associate Clinical Professor, or Clinical Professor) commensurate with their experiences and qualifications.

~~2.3.~~ **Executive professor** shall be the title granted to persons who have had distinguished careers at the executive level in business and government and have made substantial impact on fields and disciplines that are important to academic programs at the University of Wyoming.

**4. Extension Educator** shall be the title granted to persons who have at minimum a master's degree or equivalent experience in a field related to agriculture, natural resources, youth development, community and economic development, family and consumer sciences or others as deemed appropriate by the Director of Extension. Extension educators shall have demonstrated ability to provide community-based engagement-non credit education to an with off-campus clientele, especially through the application of research-supported information educational development, and leadership skills development, and collaboration. Such appointment shall be at the rank (Assistant, Associate, or Senior) commensurate with their experiences and qualifications.

**5. Instructional professor** shall be the title granted to persons who hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated ability, through appropriate experience, to make significant contributions to the area of teaching, and are required only to make significant contributions to either the area of scholarly research or creative work, or the area of service. Such appointments shall be at the rank (Assistant Instructional Professor, Associate Instructional Professor, or Instructional Professor) commensurate with their experiences and qualifications.

~~3.6.~~ **Lecturer** shall be the title granted to persons who have at minimum a master's degree and shall have demonstrated ability, through appropriate teaching experience, to make contributions to the University's teaching mission. Such appointments shall be at the rank (Assistant, Associate, or Senior) commensurate with their experiences and qualifications.

Commented [TBB7]: Moved from UW 5-408, a reg that will sunset and content integrated with 5-803.

**7. Librarian** shall be the title granted to persons who have the appropriate terminal professional degree: a master's degree in library and/or information science from a program accredited by the American Library Association (ALA), or an appropriate equivalent. Experience must be of a type and length appropriate for the particular position or rank (Assistant Librarian, Associate Librarian, or Librarian).

Commented [TBB8]: As per 1-1, librarians hold faculty status. Excerpts taken from 7-631, a reg that will sunset and be replaced by unit bylaws.

**8. Professor of practice** shall be the title granted to persons who have had distinguished-professional careers and have made substantial-an impact on fields and disciplines that are important to academic programs at the University of Wyoming. The primary function is intended to be instructional; however, duties and responsibilities may also include some research; service.

including administration; and advising. Such appointments shall be at the rank (Assistant Professor of Practice, Associate Professor of Practice, or Professor of Practice) commensurate with their experiences and qualifications.

~~Such appointments shall be only at the professorial rank and for not more than one year in duration; however, one may be reappointed annually subject to a satisfactory annual performance evaluation and available funding. Service as a professor of practice does not entitle one to tenure and its privileges, nor does it provide an alternative route or structure for conventional tenure track positions.~~

**Commented [TBB9]:** Section deleted – revisions make this redundant. Elements moved to other sections of the regulation (either in the introductory paragraph for Non-Tenure Track Faculty or in the section on types of appointments).

**9. Research professor** shall be the title granted to persons who have demonstrated superior capacity for research contributions and whose employment is supported primarily from ~~are employed fully on~~ external research funding; in addition, these individuals must hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.). Such appointments shall be ~~only~~ at the professorial rank commensurate with their experiences and qualifications. ~~and for not more than one year in duration; however, one may be reappointed annually by the Trustees subject to a satisfactory annual performance evaluation and the availability of external funding from contracts and grants. Service as a research professor does not entitle one to tenure and its privileges.~~

**Commented [TBB10]:** The purpose of this modification is provide the university with more flexibility in employing research professors at lower ranks and is needed to comply with expectations and/or requirements of some funding agencies (e.g., NSF).

Remainder of section is redundant since this information is integrated in either the introduction section for Non-Tenure Track Faculty or in the section on Appointment.

**4.10. Research Scientist** shall be a title granted to persons who have at minimum a master’s degree and shall have demonstrated ability, through appropriate research experiences, to conduct and support research. Such appointments shall be at the rank (Assistant, Associate, or Senior) commensurate with their experiences and qualifications.

**Commented [TBB11]:** Moved from 5-408, a regulation that will sunset and elements moved to 5-803.

**A–D. Adjunct, Visiting and In-Residence Faculty**

**1. Adjunct faculty.** Adjunct faculty may include academic personnel in other University departments or colleges as well as those employed outside the institution. Each letter of appointment shall set forth the terms and conditions under which services to the University are to be performed by the appointee. Such appointments provide no financial remuneration. Adjunct appointments will be made by the Provost and Vice President of Academic Affairs ~~Adjunct appointments will be made by the Trustees of the University, upon the recommendation of the appropriate academic officers,~~ for a period of not more than three years; however, an individual may be reappointed. ~~Service as an adjunct professor does not entitle one to consideration for tenure and its privileges.~~ Adjunct appointments may be made when deemed appropriate to make available to the University, on a limited or part-time basis, the services of persons who have attained recognition in their professional fields of scholarship, creativity, or other distinguished accomplishments relevant to University programs. ~~Such appointments may be with faculty rank or clinical faculty status.~~

**Commented [TBB12]:** Procedures and time frame for adjunct faculty appointments will be outlined in a SAPP.

**Commented [TBB13]:** As these appointments are provided no financial remuneration, we propose the appropriate appointing authority is the Provost.

**Commented [TBB14]:** Sentence is redundant since this information has been moved and is integrated in either the introduction section for Non-Tenure Track Faculty or in the section on Appointment.

**Commented [TBB15]:** With reconfiguration of designations (e.g. previous Academic Professional categories rolled into the Non-Tenure Track Faculty), there is no need for this statement.

2. In-Residence faculty. An in-residence faculty appointment allows for flexibility when there is a desire to provide for the presence of a distinguished and prominent individual at the university. The positions given in-residence designation include, but are not limited to, writer, artist, diplomat, poet, and scholar. In-residence faculty members who are reappointed may be awarded the rank of senior writer in-residence, senior poet in-residence, or other appropriate designation, following the unit's criteria for the term faculty rank of senior lecturer. An in-residence appointment may be made on a full-time (1.0 FTE) or less than part-time (>0.5 FTE) basis.

**Commented [TBB16]:** We do not currently have this designation but have employees who carry the in-residence working title (e.g., Artist- or Writer-in-Residence). As noted above, having clean data/titles is an important precursor to HCM/WyoCloud implementation.

3. Visiting faculty. Visiting faculty are typically faculty members from other institutions who possess special expertise appointments in areas that address specific short-term University instructional needs. ~~may be extended to faculty members from other institutions or professional persons who possess special expertise.~~ Such appointments may be with professorial rank and are not normally but shall not be for more than one year in duration. ~~however, In only rare cases will a visiting faculty member may be reappointed to another term. Any reappointment is~~ subject to a satisfactory performance evaluation, available funding and needs of the University.

~~Service as a visiting professor does not entitle one to consideration for tenure and its privileges.~~

**Commented [TBB17]:** Sentence is redundant since this information has been moved and is integrated in either the introduction section for Non-Tenure Track Faculty or in the section on Appointment.

**E. Emeritus Faculty**

The Emeritus Faculty is comprised of retired members of the faculty who have been appointed to the emeritus status subsequent to their retirement. Emeritus faculty members may be called upon to serve the University in various capacities, and may be accorded various rights and benefits of the university. Emeritus status may be awarded to academic personnel ~~those tenured faculty members and extended term academic professionals who retire after long and distinguished service to the University. Nominations for emeriti status shall be initiated by the department head and/or dean; the nomination shall then be forwarded through the appropriate academic officers, who shall add their recommendations;~~ Emeritus status will be granted by the Board of Trustees ~~President of the University upon recommendation by the Provost and Vice President of Academic Affairs and the President of the University. will then forward his/her recommendation to the Trustees.~~

**Commented [TBB18]:** Procedures will be outlined in a SAPP on Emeritus Faculty.

**F. Other Academic Personnel**

Postdoctoral Associate shall be the title granted to persons who have earned a doctoral degree, and who seeks intensive advanced work in a particular discipline before seeking permanent employment. Postdoctoral associates typically work with a small set of faculty mentors who are responsible for directing the employee's research and training. Postdoctoral Associates are temporary, at-will appointments.

**Commented [TBB19]:** Moved from 5-408, a regulation that will sunset and elements integrated into 5-803.

The general qualifications for faculty designation defined above may be waived or modified at the discretion of the President and the Trustees.

III. TERMS OF APPOINTMENT

Faculty members shall be appointed by the President of the University; however, tenure and promotion shall not be granted without approval by the Board of Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit. The recommendations shall then be forwarded through the appropriate academic officers, who shall add their recommendations to the President of the University. Faculty appointments will then forward his/her recommendation be reported to the Trustees annually.

Commented [TBB20]: As per UW-1-102 (E), The President of the University may approve gratis, adjunct, temporary, clinical, and visiting academic appointments, whether full or part time. The President shall report all such personnel actions to the Trustees annually.  
We are proposing that President authority be expanded to include all faculty appointments. This modification is consistent with the policy/practice of the majority of our near and stretch peers.

No appointment shall be binding upon the University unless accepted in writing by the faculty member within the time specified for response, ~~following action by the Trustees.~~ Duties and workload distributions shall be outlined in a faculty member's job description, which shall be reviewed annually and signed by faculty member and direct supervisor before the academic year commences. —Allocation of effort included in a job description may be revised during the term of employment.

Commented [TBB21]: Consistent with current practice.

Appointments shall be for a specified period at the appropriate professorial rank as described in this regulation to be classified as follows:

A. Courtesy Appointments

Commented [TBB22]: This specifies the type of appointment (e.g., courtesy) that an 'adjunct' faculty member would have.

A courtesy appointment is one in which the faculty member often makes a substantial contribution to a University department or departments other than their own, but in ways less formal than would justify a joint appointment as defined by a shared salary appointment. Courtesy appointments may be made across departments and schools, and it is permissible for a faculty member to hold more than one courtesy appointment.

B. Extended-Term Appointments

~~Academic professionals-personnel shall be on either with extended-term or temporary appointments; the shall retain their appointment for the duration of their current extended term. may be full-time or part-time depending upon the academic unit's needs and resources. —At the completion of the extended term, Appointment and reappointment of academic professionals-personnel shall be made as set forth in UW Regulations.~~

Commented [TBB23]: Moved from section on APs below.

3. EXTENDED TERM APPOINTMENTS OF ACADEMIC PROFESSIONALS

~~Extended term appointments may be full-time or part-time, depending upon the needs and resources of the academic unit. An academic professional personnel hired on an extended-~~

term track will be required to complete a probationary period before receiving an extended-term appointment. The length of the probation -- ranging up to six (6) years -- will be based on duties and responsibilities of the position, proposed rank, prior service and accepted practices in the professional field. Credit for prior experience must be specified in the initial letter of offer and approved by the Provost and Vice President for Academic Affairs.

Following a successful performance review at the end of the probationary period and Trustee approval, an academic professional will receive an extended term, six-year (6) appointment. Extended term appointees shall undergo the full reappointment review procedure during the fifth (5) year of their extended term.

### **C. Joint Appointments**

Commented [TBB24]: Moved from 5-803.

In a joint appointment, the faculty member has responsibilities to more than one academic unit or college. In making joint appointments, a primary academic unit home where a faculty member's appointment is held must first be established. The home academic unit will have primary responsibility over matters affecting advancement in rank. The home academic unit's policies and procedures shall prevail related to matters not covered in this policy.

The units or colleges contributing to a joint faculty member's position must decide in writing workload responsibilities, as well as budget allocations for each unit. Specific duties of the faculty member in all units will be determined in writing by the administrators involved with the joint appointment. The duties should reflect the faculty member's area of expertise and may include advising, teaching, service/committee work, research, and/or administrative duties as applicable.

Faculty members with joint appointments should hold the same rank for each of the units with which the person is affiliated.

### **D. SER Faculty Appointments**

Faculty members in the School of Energy Resources (SER) hold appointments in energy resources and are assigned to mainstream academic units as their tenure home. An SER Faculty Appointment is not considered a Joint Appointment as defined above.

### **A.E. Part-Time Faculty Appointments**

The appointment of part-time (>0.5 FTE) faculty members during the academic year and for Summer Session or Winter Session (J-Term) will be made by the President of the University upon the recommendation of the appropriate academic officers.

### **B.F. Temporary Appointments**

Temporary appointments with faculty rank may be made to address specific instructional or research needs. Such appointments shall not be for more than one year in duration;



however, temporary faculty may be reappointed annually subject to a satisfactory performance evaluation. ~~Service as a temporary professor does not entitle one to tenure and its privileges.~~

**Commented [TBB25]:** Sentence is redundant since this information has been moved and is integrated in either the introduction section for Non-Tenure Track Faculty or in the section on Appointment.

### G.G. Tenure-Track Appointments

Probationary appointments of tenure-track faculty filling a budgeted vacancy normally will be for one academic year; individuals so appointed will be considered for reappointment annually for the term of the six-year probationary period. ~~specified in section D.~~

However, in appropriate circumstances, appointments may be for up to three years; continuation during the initial multi-year term will be contingent upon satisfactory annual performance evaluations. If one is reappointed at the termination of the full probationary period, s/he will be granted tenure. Credit for prior experience must be specified in the letter of offer and approved by the Provost and Vice President for Academic Affairs. In rare circumstances, tenure and tenure-track appointments may be less than full-time positions.

### H. Fixed Term Appointments

Generally, faculty will be evaluated for eligibility for a fixed-term appointment after serving a probationary period of three consecutive years. Term appointments for positions filling a budgeted vacancy normally will be for one academic year; individuals so appointed to positions that are eligible for a rolling contract but have not yet completed requirements for achieving the rolling contract will be considered for reappointment annually for the term of a three-year probationary period. 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.

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. 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.

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 will roll forward one year after each satisfactory (meet expectations) annual performance evaluation. The programmatic needs and directions of the University will also be considered when determining if the contract will roll forward. In the event of an unsatisfactory (does not meet expectations) 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. 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.

Renewal will be extended upon written notice by the Provost and Vice President of Academic Affairs prior to the end of the fiscal year. In the event that the contract appointment is not renewed, all compensation and benefits and requirements of the contract will remain in effect until the expiration of the then current term of the contract.

#### **IV. REAPPOINTMENT, TENURE AND PROMOTION**

Candidates for reappointment, tenure and promotion 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 professorial rank. In addition, the programmatic needs and directions of the University will also be considered in reappointment and tenure cases.

Procedures concerning the review and reappointment of probationary faculty, as well as tenure and promotion of all faculty, shall be initiated as specified in UW Regulations 5-803.

#### **V. ANNUAL REVIEW OF ACADEMIC PERSONNEL**

The university recognizes that people are the university's most important resource for achieving continued and sustained excellence in teaching, research and creative activity, service, and extension and outreach. All academic personnel, except those faculty members who are appointed with an 'Adjunct,' or "Visiting" title, shall be reviewed annually by the academic unit head in accordance with university, college and department procedures. Annual reviews shall incorporate performance expectations that make explicit the standards of the discipline and that take into consideration the individual's workload distribution. Annual evaluations may not be appealed; however, faculty members who disagree with their annual performance reviews may submit a statement that will be acknowledged by the unit head and inserted in their personnel file.

#### **VI. EMERITUS DESIGNATION AND BENEFITS**

A. The Provost and Vice President of Academic Affairs shall confer emeritus designation ~~shall be conferred~~ upon academic personnel who retire after long and distinguished service to the University. At the time of retirement, the individual must be a tenured Professor or Associate Professor. ~~For faculty, qualifications include tenure, associate rank, fifteen (15) years of service, and extraordinary shall have distinguished themselves in one or more of the following areas: performance in one or more areas of their job duties, including~~

1. A substantive record of scholarly achievement commensurate with national and/or international standards within the discipline;
2. A recognized record of outstanding teaching and education contributions, including advising;
3. Clear evidence of service beyond normal expectations, including teaching;

**Commented [TBB26]:** The appropriate length of service may vary and should be at the discretion of the Provost. Requiring associate rank implies, for most faculty, at least 6 years. To acquire 'distinction' will likely take longer. Length of time required among peer institutions vary.

~~advising, research/creative endeavors,~~ professional and/or public service, extension or administration at the University of Wyoming.

~~A. Nominations for emeritus status shall normally be initiated by the department head and/or dean. The department head and/or dean shall forward the nomination to the Vice President for Academic Affairs, who shall forward his/her recommendation to the President. The President shall then forward a recommendation to the Trustees.~~

Commented [TBB27]: Procedures will be formalized in a SAPP.

B. The Provost and Vice President of Academic Affairs may ~~recommend~~ confer emeritus designation upon non-tenure track faculty and at-will administrators who have served in academic units ~~for fifteen (15) years~~ and have demonstrated ~~extraordinary-meritorious service to the academic mission of the University.~~ performance in their duties.

C. Retiring academic personnel who receive emeritus status under this regulation shall be eligible for the following benefits, ~~whether or not they are eligible for Board Retirement.~~

Commented [TBB28]: Note that faculty who receive board retirement receive all of the benefits listed in this section. Requirement for board retirement is 15 years of service, with at least 10 consecutive years. For the purpose of emeritus designation, we propose the benefits are only to the individual faculty member and not to the spouse. (This benefit may be available for spouses of those eligible for Board Retirement, depending on the desire of the Board.)

1. Access to recreation facilities ~~without charge~~ at UW employee rate. ~~The employee's spouse or surviving spouse may purchase access.~~

2. A campus parking permit ~~without charge.~~ ~~The employee's spouse or surviving spouse may purchase a permit.~~

3. Season tickets to athletic events, at the same discount provided to benefited personnel. ~~The employee's spouse or surviving spouse shall receive the same discount.~~

4. UW library privileges, including all electronic files available to UW personnel. The employee's spouse or surviving spouse shall only receive the same library privileges as all members of the public.

5. Computer account on the UWYO domain, without charge. The employee's spouse or surviving spouse is not eligible for this benefit.

~~1. Defensive driving course, without charge, once every three years, as long as UW continues to offer the course. The employee's spouse or surviving spouse may also take this course without charge, once every three years.~~

~~2. UW classes, at no tuition cost, provided space is available. The spouse of an eligible retiree may receive a fifty (50) percent tuition discount and a surviving spouse may receive the employee's full tuition discount provided space is available.~~

6. Office space, provided (a) space is available, (b) there is legitimate regular use, and (c) the appropriate department head and dean agree.

~~3. The benefit is only available to retiring faculty members and academic professionals who receive emeritus status under UW Regulations XXX. The employee's spouse or surviving spouse is not eligible for this benefit.~~

~~D. FACULTY REAPPOINTMENT, TENURE AND PROMOTION~~

Commented [TBB29]: Moved to 5-803.

~~To hold a position with tenure means that the faculty appointment is not subject to termination or substantial reduction in status without adequate justification as outlined in section E. DISMISSAL OF FACULTY below.~~

~~Therefore, the reappointment procedures are integrally related to the tenure and promotion decisions of those faculty serving probationary appointments. 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 faculty member.~~

~~The main criteria for reappointment, tenure and promotion 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, service to the state of Wyoming, professional service, and other University related activities and services.~~

~~Candidates for reappointment, tenure and promotion 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 professional rank. In addition, the programmatic needs and directions of the University will also be considered in reappointment and tenure cases.~~

~~Procedures concerning the review and reappointment of probationary faculty, as well as tenure and promotion of all faculty, shall be initiated as specified in UW Regulations. These decisions are to occur annually and successively, as specified by the Vice President for Academic Affairs, at the department, college or the Haub School of Environment and Natural Resources, and University levels; at each administrative level the cognizant University officer will make a recommendation after having been advised by an appropriate faculty committee or group.~~

~~The probationary period for tenure decisions is normally based on rank at the time of initial appointment to the University of Wyoming as set forth below:~~

- ~~1. For instructors, the tenure decision will be made no later than the sixth year.~~
- ~~2. For untenured assistant professors, the tenure decision will be made no later than the sixth year.~~
- ~~3. For untenured associate professors, the tenure decision will be made no later than the fourth year.~~

~~4. 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.~~

~~In exceptional cases, a faculty member may request in writing that his/her probationary period for tenure be modified. This request will be forwarded to the Vice President for Academic Affairs after review and recommendation by the department chair and college dean. The Vice President for Academic Affairs will render a decision on the request to modify the probationary period.~~

~~The procedures and consequences of mandatory and optional reviews for probationary faculty are specified in UW Regulations.~~

~~When an individual on probationary appointment is not recommended for reappointment, the President shall advise the faculty member in writing of this decision at least three months prior to the end of the contract year for those in their first year of service, at least six (6) months for those in their second year of service and at least twelve (12) months for those who have served more than two years at the University. Academic year contracts terminate one week following spring commencement.~~

~~The promotion of faculty shall also be initiated in accordance with the procedures specified in UW Regulations. 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.~~

~~A faculty member who has been offered tenure, and who has refused to accept tenure, can be reappointed annually at the discretion of the department in which this individual holds an appointment; in addition, any such person shall have all rights and responsibilities of tenured faculty members except permanent appointment.~~

~~As noted in paragraph B.1., not all faculty members are eligible for tenure. Faculty employed as lecturers in intercollegiate athletics, research professors, clinical professors, temporary, visiting or adjunct faculty, those serving with archivist or library faculty status and officers in the Divisions of Military Science and Aerospace Studies are among those excluded.~~

~~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.~~

~~Reappointment, tenure and promotion evaluations and recommendations shall be communicated to the individual in writing by the dean, or equivalent academic officer, prior to forwarding the information to the Vice President for Academic Affairs Office.~~

~~If the faculty member desires to comment upon the recommendation or evaluation, he/she may do so by forwarding written comments to the appropriate University officers. This information will become part of the candidate's tenure and promotion packet.~~

## ~~E. DISMISSAL OF FACULTY~~

Commented [TBB30]: Moved to 5-801

~~Tenured or extended term faculty members may be dismissed (1) for cause, (2) because of *bona fide* financial exigencies of the University as described in UW Regulation 6 41, or (3) because of program elimination as described in UW regulation 6 43. "Cause" is defined to include physical or mental incapacity (as delimited by federal and state disability law) and any conduct which seriously impairs the ability of the University of Wyoming to carry out its functions. Such conduct includes neglect of duty, falsification, fabrication, or plagiarism, and behavior that leads to a conviction of a felony. Such conduct also includes discrimination as defined by UW Regulation 1 5 and sexual misconduct pursuant to UW Regulation 8 256 and any other related documents and applicable UW Regulations. Proposed dismissals of faculty members for cause must follow the procedures set forth in UW Regulation 5 801. The procedures set forth in UW Regulation 5 801 do not apply to dismissals of faculty members because of *bona fide* financial exigencies or because of program elimination (see Appendix B to UW Regulation 5 35, which provides a process for hearing the appeal of any faculty member whose appointment is terminated pursuant to UW Regulation 6 41 or UW Regulation 6 43).~~

~~During the probationary period, the President of the University may dismiss a faculty member for cause prior to the expiration of the contract period after consultation with the appropriate administrative and/or academic officers. The President, prior to acting may, if he/she determines it to be necessary or desirable, cause an investigation to be made and may order a hearing by the appropriate faculty committee. The procedures set forth in UW Regulation 5 801 do not apply to dismissals of faculty members for cause during the probationary period.~~

~~These provisions shall not be interpreted as to constitute interference with academic freedom.~~

## ~~F. ACADEMIC PROFESSIONALS~~

### ~~1. DESIGNATION OF ACADEMIC PROFESSIONALS~~

Commented [TBB31]: Designations reclassified and moved to section II.

~~Academic professionals hold academic appointments based upon specialized qualifications and specific job descriptions which enable them to fulfill assigned academic duties within the academic community. These personnel engage in~~

~~activities which extend and support the teaching, research, extension and service missions of the University.~~

~~The Trustees shall approve each category of employees (i.e., extension educators, lecturers, research scientists, etc.) who shall be classified as academic professionals. Rank, academic qualifications, and conditions of employment for these groups are outlined in UW Regulations. Academic professionals with extended term appointments may be awarded emeritus status upon retirement, following the same process as defined for faculty.~~

## ~~2. APPOINTMENT OF ACADEMIC PROFESSIONALS~~

~~Academic professionals shall be on either extended term or temporary appointments; the appointment may be full time or part time depending upon the academic unit's needs and resources. Appointment and reappointment of academic professionals shall be made as set forth in UW Regulations.~~

### ~~a. Approval of Extended Term Appointments~~

~~All extended term appointments, whether full or part time involving either probationary or extended term status, shall be approved by the Trustees.~~

~~Recommendations for such full time appointments shall be initiated by the head of the unit in which the appointment is to occur, after consultation with members of the unit. Recommendations shall then be forwarded through the appropriate academic officers, who shall add their recommendations; the President will make his/her recommendation to the Trustees.~~

### ~~b. Approval of Temporary Appointments~~

~~All temporary appointments, whether full or part time, shall be made by the President of the University upon the recommendation of the appropriate academic officers.~~

~~No appointment shall be binding upon the University unless accepted in writing by the academic professional appointee within the time specified for response following action by the Trustees or the President.~~

## ~~3. EXTENDED TERM APPOINTMENTS OF ACADEMIC PROFESSIONALS~~

~~Extended term appointments may be full time or part time, depending upon the needs and resources of the academic unit. An academic professional hired on an extended term track will be required to complete a probationary period before receiving an extended term appointment. The length of the probation — ranging up to six (6) years — will be based on duties and responsibilities of the position.~~

~~proposed rank, prior service and accepted practices in the professional field. Credit for prior experience must be specified in the initial letter of offer and approved by the Vice President for Academic Affairs.~~

~~Following a successful performance review at the end of the probationary period and Trustee approval, an academic professional will receive an extended term, six-year (6) appointment. Extended term appointees shall undergo the full reappointment review procedure during the fifth (5) year of their extended term.~~

**4. RANK AND PROMOTION OF ACADEMIC PROFESSIONALS**

Commented [TBB32]: Ranks specified above in Section I

~~The academic professional rank structure, as specified for each group, provides for the appointment of individuals at levels commensurate with their education and experience upon initial appointment and subsequently provides promotion ladders which recognize and reward professional performance.~~

~~At the time of appointment, the appointing authority (Dean/Director) will recommend the appropriate rank commensurate with the duties and responsibilities of the position and the qualifications of the individual.~~

~~Upon satisfying the criteria for promotion as set forth in the appendix appropriate to this appointment, the individual candidate is responsible for initiating the promotion review process as outlined in UW Regulations.~~

**5. DISMISSAL OF ACADEMIC PROFESSIONALS**

Commented [TBB33]: All matters related to dismissal of academic personnel incorporated into 5-801.

~~Academic professionals, whether on a probationary, extended term or temporary appointment, may be dismissed (1) for cause, (2) because of *bona fide* financial exigencies of the University as described in UW Regulation 6-41, or (3) because of program elimination as described in UW Regulation 6-43. "Cause" is defined to include physical or mental incapacity (as delimited by federal and state disability law) and any conduct which seriously impairs the ability of the University of Wyoming to carry out its functions. Such conduct includes neglect of duty, falsification, fabrication, or plagiarism; and behavior that leads to a conviction of a felony. Such conduct also includes discrimination as defined by UW Regulation 1-5; and sexual misconduct pursuant to UW Regulation 8-256 and any other related documents and applicable UW Regulations. Proposed dismissals of extended term academic professionals for cause must follow the procedures set forth in UW Regulation 5-801.~~

~~During the probationary period, the President of the University may dismiss an academic professional employee for cause prior to the expiration of the contract period after consultation with the appropriate administrative and/or academic officers. The President, prior to acting may, if he/she determines it to be necessary or desirable, cause an investigation to be made and may order a hearing by the appropriate faculty committee. The procedures set forth in UW Regulation 5-801~~



~~do not apply to dismissals of academic professional employees for cause during the probationary period or those on temporary appointment.~~

~~These provisions shall not be interpreted as to constitute interference with academic freedom.~~

## **G.VII. VACATION AND LEAVE FOR FACULTY, ACADEMIC PROFESSIONALS, AND UNIVERSITY OFFICERS**

Vacation and leave will be addressed in the Employee Handbook.

### **1. VACATION LEAVE**

~~Full time faculty, academic professionals (excluding post doctoral personnel) and University officers on a fiscal year contract are entitled to twenty two (22) working days of Vacation Leave annually accrued at the rate of 1.834 working days per month. Vacation Leave credits may not accrue beyond the maximum amount which may be earned over two (2) years.~~

~~Part time faculty, academic professionals and University officers on a fiscal year contract shall accrue Vacation Leave based upon a pro rata basis in accordance with the percentage of appointment up to a maximum of 100 percent. Thus, for example, one working three fourths time earns Leave at 75 percent of the rate of full time personnel.~~

~~Faculty, academic professionals and University officers whose working term is less than twelve (12) months, regardless of the fact that their salaries may be paid in twelve (12) monthly installments, are not entitled to Vacation Leave with pay.~~

~~Academic personnel converting from fiscal to academic year appointments will utilize their Vacation Leave prior to assuming their academic year appointments in lieu of a lump sum payment.~~

~~Employees terminating for all reasons other than disciplinary may elect a lump sum payment and/or Terminal Vacation Leave; an employee released for disciplinary reasons must take the accrued Vacation Leave in a lump sum payment. No other type of Leave may be used during Terminal Vacation Leave except Holiday Leave. Dates for Vacation Leave shall be approved by the appropriate administrative supervisor.~~

### **2. LEAVES OF ABSENCE**

~~a. Emergency or Short term Leave With Pay~~

~~When one finds it necessary to be absent from regular duties at the University for a period not exceeding two (2) weeks, she/he shall secure approval from the immediate supervisor for the absence. A temporary Leave for more than two (2) weeks, but not to exceed four (4) weeks, may be granted for good cause upon written recommendation of the appropriate administrative superior and with the approval of the President.~~

~~An individual making application for such Leave should submit a statement suggesting a plan for carrying on his/her work during the absence. Any Leave in excess of four (4) weeks, except for illness, shall require approval by the Trustees.~~

~~b. Leave Without Pay~~

~~Upon recommendation of the appropriate administrative and/or academic officers and with the approval of the President of the University, Leaves of Absence Without Pay may be granted to academic personnel by the Trustees for a period normally not in excess of one (1) contract year. Arrangements for continuance of insurance coverage should be made with the Office of Human Resources.~~

~~e. Faculty Sabbatical Leave~~

~~Sabbatical Leave may be granted to any tenured member of the University faculty for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical Leave time may be used for enhancement of teaching, research, writing, and/or study at a place of the recipient's choosing. University personnel holding faculty rank whose duties are primarily administrative in nature shall also be eligible for Sabbatical Leave.~~

~~A minimum of six (6) years of academic service at the University must precede each period of Sabbatical Leave although no right accrues automatically through lapse of time. The granting of such Leave is, in each case, within the discretion of the Trustees upon the recommendation of the President. Sabbatical Leaves shall ordinarily not be available for the purpose of seeking an advanced degree. Individuals initiate their request for Sabbatical Leave during the Fall semester preceding the academic year for which the Leave is requested. The request, which shall contain a statement concerning the purpose for which the Leave is requested, shall be forwarded to the President of the University through the appropriate administrative and/or academic officers, with a recommendation from each attached.~~

~~Sabbatical Leaves will normally be granted for either a full or half contract year. Leave for a full contract year shall be compensated at a rate equal to sixty (60) percent of the faculty member's annual salary; Leave for a half contract year shall be compensated at the annual rate for the limited period. No faculty member shall receive supplemental salary from the University during the sabbatical period.~~

~~While on a full contract year Sabbatical Leave — whether an academic or fiscal year — outside compensation in the form of grants, contracts and other forms of funding may be accepted. However, in the event that a faculty member receives more than 40 percent of his/her salary from outside sources, the University will reduce its compensation so that salary monies received from University and external sources will total no more than 100 percent of base salary during the period of Leave.~~

~~If allowances for travel and other expenses directly related to the Leave are included in the outside grant or contract, the amount of these allowances may be disregarded in computing the contribution to be made by the University.~~

~~A faculty member who fails to return to the University for at least one academic year immediately following his or her sabbatical leave shall owe to the University an amount equal to his or her net salary applicable to the term of the sabbatical leave. For this purpose, net salary is defined as gross salary minus tax withholdings and pre-tax deductions for UW's basic health, life, and retirement benefits.~~

~~d. Academic Professional Development Leave~~

~~Academic professionals on extended term appointments who have completed a minimum of six (6) years of academic service at the University shall be eligible for Professional Development Leave. The purpose of Professional Development Leave will be to enhance performance, to conduct special studies, or in some other way to undertake planned activities related in a substantial manner to the individual's role at the University. Procedures for applying for such Leave, funding requirements and approval processes are outlined in UW Regulations.~~

~~3. — SICK LEAVE~~

~~Full time academic personnel, appointed either on a continuing or temporary basis, are eligible to accrue Sick Leave at a rate of eight (8) hours per paid month of service. Paid Sick Leave may be used for absences from duties due to illness, injury, pregnancy and/or childbirth, death in family or medical care of family.~~

~~Part-time academic personnel appointed either to a continuing or temporary position shall accrue Sick Leave based upon a pro-rata basis in accordance with the percentage of appointment up to a maximum of 100 percent. Thus, for example, one working half-time earns Leave at 50 percent of the rate of full-time employees.~~

~~An employee may also use up to six weeks of accrued or donated Sick Leave for the birth of a child and first year care of a child as well as for an adopted or state placed foster child's care within the first year of placement.~~

~~Faculty, academic professionals or University officers are not eligible for Sick Leave until s/he has been in the employ of the University for one (1) month.~~

~~Faculty, academic professionals and University officers are entitled to accrue an unlimited amount of Sick Leave.~~

~~University policy permits benefited employees to donate Sick Leave to assist another experiencing a long term illness. If one is in an active pay status, and has accrued a minimum of eighty (80) hours of Sick Leave, he or she may donate up to sixteen (16) hours of Sick Leave per calendar year to any benefited University employee; the recipient must have an immediate and reasonable need for such assistance, have exhausted his/her available Sick and Vacation Leave and, finally, have a minimum of six (6) months of current continuous benefited service to the University. The Office of Human Resources will provide information on procedures for donating Sick Leave.~~

#### ~~4. FAMILY AND MEDICAL LEAVE~~

~~After twelve (12) months of service, benefited employees are eligible for twelve (12) weeks of unpaid Family and Medical Leave in any twelve (12) month period of service. All other non benefited employees are eligible for twelve (12) weeks of unpaid Family and Medical Leave in any twelve (12) month period if the employee has worked for at least twelve (12) months and for at least 1,250 hours during that time before the Leave request.~~

~~Family Leave may be taken because of the birth or placement of a child with the employee. Medical Leave may be taken to care for a spouse, child, or parent if they have a serious health condition or because of a serious health condition that makes the employee unable to perform his/her job functions.~~

~~Any questions concerning what is considered a serious health condition should be directed to the Office of Human Resources.~~

~~Employees accruing University Vacation and Sick Leave may elect to substitute any part of their accrued Vacation Leave for any part of their twelve (12) weeks of unpaid Family or Medical Leave. However, they will be required to use their Sick Leave, and any donated Sick Leave, when the Leave is for a serious health condition or to care for a sick family member; any remaining portion of the twelve (12) weeks can be taken as Leave Without Pay.~~

~~Leave Without Pay taken under unpaid Family or Medical Leave does not require an employee to utilize Vacation Leave prior to Leave Without Pay. When Family Leave is taken, employees may not substitute paid Sick Leave for unpaid Family Leave.~~

~~The right to Family Leave usually expires twelve (12) months after the birth or placement of a child with the employee. Family Leave should be taken consecutively unless other arrangements are approved by the employee's appointing authority.~~

~~The Human Resources Director, or the employee's appointing authority, shall require certification issued by a health care provider to support an employee's request for Medical Leave. Certification shall include a statement of:~~

- ~~a. The date the condition began;~~
- ~~b. Expected date when medical treatment will begin;~~
- ~~c. Probable duration of the condition;~~
- ~~d. Appropriate medical facts;~~
- ~~e. An assertion that the employee is needed to care for a sick family member for a specified time; and~~
- ~~f. A schedule of the Medical Leave to be taken.~~

~~Employees are expected to give their immediate supervisor at least thirty (30) days advance notice of the intent to take Family or Medical Leave, unless such notice is not practical. Employees should try to schedule planned medical treatment so as to create a minimum disruption for their unit or department. They are also encouraged to report to their supervisor on a monthly basis about their progress and intent to return to work at the end of the Leave.~~

~~Employees returning from unpaid Family and Medical Leave, in accordance with the federal act, have the right to be returned to their former job position or they may be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.~~

~~State health insurance contributions will be made for all eligible employees who have elected coverage. Employees retain all accrued benefits while on Leave. Employees should direct benefit questions to the Human Resources Department.~~

~~Employees who do not return to work after their unpaid Family or Medical Leave entitlement has expired will be required to reimburse the University for any health insurance premium paid by the University during the period that the employee was on Family or Medical Leave if the failure to return to work is not due to the continuation, recurrence, or onset of a serious health condition entitling the employee to Leave or other circumstances beyond the employee's control. In the event that an employee is unable to return to work for health care reasons, s/he will provide the Human Resources Director with certification from the appropriate health care provider.~~

## ~~5. BEREAVEMENT LEAVE~~

~~Employees shall be granted up to three (3) days of Bereavement Leave upon the death of a family member or spouse's family member. (This includes and is limited to parent, spouse, child, sibling, grandparent, grandchild, son-in-law, daughter-in-law, or another member of your immediate household.) This Leave shall be used before the use of any other Leave authorized for this purpose. Arrangement for this Leave shall be made with the employee's immediate supervisor.~~

**Draft 5-3-18**

---

**Effective Date:** July 1, 2018

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

**Source:** None

**Links:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

**Associated Regulations, Policies, and Forms:** None

**History:**