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6 **A BILL TO REVISE UW REGULATION 5-803**
7 **“Reappointment, Tenure and Promotion Procedures for University Faculty”**

8 (Proposed revisions begin on page 14, 3.e.ii.)

9
10
11 **WHEREAS**, Academic Affairs has examined the efficacy of the first year review in
12 reappointment, tenure and promotion procedures; and

13
14 **WHEREAS**, consensus among Academic Affairs, Deans and Directors, and faculty is
15 that current first year review procedures are unnecessarily burdensome on faculty and
16 administration alike; and

17
18 **WHEREAS, consensus among Academic Affairs, Deans and Directors, and the**
19 **University Reappointment, Tenure and Promotion Committee is that the first year**
20 **review is beneficial when it is completed in a timeframe that affords relevant and**
21 **meaningful feedback about the candidate’s current and future performance; and**

22
23 **WHEREAS**, the consensus of stakeholders **among Academic Affairs, Deans and**
24 **Directors, and the University Reappointment, Tenure and Promotion Committee** is that
25 first year review is best expedited by simplifying review at the dean’s level; therefore,

26
27 **BE IT ENACTED** by the Faculty Senate of the University of Wyoming to amend
28 UW Regulation 5-803 presented in the attached addenda.

29 **UW REGULATION 5-803**
30 **Reappointment, Tenure and Promotion Procedures for**
31 **University Faculty**
32

33 **1. PURPOSE.**

34
35 To specify procedures for reappointment, tenure and promotion for faculty.
36

37 **2. REAPPOINTMENT, TENURE AND PROMOTION POLICY.**
38

39 Main criteria for reappointment, promotion, and tenure decisions are creative development,
40 advancement, and dissemination of knowledge. These criteria may be demonstrated in the main
41 functions of teaching; research; creative contributions; extension; service to the state of Wyoming;
42 professional service; and, other University related activities and services.
43

44 A candidate for reappointment, promotion, or tenure must be evaluated on the academic
45 functions he/she is expected to perform. The programmatic needs and directions of the University
46 will also be considered in reappointment and tenure cases.
47

48 A candidate's record shall be evaluated on the basis of quality of performance within the
49 academic functions which have been performed. The evaluations will appropriately recognize the
50 proportionate time expected and allocated to the particular functions by the candidate.
51

52 **a. Teaching**

53
54 **i.** The working definition of teaching includes:

- 55
56 (1) Classroom teaching and working with students outside of classes on course material
57
58 (2) Thesis, dissertations, plan B and other graduate degree direction
59
60 (3) Directing individual and group study and practicum
61
62 (4) Advising students on curriculum
63
64 (5) Preparation of teaching materials such as texts, readings, books, cases, course syllabi,
65 bibliographies, computer programs, development of new courses, programs and curricula, etc., for
66 use by others as well as by the author
67
68 (6) Development of courses for presentation by telecommunications systems
69
70 (7) Clinical teaching
71

72 **ii.** The following are some possible sources of information concerning teaching effectiveness:
73

- 74 (1) Department head evaluations (including, for example, such matters as indicated in this UW
75 Regulation in **3.a.iii. REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES**)

- 76 (2) Evaluation by other members of the team where team-teaching exists
77
78 (3) Publication of textbooks, casebooks, readings, books, or other teaching materials which are
79 accepted by other schools, including pre-college schools
80
81 (4) Student evaluations and other inputs from students
82
83 (5) Special recognition by student groups, faculty groups, or non-faculty groups
84
85 (6) Theses and dissertations completed under the faculty member's supervision (a consideration only
86 for faculty members associated with graduate degree granting programs and serving on graduate
87 examining committees)
88
89 (7) Individual or group studies completed under a faculty member's supervision
90
91 (8) The development and leadership of new curriculum, significant program change and structure
92 within the individual's area of professional interest
93
94 (9) Presentations on teaching at other universities
95
96 (10) Teaching at other institutions of higher education
97

98 **b. Research and/or Creative Contributions**
99

100 **i. Research**
101

102 (1) The working definition of research includes:
103

104 (a) Research conducted with the avowed purpose of creating and adding to the knowledge in the field
105 and thereby advancing theory and principles. The significance of this type of research is recognized
106 when communicated in major academic and professional media.

107 (b) Expansion of ideas, theories, and principles and the interpretation of developed information, and
108 the provision of further insights. The significance of this research depends upon the content and/or
109 media of dissemination.
110

111 (c) Improvement and/or facilitation of the application and utilization of knowledge within the applied
112 professional field. The significance of this research depends upon content originality, and
113 contribution to the field, and media of dissemination.
114

115 (2) The following are some possible sources of information concerning research quality:
116

117 (a) The extent to which the developed theory, principles, ideas, or concepts improve upon and
118 advance the body of knowledge
119

120 (b) The media of dissemination
121

122 (i) Media of Academic Groups Professional Associations and Commercial Publishers:

123 Publications that have either editorial boards or utilize outside reviewers to evaluate the quality,
124 significance, creativity, or utility of submitted manuscripts shall usually carry higher significance in
125 evaluation than the publications of trade associations or similar groups.

126
127 (ii) Media of Trade, National, Regional or Local Agencies:

128
129 These media, while recognized as a possible source of publications, usually carry lower significance
130 in evaluation.

131
132 (3) Other Criteria:

133
134 (a) A department or college shall utilize written comments from reviewers outside the University to
135 evaluate research and/or creative contributions of candidates for promotion and/or tenure. The
136 procedures to be used to obtain these review letters are:

137
138 (i) The candidate and the department/unit head/chair shall each make a list of at least six possible
139 reviewers. The candidate may delete up to one-third of the names on the department/unit list. The
140 department/unit shall choose an equal number from each list (excluding the names deleted by the
141 candidate) for a minimum of four potential reviewers.

142
143 (ii) The candidate shall prepare a packet to be sent to each potential reviewer. The packet should
144 consist of a resume/vita and representative examples of recent scholarly and/or creative
145 contributions.

146
147 (iii) The candidate may waive the right to see the letters, via a written statement to be included in the
148 candidate's folder. The candidate shall, however, retain the right to see the texts of these letters that
149 have been edited in such a way as to preclude identification of their respective authors.

150
151 (iv) The department/unit shall send the packet with an accompanying cover letter to each of the
152 selected potential reviewers. It shall be the responsibility of the Vice President for Academic Affairs
153 to announce a reasonable deadline for the solicitation of these outside reviews. The cover letter shall
154 indicate whether or not the candidate has waived the right to see the letters, and will state the degree
155 of confidentiality of the response. This letter shall request an evaluation by the reviewer of the
156 scholarly and/or creative contributions of the candidate. It shall refrain from asking the reviewer to
157 state whether the candidate would be tenured at the reviewer's institution.

158
159 (v) The department/unit head shall prepare a summary statement describing the process of
160 solicitation of reviewer letters. This summary and the letters shall be included in the candidate's
161 folder. A copy of this summary shall be provided to the candidate.

162
163 (vi) If the candidate waives the right to see the letters, only those who will vote or make
164 administrative recommendations on the case (including members of reappointment, tenure and
165 promotion committees) shall have access to a confidential folder containing the original letters (or
166 copies thereof) and the summary defined in **section 2.b.(3)(iii.)**.

167
168 (vii) The solicitation of letters from outside the University of Wyoming is not meant to discourage
169 solicitation of, or diminish the value of, letters from within the University.

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

172
173 (c) In applied areas, a test of quality of research is its usefulness.

174
175 (d) In cases of research not yet ready for publication, a test of quality is internal and/or external
176 review.

177
178 (4) Following are some examples of research efforts:

179
180 (a) Articles and Monographs: Items in this category are of a nature that would attract constructive
181 attention in the academic or professional field and tend to bring credit to the author and the
182 University. For purposes of evaluation, book reviews, published cases, and survey studies may be
183 viewed as articles and will be evaluated according to the tests of quality.

184
185 (b) Papers: Papers delivered at academic and professional meetings, colloquiums, and symposiums.

186
187 (c) Books: Published books, depending on nature of material.

188
189 (d) In-House Publications: In-House Publications such as manuals, bulletins, or other forms of
190 information releases are to be evaluated in relation to other types of research and/or requirements of
191 individual job description.

192
193 (e) Unpublished Materials: Mimeographed materials and other items prepared for classroom use or
194 distribution will not be evaluated as Research. They may, however, be used as evidence for
195 measuring Teaching (or Service) effectiveness.

196 **ii. Creative Contributions**

197
198 The working definition of creative contributions includes sustained artistic endeavor and
199 commitment in composition or performance demonstrating a high level of skill obtained through
200 experience, study, or observation and which in turn results in an aesthetic experience measurable on a
201 comparative basis with other creative accomplishments within a given area and accorded
202 knowledgeable peer approval within a separate discipline.

203
204 (1) Illustrative are the following:

205
206 (a) Within the field of music, a creative contribution or artistic endeavor could include solo and
207 ensemble performances, composition and creative arranging, and the directing and conducting of
208 musical ensembles and productions.

209
210 (b) Within the field of theatre/dance, a creative contribution or artistic endeavor could include
211 directing/choreography, scenic and costume design, technical direction, and acting or individual
212 performance.

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

215
216 (d) Within the field of writing, a creative contribution or artistic endeavor could include composition
217 or prose, fiction, drama, or poetry and the publication or presentation of such compositions.

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

- 220
- 221 (a) Knowledgeable peer approval within a given area
- 222
- 223 (b) Knowledgeable evaluation of the artistic endeavor outside the immediate community; i.e.,
224 criticism, reviews, testimony, solicited reviews (See **section 2.b.i(3)(a)** above); etc.
- 225
- 226 (c) Invited performances, exhibitions, workshops and consultations
- 227
- 228 (d) Honors, prizes, and awards in artistic competition
- 229
- 230 (e) In cases of noncompleted artistic forms, a test of quality if internal or external review
- 231

232 **c. Extension, Professional Service, and University-Related Activities**

233 **i. Extension**

234

235

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

- 238
- 239 (a) The range of teaching activities from those in a formally organized setting to those in a one-to-
240 one situation
- 241
- 242 (b) Applied research directed toward current problems and concerns
- 243
- 244 (c) Utilization of research from University and other sources to provide problem-oriented
245 information and education
- 246
- 247 (d) Technical assistance
- 248
- 249 (e) Program development, management, coordination
- 250
- 251 (f) Development of and working in University-related continuing education programs. Degree credit
252 courses taught for additional compensation may also be considered at the option of the candidate
- 253
- 254 (g) Development of courses for presentation by telecommunications systems
- 255

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

- 257
- 258 (a) Feedback from students, clients, and other agencies
- 259 (b) Student rating forms, where applicable
- 260
- 261 (c) Requests for services
- 262
- 263 (d) Department and division head evaluations
- 264
- 265 (e) Intra-state utilization of educational materials

266 (f) Peer review of courses developed for delivery via telecommunications
267

268 **ii. Professional Service**
269

270 (1) Professional service refers exclusively to work that draws upon one's professional expertise and is
271 an outgrowth of one's academic discipline and implies the use of academic and professional expertise
272 of University faculty to serve the community, the state, the nation, and the world. Professional
273 service may include:
274

275 (a) Applied research: The research product is a technical monograph, report, or other nonjuried
276 document. The research product must convey the author's findings, ideas and conclusions to an
277 audience in an appropriate style.
278

279 (b) Consultation and technical assistance: Faculty member uses the expertise of his/her academic
280 discipline but there may be no tangible product such as a report invention or painting.
281

282 (c) Participation in University extension, continuing education, and other professional service
283 instruction in form of workshops, seminars, institutes or one-on-one instruction. They are not part of
284 a traditional course load.
285

286 (d) Work which results in tangible products from academic work such as patents and artworks.
287

288 (e) Clinical work and performance which is an integral part of one's academic position.
289

290 (f) Work associated with furthering one's field within professional societies, state or regional
291 organizations external to the University.
292

293 (g) Reviewing or evaluating the professional accomplishments of other individuals or organizations
294 external to the University.
295

296 (2) The following are some sources of information concerning professional service quality:
297

298 (a) A test of quality of applied research is its usefulness to its audience
299

300 (b) In-house publications such as manuals, bulletins, or other forms of information releases
301

302 (c) Unpublished materials and other items prepared for limited distribution
303

304 (d) Requests, for example, to act as expert witnesses, juror of works of art or reviewers of
305 manuscripts and proposals
306

307 (e) Professional association contributions such as national president or journal editor
308

309 (f) Evaluations by students and participants of professional service instruction sponsored by either
310 the University or by other organizations
311

312 (g) Value of inventions, patents, or other creative products

313 (h) Evaluations of clinical work performances by the clients/audience and/or external professional
314 peers
315

316 (3) When professional service activities are offered as evidence of performance, it is the
317 responsibility of the faculty member to show how the respective activities contributed to the mission
318 of the University, its prestige, one's professions, or the administrative unit.
319

320 **iii. University-Related Activities**

321

322 (1) The working definition of University-Related Activities includes the obligations that a faculty
323 member may have other than teaching, research, creative contributions, extension, professional
324 service, and administration to a faculty area, to a department, a college, and the University.
325

326 (2) Certain types of service accomplishments shall be considered as favorable promotion and tenure
327 criteria. The following are potential criteria:
328

329 (a) Contributing membership on the Faculty Senate, ad hoc committees or standing committees of the
330 University
331

332 (b) Contributing membership on ad hoc committees or standing committees of colleges, departments,
333 or divisions
334

335 (c) Reviewing or evaluating professional accomplishments of an individual or department within the
336 University
337

338 (d) Reviewing activities of an individual which relate to the development and diversification of the
339 Wyoming economy
340

341 (3) The following are some sources of information that might be employed in evaluating the
342 effectiveness of University- Related Activities:
343

344 (a) Accomplishments of the committee, task force, etc.
345

346 (b) Examples of specific projects or policies developed by the committee, etc.
347

348 (c) Letters from administrators attesting meritorious service
349

350 **3. REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES.**

351

352 All reappointment, tenure and promotion decisions at the University of Wyoming are to occur
353 sequentially at the department, college, and University levels, whereby at each level a duly appointed
354 officer of the University is to make a recommendation after having been advised by an appropriate
355 faculty committee or group.
356

357 The following organizational and procedural guidelines are to apply:

358 **a. Departmental Level**

359

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

368

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

374

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

378

379 (A) A statement of time to tenure;

380

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

382

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

384

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

387

388 **iii.** A case for reappointment, tenure or promotion will normally be initiated by the department head
389 with concurrence of the candidate. An individual may initiate candidacy for early tenure with the
390 written concurrence of the majority of the tenured faculty of the individual's academic unit. An
391 individual may initiate candidacy for promotion with the written concurrence of the majority of a
392 group in the academic unit composed of both tenured faculty members and those who hold the same
393 or higher rank to which the individual is to be considered.

394

395 **iv.** The department head, in full consultation with the candidate, will assemble materials for the
396 candidate's folder by the required deadline. The folder will include the following:

397

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

399

400 (2) Curriculum vitae

401

402 (3) The job description, including amount of time in functional areas, nine or twelve-month
403 appointment, number of classes to be taught, and other specific requirements such as advising
404 students, publication expectations, serving as thesis adviser, etc.

- 405 (4) Supporting documents for (a) Teaching (b) Research and/or Creative Contributions and (c)
406 Extension, Professional Services, and University-Related Activities, as described in **section 2.**
407 **REAPPOINTMENT, TENURE AND PROMOTION POLICY**
408
- 409 (5) Rating by department head on performance in each part of the job description, as outlined in
410 **section 2. REAPPOINTMENT, TENURE AND PROMOTION POLICY**
411
- 412 (6) Evaluative information concerning teaching effectiveness, with all related documents, for
413 previous three years (See **section 2. REAPPOINTMENT, TENURE AND PROMOTION**
414 **POLICY**)
415
- 416 (7) Descriptive information listing all courses taught at the University and all teaching
417 accomplishments (See **section 2. REAPPOINTMENT, TENURE AND PROMOTION POLICY**)
418
- 419 (8) Such other information as the candidate deems necessary
420
- 421 v. For purposes of reappointment, tenure and promotion, each department must establish protocols by
422 majority vote of all tenured and tenure-track faculty to form a peer group that must include but is not
423 limited to all tenured and tenure-track members of the department. The peer group may include a
424 group composed of additional members of the department who hold appropriate academic
425 qualifications considering rank, academic degree, or job description.
426
- 427 Tenure-track members of the department who do not hold tenure vote on a case-by-case basis if the
428 candidate provides expressed written approval. Additional members of the peer group vote, on a
429 case-by-case basis, if a candidate who provides written approval for tenure-track faculty to vote also
430 provides written approval for this additional group
431
- 432 The college or unit dean or director may direct a department or academic unit to include
433 appropriately qualified members of other departments or units in the voting protocol if
434 circumstances, such as department size, warrant such inclusion.
435
- 436 The department head shall make the candidate's folder available in its entirety and well in advance to
437 a candidate's peer group as defined by the departmental protocols. These department protocols shall
438 be documented in the candidate's packet. Members of this peer group shall be entitled to make
439 written recommendations on the candidate's case, supported by comments stating reasons for the
440 recommendations.
441
- 442 vi. The department head will call a formal meeting of the appropriate faculty group, as described in
443 **section 3.a.v.** above, to discuss each candidate. After discussion each faculty member will cast a
444 written ballot containing reason(s) for the vote within 72 hours of the end of the meeting (excluding
445 weekends and holidays). The total vote of each faculty group (i.e., tenured faculty vote, non-tenured
446 faculty vote, faculty with same or higher rank for which a candidate is nominated, and faculty with
447 lower rank for which the candidate is nominated) along with comments, will be recorded on the
448 appropriate forms. The department head shall not vote.
449
- 450 vii. The department head will review the folder and make his/her written recommendation, which
451 shall immediately be communicated to the candidate. It is the duty of every department head to make
452 such written recommendations irrespective of the tenure status or academic rank of the department
453 head.

454 **viii.** The candidate signs the reappointment/tenure/promotion form to indicate having seen the final
455 compilation of papers, the written comments of the faculty, and the recorded vote(s), and may make
456 additions or a personal statement of response.

457
458 **ix.** The candidate's folder is forwarded to the dean of the college.

459 **x.** For joint appointments see **section 3.b. College Level.**

460
461 **b. College Level**
462

463 **i.** Each college will establish a standing committee that will review reappointment, tenure and
464 promotion. Its members are to be elected by the faculty of the college, and they should normally be
465 members of that college's faculty. However, faculty members from a different college could also be
466 elected, if the majority of the concerned college's faculty choose to include such representation.
467 College reappointment, tenure and promotion committee members should represent as broadly as
468 possible all the divisions and academic areas of that college, and, where practicable, serve a
469 staggered three-year term, with no member serving consecutive terms.

470
471 **ii.** The dean will make available to members of the college reappointment, tenure and promotion
472 committee the folders of all candidates for reappointment/tenure/promotion.

473
474 **iii.** If the committee deems it necessary, a candidate may be invited to present a written and/or oral
475 statement. If the candidate appears before the committee the department chair/head shall also be
476 requested to address any questions that the committee has regarding the case. Should the committee
477 wish to discuss the case with the department chair/head, the candidate shall have the right to be
478 present and to respond to any presentation made by the department chair/head.

479
480 **iv.** The college reappointment, tenure and promotion committee members shall deliberate each case.
481 After discussion, each committee member will cast a written ballot containing reason(s) for the vote.
482 The dean shall have the prerogative of sitting in on the deliberations of the college reappointment,
483 tenure and promotion committee. He/she shall not vote.

484
485 **v.** The college reappointment, tenure and promotion committee shall inform all department heads of
486 its recommendations and explanations of vote for each candidate.

487
488 **vi.** The dean will review each folder and will make his/her written recommendation.

489
490 **vii.** The entire folder shall be made available to the candidate, who shall have the right to add a
491 statement of response. Candidates who have been turned down for reappointment/promotion/tenure
492 shall be informed by the dean and the rationale for the recommendation will be discussed with the
493 candidate.

494
495 **viii.** Candidates not recommended for reappointment, tenure, or promotion at the department and
496 college level shall be notified of the decision. Their folders will be forwarded to the University
497 Reappointment, Tenure and Promotion Committee or the Vice President for Academic Affairs (See
498 **section 3.c.iv. University Level**) for review, unless the candidate concerned requests otherwise. If
499 the candidate makes such a request, the decision will be final. A person turned down for
500 reappointment or tenure will have the right at this time to resign and the personnel file will state only
501 that he/she resigned.

502 **ix.** The dean will forward all appropriate completed folders of candidates to the office of Vice
503 President for Academic Affairs for an administrative decision or for transmission to the University
504 Reappointment, Tenure and Promotion Committee. One copy of the reappointment/tenure/promotion
505 form shall be returned to the college reappointment, tenure and promotion committee.

506
507 **x.** The dean shall make available to the college reappointment, tenure and promotion committee all
508 secretarial help required for its work.

509
510 **xi.** Joint appointments within or between colleges cause special problems insofar as time allocations
511 derived from monetary or other administrative concerns may not correspond to a description of the
512 faculty member's total role in the University; such a role may, in fact, include responsibilities which
513 are not specific to any one of the supporting administrative units. In the evaluation of the papers of
514 candidates holding joint appointments, the review at any level must be made with close attention to
515 the candidate's total job description.

516
517 **xii.** In the case of a joint appointment involving two departments or divisions within one college (or
518 college-type unit such as the American Heritage Center), the candidate's folder will be reviewed by
519 both departments or divisions, the college reappointment, tenure and promotion committee and the
520 dean. In the case of a disagreement among the department heads, college reappointment, tenure and
521 promotion committee, and the dean, the candidate's folder will be forwarded to the Vice President for
522 Academic Affairs for transmission to the University Reappointment, Tenure and Promotion
523 Committee for its recommendation, unless the faculty member wishes to withdraw from candidacy.

524
525 **xiii.** In the case of a joint appointment involving two or more colleges (or college-type units), the
526 candidate's folder will be reviewed by each department or division, and by a subcommittee made up
527 of one or more persons from each college reappointment, tenure and promotion committee to review
528 the case and make a recommendation to the deans involved. In the case of a disagreement among the
529 department heads, college reappointment, tenure and promotion subcommittee, and the deans, the
530 candidate's folder will be forwarded to the University Reappointment, Tenure and Promotion
531 Committee for its recommendation, unless the faculty member wishes to withdraw from candidacy.

532
533 **xiv.** In the case of a joint appointment involving half-time allocations to each of two colleges or
534 college-type units, the candidate's folder will be reviewed by each department or division and by both
535 deans. In the case of a disagreement among the department heads and deans, the candidate's folder
536 will be forwarded to the Vice President for Academic Affairs for transmission to the University
537 Reappointment, Tenure and Promotion Committee for its recommendation, unless the faculty
538 member wishes to withdraw from candidacy.

539
540 **c. University Level**

541
542 **i.** The current composition and procedure of the University Reappointment, Tenure and Promotion
543 Committee shall be retained (See UW Regulation 6-702).

544
545 **ii.** The office of the Vice President for Academic Affairs shall make the entire folder of selected
546 candidates (See **section 3.c.iv.** below) available to members of the University Reappointment,
547 Tenure and Promotion Committee.

548
549 **iii.** The candidate may present a written and/or oral statement about the case to the committee. If the
550 candidate chooses to appear before the committee the department chair/head and dean shall be

551 requested to appear also to answer any questions that the committee may have about the case. Should
552 the committee wish to discuss the case with the dean or the department chair/head, the candidate
553 shall have the right to be present and to respond to any presentation made by the dean or the
554 department chair/head.

555
556 **iv.** University Reappointment, Tenure and Promotion Committee members shall deliberate when

557
558 (1) The decision of one of the lower units, i.e. departmental colleagues, department heads, college
559 committee, and dean, is in conflict with that of another, or

560
561 (2) A candidate chooses to be reviewed.

562
563 **v.** After discussion each member will cast a written ballot containing reasons for the vote. The Vice
564 President for Academic Affairs or the President may request the University Reappointment, Tenure
565 and Promotion Committee to discuss cases outside the above categories. The Committee shall not
566 vote on those cases.

567
568 **vi.** The President or the Vice President for Academic Affairs and the Chairperson of the Faculty
569 Senate shall have the prerogative of sitting in on the deliberations of the University Reappointment,
570 Tenure and Promotion Committee but shall not vote.

571
572 **vii.** The University Reappointment, Tenure and Promotion Committee shall inform all deans and
573 principal administrators of its recommendations and explanations of vote for each candidate in his
574 college/division.

575
576 **viii.** A second function of the University Reappointment, Tenure and Promotion Committee shall be
577 to determine if the standards enumerated in **section 2. REAPPOINTMENT, TENURE AND**
578 **PROMOTION POLICY** of this UW Regulation are being consistently applied campus-wide by
579 examining the procedures and general eligibility qualifications of candidates recommended and not
580 recommended by the college committees for promotion, tenure, or reappointment (See **section 3.e.**
581 **Review of Probationary Faculty**). In order to make this determination, the University
582 Reappointment, Tenure and Promotion Committee shall sample the recommendations from colleges.
583 Apparent policy inequities will be described in writing, and returned to the college committee and the
584 dean for future assessment, and/or the Committee may make recommendations to the Vice President
585 for Academic Affairs for other appropriate action.

586
587 **ix.** The Vice President for Academic Affairs shall make available to the University Reappointment,
588 Tenure and Promotion Committee all secretarial help required for its work.

589
590 **x.** Upon completing deliberations, the University Reappointment, Tenure and Promotion Committee
591 will communicate its recommendations in writing to the Vice President for Academic Affairs along
592 with the reasons for its recommendations.

593 **xi.** The Vice President for Academic Affairs shall deliberate each case and make his/her
594 recommendation to the President of the University. The recommendations of the University
595 Reappointment, Tenure and Promotion Committee and the Vice President for Academic Affairs shall
596 be made available to the candidate. For any case where the Vice President for Academic Affairs
597 recommends against promotion and tenure the candidate shall have the right to add a statement of
598 response. In all cases the candidate shall initial (and date) the reappointment/tenure/promotion form

599 to indicate having seen the final compilation of papers which will be forwarded to the President with
600 the Vice President for Academic Affairs's recommendation.

601
602 **xii.** The President of the University shall inform in writing each candidate concerned of the nature of
603 his/her decision and the rationale for it. A candidate not approved for tenure shall have the right to
604 resign and the personnel file shall state only that he/she resigned.

605
606 **xiii.** The President and/or the Vice President for Academic Affairs shall meet with the University
607 Reappointment, Tenure and Promotion Committee to review the final decisions.

608
609 **xiv.** The President when presenting recommendations to the Board of Trustees shall be accompanied
610 by the Chairperson of the University Reappointment, Tenure and Promotion Committee.

611
612 **d. American Heritage Center and the Libraries**

613
614 For information regarding the reappointment, promotion and extended-term appointment process in
615 the American Heritage Center see UW Regulation 7-490, "Regulations of the American Heritage
616 Center"; and regarding the reappointment, promotion and extended-term appointment process in the
617 Libraries see UW Regulation 7-631, "Regulations of the University Libraries."

618
619 **e. Review of Probationary Faculty**

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621 **i.** Mandatory review of probationary faculty for reappointment shall occur in the spring of the first,
622 second, and fourth years of employment.

623
624 **ii. First Year Review.** The review in ~~the spring~~ of the first year of employment will have one of two
625 consequences: 1) after completion of the procedures described below, the Board of Trustees may
626 authorize a probationary faculty member to proceed to the second year review, in which case the
627 employment of the faculty member may continue through the third year; or 2) the Board of
628 Trustees may terminate the faculty member's employment at the end of the first year.

629
630 (1) The review in ~~the spring~~ of the first year of employment shall be initiated by the department head
631 and shall follow the procedures described for reappointment, tenure and promotion in **section**
632 **3.a.iii.-ix. Departmental Level** above.

633
634 ~~(2) After review at the departmental level, and if the dean concurs with the positive recommendations~~
635 ~~of the department and department head, the dean will forward his/her recommendation along with~~
636 ~~supporting data directly to the Vice President for Academic Affairs.~~

637 ~~(2) If there are no negative votes within the department or by the department head for the candidate,~~
638 ~~the department head will forward his/her recommendation along with supporting data directly to~~
639 ~~the dean of the college. The dean will review the folder of the candidate, but a letter of~~
640 ~~recommendation is not required. The dean shall forward the folder of each candidate along with~~
641 ~~supporting data directly to the Vice President of Academic Affairs.~~

642 (2) After review at the departmental level, and if the dean concurs with the positive recommendations
643 of the department and department head, the dean will forward his/her recommendation ~~along with~~
644 ~~supporting data~~ **and ratings** directly to the Vice President of Academic Affairs. ***If desired, the***
645 ***dean may include comments along with his/her evaluation.***

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(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 and *but* the dean is not in a position to make a positive recommendation *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*.

~~(3) The folder of a candidate who has received any negative votes or who has not been recommended for a subsequent review by departmental colleagues or the department head shall be referred by the dean of the college to the college reappointment, tenure and promotion committee for review and vote.~~

~~(4) When a candidate has received positive recommendations from the department and the department chair, and when the dean is not in a position to make a positive recommendation, the case shall be referred to the college reappointment, tenure and promotion committee for review and vote.~~

~~(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 and the department chair, and when the dean is not in a position to make a positive recommendation, the case shall be referred to the college reappointment, tenure and promotion committee for review and vote.~~

~~(4)~~ (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)~~ (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)~~ (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

691 may authorize a faculty member to proceed to the fourth year review, in which case the employment
692 of the faculty member may continue through the fifth year; or the department faculty, the chair, the
693 college reappointment, tenure and promotion committee, the dean, the University Reappointment,
694 Tenure and Promotion Committee, the Vice President for Academic Affairs, or the Board of Trustees
695 may request an additional review in the spring of the third year, in which case the employment of the
696 faculty member may continue through the fourth year; or the Board of Trustees may terminate the
697 faculty member's employment at the end of the third year. The second year review shall follow the
698 procedures described for reappointment, tenure and promotion in **section 3.a.iii.-ix. Department**
699 **Level, section 3.b.ii.-xiv. College Level, and 3.c.ii.-xiv. University Level** above.

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

705
706 **v. Fourth Year Review.** The review in the spring of the fourth year of employment will have one of
707 three consequences: after completion of the procedures described below, the Board of Trustees may
708 authorize the faculty member to proceed to the tenure review in the spring of the sixth year, in which
709 case the employment of the faculty member may continue through the seventh year, either as a
710 terminal year or as the first year of tenure; or the department faculty, the chair, the college
711 reappointment, tenure and promotion committee, the dean, the University Reappointment, Tenure
712 and Promotion Committee, the Vice President for Academic Affairs, or Board of Trustees may
713 request an additional review in the spring of the fifth year, in which case the employment of the
714 faculty member may continue through the sixth year; or the Board of Trustees may terminate the
715 faculty member's employment at the end of the fifth year. The fourth year review shall follow the
716 procedures described for reappointment, tenure and promotion **section 3.a.iii.-ix. Department Level,**
717 **section 3.b.ii.-xiv. College Level, and section 3.c.ii.-xiv. University Level** above.

718
719 **vi. Fifth Year Review.** If an additional review in the fifth year is required, the procedures described
720 in **section 3.c.iii. Second Year Review** above shall be followed. This review will result either in the
721 termination of employment at the end of the sixth year or in a decision to review the faculty member
722 for tenure in the sixth year. If the tenure review in the sixth year is authorized, the faculty member
723 will be assured of employment through the end of the seventh year, either as a terminal year or as the
724 first year of tenure.

725
726 **vii. Sixth Year Review (Tenure).** The tenure review shall take place as described in **Section 3.**
727 **REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES.**

728
729 **viii.** Faculty who are first employed at a time other than the beginning of the fall semester shall have
730 their first year review after they have been employed through a fall semester.

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

734
735 **x.** At any point in these procedures a faculty member who has received a negative recommendation
736 has the right to resign, and his/her personnel file will state only that he/she has resigned.

737 **f. College and University Reappointment, Tenure and Promotion Committees**

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

743 **ii. Promotion in Rank Salary Increase**

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745 (1) The increment at promotion from assistant to associate professor should be 10 percent of the base
746 salary; and

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

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

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753 **4. ADMINISTRATIVE PROCEDURES**

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

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757 a. Initiate directives to deans and department/division heads providing for the development of all
758 procedures necessary for the complete and uniform implementation of the reappointment, tenure and
759 promotion procedures specified in UW Regulations.

760

761 b. Establish the calendar for the receipt of reappointment, tenure and promotion files in the office of
762 Academic Affairs; the meetings of the University Reappointment, Tenure and Promotion Committee
763 to consider the candidates for reappointment, tenure and promotion; the submission of the
764 recommendations of the University Reappointment, Tenure and Promotion Committee to the
765 President of the University for the President's review and consideration.

766

767 c. Take any and all action necessary to coordinate and monitor the implementation of the
768 reappointment, tenure and promotion procedures specified in this UW Regulation at the University.

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770 Source:

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772 University Regulation; adopted May 6-8, 2009 Board of trustees meeting