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6 **A BILL TO REVISE UW REGULATION 5-803**
7 **“Reappointment, Tenure and Promotion Procedures for University Faculty”**
8

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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**, the consensus of stakeholders is that first year review is best expedited
19 by simplifying review at the dean’s level; therefore,

20
21 **BE IT ENACTED** by the Faculty Senate of the University of Wyoming to amend
22 UW Regulation 5-803 presented in the attached addenda.

23 **UW REGULATION 5-803**
24 **Reappointment, Tenure and Promotion Procedures for**
25 **University Faculty**
26

27 **1. PURPOSE.**

28
29 To specify procedures for reappointment, tenure and promotion for faculty.
30

31 **2. REAPPOINTMENT, TENURE AND PROMOTION POLICY.**
32

33 Main criteria for reappointment, promotion, and tenure decisions are creative development,
34 advancement, and dissemination of knowledge. These criteria may be demonstrated in the main
35 functions of teaching; research; creative contributions; extension; service to the state of Wyoming;
36 professional service; and, other University related activities and services.
37

38 A candidate for reappointment, promotion, or tenure must be evaluated on the academic
39 functions he/she is expected to perform. The programmatic needs and directions of the University
40 will also be considered in reappointment and tenure cases.
41

42 A candidate's record shall be evaluated on the basis of quality of performance within the
43 academic functions which have been performed. The evaluations will appropriately recognize the
44 proportionate time expected and allocated to the particular functions by the candidate.
45

46 **a. Teaching**

47
48 **i.** The working definition of teaching includes:

- 49
50 (1) Classroom teaching and working with students outside of classes on course material
51
52 (2) Thesis, dissertations, plan B and other graduate degree direction
53
54 (3) Directing individual and group study and practicum
55
56 (4) Advising students on curriculum
57
58 (5) Preparation of teaching materials such as texts, readings, books, cases, course syllabi,
59 bibliographies, computer programs, development of new courses, programs and curricula, etc., for
60 use by others as well as by the author
61
62 (6) Development of courses for presentation by telecommunications systems
63
64 (7) Clinical teaching
65

66 **ii.** The following are some possible sources of information concerning teaching effectiveness:
67

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

- 70 (2) Evaluation by other members of the team where team-teaching exists
- 71
- 72 (3) Publication of textbooks, casebooks, readings, books, or other teaching materials which are
- 73 accepted by other schools, including pre-college schools
- 74
- 75 (4) Student evaluations and other inputs from students
- 76
- 77 (5) Special recognition by student groups, faculty groups, or non-faculty groups
- 78
- 79 (6) Theses and dissertations completed under the faculty member's supervision (a consideration only
- 80 for faculty members associated with graduate degree granting programs and serving on graduate
- 81 examining committees)
- 82
- 83 (7) Individual or group studies completed under a faculty member's supervision
- 84
- 85 (8) The development and leadership of new curriculum, significant program change and structure
- 86 within the individual's area of professional interest
- 87
- 88 (9) Presentations on teaching at other universities
- 89
- 90 (10) Teaching at other institutions of higher education
- 91

92 **b. Research and/or Creative Contributions**

93

94 **i. Research**

- 95
- 96 (1) The working definition of research includes:
- 97
- 98 (a) Research conducted with the avowed purpose of creating and adding to the knowledge in the field
- 99 and thereby advancing theory and principles. The significance of this type of research is recognized
- 100 when communicated in major academic and professional media.
- 101
- 102 (b) Expansion of ideas, theories, and principles and the interpretation of developed information, and
- 103 the provision of further insights. The significance of this research depends upon the content and/or
- 104 media of dissemination.
- 105
- 106 (c) Improvement and/or facilitation of the application and utilization of knowledge within the applied
- 107 professional field. The significance of this research depends upon content originality, and
- 108 contribution to the field, and media of dissemination.
- 109
- 110 (2) The following are some possible sources of information concerning research quality:
- 111
- 112 (a) The extent to which the developed theory, principles, ideas, or concepts improve upon and
- 113 advance the body of knowledge
- 114
- 115 (b) The media of dissemination
- 116
- 116 (i) Media of Academic Groups Professional Associations and Commercial Publishers:

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

120
121 (ii) Media of Trade, National, Regional or Local Agencies:
122

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

125
126 (3) Other Criteria:
127

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

131
132 (i) The candidate and the department/unit head/chair shall each make a list of at least six possible
133 reviewers. The candidate may delete up to one-third of the names on the department/unit list. The
134 department/unit shall choose an equal number from each list (excluding the names deleted by the
135 candidate) for a minimum of four potential reviewers.

136
137 (ii) The candidate shall prepare a packet to be sent to each potential reviewer. The packet should
138 consist of a resume/vita and representative examples of recent scholarly and/or creative
139 contributions.

140
141 (iii) The candidate may waive the right to see the letters, via a written statement to be included in the
142 candidate's folder. The candidate shall, however, retain the right to see the texts of these letters that
143 have been edited in such a way as to preclude identification of their respective authors.

144
145 (iv) The department/unit shall send the packet with an accompanying cover letter to each of the
146 selected potential reviewers. It shall be the responsibility of the Vice President for Academic Affairs
147 to announce a reasonable deadline for the solicitation of these outside reviews. The cover letter shall
148 indicate whether or not the candidate has waived the right to see the letters, and will state the degree
149 of confidentiality of the response. This letter shall request an evaluation by the reviewer of the
150 scholarly and/or creative contributions of the candidate. It shall refrain from asking the reviewer to
151 state whether the candidate would be tenured at the reviewer's institution.

152
153 (v) The department/unit head shall prepare a summary statement describing the process of
154 solicitation of reviewer letters. This summary and the letters shall be included in the candidate's
155 folder. A copy of this summary shall be provided to the candidate.

156
157 (vi) If the candidate waives the right to see the letters, only those who will vote or make
158 administrative recommendations on the case (including members of reappointment, tenure and
159 promotion committees) shall have access to a confidential folder containing the original letters (or
160 copies thereof) and the summary defined in **section 2.b.(3)(iii.)**.

161
162 (vii) The solicitation of letters from outside the University of Wyoming is not meant to discourage
163 solicitation of, or diminish the value of, letters from within the University.

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

166
167 (c) In applied areas, a test of quality of research is its usefulness.

168
169 (d) In cases of research not yet ready for publication, a test of quality is internal and/or external
170 review.

171
172 (4) Following are some examples of research efforts:

173
174 (a) Articles and Monographs: Items in this category are of a nature that would attract constructive
175 attention in the academic or professional field and tend to bring credit to the author and the
176 University. For purposes of evaluation, book reviews, published cases, and survey studies may be
177 viewed as articles and will be evaluated according to the tests of quality.

178
179 (b) Papers: Papers delivered at academic and professional meetings, colloquiums, and symposiums.

180
181 (c) Books: Published books, depending on nature of material.

182
183 (d) In-House Publications: In-House Publications such as manuals, bulletins, or other forms of
184 information releases are to be evaluated in relation to other types of research and/or requirements of
185 individual job description.

186
187 (e) Unpublished Materials: Mimeographed materials and other items prepared for classroom use or
188 distribution will not be evaluated as Research. They may, however, be used as evidence for
189 measuring Teaching (or Service) effectiveness.

190 **ii. Creative Contributions**

191
192 The working definition of creative contributions includes sustained artistic endeavor and
193 commitment in composition or performance demonstrating a high level of skill obtained through
194 experience, study, or observation and which in turn results in an aesthetic experience measurable on a
195 comparative basis with other creative accomplishments within a given area and accorded
196 knowledgeable peer approval within a separate discipline.

197
198 (1) Illustrative are the following:

199
200 (a) Within the field of music, a creative contribution or artistic endeavor could include solo and
201 ensemble performances, composition and creative arranging, and the directing and conducting of
202 musical ensembles and productions.

203
204 (b) Within the field of theatre/dance, a creative contribution or artistic endeavor could include
205 directing/choreography, scenic and costume design, technical direction, and acting or individual
206 performance.

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

209
210 (d) Within the field of writing, a creative contribution or artistic endeavor could include composition
211 or prose, fiction, drama, or poetry and the publication or presentation of such compositions.

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

- 214
- 215 (a) Knowledgeable peer approval within a given area
- 216
- 217 (b) Knowledgeable evaluation of the artistic endeavor outside the immediate community; i.e.,
218 criticism, reviews, testimony, solicited reviews (See **section 2.b.i(3)(a)** above); etc.
- 219
- 220 (c) Invited performances, exhibitions, workshops and consultations
- 221
- 222 (d) Honors, prizes, and awards in artistic competition
- 223
- 224 (e) In cases of noncompleted artistic forms, a test of quality if internal or external review
- 225

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

227 **i. Extension**

229

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

- 232
- 233 (a) The range of teaching activities from those in a formally organized setting to those in a one-to-
234 one situation
- 235
- 236 (b) Applied research directed toward current problems and concerns
- 237
- 238 (c) Utilization of research from University and other sources to provide problem-oriented
239 information and education
- 240
- 241 (d) Technical assistance
- 242
- 243 (e) Program development, management, coordination
- 244
- 245 (f) Development of and working in University-related continuing education programs. Degree credit
246 courses taught for additional compensation may also be considered at the option of the candidate
- 247
- 248 (g) Development of courses for presentation by telecommunications systems
- 249

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

- 251
- 252 (a) Feedback from students, clients, and other agencies
- 253 (b) Student rating forms, where applicable
- 254
- 255 (c) Requests for services
- 256
- 257 (d) Department and division head evaluations
- 258
- 259 (e) Intra-state utilization of educational materials

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

261

262 **ii. Professional Service**

263

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

268

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

272

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

275

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

279

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

281

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

283

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

286

287 (g) Reviewing or evaluating the professional accomplishments of other individuals or organizations
288 external to the University.

289

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

291

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

293

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

295

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

297

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

300

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

302

303 (f) Evaluations by students and participants of professional service instruction sponsored by either
304 the University or by other organizations

305

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

307 (h) Evaluations of clinical work performances by the clients/audience and/or external professional
308 peers
309

310 (3) When professional service activities are offered as evidence of performance, it is the
311 responsibility of the faculty member to show how the respective activities contributed to the mission
312 of the University, its prestige, one's professions, or the administrative unit.
313

314 **iii. University-Related Activities** 315

316 (1) The working definition of University-Related Activities includes the obligations that a faculty
317 member may have other than teaching, research, creative contributions, extension, professional
318 service, and administration to a faculty area, to a department, a college, and the University.
319

320 (2) Certain types of service accomplishments shall be considered as favorable promotion and tenure
321 criteria. The following are potential criteria:
322

323 (a) Contributing membership on the Faculty Senate, ad hoc committees or standing committees of the
324 University
325

326 (b) Contributing membership on ad hoc committees or standing committees of colleges, departments,
327 or divisions
328

329 (c) Reviewing or evaluating professional accomplishments of an individual or department within the
330 University
331

332 (d) Reviewing activities of an individual which relate to the development and diversification of the
333 Wyoming economy
334

335 (3) The following are some sources of information that might be employed in evaluating the
336 effectiveness of University- Related Activities:
337

338 (a) Accomplishments of the committee, task force, etc.
339

340 (b) Examples of specific projects or policies developed by the committee, etc.
341

342 (c) Letters from administrators attesting meritorious service
343

344 **3. REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES.** 345

346 All reappointment, tenure and promotion decisions at the University of Wyoming are to occur
347 sequentially at the department, college, and University levels, whereby at each level a duly appointed
348 officer of the University is to make a recommendation after having been advised by an appropriate
349 faculty committee or group.
350

351 The following organizational and procedural guidelines are to apply:

352 **a. Departmental Level**

353

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

362

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

368

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

372

373 (A) A statement of time to tenure;

374

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

376

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

378

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

381

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

388

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

391

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

393

394 (2) Curriculum vitae

395

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

- 399 (4) Supporting documents for (a) Teaching (b) Research and/or Creative Contributions and (c)
400 Extension, Professional Services, and University-Related Activities, as described in **section 2.**
401 **REAPPOINTMENT, TENURE AND PROMOTION POLICY**
402
- 403 (5) Rating by department head on performance in each part of the job description, as outlined in
404 **section 2. REAPPOINTMENT, TENURE AND PROMOTION POLICY**
405
- 406 (6) Evaluative information concerning teaching effectiveness, with all related documents, for
407 previous three years (See **section 2. REAPPOINTMENT, TENURE AND PROMOTION**
408 **POLICY**)
409
- 410 (7) Descriptive information listing all courses taught at the University and all teaching
411 accomplishments (See **section 2. REAPPOINTMENT, TENURE AND PROMOTION POLICY**)
412
- 413 (8) Such other information as the candidate deems necessary
414
- 415 v. For purposes of reappointment, tenure and promotion, each department must establish protocols by
416 majority vote of all tenured and tenure-track faculty to form a peer group that must include but is not
417 limited to all tenured and tenure-track members of the department. The peer group may include a
418 group composed of additional members of the department who hold appropriate academic
419 qualifications considering rank, academic degree, or job description.
420
- 421 Tenure-track members of the department who do not hold tenure vote on a case-by-case basis if the
422 candidate provides expressed written approval. Additional members of the peer group vote, on a
423 case-by-case basis, if a candidate who provides written approval for tenure-track faculty to vote also
424 provides written approval for this additional group
425
- 426 The college or unit dean or director may direct a department or academic unit to include
427 appropriately qualified members of other departments or units in the voting protocol if
428 circumstances, such as department size, warrant such inclusion.
429
- 430 The department head shall make the candidate's folder available in its entirety and well in advance to
431 a candidate's peer group as defined by the departmental protocols. These department protocols shall
432 be documented in the candidate's packet. Members of this peer group shall be entitled to make
433 written recommendations on the candidate's case, supported by comments stating reasons for the
434 recommendations.
435
- 436 vi. The department head will call a formal meeting of the appropriate faculty group, as described in
437 **section 3.a.v.** above, to discuss each candidate. After discussion each faculty member will cast a
438 written ballot containing reason(s) for the vote within 72 hours of the end of the meeting (excluding
439 weekends and holidays). The total vote of each faculty group (i.e., tenured faculty vote, non-tenured
440 faculty vote, faculty with same or higher rank for which a candidate is nominated, and faculty with
441 lower rank for which the candidate is nominated) along with comments, will be recorded on the
442 appropriate forms. The department head shall not vote.
443
- 444 vii. The department head will review the folder and make his/her written recommendation, which
445 shall immediately be communicated to the candidate. It is the duty of every department head to make
446 such written recommendations irrespective of the tenure status or academic rank of the department
447 head.

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

451
452 **ix.** The candidate's folder is forwarded to the dean of the college.

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

454
455 **b. College Level**

456
457 **i.** Each college will establish a standing committee that will review reappointment, tenure and
458 promotion. Its members are to be elected by the faculty of the college, and they should normally be
459 members of that college's faculty. However, faculty members from a different college could also be
460 elected, if the majority of the concerned college's faculty choose to include such representation.
461 College reappointment, tenure and promotion committee members should represent as broadly as
462 possible all the divisions and academic areas of that college, and, where practicable, serve a
463 staggered three-year term, with no member serving consecutive terms.

464
465 **ii.** The dean will make available to members of the college reappointment, tenure and promotion
466 committee the folders of all candidates for reappointment/tenure/promotion.

467
468 **iii.** If the committee deems it necessary, a candidate may be invited to present a written and/or oral
469 statement. If the candidate appears before the committee the department chair/head shall also be
470 requested to address any questions that the committee has regarding the case. Should the committee
471 wish to discuss the case with the department chair/head, the candidate shall have the right to be
472 present and to respond to any presentation made by the department chair/head.

473
474 **iv.** The college reappointment, tenure and promotion committee members shall deliberate each case.
475 After discussion, each committee member will cast a written ballot containing reason(s) for the vote.
476 The dean shall have the prerogative of sitting in on the deliberations of the college reappointment,
477 tenure and promotion committee. He/she shall not vote.

478
479 **v.** The college reappointment, tenure and promotion committee shall inform all department heads of
480 its recommendations and explanations of vote for each candidate.

481
482 **vi.** The dean will review each folder and will make his/her written recommendation.

483
484 **vii.** The entire folder shall be made available to the candidate, who shall have the right to add a
485 statement of response. Candidates who have been turned down for reappointment/promotion/tenure
486 shall be informed by the dean and the rationale for the recommendation will be discussed with the
487 candidate.

488
489 **viii.** Candidates not recommended for reappointment, tenure, or promotion at the department and
490 college level shall be notified of the decision. Their folders will be forwarded to the University
491 Reappointment, Tenure and Promotion Committee or the Vice President for Academic Affairs (See
492 **section 3.c.iv. University Level**) for review, unless the candidate concerned requests otherwise. If
493 the candidate makes such a request, the decision will be final. A person turned down for
494 reappointment or tenure will have the right at this time to resign and the personnel file will state only
495 that he/she resigned.

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

500
501 **x.** The dean shall make available to the college reappointment, tenure and promotion committee all
502 secretarial help required for its work.

503
504 **xi.** Joint appointments within or between colleges cause special problems insofar as time allocations
505 derived from monetary or other administrative concerns may not correspond to a description of the
506 faculty member's total role in the University; such a role may, in fact, include responsibilities which
507 are not specific to any one of the supporting administrative units. In the evaluation of the papers of
508 candidates holding joint appointments, the review at any level must be made with close attention to
509 the candidate's total job description.

510
511 **xii.** In the case of a joint appointment involving two departments or divisions within one college (or
512 college-type unit such as the American Heritage Center), the candidate's folder will be reviewed by
513 both departments or divisions, the college reappointment, tenure and promotion committee and the
514 dean. In the case of a disagreement among the department heads, college reappointment, tenure and
515 promotion committee, and the dean, the candidate's folder will be forwarded to the Vice President for
516 Academic Affairs for transmission to the University Reappointment, Tenure and Promotion
517 Committee for its recommendation, unless the faculty member wishes to withdraw from candidacy.

518
519 **xiii.** In the case of a joint appointment involving two or more colleges (or college-type units), the
520 candidate's folder will be reviewed by each department or division, and by a subcommittee made up
521 of one or more persons from each college reappointment, tenure and promotion committee to review
522 the case and make a recommendation to the deans involved. In the case of a disagreement among the
523 department heads, college reappointment, tenure and promotion subcommittee, and the deans, the
524 candidate's folder will be forwarded to the University Reappointment, Tenure and Promotion
525 Committee for its recommendation, unless the faculty member wishes to withdraw from candidacy.

526
527 **xiv.** In the case of a joint appointment involving half-time allocations to each of two colleges or
528 college-type units, the candidate's folder will be reviewed by each department or division and by both
529 deans. In the case of a disagreement among the department heads and deans, the candidate's folder
530 will be forwarded to the Vice President for Academic Affairs for transmission to the University
531 Reappointment, Tenure and Promotion Committee for its recommendation, unless the faculty
532 member wishes to withdraw from candidacy.

533
534 **c. University Level**

535
536 **i.** The current composition and procedure of the University Reappointment, Tenure and Promotion
537 Committee shall be retained (See UW Regulation 6-702).

538
539 **ii.** The office of the Vice President for Academic Affairs shall make the entire folder of selected
540 candidates (See **section 3.c.iv.** below) available to members of the University Reappointment,
541 Tenure and Promotion Committee.

542 **iii.** The candidate may present a written and/or oral statement about the case to the committee. If the
543 candidate chooses to appear before the committee the department chair/head and dean shall be
544 requested to appear also to answer any questions that the committee may have about the case. Should

545 the committee wish to discuss the case with the dean or the department chair/head, the candidate
546 shall have the right to be present and to respond to any presentation made by the dean or the
547 department chair/head.

548
549 **iv.** University Reappointment, Tenure and Promotion Committee members shall deliberate when

550
551 (1) The decision of one of the lower units, i.e. departmental colleagues, department heads, college
552 committee, and dean, is in conflict with that of another, or

553
554 (2) A candidate chooses to be reviewed.

555
556 **v.** After discussion each member will cast a written ballot containing reasons for the vote. The Vice
557 President for Academic Affairs or the President may request the University Reappointment, Tenure
558 and Promotion Committee to discuss cases outside the above categories. The Committee shall not
559 vote on those cases.

560
561 **vi.** The President or the Vice President for Academic Affairs and the Chairperson of the Faculty
562 Senate shall have the prerogative of sitting in on the deliberations of the University Reappointment,
563 Tenure and Promotion Committee but shall not vote.

564
565 **vii.** The University Reappointment, Tenure and Promotion Committee shall inform all deans and
566 principal administrators of its recommendations and explanations of vote for each candidate in his
567 college/division.

568
569 **viii.** A second function of the University Reappointment, Tenure and Promotion Committee shall be
570 to determine if the standards enumerated in **section 2. REAPPOINTMENT, TENURE AND**
571 **PROMOTION POLICY** of this UW Regulation are being consistently applied campus-wide by
572 examining the procedures and general eligibility qualifications of candidates recommended and not
573 recommended by the college committees for promotion, tenure, or reappointment (See **section 3.e.**
574 **Review of Probationary Faculty**). In order to make this determination, the University
575 Reappointment, Tenure and Promotion Committee shall sample the recommendations from colleges.
576 Apparent policy inequities will be described in writing, and returned to the college committee and the
577 dean for future assessment, and/or the Committee may make recommendations to the Vice President
578 for Academic Affairs for other appropriate action.

579
580 **ix.** The Vice President for Academic Affairs shall make available to the University Reappointment,
581 Tenure and Promotion Committee all secretarial help required for its work.

582
583 **x.** Upon completing deliberations, the University Reappointment, Tenure and Promotion Committee
584 will communicate its recommendations in writing to the Vice President for Academic Affairs along
585 with the reasons for its recommendations.

586
587 **xi.** The Vice President for Academic Affairs shall deliberate each case and make his/her
588 recommendation to the President of the University. The recommendations of the University
589 Reappointment, Tenure and Promotion Committee and the Vice President for Academic Affairs shall
590 be made available to the candidate. For any case where the Vice President for Academic Affairs
591 recommends against promotion and tenure the candidate shall have the right to add a statement of
response. In all cases the candidate shall initial (and date) the reappointment/tenure/promotion form

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

594
595 **xii.** The President of the University shall inform in writing each candidate concerned of the nature of
596 his/her decision and the rationale for it. A candidate not approved for tenure shall have the right to
597 resign and the personnel file shall state only that he/she resigned.

598
599 **xiii.** The President and/or the Vice President for Academic Affairs shall meet with the University
600 Reappointment, Tenure and Promotion Committee to review the final decisions.

601
602 **xiv.** The President when presenting recommendations to the Board of Trustees shall be accompanied
603 by the Chairperson of the University Reappointment, Tenure and Promotion Committee.

604
605 **d. American Heritage Center and the Libraries**

606
607 For information regarding the reappointment, promotion and extended-term appointment process in
608 the American Heritage Center see UW Regulation 7-490, "Regulations of the American Heritage
609 Center"; and regarding the reappointment, promotion and extended-term appointment process in the
610 Libraries see UW Regulation 7-631, "Regulations of the University Libraries."

611
612 **e. Review of Probationary Faculty**

613
614 **i.** Mandatory review of probationary faculty for reappointment shall occur in the spring of the first,
615 second, and fourth years of employment.

616
617 **ii. First Year Review.** The review in ~~the spring~~ of the first year of employment will have one of two
618 consequences: 1) after completion of the procedures described below, the Board of Trustees may
619 authorize a probationary faculty member to proceed to the second year review, in which case the
620 employment of the faculty member may continue through the third year; or 2) the Board of
621 Trustees may terminate the faculty member's employment at the end of the first year.

622
623 (1) The review in ~~the spring~~ of the first year of employment shall be initiated by the department head
624 and shall follow the procedures described for reappointment, tenure and promotion in **section**
625 **3.a.iii.-ix. Departmental Level** above.

626
627 ~~(2) After review at the departmental level, and if the dean concurs with the positive recommendations~~
628 ~~of the department and department head, the dean will forward his/her recommendation along with~~
629 ~~supporting data directly to the Vice President for Academic Affairs.~~

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

635
636 (3) The folder of a candidate who has received any negative votes or who has not been recommended
637 for a subsequent review by departmental colleagues or the department head shall be referred by

638 | the dean of the college to the college reappointment, tenure and promotion committee for review
639 | and vote.

640 |
641 | (4) When a candidate has received positive recommendations from the department and the
642 | department chair, and when the dean is not in a position to make a positive recommendation, the
643 | case shall be referred to the college reappointment, tenure and promotion committee for review
644 | and vote.

645 |
646 | ~~(3) The folder of a faculty member who has not been recommended for a subsequent review by~~
647 | ~~departmental colleagues or the department head shall be referred by the dean to the college~~
648 | ~~reappointment, tenure and promotion committee for review and vote. When a candidate has~~
649 | ~~received positive recommendations from the department and the department chair, and when the~~
650 | ~~dean is not in a position to make a positive recommendation, the case shall be referred to the~~
651 | ~~college reappointment, tenure and promotion committee for review and vote.~~

652 |
653 | ~~(4)~~(5) Insofar as termination is a tenure-bearing issue, candidates not recommended for subsequent
654 | reviews shall be reviewed by the University Reappointment, Tenure and Promotion Committee if
655 | the decision of one of the lower units, i.e., departmental colleagues, department head, college
656 | reappointment, tenure and promotion committee, or dean, is in conflict with that of another. After
657 | discussion, each member shall cast a written ballot containing reasons for the vote.

658 |
659 | ~~(5)~~(6) Upon completing deliberations, the University Reappointment, Tenure and Promotion
660 | Committee shall communicate its recommendations in writing to the Vice President for Academic
661 | Affairs along with the reasons for its recommendations.

662 |
663 | ~~(6)~~(7) The Vice President for Academic Affairs shall deliberate each case and make his/her
664 | recommendation to the President of the University. The recommendations of the University
665 | Reappointment, Tenure and Promotion Committee and the Vice President for Academic Affairs shall
666 | be made available to the candidate. For any case where the Vice President for Academic Affairs
667 | recommends termination, the candidate shall have the right to add a statement of response. In all
668 | cases, the candidate shall initial and date the recommendations to indicate having seen the final
669 | compilation of papers

670 |
671 | **iii. Second Year Review.** The review in the spring of the second year of employment will have one
672 | of three consequences: after completion of the procedures described below, the Board of Trustees
673 | may authorize a faculty member to proceed to the fourth year review, in which case the employment
674 | of the faculty member may continue through the fifth year; or the department faculty, the chair, the
675 | college reappointment, tenure and promotion committee, the dean, the University Reappointment,
676 | Tenure and Promotion Committee, the Vice President for Academic Affairs, or the Board of Trustees
677 | may request an additional review in the spring of the third year, in which case the employment of the
678 | faculty member may continue through the fourth year; or the Board of Trustees may terminate the
679 | faculty member's employment at the end of the third year. The second year review shall follow the
680 | procedures described for reappointment, tenure and promotion in **section 3.a.iii.-ix. Department**
681 | **Level, section 3.b.ii.-xiv. College Level, and 3.c.ii.-xiv. University Level** above.

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

687
688 **v. Fourth Year Review.** The review in the spring of the fourth year of employment will have one of
689 three consequences: after completion of the procedures described below, the Board of Trustees may
690 authorize the faculty member to proceed to the tenure review in the spring of the sixth year, in which
691 case the employment of the faculty member may continue through the seventh year, either as a
692 terminal year or as the first year of tenure; or the department faculty, the chair, the college
693 reappointment, tenure and promotion committee, the dean, the University Reappointment, Tenure
694 and Promotion Committee, the Vice President for Academic Affairs, or Board of Trustees may
695 request an additional review in the spring of the fifth year, in which case the employment of the
696 faculty member may continue through the sixth year; or the Board of Trustees may terminate the
697 faculty member's employment at the end of the fifth year. The fourth year review shall follow the
698 procedures described for reappointment, tenure and promotion **section 3.a.iii.-ix. Department Level,**
699 **section 3.b.ii.-xiv. College Level,** and **section 3.c.ii.-xiv. University Level** above.

700
701 **vi. Fifth Year Review.** If an additional review in the fifth year is required, the procedures described
702 in **section 3.c.iii. Second Year Review** above shall be followed. This review will result either in the
703 termination of employment at the end of the sixth year or in a decision to review the faculty member
704 for tenure in the sixth year. If the tenure review in the sixth year is authorized, the faculty member
705 will be assured of employment through the end of the seventh year, either as a terminal year or as the
706 first year of tenure.

707
708 **vii. Sixth Year Review (Tenure).** The tenure review shall take place as described in **Section 3.**
709 **REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES.**

710
711 **viii.** Faculty who are first employed at a time other than the beginning of the fall semester shall have
712 their first year review after they have been employed through a fall semester.

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

716
717 **x.** At any point in these procedures a faculty member who has received a negative recommendation
718 has the right to resign, and his/her personnel file will state only that he/she has resigned.

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

720
721 **i.** The reappointment, tenure and promotion committees of the college and University should be alert
722 to possible irregularities at whatever level in following these procedures and should investigate and
723 make appropriate recommendations wherever procedural integrity is not maintained. Should this
724 procedure not lead to corrections the committees should make a full report of violations to the
725 Faculty Senate and the Faculty Academic Standards, Rights, and Responsibilities Committee.

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

727

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

730

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

733

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

735

736 **4. ADMINISTRATIVE PROCEDURES**

737

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

739

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

743

744 b. Establish the calendar for the receipt of reappointment, tenure and promotion files in the office of
745 Academic Affairs; the meetings of the University Reappointment, Tenure and Promotion Committee
746 to consider the candidates for reappointment, tenure and promotion; the submission of the
747 recommendations of the University Reappointment, Tenure and Promotion Committee to the
748 President of the University for the President's review and consideration.

749

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

752

753 Source:

754

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