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6 **A BILL TO REVISE UW REGULATION 2-1**  
7 **“ACADEMIC PERSONNEL”**  
8

9 **WHEREAS**, a “Curator” is a person who does not fit the current non-tenured faculty  
10 designation at the University of Wyoming but can contribute to undergraduate and graduate  
11 education through teaching students the skills, methods, and values of their profession; and  
12

13 **WHEREAS**, the University of Wyoming and Faculty Senate Executive Committee deliberated  
14 and voted to approve language creating the “Curator” category; therefore,  
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16 **BE IT ENACTED** by the Faculty Senate that UW Regulation 2-1 be amended as presented in  
17 the attached addenda.

***AUTHENTICATION:*** *The foregoing Faculty Senate Bill 346, duly adopted by the Faculty Senate of the University of Wyoming under date of April 6, 2020, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*



*Michael G. Barker*  
*Secretary, Faculty Senate*  
*Dated: April 10, 2020*

# UNIVERSITY OF WYOMING REGULATIONS



**Subject:** Academic Personnel

**Number:** UW Regulation 2-1

18 **I. PURPOSE**

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

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22 **II. DEFINITIONS**

23 **Academic Personnel:** Academic Personnel includes non-tenure track academic  
24 personnel, academic personnel on a fixed term appointment (including extended term  
25 academic professionals), tenure track faculty, and tenured faculty.

26 **Extended-Term Appointment:** The non-tenure track faculty six-year fixed term  
27 appointment that will be sunset at the completion of current extended terms.

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29 **Fixed-Term Appointment:** A non-tenure track faculty appointment for a fixed length of  
30 time that is at least one academic or fiscal year in length.

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32 **Fixed-Term Appointment with Rolling Contract:** Non-tenure track faculty contract  
33 that may be three-years or five years in length and can be rolled annually for a continuing  
34 three-year or five-year contract.

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36 **III. DESIGNATION**

37 **A. Membership of the University Faculty – General Provisions**

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

43  
44 The basic organization and processes through and by which the University  
45 Faculty may function are outlined in UW Regulation 2-300 (University Faculty).  
46 All members of the University Faculty, in any of the categories described here  
47 shall have those rights and responsibilities of faculty members governed by  
48 University regulations.

49           **B. Tenure-Stream Faculty – Tenured and Tenure-Track**  
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- 51           **1. Instructor** is a tenure-track appointment which is used for a person who was  
52           recruited to be an Assistant Professor on tenure-track, but who has not  
53           finished all requirements for the appropriate terminal degree prior to the start  
54           date of the appointment. Upon evidence of completion of the terminal  
55           degree, the appointment title will be changed to Assistant Professor.  
56           Appointments to this position shall be only for a limited term, not to exceed  
57           two years. Appointment at Instructor will not affect the length of the  
58           probationary period under Terms of Appointment.  
59
- 60           **2. Assistant professors** shall normally hold the terminal qualification in their  
61           discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated  
62           ability, through appropriate experience, to perform the functions of the  
63           position they are to hold.  
64
- 65           **3. Associate professors** shall normally hold the terminal qualification in their  
66           discipline (e.g., Ph.D., Ed.D., MFA, etc.), shall have established a reputation  
67           in scholarship, teaching, service, artistic creation, or other productive activity  
68           in the field in which they are to serve.  
69
- 70           **4. Professors**, in addition to having the qualifications of associate professors,  
71           have demonstrated superior performance overall, being highly successful in  
72           the following areas where appropriate:  
73           **a.** direction of graduate and undergraduate work and research,  
74           **b.** scholarship or other creative work,  
75           **c.** teaching,  
76           **d.** extension,  
77           **e.** service to the university as well as other communities and professional  
78           organizations, which may include administrative leadership.  
79

80           **C. Non-Tenure Track Faculty**  
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82           Non-tenure track faculty appointments are intended to provide a means for  
83           securing and retaining faculty who bring to the University excellence in teaching,  
84           research or service.

85           Non-tenure track faculty may receive a Fixed-Term Appointment, with or  
86           without a Rolling Contract. Appointment as a Non-Tenure Track faculty does  
87           not entitle the individual to tenure and its privileges, and it is not intended to  
88           provide an alternative route to, or structure for, conventional tenure track  
89           positions. However, the University may, as needs arise, convert a non-tenure  
90           track position into a tenure track position. A Non-Tenure Track faculty member  
91           is not restricted from applying for any open tenure track position at the  
92           University.

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**1. Archivist** shall be the title granted to persons who have a master's degree in library science and/or information science from a program accredited by the American Library Association (ALA), or a master's degree in history, American studies, or related field, typically including at least four graduate courses in archives administration, rare books curatorship, or special collections librarianship, or an appropriate equivalent. Professional experience may be required as an additional requirement or as a requirement in lieu of formal academic degrees. Such appointments shall be at the rank (Assistant Archivist, Associate Archivist, or Archivist) commensurate with their experiences and qualifications.

~~2.~~**2. Clinical Professor** shall be the title granted to persons who hold the terminal qualification in their discipline (e.g., *Ph.D., Ed.D., MFA, etc.*), and shall have demonstrated ability, through appropriate experience, to make significant contributions to the area of teaching in health care related programs offered by the University. Such appointments shall be at the rank (Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor) commensurate with their experiences and qualifications.

2.3.3. Curator is a title granted to persons who hold a master's degree or equivalent experience in one of the following fields: museums studies, art, art history, humanities, art education/education or others deemed appropriate by the head of the museum or unit. Professional experience may be required as an additional requirement or as a requirement in lieu of formal academic degrees. Such appointments shall be at the rank (Assistant Curator, Associate Curator, or Curator) commensurate with their experiences and qualifications.

**3.4. Executive Professor** shall be the title granted to persons who have had distinguished careers at the executive level in business or government (such as Chief Executive Officer, President, Chief Justice) and have made substantial impact on fields and disciplines that are important to academic programs at the University of Wyoming.

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

138 **5.6. Faculty Development Professional** shall be the title granted to persons who  
139 have at minimum a master’s degree, and shall have demonstrated ability,  
140 through appropriate experience, in faculty development. Primary  
141 responsibilities include coaching faculty on effective classroom teaching and  
142 developing faculty, graduate teaching assistants, and postdoctoral associates in  
143 evaluating and refining teaching skills and practices. Responsibilities may  
144 also include promoting conversations about and developing workshops on  
145 teaching and learning, providing leadership, and directing programs that  
146 support the academic mission. Such appointments shall be at the rank  
147 (Assistant Faculty Development Professional, Associate Faculty Development  
148 Professional, or Senior Faculty Development Professional) commensurate  
149 with their experiences and qualifications.  
150

151 **6.7. Instructional Professor** shall be the title granted to persons who hold the  
152 terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and  
153 shall have demonstrated ability, through appropriate experience, to make  
154 significant contributions to the area of teaching, including mentoring of  
155 undergraduate students in scholarly and creative activities, as well as  
156 contributions to areas of academic service. Such appointments shall be at the  
157 rank (Assistant Instructional Professor, Associate Instructional Professor, or  
158 Instructional Professor) commensurate with their experiences and  
159 qualifications.  
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161 **7.8. Lecturer** shall be the title granted to persons who have at minimum a  
162 master’s degree and shall have demonstrated ability, through appropriate  
163 teaching experience, to make contributions to the University’s teaching  
164 mission. Such appointments shall be at the rank (Assistant Lecturer,  
165 Associate Lecturer, or Senior Lecturer) commensurate with their experiences  
166 and qualifications.  
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168 **8.9. Librarian** shall be the title granted to persons who have the appropriate  
169 terminal professional degree: a master's degree in library and/or information  
170 science from a program accredited by the American Library Association  
171 (ALA), or an appropriate equivalent. Such appointments shall be at the rank  
172 (Assistant Librarian, Associate Librarian, or Librarian) commensurate with  
173 their experiences and qualifications.  
174

175 **9.10. Professor of Practice** shall be the title granted to persons who have had  
176 distinguished professional careers and have made a significant positive impact  
177 on fields and disciplines that are important to academic programs at the  
178 University of Wyoming. The primary function is intended to be instructional;  
179 however, duties and responsibilities may also include some research; service,  
180 including administration; and advising. Such appointments shall be at the  
181 rank (Assistant Professor of Practice, Associate Professor of Practice, or  
182 Professor of Practice) commensurate with their experiences and qualifications.  
183

184 **10.11. Research Professor** shall be the title granted to persons who have  
185 demonstrated superior capacity for research contributions and whose  
186 employment is supported primarily from external research funding; in  
187 addition, these individuals must hold the terminal qualification in their  
188 discipline (e.g., Ph.D., Ed.D., MFA, etc.). Such appointment shall be at the  
189 rank (Assistant Research Professor, Associate Research Professor, or  
190 Research Professor) commensurate with their experiences and qualifications.  
191

192 **12. Research Scientist** shall be a title granted to persons who have at minimum a  
193 master's degree and shall have demonstrated ability, through appropriate  
194 research experiences, to conduct and support research. Such appointments  
195 shall be at the rank (Assistant Research Scientist, Associate Research  
196 Scientist, or Senior Research Scientist) commensurate with their experiences  
197 and qualifications.  
198

199 **Adjunct, In-Residence and Visiting Faculty**

200  
201 **1. Adjunct faculty.** Adjunct faculty may include Academic Personnel in other  
202 University departments or colleges as well as those employed outside the  
203 institution. Each letter of appointment shall set forth the terms and conditions  
204 under which services to the University are to be performed by the appointee.  
205 Adjunct faculty hold courtesy appointments and receive no financial  
206 remuneration. Adjunct appointments will be made by the Provost and Vice  
207 President of Academic Affairs for a period of not more than three years;  
208 however, an individual may be reappointed. Adjunct appointments may be  
209 made when deemed appropriate to make available to the University, on a  
210 limited or part-time basis, the services of persons who have attained  
211 recognition in their professional fields of scholarship, creativity, or other  
212 distinguished accomplishments relevant to University programs.  
213

214 **2. In-Residence faculty.** An in-residence faculty appointment allows for  
215 flexibility when there is a desire to provide for the presence of a distinguished  
216 and prominent individual at the university. The positions given in-residence  
217 designation include, but are not limited to, writer, artist, diplomat, poet, and  
218 scholar. In-residence faculty members who are reappointed may be awarded  
219 the rank of senior writer in-residence, senior poet in-residence, or other  
220 appropriate designation, following the unit's criteria for the term faculty rank  
221 of senior lecturer. An in-residence appointment may be made on a full-time  
222 (1.0 FTE) or less than part-time (<0.5 FTE) basis.  
223

224 **D. Visiting faculty.** Visiting faculty are typically faculty members from other  
225 institutions who possess special expertise in areas that address specific short-term  
226 University instructional needs. Such appointments may be with professorial rank  
227 and are not normally for more than one year in duration. In only rare cases will a  
228 visiting faculty member be reappointed to another term. Any reappointment is  
229 subject to satisfactory performance evaluation, available funding and needs of the

230 University.

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232 **E. Emeritus Faculty**

233 The Emeritus Faculty is comprised of retired members of the faculty who have  
234 been appointed to the emeritus status subsequent to their retirement. Emeritus  
235 faculty members may be called upon to serve the University in various capacities,  
236 and may be accorded various rights and benefits of the university. Emeritus status  
237 may be awarded to Academic Personnel who retire after long and distinguished  
238 service to the University.

239 **F. Other Academic Personnel**

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

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

248 **IV. TERMS OF APPOINTMENT**

249 Faculty members shall be appointed by the President of the University; however, tenure,  
250 five-year fixed term, and promotion shall be granted only with approval by the Board of  
251 Trustees. Recommendations for such appointments shall be initiated by the head of the  
252 unit in which the appointment occurs, after full consultation with members of the unit.  
253 The recommendations shall then be forwarded through the appropriate academic  
254 officers, who shall add their recommendations to the President of the University. Faculty  
255 appointments will be reported to the Trustees annually.

256 No appointment shall be binding upon the University unless accepted in writing by the  
257 faculty member within the time specified for response. Duties and workload  
258 distributions shall be outlined in a faculty member's job description, which shall be  
259 reviewed annually and signed by faculty member and direct supervisor before the  
260 academic year commences. Allocation of effort included in a job description may be  
261 revised during the term of employment. Appointments shall be for a specified period at  
262 the appropriate rank as described in this regulation to be classified as follows:

263

264 **A. Tenure-Track Appointments**

265 Probationary appointments of tenure-track faculty filling a budgeted vacancy will  
266 be for one academic year; individuals so appointed will be considered for  
267 reappointment annually for the term of a six-year probationary period. Credit for  
268 prior experience that reduces the six-year probationary period must be specified  
269 in the letter of offer and approved by the Provost and Vice President for  
270 Academic Affairs.

271 If one is reappointed at the termination of the full probationary period, she/he will  
272 be granted tenure. In rare circumstances, tenure and tenure-track appointments  
273 may be less than full-time positions.

274 **B. Fixed-Term Track Appointments**

275 Probationary appointments for positions filling a budgeted vacancy will normally  
276 be for one academic year; individuals so appointed to positions that are eligible  
277 for a rolling contract but have not yet completed requirements for achieving the  
278 rolling contract will be considered for reappointment annually for the term of a  
279 three-year probationary period. Faculty will be eligible for a fixed-term rolling  
280 contract appointment after successfully serving a probationary period of three  
281 consecutive years. The probationary period review shall be waived for Academic  
282 Personnel previously appointed to an extended-term.

283 The probationary period for Academic Personnel previously hired on an  
284 extended-term track appointment will be converted to a fixed-term review  
285 schedule and credit for the completed probationary period will be applied. The  
286 review for a fixed-term with rolling contract will be conducted in accordance with  
287 University Regulations and Standard Administrative Policies and Procedures.

288 If an individual is reappointed at the termination of the full probationary period,  
289 that individual be granted a fixed-term with rolling contract. Full-time faculty  
290 members appointed to a three-year rolling contract have a three-year term of  
291 employment, which is eligible to be renewed annually. Upon promotion to the  
292 highest rank associated with their faculty title, a non-tenure track faculty member  
293 is eligible for a rolling five-year contract. A rolling five-year contract must be  
294 recommended by the President of the University and approved by the Board of  
295 Trustees.

296 **C. Fixed-Term Appointments**

297 Appointments for positions filling a budgeted vacancy will be for a minimum of  
298 one academic year but no more than three academic years for appointments not  
299 on rolling contracts; individuals so appointed may be considered for renewal at  
300 the end of the term.

301 **Extended-Term Appointments**

302 Current Academic Personnel with Extended-Term Appointments shall retain their  
303 designation for the duration of their current extended term. At the completion of  
304 the Extended-Term reappointment to a Fixed-Term shall be made in accordance  
305 with University Regulations and Standard Administrative Policies and

306 Procedures. Unless a change in designation is approved at the time a fixed-term is  
307 granted, the current designation of Academic Professional shall be removed and  
308 the current title and rank will be retained.

309 **D. Courtesy Appointments**

310 A courtesy appointment is an unpaid appointment in which the faculty member  
311 often makes a substantial contribution to a University department or departments  
312 other than their own, but in ways less formal than would justify a joint  
313 appointment as defined by a shared salary appointment. Courtesy appointments  
314 may be made across departments and schools and can foster interdisciplinary  
315 teaching, scholarship, innovation and creative endeavors. It is permissible for a  
316 faculty member to hold more than one courtesy appointment.

317 **E. Joint Appointments**

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

324  
325 The units or colleges contributing to a joint faculty member's position must  
326 decide, in writing, workload responsibilities, as well as budget allocations for  
327 each unit. Specific duties of the faculty member in all units will be determined in  
328 writing by the administrators involved with the joint appointment. The duties  
329 should reflect the faculty member's area of expertise and may include advising,  
330 teaching, service/committee work, research, and/or administrative duties as  
331 applicable.

332  
333 Faculty members with joint appointments should hold the same rank for each of  
334 the units with which the person is affiliated.

335  
336 **F. SER Faculty Appointments**

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

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342 **G. Part-Time Faculty Appointments**

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

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348 **H. Temporary Appointments**

349 Temporary appointments with faculty rank may be made to address specific  
350 instructional or research needs. Such appointments shall not be for more than one  
351 year in duration; however, temporary faculty may be reappointed annually  
352 subject to a satisfactory performance evaluation.

353 **V. REAPPOINTMENT, FIXED-TERM, TENURE AND PROMOTION**

354 Procedures concerning the review and reappointment of probationary faculty, as well as  
355 tenure, Fixed-Term Appointment and promotion of all faculty, are specified in UW  
356 Regulation 2-7.

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358 **VI. EMERITUS DESIGNATION AND BENEFITS**

359 The Provost and Vice President of Academic Affairs, upon recommendation from the  
360 unit, shall nominate emeritus designation upon Academic Personnel who retire after long  
361 and meritorious service to the University. At the time of retirement, the individual must  
362 be a tenured Professor or tenured Associate Professor. The Provost and Vice President of  
363 Academic Affairs may, upon recommendation from the unit, nominate emeritus  
364 designation upon non-tenure track faculty and at-will administrators who have served in  
365 academic units and have demonstrated meritorious service to the academic mission of the  
366 University. Emeritus status shall be granted by the Board of Trustees upon  
367 recommendation by the President of the University.

368  
369 Retiring Academic Personnel who receive emeritus status under this regulation shall, at a  
370 minimum depending on status of Board Retirement benefits, be eligible for the following  
371 benefits:

- 372 **A.** Access to recreation facilities with charge at UW employee rate.
- 373 **B.** A campus parking permit with charge.
- 374 **C.** Season tickets to athletic events at the same discount provided to benefited  
375 personnel.
- 376 **D.** UW library privileges, including all electronic files available to UW personnel.
- 377 **E.** Computer account on the UWYO domain, without charge.
- 378 **F.** Office space, provided (a) space is available, (b) there is legitimate regular use,  
379 and (c) the appropriate department head and dean agree.
- 380

381 **VII. VACATION AND LEAVE FOR FACULTY, ACADEMIC PROFESSIONALS,**  
382 **AND UNIVERSITY OFFICERS**

383 Vacation and leave will be addressed in the Employee Handbook.