



UNIVERSITY OF WYOMING REGULATIONS

Subject: Academic Personnel

Number: UW Regulation ~~25~~-1 (~~new UW Reg 2-XX~~)

I. PURPOSE

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

II. DEFINITIONS

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

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

Fixed-Term Annual Contract: Non-tenure track faculty contract that is one year in length

Extended-Term Contract: The current non-tenure track faculty six-year fixed contract system that is being replaced by the Fixed-Term Rolling Contract system upon expiration of existing Extended-Term contracts.

~~H-III.~~ DESIGNATION

A. Membership of the University Faculty – General Provisions

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

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

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

1. **Instructors** is a tenure-track appointment which is used for a person who was recruited to be an Assistant Professor on tenure-track, but who has not finished all requirements for the appropriate terminal degree prior to the start date of the appointment. Upon evidence of completion of the terminal degree, the appointment title will be changed to Assistant Professor. Appointments to this position shall be ~~without tenure and~~ only for a limited term, not to exceed two years. Appointment at Instructor will not affect the length of the probationary period under Terms of Appointment.
2. **Assistant professors** shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.
3. **Associate professors** shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), shall have established a reputation in scholarship, teaching, service, artistic creation, or other productive activity in the field in which they are to serve.
4. **Professors**, in addition to having the qualifications of associate professors, have demonstrated superior performance overall, being highly successful in the following areas where appropriate:
 - a. direction of graduate and undergraduate work and research,
 - b. scholarship or other creative work,
 - c. teaching,
 - d. extension,
 - e. service to the university as well as other communities and professional organizations, which may include administrative leadership.

C. Non-Tenure Track Faculty

Non-tenure track faculty appointments are intended to provide a means for securing and retaining faculty who bring to the University excellence in teaching, research or service.

Non-tenure track faculty may be appointed with a Fixed-Term Rolling Contract or a Fixed-Term Annual Contract. Titles associated with Non-Tenure Track faculty align with primary responsibilities, but individual faculty may have job descriptions that include functions at the University outside their primary responsibilities. Appointment Service as a Non-Tenure Track faculty does not entitle ~~one~~ the individual to tenure and its privileges, and it is not intended to provide an alternative route to, or structure for, conventional tenure track positions. However, the University may, as needs arise, convert a non-tenure track position into a tenure track position and a Non-Tenure Track faculty member is not restricted from applying for any open tenure track position at the University.

Faculty that are transferred from an existing non-tenure track academic title into a new non-tenure track title shall retain the rank (Assistant, Associate, Full/Senior) associated with their existing academic title.

- 1. Academic Professional:** The title granted to persons who have at minimum a master's degree and have demonstrated ability to make substantial contributions to the University's mission. Primary responsibilities include administration, service, faculty development and support, and research. Duties may encompass directing programs, working directly with classroom faculty, classroom teaching, or providing other support for the curricular, co-curricular, or extra-curricular missions of the University. Such appointments shall be at the rank (Assistant Academic Professional, Associate Academic Professional, or Senior Academic Professional) commensurate with their experiences and qualifications.
- 2. 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.
- 3. Clinical ~~professor~~ 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 shall be the title granted to those employed to teach primarily in health care related programs offered by the University; the college dean and other appropriate academic officers will determine the appropriate academic qualifications and professional experience for these faculty. Such appointments shall be at the rank (Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor) commensurate with their experiences and qualifications.
- 4. Clinical Educator** shall be the title granted to persons who have at minimum a master's degree and shall have demonstrated ability, through appropriate teaching experience, to make contributions to the area of teaching in health care related programs offered by the University. Such appointments shall be at the rank (Assistant Clinical Educator, Associate Clinical Educator, or Senior Clinical Educator) commensurate with their experiences and qualifications.

5. ~~Executive professor~~Academic Administrator shall be the title granted to persons who have had distinguished careers at the executive level in business ~~and-or~~ government and have made substantial impact on fields and disciplines that are important to academic programs at the University of Wyoming. The primary function is intended to be administrative. Such appointments shall be at the rank of Academic Administrator.
6. **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.
7. **Instructional ~~professor~~ 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, but are expected and are required only to also make significant contributions to either the area of scholarly research or creative work, or the area of service. Such appointments shall be at the rank (Assistant Instructional Professor, Associate Instructional Professor, or Instructional Professor) commensurate with their experiences and qualifications.
8. **Lecturer** shall be the title granted to persons who have at minimum a master's degree and shall have demonstrated ability, through appropriate teaching experience, to make contributions to the University's teaching mission. Such appointments shall be at the rank (Assistant Lecturer, Associate Lecturer, or Senior Lecturer) commensurate with their experiences and qualifications.
9. **Librarian** shall be the title granted to persons who have the appropriate terminal professional degree: a master's degree in library and/or information science from a program accredited by the American Library Association (ALA), or an appropriate equivalent. Such appointments shall be at the Experience must be of a type and length appropriate for the particular position or rank (Assistant Librarian, Associate Librarian, or Librarian) commensurate with their experiences and qualifications.

10. **Professor of Practice** shall be the title granted to persons who have had distinguished professional careers and have made an significant positive impact on fields and disciplines that are important to academic programs at the University of Wyoming. The primary function is intended to be instructional; however, duties and responsibilities may also include some research; service, including administration; and advising. Such appointments shall be at the rank (Assistant Professor of Practice, Associate Professor of Practice, or Professor of Practice) commensurate with their experiences and qualifications.
11. **Research ~~professor~~ Professor** shall be the ~~title granted to~~ persons who ~~have demonstrated superior capacity for research contributions and~~ whose employment is supported primarily from external research funding; in addition, these individuals must hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.). ~~Such appointments shall be at the professorial rank commensurate with their experiences and qualifications.~~ Such appointment shall be at the rank (Assistant Research Professor, Associate Research Professor, or Research Professor) commensurate with their experiences and qualifications.
12. **Research Scientist** shall be a title granted to persons who have at minimum a master's degree and shall have demonstrated ability, through appropriate research experiences, to conduct and support research. Such appointments shall be at the rank (Assistant Research Scientist, Associate Research Scientist, or Senior Research Scientist) commensurate with their experiences and qualifications.

D. Adjunct, In-Residence and Visiting ~~and In-Residence~~ Faculty

1. **Adjunct faculty.** Adjunct faculty may include academic personnel in other University departments or colleges as well as those employed outside the institution. Each letter of appointment shall set forth the terms and conditions under which services to the University are to be performed by the appointee. Such appointments provide no financial remuneration. Adjunct appointments will be made by the Provost and Vice President of Academic Affairs for a period of not more than three years; however, an individual may be reappointed. Adjunct appointments may be made when deemed appropriate to make available to the University, on a limited or part-time basis, the services of persons who have attained recognition in their professional fields of scholarship, creativity, or other distinguished accomplishments relevant to University programs.
2. **In-Residence faculty.** An in-residence faculty appointment allows for flexibility when there is a desire to provide for the presence of a distinguished and prominent individual at the university. The positions given in-residence designation include, but are not limited to, writer, artist, diplomat, poet, and

scholar. In-residence faculty members who are reappointed may be awarded the rank of senior writer in-residence, senior poet in-residence, or other appropriate designation, following the unit's criteria for the term faculty rank of senior lecturer. An in-residence appointment may be made on a full-time (1.0 FTE) or less than part-time (≤ 0.5 FTE) basis.

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

a. Emeritus Faculty

The Emeritus Faculty is comprised of retired members of the faculty who have been appointed to the emeritus status subsequent to their retirement. Emeritus faculty members may be called upon to serve the University in various capacities, and may be accorded various rights and benefits of the university. Emeritus status may be awarded to academic personnel who retire after long and distinguished service to the University. ~~Emeritus status will be granted by the Board of Trustees upon recommendation by the Provost and Vice President of Academic Affairs and the President of the University.~~

b. Other Academic Personnel

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

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

III.IV. TERMS OF APPOINTMENT

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

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

A. Tenure-Track Appointments

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

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

B. Fixed--Term Rolling Contract Appointments

Probationary appointments for positions filling a budgeted vacancy will be for one academic year; individuals so appointed will be considered for reappointment annually. Faculty will be eligible for a Fixed-Term Rolling Contract appointment after successfully serving a probationary period of three consecutive years. Faculty eligible for a Fixed-Term appointment shall be awarded a Fixed-Term Rolling Contract upon a successful Fixed-Term review by his/her peers as defined in UW Regulation 2-7.

For faculty at the end of an existing Extended-Term Contract, the faculty member will be considered for a Fixed-Term Rolling Contract (three-year or five-year) and any probationary period is waived. Faculty currently on an extended-term track appointment that are still in their probationary period shall be converted to the process for a Fixed-Term Rolling Contract with credit for the completed probationary period they have successfully completed.

Three-year Fixed-Term Rolling contracts are awarded to non-tenure track faculty who have successfully completed the Fixed-Term review. Faculty members appointed to a three-year Fixed-Term Rolling Contract have a three-year term of employment, which can be renewed to a new three-year Fixed-Term Rolling Contract annually. Upon promotion to the senior rank associated with their faculty title, a non-tenure track faculty member is eligible for a rolling five-year contract. Faculty eligible for a five-year Fixed-Term appointment shall have a Fixed-Term review by his/her peers as defined in UW Regulation 2-7 and the result of the review shall be forwarded to the President of the University. A

rolling five-year contract must be recommended by the President of the University and approved by the Board of Trustees.

C. Fixed-Term Annual Contract Appointments

Appointments for positions filling a budgeted vacancy will be for one academic year; individuals so appointed may be considered for renewal annually.

D. Extended-Term Appointments

Current Academic Personnel with Extended-Term Contract appointments shall retain their appointment for the duration of their current extended term. At the completion of the Extended-Term Contract, reappointment of academic personnel shall be to Fixed-Term Rolling contracts according to this regulation and UW Regulation 2-7 made as set forth in UW Regulations.

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

A.E. Courtesy Appointments

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

~~B.A. Extended Term Appointments~~

~~Academic personnel with extended term appointments shall retain their appointment for the duration of their current extended term. At the completion of the extended term, reappointment of academic personnel shall be made as set forth in UW Regulations.~~

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

C.F. Joint Appointments

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

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

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

D.G. SER Faculty Appointments

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

E.H. Part-Time Faculty Appointments

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

F.I. Temporary Appointments

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

G. Tenure-Track Appointments

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

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

~~H. Fixed Term Appointments~~

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

~~Three year rolling contracts are issued to non-tenure track faculty who have successfully served three one year term contract appointments. Full time faculty members appointed to a three year rolling contract have a three year term of employment, which is eligible to be renewed annually. Upon promotion to the highest rank, a non-tenure track faculty member is eligible for a rolling five year contract. . A rolling five year contract must be recommended by the President of the University and approved by the Board of Trustees.~~

~~The reappointment procedures are integrally related to the decision to grant a fixed term contract and to roll it forward on an annual basis. A fixed term will roll forward one year after each satisfactory (meet expectations) annual performance evaluation. The programmatic needs and directions of the University will also be considered when determining if the contract will roll forward. In the event of an unsatisfactory (does not meet expectations) annual review, the contract is deemed not to roll. The rolling nature of the contract can be restored only after obtaining two successive years of satisfactory (meets expectations) annual reviews. If an individual receives two annual reviews with an unsatisfactory rating (does not meet expectations), then the contract is deemed not to roll and the faculty member is ineligible for a rolling contract.~~

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

IV.V. REAPPOINTMENT, TENURE AND PROMOTION

~~Candidates for reappointment, tenure and promotion are evaluated on the academic functions they are expected to perform and the evaluations will appropriately recognize the proportion of time allocated and expected for the particular functions by the candidates at each professorial rank. In addition, the programmatic needs and directions of the University will also be considered in reappointment and tenure cases.~~

Procedures concerning the review and reappointment of probationary faculty, as well as tenure, fixed-term appointment and promotion of all faculty, ~~shall be initiated as are~~ specified in UW Regulation 5-8032-7.

~~V. ANNUAL REVIEW OF ACADEMIC PERSONNEL~~

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

VI. EMERITUS DESIGNATION AND BENEFITS

The Provost and Vice President of Academic Affairs, upon recommendation from the unit, shall ~~confer-nominate~~ emeritus designation upon academic personnel who retire after long and distinguished-meritorious service to the University. At the time of retirement, the individual must be a tenured Professor or tenured Associate Professor, ~~and shall have distinguished themselves in one or more of the following areas:~~

~~A substantive record of scholarly achievement commensurate with national and/or international standards within the discipline;~~

~~A recognized record of outstanding teaching and education contributions, including advising;~~

~~Clear evidence of service beyond normal expectations, including professional and/or public service, extension or administration at the University of Wyoming.~~

The Provost and Vice President of Academic Affairs may, upon recommendation from the unit, ~~confer-nominate~~ emeritus designation upon non-tenure track faculty and at-will administrators who have served in academic units and have demonstrated meritorious service to the academic mission of the University. Emeritus status will may be granted by the Board of Trustees upon recommendation by the Provost and Vice President of Academic Affairs and the President of the University.

Retiring academic personnel who receive emeritus status under this regulation shall, at a minimum depending on status of Board Retirement benefits, be eligible for the following benefits, ~~whether or not they are eligible for Board Retirement~~.

1. Access to recreation facilities with charge at UW employee rate.
2. A campus parking permit with charge.
3. Season tickets to athletic events; at the same discount provided to benefited personnel.
4. UW library privileges, including all electronic files available to UW personnel. The employee's spouse or surviving spouse shall only receive the same library privileges as all members of the public.
- ~~5.~~ ~~5.~~—Computer account on the UWYO domain, without charge. The employee's spouse or surviving spouse is not eligible for this benefit.
- ~~5.6.~~ Office space, provided (a) space is available, (b) there is legitimate regular use, and (c) the appropriate department head and dean agree.

VII. VACATION AND LEAVE FOR FACULTY, ~~ACADEMIC PROFESSIONALS, AND UNIVERSITY OFFICERS~~

Vacation and leave will be addressed in the Employee Handbook.

Effective Date: July 1, 201~~9~~⁸

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

Source: None

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

Associated Regulations, Policies, and Forms: None

History: