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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Appointment, Evaluation and Removal of Academic  
Administrators  
**Number:** UW Regulation 2-8

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### I. PURPOSE

To provide consistent definitions of academic administrative structures and positions, and to describe terms of appointments and general provisions regarding academic officersadministrators.

### II. DEFINITIONS

**Academic AdministratorOfficer:** [TBB1] An academic administrator encompasses those who serves in the Office of Academic Affairs, including the ~~Those Officers designated in UW Regulation 1-1 as University or Academic officers who are under the authority of and who reports directly to the PProvost and Vice President of Academic Affairs.~~ Academic Officers have a variety of titles at the University, including ~~Vice Provost, and Associate Vice Provosts, as well as those academic officers , Dean, Executive Director, and Director.~~

**Academic Administrator:** ~~The academic administrators encompass administrative officers and academic officers as defined herein, including Academic Administrative Officers, Executive Directors/Directors, Deans, Associate and Assistant Deans, and Units Heads.~~

**Academic Unit:** A department, center, institute, school, college or other academic division to which University faculty are assigned under the aegis of the Provost and Vice President for Academic Affairs.

**Associate or Assistant Dean:** ~~An academic officer~~ administrator who reports directly to the Dean. The scope of duties may vary depending on the organizational structure and complexity of the college. An Associate Dean shall be a faculty member and may have the authority to act for the Dean in a broad range of areas. The Assistant Dean title may be held by a faculty member, senior staff member or administrative professional, and generally has a narrower scope of duties than the Associate Dean.

38 At-Will: An at-will appointment allows either the employee or the University to terminate  
39 , or the employer to end the employment relationship at any time for any reason or for no  
40 reason except an unlawful one.

41 Dean: The chief academic administrator for the College, School, Branch Campus or UW  
42 Libraries and who is under the authority of and reports directly to the Provost and Vice  
43 President of Academic Affairs.

44 Executive Director/Director: The academic administrator who is under the authority of  
45 and who reports directly to the Provost and Vice President of Academic Affairs

46 Unit Head: An academic administrator, whether designated as head, chairperson, division  
47 director, dean or director of a school within a college, or similar title, with responsibility  
48 for the leadership and management of an academic unit other than a college of the  
49 University or the Haub School of Environment and Natural Resources.

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51 Unit Head: An academic officer, whether designated as head, chairperson, division  
52 director, dean or director of a school within a college, or similar title, with responsibility  
53 for the leadership and management of an academic unit other than a college of the  
54 University or the Haub School of Environment and Natural Resources.

### 55 III. POLICY [TBB2]

56 The Trustees of the University of Wyoming observe a policy of administrative  
57 accountability, through the President, for the effective operation and distinctive quality of  
58 the University. The President is responsible for recommending the appointment or removal  
59 of all administrative and Academic Officers of the University, including of the Provost  
60 and Vice President of Academic Affairs, Deans, and the Executive Director of the School  
61 of Energy Resources; Vice Provost, Associate Vice Provosts and Deans, and assuring  
62 regular evaluation of their performance. All such University officers serve at the pleasure  
63 of the Trustees and may be removed, upon recommendation of the President, at any time  
64 and for any reason that is not illegal. [TBB3]

65 Academic administrators College and unit level officers administrators -serve several roles  
66 as managers of the university, leaders of their academic units, and representatives of the  
67 views and interests of their academic colleagues. Therefore, the appointment, evaluation  
68 or removal of a Academic administrators Officers administrators by the President  
69 normally shall involve significant faculty participation. This Regulation sets forth the  
70 process for personnel treatment of academic administrators and establishes the manner in  
71 which faculty participation is anticipated in the process on a timely and consistent  
72 basis. [TBB4]

### 73 IV. H. TERMS OF APPOINTMENT

#### 74 II. The at-will DEFINITIONS

75 ~~As used in this regulation:~~

76 ~~**Academic Administrators:** Those University Officers designated in UW Regulation 1-1~~  
77 ~~as academic officers to whom academic units report.~~

78 ~~**Academic Unit:** means a department, center, institute, school, college or other academic~~  
79 ~~division to which University faculty are assigned under the aegis of the Vice President for~~  
80 ~~Academic Affairs.~~

81 ~~**Advisory Committee:** A committee normally composed of a majority of faculty in the~~  
82 ~~affected academic unit, appointed by a reviewing officer, formed to advise on the selection~~  
83 ~~or review of an academic administrator, and including such non faculty members (e.g.,~~  
84 ~~academic professionals, staff, students, or external advisors) deemed appropriate by the~~  
85 ~~reviewing officer. The reviewing officer may serve on any such Advisory Committee or~~  
86 ~~may designate any representative to serve as a non voting ex officio member.~~

87 ~~**Annual Review:** The performance assessment of each academic administrator carried out~~  
88 ~~each year by his or her reviewing officer prior to the assignment of any merit increment,~~  
89 ~~with a written summary prepared for both parties.~~

90 ~~**Five Year Review:** The comprehensive review of performance and overall effectiveness~~  
91 ~~of an academic administrator conducted five years following appointment by a reviewing~~  
92 ~~officer from the point of academic administrators view of the University and of the unit,~~  
93 ~~with advice on the latter by an advisory committee.~~

94 ~~**Reviewing Officer:** The President, a vice president or a dean with authority to evaluate an~~  
95 ~~academic administrator and recommend his or her appointment or removal.~~

96 ~~**Special Review:** The review of the performance and overall effectiveness of an academic~~  
97 ~~administrator which may be conducted at any time by a reviewing officer and, in the case~~  
98 ~~of unit heads, upon request of a majority of the unit faculty accepted by the reviewing~~  
99 ~~officer.~~

100 ~~**Unit Head:** The academic administrator, whether designated as head, chairman, director~~  
101 ~~or similar title, with responsibility for the leadership and management of an academic unit~~  
102 ~~other than a college of the University.~~

103 ~~**University Faculty:** Voting members of the University Faculty as defined by UW~~  
104 ~~Regulation 1-1.~~

105 ~~**Vice President:** The Vice President for Academic Affairs, Vice President for Research or~~  
106 ~~other principal officer of the university to whom academic units report and to whom the~~  
107 ~~provisions of this regulation apply.~~

108 ~~**III.—APPOINTMENT**~~

109 ~~Appointment of academic administrators shall be approved by and incumbents shall serve~~  
110 ~~at the pleasure of the Trustees upon recommendation of the President.~~

111 ~~A. — The at pleasure appointment of Unit Heads/Officer shall be for a defined term~~  
112 ~~(usually ~~three to five~~four years) to be specified at the time of appointment.~~

113 ~~B. — The appropriate dean or vice president may provide a nomination for the~~  
114 ~~appointment of a department head; however personal review and individual~~  
115 ~~recommendations of such appointments by the President shall be required.~~

116 ~~IV. — SELECTION~~<sup>[TBB5]</sup>

117 ~~Unless otherwise approved by the President or the Trustees, selection of academic~~  
118 ~~administrators normally shall be pursuant to a national or, as appropriate, an international,~~  
119 ~~search by the appropriate reviewing officer in accordance with University equal~~  
120 ~~employment opportunity principles and with the significant participation of an advisory~~  
121 ~~committee. Any advisory committee for the selection of a dean shall include at least one~~  
122 ~~member. Terms may be renewed, contingent upon University or college need, adequate~~  
123 ~~funding for the position, and satisfactory job performance. Academic Administrators who~~  
124 ~~is not employed by any university and who has knowledge, training, and experience in a~~  
125 ~~discipline taught within that college. The recommendations of any advisory committee or~~  
126 ~~the direct consultation with unit faculty required in this section IV shall not limit the~~  
127 ~~authority of the Provost/Vice President for Academic Affairs, the President, or the Board~~  
128 ~~of Trustees with regard to the selection of a dean or any other academic administrator. hold~~  
129 ~~an academic appointment retain their rights to tenure or term appointment upon return to~~  
130 ~~the faculty.~~

131 ~~A. — The selection process must include direct consultation with unit faculty.~~

132 ~~B. — A selection process may be limited to internal candidates with prior authorization~~  
133 ~~by the President.~~

134 ~~C. — Consultation on the internal appointment or reappointment of a unit head may be~~  
135 ~~limited to direct consultation with unit faculty.~~

136 ~~D. — No individual shall be appointed as an academic administrator unless he or she~~  
137 ~~qualifies for tenure and, on appointment, has been recommended for tenure by the~~  
138 ~~appropriate faculty.~~

139 ~~V. — The at will appointment of an Associate or Assistant Dean and Academic Unit~~  
140 ~~Head shall be for a defined term (usually three years) to be specified at the time of~~  
141 ~~appointment. Terms may be renewed, contingent upon University, college and academic~~  
142 ~~unit need, adequate funding for the position, and satisfactory job performance. Rights~~  
143 ~~associated with holding a tenured faculty appointment are retained.~~

144 Appointments, reappointments, review and dismissal of Academic Administrators, College  
145 Administrators, and Academic Unit Heads all Academic Officers-administrators shall be  
146 consistent with UW Regulations and Standard Administrative Policies and Procedures.

147 [TBB6]V. EVALUATION PERFORMANCE ASSESSMENT

148 The University is committed to fostering success of its Academic Officers-administrators  
149 and enhancing their effectiveness in a constructive way. The review and evaluation of  
150 Academic Officers-administrators includes both an evaluative and developmental  
151 component. The President, vice president Provost and Vice President of Academic Affairs,  
152 or dean Dean, as appropriate, shall evaluate-conduct annual performance evaluations for  
153 each academic-aAcademic Administrator, College Administrator, and Academic Unit  
154 Head annually prior to the approval of the University's annual budget. Additionally, the  
155 Provost and Vice President of Academic Affairs may conduct a comprehensive  
156 performance review of any aAcademic administrator on an annual basis and shall, each  
157 five years following appointment, conduct an assessment of specified in this Regulation at  
158 any time.

159 ~~Reappointment of any Academic Administrator is contingent upon a satisfactory~~  
160 ~~performance evaluation and needs of the academic unit, college and University.~~  
161 ~~Procedures for review shall be consistent with University Regulations and Standard~~  
162 ~~Administrative Policies and Procedures.~~

163 Review of Deans

164 At the end of the second year of an academic administrator's -Dean's-initial  
165 term appointment, and prior to reappointment to a new term, the Provost and Vice President  
166 of Academic Affairs shall conduct a mid-term a performance review will be completed to  
167 determine the effectiveness of the academic-administrator's Dean's-academic  
168 administrator's leadership and management-of the academic unit. The reviewing officer  
169 shall seek input Input from internal and external stakeholders, such as staff, faculty, unit  
170 heads, Associate or Assistant Deans, or Deans shall be included in this performance a  
171 review-for reappointment to a new term, and may be included in other reviews as  
172 determined by the direct supervisor of the academic administrator. Provost and Vice  
173 President of Academic Affairs.

174  
175 ~~Input from the unit faculty internal and external stakeholders shall be included in the review~~  
176 ~~for reappointment, and may be included in other reviews as part of the~~  
177 ~~assessment determined by the Provost and Vice President of Academic Affairs.~~  
178 ~~Reappointment of any aAcademic Officer Administrator-administrator is contingent upon~~  
179 ~~a satisfactory annual performance evaluation and needs of the academic unit, college and~~  
180 ~~University.~~

181 Procedures for all performance reviews shall be consistent with University Regulations and  
182 Standard Administrative Policies and Procedures.

183  
184 **A. Annual Review**

- 185 ~~1. Annual review shall be conducted by the appropriate reviewing officer each~~  
186 ~~year prior to the approval of the University's annual budget with a written~~  
187 ~~summary prepared for both parties.~~
- 188 ~~2. The reviewing officer shall maintain a performance file containing comments~~  
189 ~~and suggestions received in the previous year related to the performance of the~~  
190 ~~academic administrator under review.~~
- 191 ~~3. The annual review shall include an assessment of the following factors:~~
- 192 ~~a. effectiveness in meeting the goals of the academic unit and the University~~
- 193 ~~b. leadership, professional competence and working relationships~~
- 194 ~~c. review of the performance file and other materials that have been brought~~  
195 ~~to the academic administrator's attention prior to the annual review by the~~  
196 ~~reviewing officer.~~
- 197 ~~4. The reviewing officer may consult with individual faculty members, an ad hoc~~  
198 ~~committee, or any other persons familiar with the administrator's performance.~~
- 199 ~~5. Any merit increment awarded to an academic administrator shall be linked to~~  
200 ~~the annual review.~~

201 **B. Five Year Review**

- 202 ~~1. Every five years, or more often if circumstances warrant, and prior to the~~  
203 ~~reappointment of any unit head, the appropriate reviewing officer shall conduct~~  
204 ~~a comprehensive review of the performance and overall effectiveness of each~~  
205 ~~academic administrator.~~
- 206 ~~2. The review shall reflect the views of both the University and the academic unit;~~  
207 ~~and the reviewing officer shall be advised on the views of the academic unit by~~  
208 ~~an advisory committee which shall:~~
- 209 ~~a. Consider the annual reviews of the academic administrator; solicit the~~  
210 ~~opinions of faculty, students, staff and administrators; and examine~~  
211 ~~objective data regarding the progress of the academic unit.~~

212 ~~b. Submit a confidential, reasoned report, a draft of which shall be submitted~~  
213 ~~to the academic administrator for comment, assessing the strengths and~~  
214 ~~weaknesses of the academic administrator, and providing suggestions for~~  
215 ~~improvement, as appropriate.~~

216 ~~e. Develop a summary of their report in cooperation with the reviewing~~  
217 ~~officer, who shall distribute the summary to the academic unit.~~

### 218 ~~C. Special Reviews~~

219 ~~1. A reviewing officer may conduct a special review of an academic administrator~~  
220 ~~at any time, which shall follow the procedures established for a five year review.~~

221 ~~2. A majority of an academic unit may request a special review of its unit head at~~  
222 ~~any time.~~

223 ~~3. In the event a reviewing officer, after consultation with a unit faculty, does not~~  
224 ~~support a request for a special review and the faculty do not recede from the~~  
225 ~~request, the matter shall be referred to the vice president for a decision.~~

226 ~~4. At the discretion of the Vice President for Academic Affairs, a special review,~~  
227 ~~pursuant to this Regulation, may be conducted for any academic support unit as~~  
228 ~~such is designated by the Vice President.~~

## 229 VI. REMOVAL

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232 Reviewing officers may recommend the removal of an ~~aaA~~Academic Officer administrator  
233 ~~Administrator~~ at any time for any reason except an unlawful one. that is not illegal.  
234 However, no removal of ~~an academic administrator~~ a Vice President or a Dean or Executive  
235 Director of the School of Energy Resources shall be final until acted upon by the Trustees.  
236 All other Academic Administrators Officer administrators may be removed by the Provost  
237 and Vice President for Academic Affairs, upon recommendation of approval of the  
238 President.  
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**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

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

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