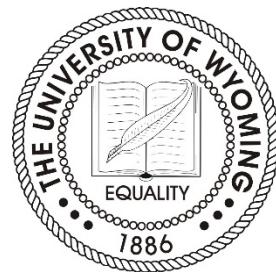


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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Guidelines for Extended-Term Faculty  
**Number:** UW Regulation 2-4

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### I. GENERAL INFORMATION

An Extended-Term Appointment is a six-year fixed term appointment for non-tenure track faculty. Faculty who currently have Extended-Term appointments will transition to Fixed-Term Appointments at the completion of their current extended terms upon successful review for reappointment. Once they transition to Fixed-Term Appointments, they will be governed directly by the regulations, policies and procedures for Fixed-Term Appointed faculty. Until then, however, these faculty will be governed by this regulation and associated policies and procedures.

There are five classifications of non-tenure-track faculty who may currently have Extended-Term appointments:

- Extension Educators
- Lecturers
- Research Scientists
- Archivists
- Librarians

Prior to July 1, 2019, Academic Professionals designated a category of University academic personnel, distinct from classified and professional staff, dedicated to the academic mission of the University. Academic Professionals possessed specialized qualifications and job descriptions that enabled them to fulfill assigned academic duties, maintain peer relationships within the academic community, and enjoy the rights to academic freedom accorded to faculty. The central role of this category of employees was to support specific aspects of the teaching, research, extension, and service missions of the University. Academic Professionals historically could have temporary, Extended-Term-track, or Extended-Term appointments and were classified as Extension Educators, Lecturers or Research Scientists. As of July 1, 2019, the designation of Academic Professional no longer applies to temporary appointments. Additionally, no new academic personnel shall be hired with the designation of Academic Professional.

Archivists and Librarians are specialized classifications of non-tenure-track faculty who had either temporary, extended term track, or extended term appointments. Previously, these appointments were governed by UW Regulation 2-400 and UW Regulation 2-409, respectively, until July 1, 2019 when both regulations were sunset.

All academic personnel who were within the probationary period of their Extended-Term-track appointments as of July 1, 2019 have been converted to a Fixed-Term Track with credit from their completed probationary period applied to a new review schedule. They retained their title and rank.

Academic Professionals, Archivists and Librarians who had Extended-Term appointments as of July 1, 2019 or who received Extended-Term appointments during Academic Year 2019-2020, shall serve the remainder of their current extended term and then undergo review for transition to a Fixed-Term in accordance with UW Regulation 2-1 and UW Regulation 2-7.

The purpose of extended-term-track appointments is to foster continued professional growth, accomplishment, and commitment to the University's mission, in cases where such an appointment or its renewal is consistent both with the Academic Professional's demonstrated performance and with the University's programmatic needs and priorities

## **II. GENERAL EMPLOYMENT PROVISIONS**

### **A. Job Descriptions**

The Dean or Director or, if none is appropriate, the Provost and Vice President for Academic Affairs, has the responsibility to ensure that each Extended-Term faculty member has a job description. The job description was specified as part of the initial position authorization, but it shall be reviewed annually. Job descriptions will include a description of duties and the proportion of effort allocated to each major duty. Faculty shall acknowledge receipt of the annual job description.

Job descriptions are subject to revision at any time during the appointment period to meet the needs and priorities of the University. All changes in job descriptions for Extended-Term faculty members must be reported to the Provost and Vice President for Academic Affairs.

### **B. Performance Reviews**

Each Extended-Term faculty member shall undergo annual performance reviews during the remainder of their current extended term. In addition, a comprehensive performance review shall be conducted during the next to the last year of the Extended Term to determine if the faculty member will be reappointed to a new fixed-term.

The purposes of performance review are (1) to evaluate the employee's effectiveness in fulfilling responsibilities in the job description, (2) to document professional growth and development, and (3) to establish goals for the future. The format of the review should be consistent with the scope of the Extended-Term faculty member's responsibilities and in accordance with UW regulations and

Standard Administrative Policies and Procedures. Performance reviews should include appropriate peer and supervisory input as well as input from such constituencies as students, faculty, administrators, and members of the community, as appropriate. The review should address the duties outlined in the job descriptions, proportion of effort allocated to these duties, and performance relative to standards.

A copy of the performance appraisal shall be maintained in the employee's personnel file. Extended-Term faculty must review their performance evaluations; they have the right to make written comments, which become part of the performance review record.

### **C. Compensation**

Salaries for Extended-Term faculty should be consistent with the salaries of professional peers, market conditions, and available resources. Rules governing eligibility for benefits are the same as those that apply to professional staff. Extended-Term faculty who have academic-year appointments are not eligible for paid vacation leave, although their salaries may be paid in 12 monthly installments.

The Board of Trustees has the authority to establish salary adjustment guidelines. The Provost and Vice President for Academic Affairs will consider recommendations from the appointing authorities before implementing salary adjustments consistent with the University's Salary Distribution Policy.

### **D. Appeals and Disputes**

An Extended-Term faculty member seeking to resolve disputes regarding conditions of employment, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. The procedures for resolving disputes and disciplinary matters are those prescribed in UW Regulation 2-2. UW Regulation 4-2 governs complaints involving discrimination and harassment.

Any termination of an Extended-Term faculty member for cause must follow the procedures established in UW Regulation 2-6 for dismissal of academic personnel.

### **E. Professional Development Leave**

Extended-Term faculty members are eligible for professional development leave, provided they have completed at least six years of service to the University before beginning the leave. No right to professional development leave accrues through lapse of time. Instead, the granting of professional development leave is contingent upon a sound plan for activities that will enhance professional expertise, impart special skills related to the job description, or otherwise contribute substantially to

the University's long-range interests. It is also contingent upon institutional needs and resources, as documented in a specific plan for the replacement of the employee's duties during the leave.

Professional development leaves may be up to one year in duration. Unlike sabbatical leaves for tenured faculty, professional development leaves for Extended-Term faculty may be appropriate vehicles for the pursuit of advanced degrees.

Terms governing compensation for professional development leave shall parallel those governing sabbatical leave for tenured faculty. Final approval of professional development leave shall be upon the recommendation of the Provost and Vice President for Academic Affairs to the President.

No professional development leave may be taken during a grace period following the denial of conversion to a fixed-term appointment, even if such a leave was approved earlier.

An Extended-Term faculty member who fails to return to the University immediately following professional development leave shall be obligated to repay the amount of compensation received from the University during the period of the leave. The minimum duration of the return shall be one academic year for academic-year employees and one calendar year for fiscal-year employees.

## **F. Governance**

Each category of Extended-Term faculty now represented in either Faculty Senate will continue such representation.

## **III. TYPES OF EXTENDED-TERM APPOINTMENTS**

### **A. Extension Educators**

Extension Educators are non-tenure track faculty as defined in UW Regulation 2-1. As members of the University of Wyoming Extension, Extension Educators are part of the University's educational outreach system. In keeping with the University's status as a land-grant institution, Extension Educators form an essential link between the people of Wyoming and the teaching, research, and service missions of the University. The primary function of these employees is to provide non-credit education to an off-campus clientele. Extension Educators provide Wyoming youth, adults, and communities with life-long learning opportunities, especially through the application of research-supported information and leadership skills.

An Extension Educator's responsibilities include:

- Identifying the needs of people in communities to which he or she is assigned,
- Developing, implementing, and managing educational and research programs to meet these needs,
- Evaluating and documenting changes that occur in response to these programs.

To meet these responsibilities, the Extension Educator must exhibit high levels of professional, scientific, educational, and community-relations skills.

## **1. Ranks**

There are three ranks for Extension Educators: Assistant Extension Educator, Associate Extension Educator, and Senior Extension Educator.

### **a. Assistant Extension Educator**

The qualifications for Assistant Extension Educator include a Master's degree or equivalent experience in a field related to agriculture, youth development, community and economic development, family and consumer sciences or others as deemed appropriate by the Director of Extension. The qualifications also include convincing evidence of both the expertise and the personal skills needed to contribute effectively to the University's extension mission.

### **b. Associate Extension Educator**

In addition to having the qualifications and skills of Assistant University Extension Educator, the Associate Extension Educator normally shall have at least 4 years of Extension experience. The function of this rank is to plan, develop, and evaluate comprehensive, broad-scope Extension educational programs requiring expertise in at least two subject-matter areas within one or more of the Extension Program Areas. Qualifications required of an Associate Extension Educator include:

- 1) Demonstrated expertise within at least two Extension subject matter areas.
- 2) Demonstrated capabilities and performance characteristics of an Associate Extension Educator, including effective participation in and familiarity with those processes and activities related to the position description. Specific examples are identified in College of Agriculture and Natural Resources' Administrative Policies and Procedures.

**c. Senior Extension Educator**

- 1) In addition to having the qualifications and skills required of Associate Extension Educators, the Senior Extension Educator must have demonstrated superior leadership capabilities and must be recognized by peers and others as an outstanding educator. To qualify for this rank, individuals must exhibit the following abilities.
  - a) To take leadership in identifying and evaluating critical extension needs of communities.
  - b) To provide direction, planning, and priority setting in the development of programs that meet these needs.
- 2) To demonstrate specialized expertise needed to provide educational programs on an area, region, or statewide basis. Evidence of these abilities can include the following elements:
  - a) Professional recognition, such as regional or national awards, letters of recognition, commendation from colleagues and peers.
  - b) Publications in refereed or professional journals or other widely disseminated venues.
  - c) Leadership in the resolution of complex problems, such as the development of interdisciplinary programs and projects requiring long-range educational planning.
  - d) Experience in planning, conducting, interpreting, and disseminating applied research, demonstration trials, field and home demonstrations, or community studies.
  - e) Acknowledged administrative and leadership experience.
  - f) Leadership in training Extension Educators and other professionals.
  - g) Securing funding as a principal investigator of grant proposals designed to meet unique community needs.

**2. Job Descriptions**

Job descriptions for Extension Educators may include teaching, research, service, extension, and administration. These job descriptions are subject to annual review and possible revision by the employee and the direct supervisor and are subject to consultation with and approval by the Dean of Agriculture and Natural Resources.

**B. Lecturers**

Lecturers are non-tenure track academic personnel who are engaged primarily in fulfilling the teaching mission of the University. As a necessary part of their

teaching responsibilities, lecturers must demonstrate continuing professional development.

## **1. Ranks**

There are three ranks for Lecturers: Assistant Lecturer, Associate Lecturer, and Senior Lecturer.

### **a. Assistant Lecturer**

Normally, the qualifications for Assistant Lecturer include a Master's degree or equivalent, together with convincing promise for significant contributions to the University's teaching mission. The candidate should also exhibit a commitment to ongoing professional development in the discipline.

### **b. Associate Lecturer**

The Associate Lecturer will normally have at least a Master's degree or its equivalent. Associate Lecturers must also have a record of demonstrated, significant contributions to teaching, not only through superior performance in the classroom but also through the broader support of the University's teaching mission. Such activities may include but are not limited to the following.

- 1) Contributions to the design, development, and oversight of curriculum in specific courses.**
- 2) Significant involvement in the coordination of curricula in different courses.**
- 3) Demonstrated breadth and versatility of teaching in a range of courses.**
- 4) Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and curriculum in the discipline.**

### **c. Senior Lecturer**

In addition to the qualifications for an Associate Lecturer, Senior Lecturers must also have a sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline. The following list contains some possible elements of such a record; the list is not exhaustive.

- 1) Demonstrated proficiency in the management of specific courses.**
- 2) Documented participation in national or international discourse on**

- evolving knowledge in the field, curricular developments, and teaching techniques.
- 3) Participation in the solicitation or administration of external funding to support teaching initiatives.
  - 4) Sustained effectiveness in the mentorship of other teachers, including graduate assistants, other faculty members, or other instructional staff.
  - 5) Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools.

## **2. Job Descriptions**

Elements of the job description that are appropriate for Lecturers include teaching, service, advising, professional development, and, in some cases, administration. Teaching includes such activities as classroom instruction, laboratory supervision, and online or off-campus instruction.

Currency of knowledge being essential to effective teaching, every Lecturer must participate in a program of professional development, the components of which he or she must define in collaboration with the appropriate department head or supervisor. The workload associated with professional development must be consistent with UW Regulation 2-9.

To allow adequate time for professional development, the job description for a full-time Lecturer shall require no more than 21 credits (7/8 of the work responsibility) in classroom instruction or its equivalent in other forms of teaching, as per UW Regulation 2-9.

## **C. Research Scientists**

Research Scientists are non-tenure track academic personnel whose primary responsibilities are to conduct and support research.

### **1. Ranks**

There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, and Senior Research Scientist.

#### **a. Assistant Research Scientist**

In general, the qualifications for Assistant Research Scientist include a Master's degree or equivalent experience in an appropriate field, together with convincing promise for significant contributions to the University's mission in research and scholarship.

**b. Associate Research Scientist**

The Associate Research Scientist will normally have at least a Master's degree or its equivalent. Associate Research Scientists must also have a record of demonstrated, significant contributions to research and scholarship, either through wide dissemination of results or through a convincing record of substantial support to the research enterprise. The following list contains examples of such support; the list is not exhaustive.

- 1) Demonstrated development of expertise at the state of the art, consistent with the job description.
- 2) Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant.
- 3) Evidence of effective mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

**c. Senior Research Scientist**

The Senior Research Scientist will normally have a Ph.D. or an equivalent terminal degree, although Associate Research Scientists who have a Master's degree may be eligible for this rank if they have comparable accomplishments in research and scholarship. Senior Research Scientists must also have a sustained record of scholarly initiative and recognized contributions to their fields. The following list contains some possible elements of such a record; the list is not exhaustive.

- 1) Demonstrated proficiency in the management of a research laboratory or related facility.
- 2) Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise.
- 3) Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts.
- 4) Significant contributions to national or international scientific meetings.
- 5) Sustained, demonstrable effectiveness in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

**2. Job Descriptions**

The elements of the job description that are appropriate for Research Scientists are teaching, research, service, administration, and, in some cases, extension. As a general guideline, if the teaching element of the job description exceeds

an average of eight credits per academic year, another category of academic personnel may be more appropriate.

## **D. Archivists**

Archivists are non-tenure track academic personnel appointed in the American Heritage Center (AHC). Appointment as an Archivist requires 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.

### **1. Ranks**

There are three ranks of Faculty in the AHC: Assistant Archivist, Associate Archivist, and Archivist.

#### **a. Assistant Archivist**

The assistant archivist rank is the beginning level of archives administration and special collections curatorship and generally requires little or no professional experience. It requires performance according to expectations of assigned archives administration, special collections curatorship, scholarly activity, service, and all the other obligations of an AHC Faculty member.

#### **b. Associate Archivist**

The associate archivist rank designates a Faculty member who reliably and consistently performs the expectations of their archival position and demonstrates commitment to continued excellence. This rank carries the expectation of continuing professional development or experience (though additional degrees are not required). Six full years of experience as an Assistant Archivist at the University, or its equivalent, is normally required for appointment or advancement to this rank.

#### **c. Archivist**

The archivist rank is reserved for individuals who have made distinctive contributions. Promotion to this level is contingent on the scope, depth, and level of national or international recognition of the candidate's contributions to archives administration and special collections curatorship, teaching, service, or scholarly or creative work. Associate Archivists seeking promotion to archivist normally undergo professional growth commensurate in significance with that required to earn the Associate

Archivist appointment but demonstrating a substantially greater level of professional and scholarly accomplishment

## **2. Job Descriptions**

Elements of the job description that are appropriate for AHC Faculty include professional practice, research and service. Job descriptions may vary among employees. Development of and changes in job descriptions are the responsibility of the department head but will include consultation with the incumbent and approval by the Director. As a part of their job responsibilities, archivists are expected to demonstrate continuing professional development.

### **E. Librarians**

Librarians are non-tenure track academic personnel appointed in the University of Wyoming Libraries. Appointment as a Librarian requires that an individual 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. Experience must be of a type and length appropriate for the particular position or rank.

#### **1. Ranks**

There are three ranks of Librarians: Assistant Librarian, Associate Librarian, and Librarian

##### **a. Assistant Librarian**

Assistant librarians will hold a master's degree in library and/or information science from an ALA-accredited institution or equivalent. They will demonstrate a significant promise to contribute to the University's teaching and research missions through librarianship.

##### **b. Associate Librarian**

Associate librarians will hold a master's degree in library and/or information science from an ALA-accredited institution or equivalent. In addition, they will demonstrate continued development over time in the following areas:

- 1) Practice of Librarianship** – Demonstrated record of ongoing successful practice of librarianship. Demonstrated expertise and experience in job responsibilities.
- 2) Service to the Profession** – Participation and leadership in international, national, regional and state library-related professional organizations.

Active participation in groups that serve higher education. Participation in University and library faculty governance and committees, task forces, councils or boards.

- 3) Scholarship – Continued development in their cumulative record of contributions to the scholarly record. Scholarship may include research grants, publications in librarianship and other areas, scholarly presentations, and scholarly exhibits.

### **c. Librarian**

Librarians will hold a master's degree in library and/or information science from an ALA-accredited institution or equivalent. In addition, they will meet the criteria for Associate Librarian as well as a sustained and expanding record in the following areas:

- 1) Practice of Librarianship – Demonstrated wisdom, disciplinary and institutional knowledge, and expertise developed through ongoing successful practice of librarianship. A record of increasing responsibility or expertise related to job responsibilities.
- 2) Service to the Profession – Leadership roles in library and university committees, professional organizations, and initiatives backed by consortia and other partnerships. Leadership on committees in regional, national or international organizations related to libraries, information access, education, disciplinary fields, or information technology. Conference or program planning at a regional, national, or international level.
- 3) Scholarship – Invitations to submit book chapters, articles, edit books, or present at national or international conferences. Presentations selected through competitive process for national or international conferences. Consistent record of publications, including peer-reviewed articles.

## **2. Job Descriptions**

Elements of the job description that are appropriate for Library Faculty include

- a. Librarianship, the multifaceted discipline that encompasses both the public (access services, reference) and technical (acquisitions, cataloging, collection development, systems) sides of information management.
- b. Research, Scholarly Activities and Creative Activities, and
- c. Professional Service and University-Related Activities.

#### **IV. PROMOTION OF EXTENDED-TERM FACULTY**

Extended-Term faculty remain eligible for promotion through the ranks. Promotion reviews will be conducted in accordance with tenure and promotion procedures described in University Regulations and Standard Administrative Policies and Procedures and will be consistent with academic unit/college processes, including any requirements for external reviews.

Promotion reviews for Extended-Term faculty may be conducted at any time that the faculty member's level of accomplishment is commensurate with the next higher rank. Promotion to the highest level normally requires an additional period of growth that results in a greater level of accomplishment. The attainment of a higher rank while an Extended-Term faculty member does not guarantee the results of any future evaluations. Upon satisfying the criteria for promotion as set forth in University Regulations, Standard Administrative Policies and Procedures and college/unit guidance documents, the individual candidate is responsible for initiating the promotion review process. The appointing authority shall notify any candidate who receives a negative recommendation for promotion and shall discuss the rationale for the recommendation with the candidate. Failure to receive promotion does not affect the faculty member's Extended Term.

Only those Extended-Term faculty recommended by the President of the University and approved by the Board of Trustees will receive promotion.

#### **V. CONVERSION OF EXTENDED-TERMS TO FIXED-TERM ROLLING CONTRACTS**

- A. Academic personnel with Extended-Term appointments shall retain their appointment and designation for the duration of their current Extended Term.
- B. During the next-to-last year of their current Extended-Term (e.g., year 5 of a six-year Extended Term), the faculty member shall undergo a Fixed-Term Rolling Contract review as described in Standard Administrative Policies and Procedures. If the outcome of the review is a positive recommendation, faculty members at the Assistant or Associate ranks will be reappointed to a 3-year rolling contract and faculty members at the highest rank will be reappointed to either a 3-year or 5-year rolling contract once the final year of their current extended term is complete.
- C. If the outcome of the Fixed-Term Rolling Contract review is negative, the contract will not be renewed and the faculty member's last year at the University of Wyoming will be the following year (i.e., the last year of the six-year Extended Term).

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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

**History:**

University Regulation 408, adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 3/23/2012 Board of Trustees meeting  
Revisions adopted 11/15/2013 Board of Trustees meeting  
Revisions adopted 11/18/2016 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 5-408, now UW Regulation 2-4  
Revisions adopted 5/14/2021 Board of Trustees meeting