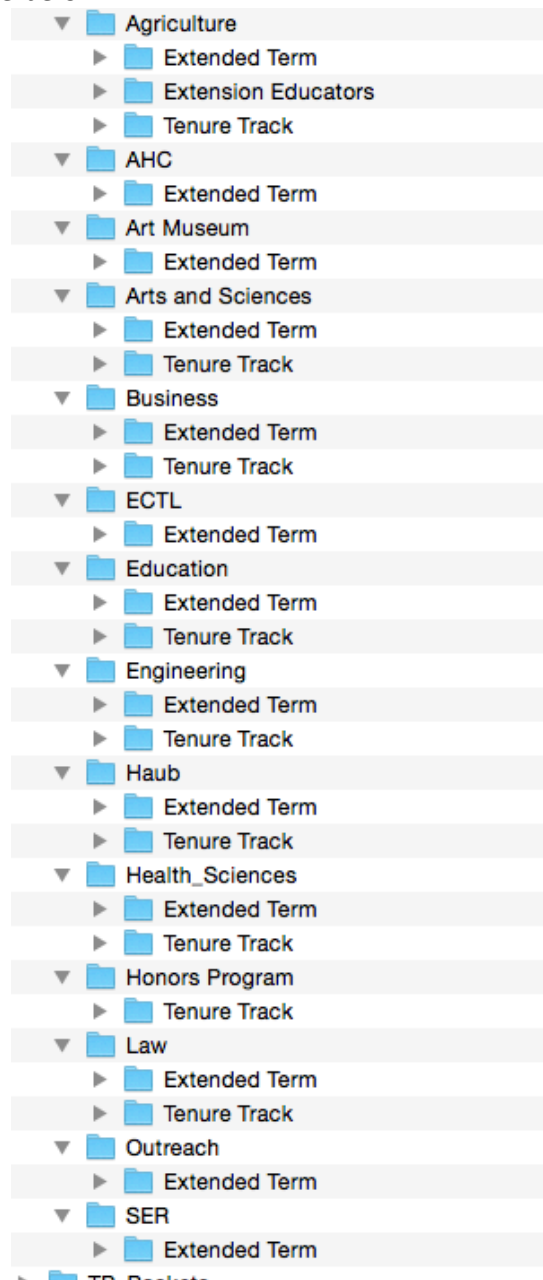


## Instructions for compiling First Year Electronic Reappointment Packet

Preface: After college/unit level review, candidates' packets will be transferred to a password-protected folder housed in Academic Affairs. Instructions for transfer will be provided soon.

1. Each college/unit should have a folder labeled with their college/unit name. Within that folder there needs to be 1 folder labeled *Tenure Track* and 1 folder labeled *Extended Term Track*. This folder should contain packets for all academic personnel (Lecturers, Research Scientists, Librarians, Archivists) on extended term except Extension Educators. The College of Agriculture and Natural Resources will have a third folder labeled *Extension Educators*.
  - a. Colleges/units only need to transfer folders that are appropriate for their unit. See example below:



2. Create a folder for each candidate that has a first year packet. The folder should be labeled Last Name, First Name, First Year of Employment, (i.e. Doe, John, 2016). Each candidate should have 6 folders labeled *Year\_1*, *Year\_2*, *Year\_3*, *Year\_4*, *Year\_5*, *Year\_6* (see example below).
  - a. If the candidate was given **credit toward their clock** add the word “credit” to the folder name (i.e. *Year\_2\_credit*). THIS SHOULD NOT BE DONE UNTIL THAT REVIEW YEAR.
  - b. If the candidate was allowed to **skip a review year** (years 3 or 5 only) add the word “skip” to the folder name (i.e. *Year\_5\_skip*). THIS SHOULD NOT BE DONE UNTIL THAT REVIEW YEAR.

EXAMPLE:

Year 1 view	Year 6 view (after skips and credits applied)
<ul style="list-style-type: none"> <li>▼ Agriculture           <ul style="list-style-type: none"> <li>▼ Extended Term               <ul style="list-style-type: none"> <li>▼ Doe, John 2016                   <ul style="list-style-type: none"> <li>▶ Year_1</li> <li>▶ Year_2</li> <li>▶ Year_3</li> <li>▶ Year_4</li> <li>▶ Year_5</li> <li>▶ Year_6</li> </ul> </li> <li>▼ Extension Educators                   <ul style="list-style-type: none"> <li>▼ Benham Deal, Tami 2016                       <ul style="list-style-type: none"> <li>▶ Year_1</li> <li>▶ Year_2</li> <li>▶ Year_3</li> <li>▶ Year_4</li> <li>▶ Year_5</li> <li>▶ Year_6</li> </ul> </li> <li>▼ Tenure Track                       <ul style="list-style-type: none"> <li>▼ McDonald, Aneesa A. 2016                           <ul style="list-style-type: none"> <li>▶ Year_1</li> <li>▶ Year_2</li> <li>▶ Year_3</li> <li>▶ Year_4</li> <li>▶ Year_5</li> <li>▶ Year_6</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▼ Agriculture           <ul style="list-style-type: none"> <li>▼ Extended Term               <ul style="list-style-type: none"> <li>▼ Doe, John 2016                   <ul style="list-style-type: none"> <li>▶ Year_1</li> <li>▼ Year_2_credit                       <ul style="list-style-type: none"> <li>▶ Year_3</li> <li>▶ Year_4</li> <li>▼ Year_5_skip                           <ul style="list-style-type: none"> <li>▶ Year_6</li> </ul> </li> </ul> </li> <li>▼ Extension Educators                   <ul style="list-style-type: none"> <li>▼ Benham Deal, Tami 2016                       <ul style="list-style-type: none"> <li>▶ Year_1</li> <li>▶ Year_2_credit</li> <li>▶ Year_3</li> <li>▶ Year_4</li> <li>▶ Year_5_skip</li> <li>▶ Year_6</li> </ul> </li> <li>▼ Tenure Track                       <ul style="list-style-type: none"> <li>▼ McDonald, Aneesa A. 2016                           <ul style="list-style-type: none"> <li>▶ Year_1</li> <li>▼ Year_2_credit                               <ul style="list-style-type: none"> <li>▶ Year_3</li> <li>▶ Year_4</li> <li>▼ Year_5_skip                                   <ul style="list-style-type: none"> <li>▶ Year_6</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li></ul></li></ul>

3. Save all documents in the Year 1 folder. Each document should be saved with the filename that appears on the checklist (see the example below). All files should be formatted as PDF documents. The checklist can be found on the Academic Affairs website ([http://www.uwyo.edu/acadaffairs/academics/faculty-resources/tenure\\_promotion.html](http://www.uwyo.edu/acadaffairs/academics/faculty-resources/tenure_promotion.html)). Please review this checklist and note that some documents may not be applicable for some cases (e.g., external letter documents will only be included when external review is required). Please note filenames are abbreviated. For further clarification, please see the checklist. NOTE: THE DOCUMENTS MUST BE LABELED EXACTLY AS LISTED ON THE CHECKLIST.

- ▼ Tenure Track
  - ▼ McDonald, Aneesa A. 2016
    - ▼ Year\_1
      - 1.1.a\_History\_Sheet
      - 1.1.b\_Departmental\_Expectations
      - 1.1.c\_Offer\_Letter
      - 1.1.d\_Job\_Description
      - 1.1.e\_Candidate\_Narrative
      - 1.1.f\_Vitae
      - 1.2.a\_Voting\_Rights
      - 1.2.b\_Dept\_Votes\_Comments
      - 1.2.c\_DH\_Comments
      - 1.2.d\_Candidate\_Acknowledgement\_Dept
      - 1.2.e\_Candidate\_Response\_Dept
      - 1.2.f\_Review\_by\_Director\_Joint\_Appt
      - 1.3.a\_College\_Votes\_Comments
      - 1.3.b\_DH\_Deans\_Evaluation
      - 1.3.c\_Deans\_comments.pdf
      - 1.3.d\_Candidate\_Acknowledgement\_College
      - 1.3.e\_Candidate\_Response\_College
      - 1.4.a\_Courses-Taught
      - 1.4.b\_Summary\_Student\_Evals
      - ▼ 1.4.c\_Peer Evals
        - 1.4.c\_Peer\_Evals\_1\_11/16
        - 1.4.c\_Peer\_Evals\_2\_12/16
      - ▼ 1.4.d\_Raw\_Student\_Data
        - ABCD\_1234\_01\_Fall\_2016
        - ABCD\_5678\_01\_Fall\_2016
      - 1.5.a\_External\_Letter\_Waiver
      - 1.5.b\_External\_Letter\_Summary\_process
      - ▼ 1.5.c\_external\_letters
        - Letter\_1
        - Letter\_2
        - Letter\_3
      - ▼ 1.5.d\_External\_Credentials
        - 1.5.c\_External\_Credentials
      - ▼ 1.6.a\_Publications
        - Pub\_1\_2016
        - Pub\_2\_2016
        - Pub\_3\_2016
      - ▼ 1.6.b\_Grants\_presentations\_service
        - 1.6.b\_Grants\_presentations\_service
      - ▼ 1.6.c\_Creative\_Work
      - ▼ 1.6.d\_Denied\_Proposals
      - ▶ 1.6.e\_Professional\_Service
      - ▶ 1.6.f\_Professional\_Development
      - 1.7.a\_University\_Votes\_comments
      - 1.7.b\_Candidate\_Acknowledgement\_University
      - 1.7.c\_Candidate\_Response\_University
      - ▼ 1.8\_Other\_Info\_College\_Documents
        - 1.7\_Other\_Info\_College\_Documents

- a. The Candidate Acknowledgement form must be the template that is provided by Academic Affairs on their website ([http://www.uwyo.edu/acadaffairs/academics/faculty-resources/tenure\\_promotion.html](http://www.uwyo.edu/acadaffairs/academics/faculty-resources/tenure_promotion.html)). The candidate must complete the form, sign it and return it to the department or college and it will then be scanned in and placed in the packet. **THIS MUST BE DONE AT BOTH THE DEPARTMENT AND COLLEGE LEVEL.**
- b. The Evaluation form is also located on the Academic Affairs website ([http://www.uwyo.edu/acadaffairs/academics/faculty-resources/tenure\\_promotion.html](http://www.uwyo.edu/acadaffairs/academics/faculty-resources/tenure_promotion.html)) and will need to be signed by Department Head, Dean and candidate. Once all the signatures are obtained this should be scanned and uploaded to the packet. This same practice as years past, with the addition of uploading it to packet to the appropriate folder.
- c. All other documents should be created at the candidate, department or college level.

Instructions on how to transfer the files to Academic Affairs will be provided soon.