

## **The University of Wyoming's Policies Concerning Terminal Degrees for Faculty**

Verification of faculty credentials is an issue at every major university in the world. The purpose of this memorandum is to clarify the policies of the University of Wyoming regarding faculty members who have not yet verified receipt of the terminal degrees in their disciplines.

Until the Office of Academic Affairs receives verification that you have completed the terminal degree (PhD, EdD, JD, MFA, or whatever is appropriate in your discipline), your appointment is at the rank of Instructor. This appointment automatically changes to the rank of Assistant Professor when Academic Affairs receives proper verification.

The rank of Instructor is a tenure-track faculty rank. The schedule of your mandatory reappointment and tenure decisions remains the same as if you had joined the University faculty as an Assistant Professor. In particular, time spent in rank as an Instructor does not constitute grounds for delaying the tenure decision or for relaxing the expectations for tenure. In no case does the University grant tenure to individuals who still hold the rank of Instructor at the time of their tenure decisions. As a general practice, the University does not reappoint faculty members who hold the Instructor rank at the time of their second-year reappointment decision.

Proper verification that you have completed the terminal degree consists of an official transcript, sent directly to the Office of Academic Affairs by the degree-granting institution, verifying that the institution has conferred the degree. Photocopies of transcripts, transcripts not sent directly to Academic Affairs from the degree-granting institution, and letters from your former department head or doctoral committee members are not acceptable as substitutes.

This policy can be inconvenient for many well-intentioned new faculty members. Nevertheless, uniform application is necessary to protect the University's academic integrity. Please feel free to discuss these policies with your department head, your dean, or administrators in the Office of Academic Affairs if questions arise.