



Instructions for Requesting Change in Designation and/or Appointment for Academic Personnel

Purpose: To provide instructions for requesting change in designation and/or appointment for academic personnel holding a non-tenure track position, including extended term track and extended term appointments.

Associated Regulations, Policies and Forms: UW Regulation 2-1 (Academic Personnel), UW Regulation 2-4 (Guidelines for Establishing Academic Professionals)

Background: On July 1, 2019, UW Regulation 2-1 was expanded to include the designations and ranks applicable to all members of the faculty, including those previously designated in unit-specific regulations (e.g., Librarians & Archivists) and in UW Regulation 2-4 (i.e., Academic Professional Lecturers, Research Scientists, & Extension Educators). In addition to existing non-tenure track faculty designations (e.g., Clinical faculty, Professor of Practice, Research Professor), new designations were identified (e.g., Instructional Professor, Executive Professor, Faculty Developmental Professional).

Non-Tenure Track Faculty Designations

(effective July 1, 2019)

Archivist (all ranks)	Lecturer (all ranks)
Clinical Professor (all ranks)	Librarian (all ranks)
Executive Professor	Professor of Practice (all ranks)
Extension Educator (all ranks)	Research Professor (all ranks)
Faculty Development Professional (all ranks)	Research Scientist (all ranks)
Instructional Professor (all ranks)	

A description of these designations can be found in UW Regulation 2-1 (Academic Personnel), <http://www.uwyo.edu/regs-policies/section-2-academic-affairs/academic-personnel.html>.

Requesting Change in Designation

The timeline and instructions for requesting change in designation for academic personnel with an extended term, extended-term track, and annual appointments are described below.

Timeline for Requesting Change in Designation

In accordance with UW Regulation 2-1, Academic Personnel with Extended-Term Appointments shall retain their designation for the duration of their current extended term. This means lecturers, research scientists, and extension educators **currently in an extended term appointment** will retain the categorical title of Academic Professional, along with their faculty designation of lecturer, research scientist or extension educator for the remainder of their extended term. *These faculty members will be reviewed for a new fixed-term appointment according to their current review schedule (i.e., in year 5 of the extended term).*

Changes in designation for faculty in an **extended-term track probationary period** may be requested at the time of reappointment review (i.e., year 1 or 2 review) or during the formal review for fixed-term appointment (i.e., year 3 review). Note: In FY 19-20, Librarians, Archivists, and Academic Professionals in years 3, 4, 5 or 6 of the extended term track probationary period will be formally reviewed for fixed-term. A request for change in designation may occur during this review.

Changes in designations for faculty on **annual appointments**, shall be requested at the time of the annual review.

If **no change** in designation is requested and approved at the time a new fixed-term is granted, the categorical designation of Academic Professional shall be removed and the existing title and rank will be retained. An example of designation change is from Academic Professional Senior Lecturer to Assistant Instructional Professor. If no change occurs in designation when the new fixed-term is granted, the faculty member would retain the designation of Senior Lecturer. The categorical designation of Academic Professional would be removed from the official job title in HCM and other university data systems.

The performance evaluation forms that deans and unit heads complete in WyoFolio will have the option to recommend a change in designation and/or the removal of the categorical title of Academic Professional.

Instructions for Requesting Change in Designation

1. Departments and/or colleges must have established performance expectations (by rank) for the new designations/positions.
2. The department or college will create a case file for the candidate in WyoFolio. (Contact Aneesa McDonald, Faculty Affairs Specialist, for assistance.)
3. A formal review of the individual's professional record must be conducted to determine alignment with the unit and/or college expectations.
 - a. The expectations document shall be included in the WyoFolio case file.
 - b. This review shall be conducted during the regularly scheduled annual review, reappointment review (during probationary period), or term review (for first fixed-term or in year 5 of current extended term).
4. Procedures for formal review shall follow processes outlined in UW Regulation 2-7 and UW Regulation 2-4 and Standard Administrative Policies and Procedures.
 - a. The review process begins in the candidate's Academic Unit of Record.
 - b. Each case moves through a sequence of reviews, from the Academic Unit to the college and then to the university level. At each level a duly appointed officer of the University as defined in UW Regulation 1-1 makes a recommendation after having been advised by an appropriate faculty committee or group.
5. The faculty member, dean and unit head will be notified by the Provost or designee if the recommendation for change in designation was approved.
6. If successful, the academic unit or college will initiate a change in designation by completing the Position Initiation/Modification Form. Human Resources will then change the title in HCM. The notification letter should be attached.
7. Any change in designation will be effective at the beginning of the next fiscal or academic year, depending on the type of appointment.

Requesting Changes in Appointments

Appointments for non-tenure track faculty include: (1) fixed-term appointments for 1, 2 or 3 years, renewable; and (2) fixed-term with 3-year or 5-year rolling contracts. One-year fixed-terms are typically called ‘annual appointments.’ Recommendations for changing appointment type (e.g., from annual appointment to fixed-term with rolling contract or to a 2-year or 3-year fixed-term with no rolling contract) shall be made during:

1. the annual review process (for faculty currently on annual appointments),
2. the formal review for fixed-term (for faculty currently in extended term track appointments)

For faculty on extended-term appointments, this review will occur during the 5th year of the current extended term. All recommendations for change to a fixed-term track must have faculty input.

Instructions for Change in Appointment (from annual to fixed-term track/fixed-term)

1. A formal review of the individual’s professional record shall be conducted, consistent with procedures outlined in UW 2-7 and Standard Administrative Policies and Procedures, and follow the procedures outlined above for changes in designation.
2. Credit toward fixed term may be recommended, provided that a strong justification is given.
 - a. If the recommendation is to waive 3-year probationary period and to grant fixed-term, a minimum of 3 years of annual performance evaluations must be considered in the formal review.
3. The faculty member, dean and unit head will be notified by the Provost or designee if the recommendation for change in appointment was approved.
8. If successful, the academic unit or college will initiate a change in appointment by completing the Position Initiation/Modification Form. Human Resources will then change the appointment in HCM. The notification letter should be attached.
4. Any change in appointment will be effective at the beginning of the next fiscal or academic year, depending on the type of appointment.

Effective Dates

If approved, the effective date for the new designation or appointment will be the following fiscal or academic year, depending on whether the faculty member is on a fiscal year or academic year appointment.

Administrative Considerations for Change in Appointment from Annual to Fixed-Term Track

Fixed-term appointments with rolling contracts are intended to replace the current extended-term appointment structure. There will always be the need for fixed-term appointments without rolling contracts (e.g., annual, 2-year fixed-term, 3-year fixed-term). For example, a full-time benefited Assistant Lecturer may be employed to fill instructional needs while a faculty member is on an academic or calendar year sabbatical or professional development leave. Or, a Research Scientist may be employed for the length of a grant or contract.

Budgetary factors and funding sources may dictate the length of a fixed-term appointment and/or how many 3- and 5-year rolling contracts can be sustained through an academic unit's recurring funds. Therefore, special consideration should be given to availability of recurring funds.

1. Salary/EPBs for fixed-term appointments with rolling contracts should be budgeted in the academic unit's/college's unrestricted funds.
2. If the position is funded through foundation accounts, the appointment could include a rolling contract, providing the college has a compelling backup funding plan in the event foundation funds are no longer available.
3. If the position is funded by grants or foundation accounts, the preferred appointment type is a fixed term (up to 3 years) without rolling contract. These appointments are renewable. The length of the fixed term for grant-funded positions should match the timeline/terms of the grant.
4. If the fixed-term is for 5 years with a rolling contract, the academic unit/college must have sufficient funding available and budgeted for the length of the contract. For example, if someone is on a 5-year rolling contract and the grant funds stop or the foundation account no longer can support the salary, the college must have recurring funds for the years remaining in the contract.
5. All promotions to senior level and/or 5-year rolling contract positions must be approved by the Board of Trustees.

Release date: 12/11/19

Reviewed/Revised: