



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

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To: Academic Deans and Associate Deans, Directors, and Department Heads
From: Tami Benham Deal, Senior Vice Provost
Date: May 21, 2024
Subject: Reappointment, Tenure, Fixed Term and Promotion Procedures
Copies: University Tenure and Promotion Committee, Provost and Executive Vice President Kevin Carman, President Ed Seidel, General Counsel Tara Evans, Faculty Senate Chair Ray Fertig

This memo lists key dates, procedures, and guidelines for reappointment, tenure, promotion, and fixed term decisions for faculty. Please read the document carefully – some items have been modified for the upcoming academic year.

The decisions at issue are the most important that the university makes, and your role is pivotal. In accordance with university regulations, candidates for reappointment, fixed term (with and without rolling contracts), tenure, and promotion are evaluated on the academic functions they are expected to perform. The needs, directions, and priorities of the University will also be considered in reappointment, fixed term (with and without rolling contracts), and tenure cases.

Guidance documents for faculty and reviewers can be found on the [Academic Affairs website](#) by clicking on the “Faculty Affairs” tab and then clicking on “Reappointment, Tenure, Promotion, and Fixed-Term Contracts”. You can also find the AA Pythian Papers by clicking on the “Policies & Guidelines” tab. Please contact facultyaffairs@uwyo.edu if you cannot locate a document or notice an error.

Key Reminders

Confidentiality: All faculty are expected to complete the confidentiality acknowledgement form before participating in any aspect of the review process. It is recommended that department and college protocol also address this important expectation.

Standard Administrative Policies and Procedures (SAP): In addition to UW Regulation 2-7 (Procedures for Reappointment, Tenure, Promotion, Fixed-Term, there are several SAPs that provide guidance for the review process, including the [SAP on Procedures for conducting Reappointment, Tenure and Promotion Reviews for Tenure-Stream Faculty](#), [Criteria and sources of Information for Reappointment, Tenure and Promotion](#), and [Procedures for Implementing and Evaluating Rolling Contracts](#).

Job Descriptions and the Review. Consistent with UW Regulation 2-9, unit heads shall determine individual workloads that are consistent with the overall mission of the academic unit, college, and university. Job descriptions should accurately reflect the relative distribution of workload. The candidate's packet should include copies of the job descriptions that were in place during the period for which the review is taking place. Unit heads should discuss implications of different workload distributions at the time the job description is revised (e.g., expectations associated with an increase in research load and reduction in teaching load), and sufficient time should be given to allow candidates to produce expected outputs.

History Sheets. Unit heads should work with the college/unit Interfolio lead to ascertain that the candidate's history sheet is accurate, including the adjustment for and notation of any clock stops, notation about early decisions, and any other notations that help to provide an accurate picture of the candidate's review schedule.

Peer Group. The peer group is a subset of faculty peers who are responsible for reviewing case files and providing recommendations for reappointment, tenure, and promotion. The composition of the peer group is determined by the tenure track and tenured faculty in accordance with academic unit protocols and college bylaws. The peer group must include at least faculty at rank or higher than the position for which candidates are being reviewed. It is recommended that the peer group be limited to faculty at rank or higher; however, depending on department/academic unit policy it may include additional members of the department/academic unit who hold appropriate academic qualifications considering rank, academic degree, or job description.

Procedures for conducting fixed term rolling contract reviews will be conducted in accordance with university policy and the unit's tenure and promotion procedures. This means that the peer group is established in accordance with unit protocols and college bylaws. Frequently, these protocols allow for the tenure and promotion peer group to be augmented by non-tenured faculty and non-tenure track faculty for the review of non-tenure track cases for fixed term rolling contract and may require the non-tenure track faculty to be at a specific rank and/or hold a 3- or 5- year fixed term rolling contract.

The college or unit dean or director may direct a department or academic unit to include appropriately qualified members of other departments or units in the voting protocol if circumstances, such as department size, warrant such inclusion. The peer group composition shall apply consistently across candidates, and candidates may not choose different peer group compositions. Each department or academic unit shall review its peer-group composition at least every three years. *It is advisable to complete this review well in advance of the department review meeting.*

Department and College Review Meeting Protocols. Each academic unit must have a documented set of meeting protocols consistent with guidelines provided by AA. These protocols should address items like who is present at the meeting and who participates in the discussion. There is no one standard format for these meetings. For example, in some units candidates are asked to make a formal presentation, in other units the candidate or the candidate's mentor provides an overview of the case, and the candidate stays in the meeting to answer questions but then leaves during the deliberation.

As a reminder, these meetings involve personnel matters and should be treated with confidentiality (i.e., materials and discussions). There have been cases reported to AA in which a participant in the meeting has communicated with the candidate about the context of the meeting discussion. This is a violation of confidentiality and can have consequences for one or both of the parties.

Adding Materials to the Case File. As a reminder, in addition to clarifications and corrections, an update to the record (e.g., new publications, artistic productions, grants, etc.) may be included in the *candidate's response* following each level review. Please make certain candidates know that the Units/Colleges will not upload a new version of the CV (generated from WyoVita) for this purpose. Therefore, candidates are encouraged to use the candidate's response as a tool for updating the record and informing the next level review.

Meeting with the University Reappointment, Tenure, and Promotion (URTP) Committee. The URTP committee reviews all conflicted cases, as well as cases where tenure is recommended before the date specified in the faculty member's offer letter and those requested by the Provost. This policy has not changed. The university committee chair will invite a candidate to attend the spring meeting (February 3-4, 2025) to present a written and/or oral statement during their meeting in only those cases where the committee deems it necessary. Consistent with past practice, candidates may also request to meet with the committee. This can be done by contacting facultyaffairs@uwyo.edu.

If a candidate is invited to attend, the department head and dean are expected to attend as well. If the candidate is not invited to attend, neither department head nor dean will attend.

Recommending "Early" Tenure and/or Promotion. The long-standing requirement for obtaining *written concurrence of the majority* of voting faculty prior to initiating candidacy for early tenure and/or promotion has been removed. Elimination of this requirement does not prevent a unit from establishing similar protocol for determining readiness, however.

As the leader of your unit, it is the department head's responsibility to work with and counsel a candidate who would like to (or who you think should) be considered for tenure and promotion before the end of the probationary period specified in their offer letter or in cases involving promotions that are not tied to a specific timeline (e.g., promotion to full professor).

If you believe there is compelling evidence to support "early" tenure and promotion or for promotion to professor, it is best practice to at least consult informally with the voting faculty, one by one, before making a collective decision to embark on the formal review (i.e., establishing the case file, seeking external reviewers, uploading materials, making the case file available for unit review, scheduling the review meeting, etc.). Taking the pulse of the voting faculty can help guide you in how you counsel the candidate. This informal process increases the odds there will be no surprises should the decision be to move forward with the formal review. In the event the case is not moved forward, the information you receive through this informal process can help inform the candidate about what needs to be accomplished prior to initiating their candidacy.

Joint Appointments. As per UW Regulation 2-7, the following procedures must be followed for faculty holding joint appointments:

- IV.D.2. In the case of a joint appointment involving two Academic Units within one college (or college-type units) the candidate's materials will be reviewed by both Academic Units, beginning with the Academic Unit of record. The materials will then be reviewed by the College Reappointment, Tenure and Promotion Committee and the Dean, before being submitted to the Provost and Vice President of Academic Affairs.
- IV.D.3. In the case of a joint appointment involving two or more colleges (or college type units), the candidate's materials will be reviewed by each Academic Unit head, beginning with the Academic Unit of record (i.e., unit where the largest workload percentage is distributed). If appropriate, the

college level review will be conducted by a subcommittee made up of one or more members from each College Reappointment, Tenure and Promotion Committees and the Deans from the respective colleges, before being submitted to the Provost and Vice President of Academic Affairs.

Note: The regulation/SAP does not specify how this college-level meeting is arranged. It is advised that deans work with their tenure and promotion committees to determine an equal number of sub-committee members and a process for selecting representatives from that committee to serve on the subcommittee. The college where the tenure home resides should take the lead on arranging for this meeting.

Review for Faculty Holding SER Appointments. Review will begin with the SER faculty (excluding any faculty member in the candidate's Academic Unit of Record), who will discuss the candidate's reappointment, tenure and promotion materials and contributions to the SER mission, followed by the Executive Director of SER. Review materials will then be reviewed by the candidate's academic department, Unit Head, College Tenure and Promotion Committee, and Dean, before being submitted to the Provost and Vice President of Academic Affairs.

Summary Report for Provost. In addition to receiving comments and recommendations from individual committee members, the university committee provides a summary of its deliberations to the Provost. Deans may request a similar summary report. This report may include an evaluative summary about the quality and quantity of the candidate's scholarly productivity, including public scholarship and engagement projects where appropriate, teaching, service, and extension where appropriate for tenure and promotion cases reviewed by the committee. For promotion to full professor, this summary should provide evidence of significant accomplishments and impact and show growth since the previous promotion review.

Ballots. Ballot templates are provided by AA. Units/Colleges may not alter the content of the ballots. Please note that if a candidate is being considered for two different decisions (e.g., Fixed Term Rolling Contract and Promotion), two separate ballots may be required. Please work with your college Interfolio lead if you have questions about the ballot.

Promotion for Non-Tenure Track (NTT) Faculty on Fixed Terms. All promotion recommendations must follow the tenure and promotion procedures, including the timeline for reviews. Note: Generally, promotion to the Associate rank for NTT faculty on fixed terms or fixed term rolling contract are done after 6 years in the previous rank. Also note that promotion to the senior rank may occur with a 3-year or 5-year FTTC; thus the ballot will provide both options.

Timelines/Deadlines

Consistent with UW Regulation 2-7, the Provost has the authority and responsibility for establishing the calendar for the submission of reappointment, tenure, and promotion materials, and the meetings of the URTP Committee to consider the candidates for reappointment, tenure, fixed-term, and promotion. Candidates and their unit heads are responsible for preparing clear, concise, and convincing cases. It is not too soon for unit heads and candidates to begin assembling the case file for the coming year's decisions.

The table below was provided to academic administrators earlier in the spring. Hard deadlines are in boldface font in the 'Event' column. All other dates are provided as suggestions. Colleges may set their own internal deadlines. Please review these dates closely as many of them have changed from last year.

KEY DATES

Date	Event
May 24, 2024	Department heads and candidates for promotion complete the preliminary process for selecting external reviewers. NOTE: colleges may establish an earlier deadline for faculty to notify their unit head and dean of their intent to seek promotion and/or tenure before the date specified in their offer letter.
July 15, 2024	Worksheets distributed by AA to colleges for reappointment, tenure, fixed-term rolling contract, and promotion cases
Summer through August	<p>Create case(s) in WyoFolio for faculty requiring external review (work with college Dean’s office to determine who will be responsible for setting up the cases)</p> <p>Department heads solicit external reviews; monitor return rate throughout summer. See guidance document at https://www.uwyo.edu/acadaffairs/academic-personnel/reviews/tp_reviewers.html.</p> <ul style="list-style-type: none"> • Faculty and departments upload required documents for external reviewers in WyoFolio case. • Solicit external letters of reference. Send notification from WyoFolio to external reviewers. • Reviewers should be given at least 6 weeks to complete the review. • Regularly check WyoFolio for receipt of letters. There is no automated notification when letters are uploaded. • Please note: Colleges may require external letters for fixed-term reviews depending on college and department policy. <p>Note: In cases where external reviewers may not be available to complete the review before the end of August, deans may grant an extension as long as the deadlines for completing department and college level reviews are not impacted.</p>
August 15, 2024	Worksheets containing updated reappointment, tenure, fixed term rolling contract, and promotion cases returned to facultyaffairs@uwyo.edu
August 26, 2024	Fall classes begin
September 15, 2024	All materials, including external reviews, must be complete and uploaded to case files in WyoFolio.
September – December, 2024	Department and college reviews completed in accordance with the college’s internal deadline.
December 1, 2024	Deans notify Faculty Affairs of cases likely to be considered by URTP Committee. This category of cases includes those with conflicting recommendations from different levels of review, cases receiving negative recommendations from all levels of review, and early cases. Note: the Provost may refer other cases to the URTP committee as well.
January 3, 2025	All mid-probationary, tenure, fixed term rolling contract, and promotion reviews must be completed. Deans forward cases in WyoFolio to Academic Affairs.
January 17, 2025	All cases reviewed by Academic Affairs and the docket for URTP Committee is finalized.
February 3-4, 2025	URTP Committee meets to review cases.
March 2025	<p>Provost recommendations for mid-probationary and 3-year fixed term with rolling contracts cases to President, and tenure, 5-year fixed-term with rolling contracts, and promotion to the President and Board of Trustees. Academic Affairs notifies candidates of recommendation to the President and/or Board of Trustees.</p> <p>Trustees vote on all cases involving tenure, 5-year fixed-term with rolling contracts, and promotion during March Board meeting.</p>
April 2025	All candidates notified of review outcome.

PREPARING FOR REAPPOINTMENT, TENURE, FIXED-TERM ROLLING CONTRACT, AND PROMOTION REVIEW

Reviewing Regulations, Policies, and Procedures

Faculty and administrators are highly encouraged to review regulations and procedural documents pertaining to the reappointment, tenure, fixed term rolling contract, and promotion review processes prior to the review meeting. The relevant documents include:

1. UW 2-7 (Procedures for Reappointment, Tenure, Promotion and Fixed term),
2. UW 2-4 (Guidelines for Establishing Academic Professionals - for those lecturers, research scientists, and extension educators who are still on extended term appointments),
3. Standard Administrative Policy and Procedure (SAPP) – Procedures for Implementing and Evaluating Rolling Contracts (2.7.1).
4. Standard Administrative Policy and Procedure (SAPP) – Procedures for Conducting RTP Reviews(2.7.2)
5. Criteria and Sources of Information for Reappointment, Tenure and Promotion Review

These documents can be found at: http://www.uwyo.edu/acadaffairs/academic-personnel/reviews/tp_regulations.html. All university regulations pertaining academic personnel are posted on the General Counsel website at <http://www.uwyo.edu/regs-policies/>.

Tenure and Promotion Expectations

Tenure carries significant expectations, including maintaining high professional and ethical standards, continued scholarly productivity, sustained teaching excellence, and ongoing service to the profession, university, and state of Wyoming. Outreach, extension, and community engagement are integral to the university's land-grant mission and may be incorporated into department expectations where appropriate.

Candidates for tenure and promotion to Associate Professor must have a record that reflects both the commitment and promise to sustain a career-long record in each of these areas. Promotion from Associate Professor to Professor will hinge on the depth, level, and national or international scope and recognition of the candidate's sustained contributions to the discipline and the University mission.

Departments must have documented expectations that are consistent with the standards of their respective fields and disciplines. Expectations for each rank (for each type of position) should be sufficiently clear so that candidates understand what the recommended outputs are that indicate they are deserving of tenure and/or promotion. These outputs may specify the type, quantity, and/or quality of those work products.

Expectations should appropriately recognize the proportion of time and effort allocated in the job description for each of the categories of duties assigned to the candidate. For example, quantitative outputs associated with publications may vary due to different workload percentages assigned to the research category. Reviewers should consider any adjustments to job descriptions that have been made when making decisions about the degree to which a candidate meets expectations. If job descriptions were adjusted temporarily due to the pandemic or other extenuating circumstances (per the 9-21-20 Statement on Career Progress), unit expectations should include a statement about such adjustments.

Possible sources of information to validate meeting expectations can be found in Academic Affairs SAP on Criteria and Sources of Information for Reappointment, Tenure, and Promotion.

Unless otherwise negotiated, candidates for tenure should be evaluated under the standards in place at the time of hire. Candidates for promotion only may be evaluated under the standards in place at the time of their application for promotion.

Department expectations for reappointment, tenure, promotion, and fixed term should be reviewed and updated, when needed, on a regular basis. This review is best conducted outside of the tenure and promotion review process and before the deadline for preparing the case for consideration.

External Reviewers

More details about external reviews, including procedures and materials you will submit to the case file, can be found on the Academic Affairs/Faculty Affairs website. Please take a moment to read through the AA guidance document for External Reviewers. Here are a few highlights:

1. A tenure or promotion packet must contain *at least four letters* from reviewers who have no personal connection to the candidate. Examples of personal connections are serving as a dissertation advisor/advisee, faculty mentor, previous or pending co-authorship, shared research funding, and family relationships. Many departments solicit eight or more reviewers, both to make sure that the final packet contains at least four and to gain a broad professional perspective. Unit heads should exercise diligence in soliciting enough letters to obtain the required number and in monitoring receipt of those letters. Special attention should be given to obtaining national/international experts in the candidate's specific area of scholarship. Failure to obtain sufficient letters from academic scholars in the appropriate field of study can jeopardize the candidate's case.
2. When possible, avoid selecting academic referees who are not tenured and/or who do not hold rank at or above Associate Professor. Referees for candidates being considered for promotion to Professor should primarily hold the rank of Professor.
3. Ideally, the external reviewers should be comprised of national/international experts from multiple institutions.
4. It is recommended that most of the reviewers come from universities that carry the Carnegie R1 (very high) research classification. You can find the most recent list [here](#).

If a candidate has not waived his or her right to see the content of the letters, he or she may see a redacted letter (any identifiers, including letterhead, should be removed). If the candidate has waived the right to see the content of the letters, then the content of the letter should not be shared with the candidate – even in a redacted form.

Please remind your faculty to refrain from identifying the external reviewers in their comments. Similarly, identifiers should not be included in department head or dean review letters/comments.

Important Resources:

Instructional guides and other resources for candidates, supervisors, and reviewers are available on the Academic Affairs website. With recent revisions to the university's website, some items may not appear where they were located previously, and old bookmarks may not lead to the correct locations. We have updated some of our guidance documents and are in the process of updating a few more. So, please take a few minutes to familiarize yourself with the website and available resources. If you have questions or need assistance in locating documents, please send us a note at facultyaffairs@uwyo.edu.