

Reappointment, Tenure, Fixed-Term Rolling Contracts and Promotion

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Academic Affairs

Path to Success



- I. University regulations & expectations
- II. Your career path
- III. Review Processes
- IV. How to Prepare for Review

I. University Regulations, Standard Administrative Policies and Procedures (SAPs), and Expectations

UW Regulations

- UW Regulation 2-1: Academic Personnel •
- UW Regulation 2-2: Academic Personnel Dispute Resolution
- UW Regulation 2-3: Compensation for Academic Personnel
- UW Regulation 2-4: Guidelines for Extended-Term Faculty •
- UW Regulation 2-5: Assessing Effective Teaching
- UW Regulation 2-6: Dismissal of Academic Personnel
- UW Regulation 2-7: Procedures for Reappointment, Tenure, Promotion and Fixed-Term •
- UW Regulation 2-8: Appointment, Evaluation and Removal of Academic Administrators
- UW Regulation 2-9: Faculty Workload
- UW Regulation 2-10: Post-Tenure Review
- UW Regulation 2-11: Financial Exigency
- UW Regulation 2-12: Budget Reductions
- UW Regulation 2-13: Academic Program Reorganization, Consolidation, Reduction and Discontinuance
- UW Regulation 2-14: Appeal Procedures
- UW Regulation 2-15: Academic Freedom
- UW Regulation 2-16: Sabbatical and Professional Development Leave
- UW Regulation 2-17: Standard Administrative Policies and Procedures - Academic Personnel

UW Standard Administrative Policies and Procedures

- Procedures for Assessing Effective Teaching
- Procedures for Implementing and Evaluating Rolling Contracts •
- Procedures for Conducting Reappointment, Tenure and Promotion Reviews for Tenure-Stream Faculty •
- Criteria and Sources of Information for Reappointment, Tenure and Promotion •
- Academic Programs Discontinuance, Reorganization, Consolidation, and/or Reduction per UW Regulation 2-13

PYTHIAN/WHITE PAPERS

The following papers reflect the Academic Affairs philosophy and perspectives on academic careers and matters important to the university and academic personnel.

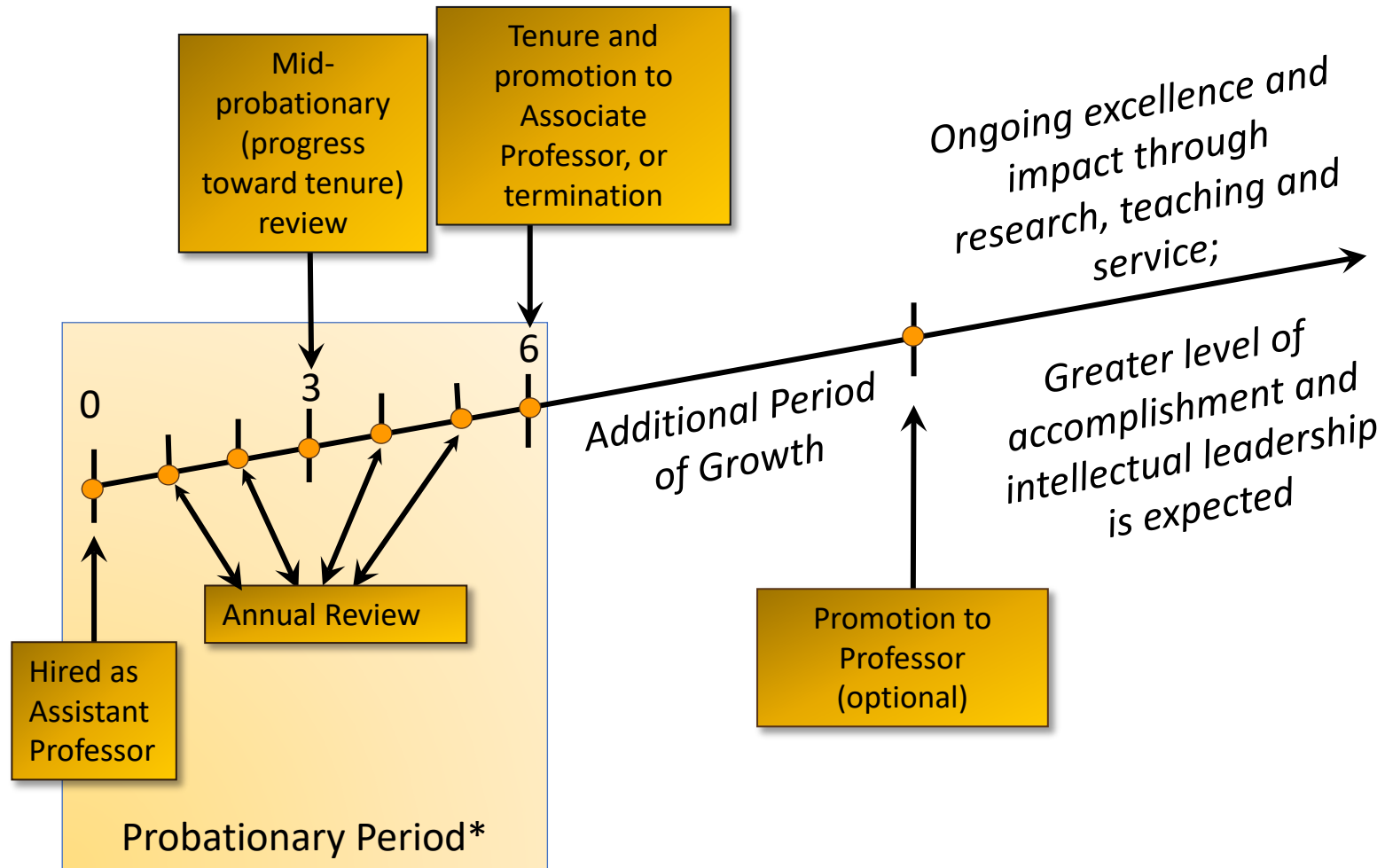
- Best Practices for Considering Community Engagement as a Component of Academic Performance (10/31/23) •
- Best Practices for Hiring Tenure-Track Faculty and Extended-Term-Track Academic Professionals
- Best Practices for Promotion to Full Professor •
- Considering Collegiality and Service as Components of Academic Performance •
- Expectations for Faculty Members' Presence on Campus (11/10/22) •
- Faculty Leaves of Absence
- Free Expression in the Academy
- Making Tenure Decisions: Philosophy, Criteria, and Expectations •
- Shared Governance at the University of Wyoming (4/30/21)

OTHER GUIDELINES

- Professional Support for UW Academic Personnel Assigned to Locations Off the UW-Laramie Campus

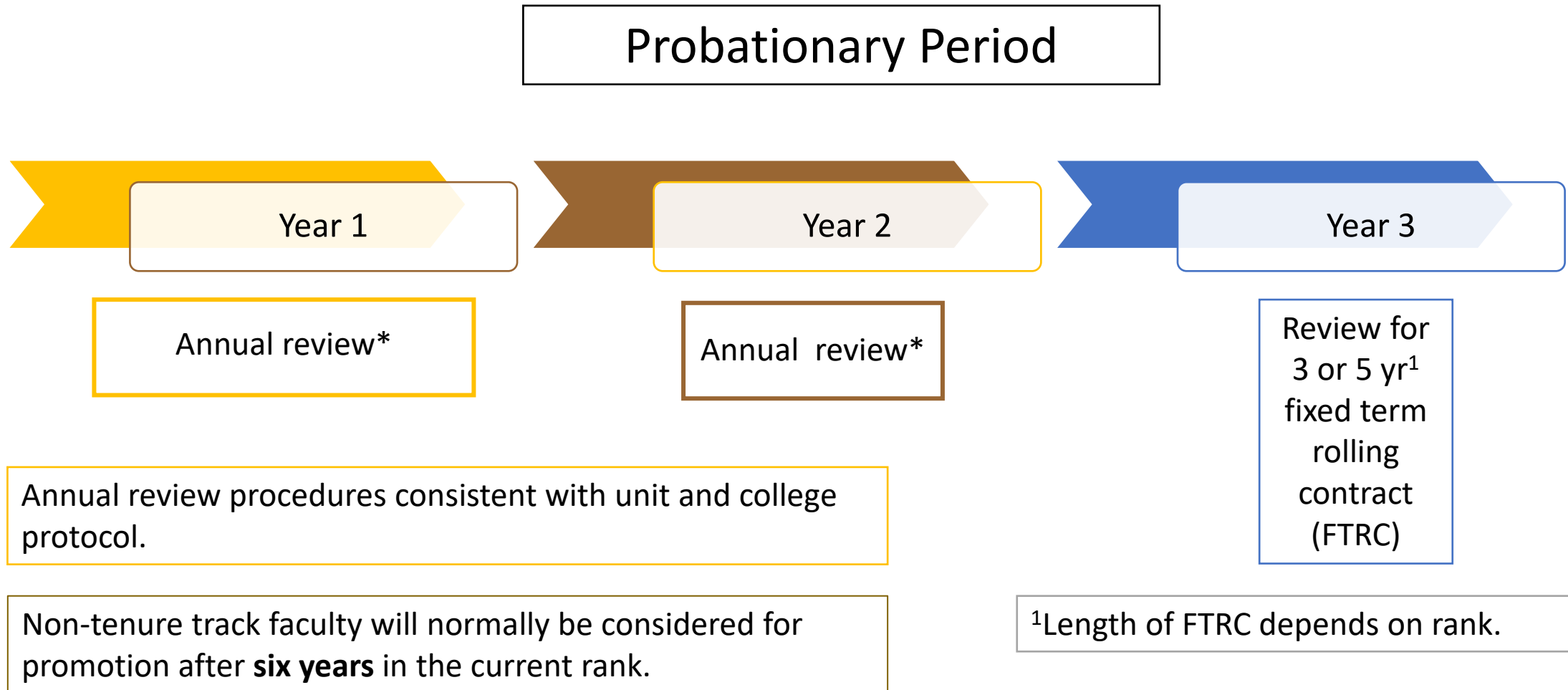
- Department Expectations

II. Typical Tenure Track Faculty Career Path



* Faculty are on annual appointments during the probationary period. A review may result in recommendation to reappoint or terminate.

II. Typical Fixed Term with Rolling Contract Track Faculty Career Path

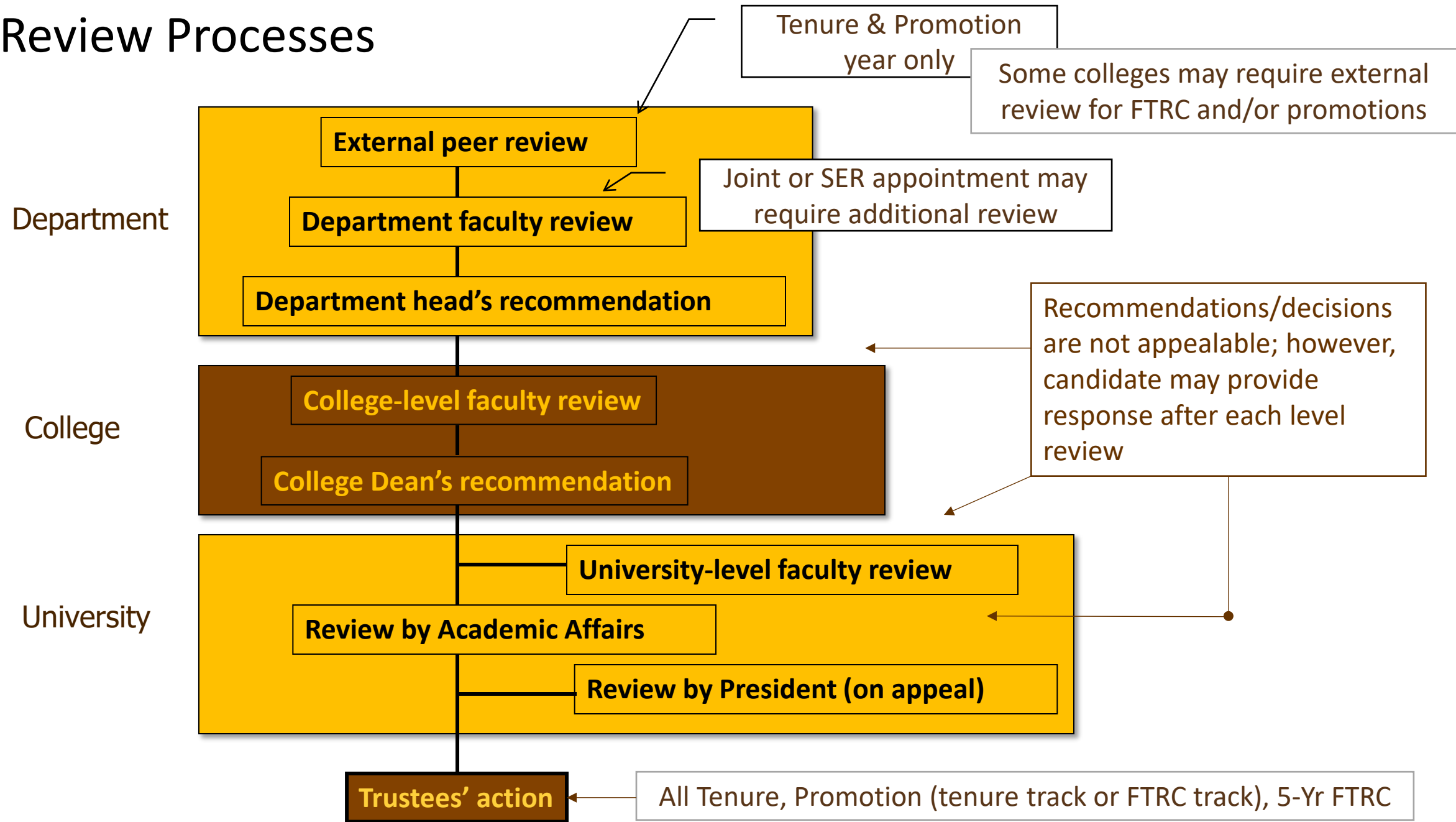


Rolling the contract forward

24-25	25-26 (for CY 25)	26-27	27-28	28-29	29-30
Reviewed and Granted 3-yr FTRC					
					
					
					

Outcome of
positive annual
review and
recommendation
to roll the
contract forward

Review Processes



Timeline for Reviews

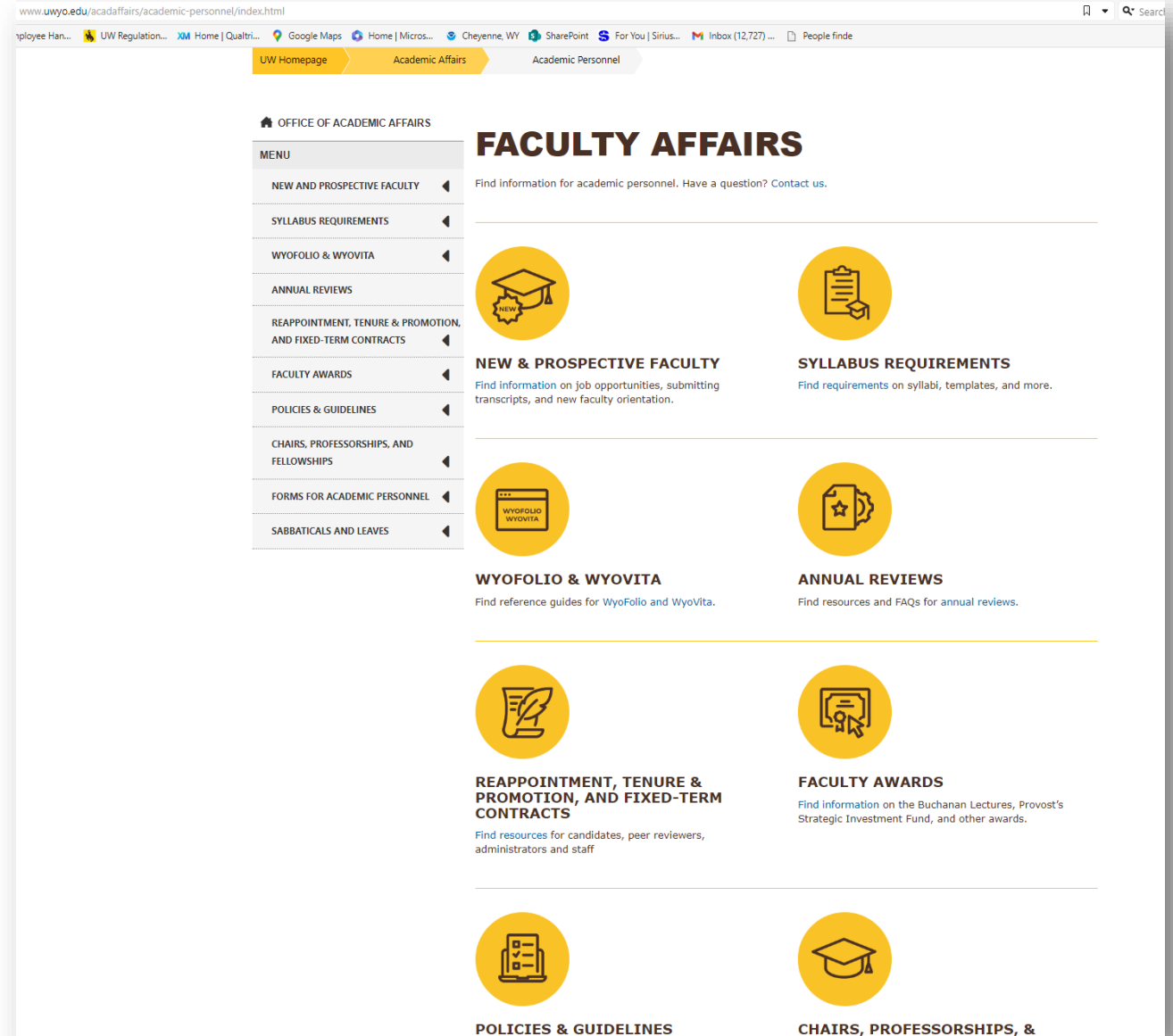
Date	Event
May 24, 2024	Department heads and candidates for promotion complete preliminary process for selecting external reviewers.
September 15, 2024	All materials, including external reviews, must be completed and uploaded to case files in WyoFolio.
September – December 2024	Department and college reviews completed in accordance with the college's internal deadlines.
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, 2024	URTP Committee meets to deliberate cases.
March 2025	Provost recommends mid-probationary and 3-year FTRC cases to President. Tenure, promotion, and 5-year FTRC of recommendations to President and Board of Trustees.
By end of April 2025	Candidates notified of review outcome

Standard Administrative Policies and Procedures for Conducting Reappointment, Tenure, and Promotion Reviews

1. **Peer Group:** Must include at least faculty at rank or higher than the position for which the candidate is being reviewed.
 - a. Peer group composition shall apply consistently across candidates.
 - b. Candidates may not choose different peer group compositions.
 - c. Peer groups for FTRC reviews must parallel these procedures.
2. **Adding Materials to the Case File:** Record may be updated (e.g., new publications, artistic productions, grants, etc.) after each level of review.
 - a. Updates may be included in candidate response.
 - b. Units/colleges will not upload a new version of the CV (generated from WyoVita) for this purpose.
3. **Meeting with URTP Committee:** Candidates will be invited to meet with URTP Committee **only** when committee deems it necessary.
 - a. Must review early tenure or early FTRC, conflicted, and Provost requested cases.
 - b. If invited, the department head and dean are expected to attend as well.
 - c. If not invited, neither department head nor dean will attend.
4. **Confidentiality Acknowledgement:** Although confidentiality is not a new expectation, all faculty will complete a confidentiality acknowledgement form before participating in any aspect of the review process.

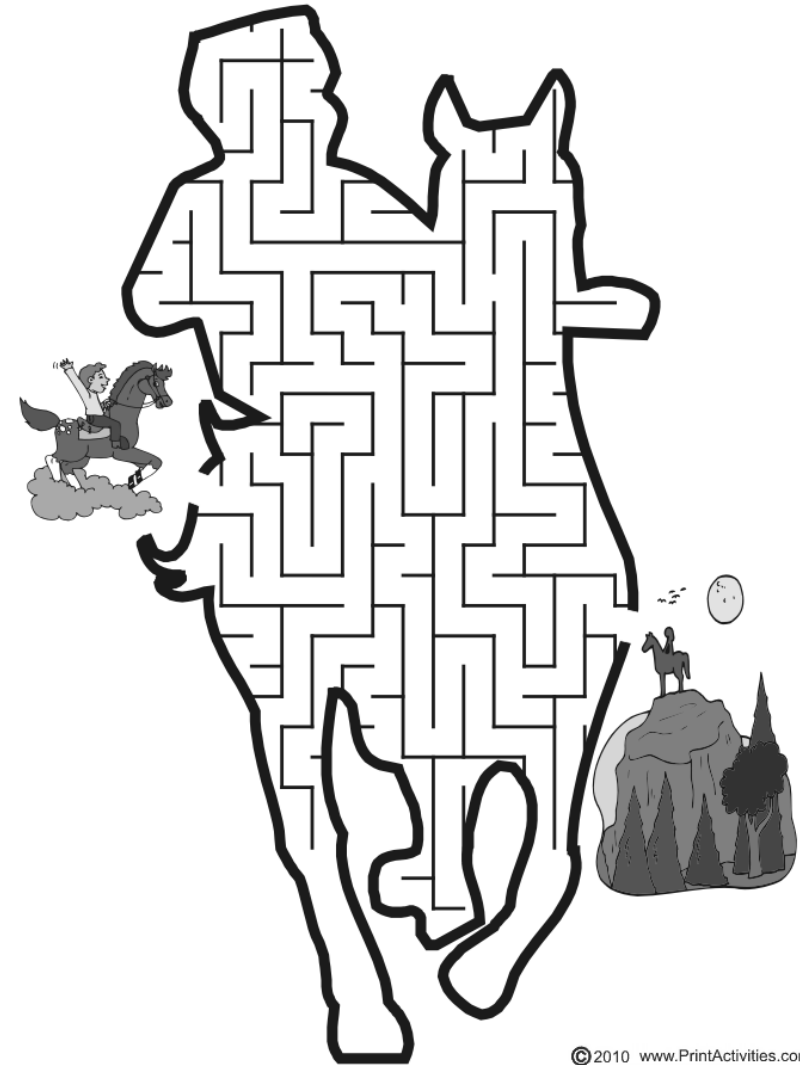
How to Prepare for the Review

- Review SAP and Guidelines on [Faculty Affairs website](#)
- Update your professional activities in WyoVita.
- Prepare your narrative
- Speak with your unit or college Interfolio lead and/or Dept Head for instructions about documents to upload to WyoFolio



How to construct your narrative

- Precise and concise statement that leads the reader through the maze.
- Remember your audience.
 - It is **not** about *educating* your audience about your research, teaching or service.
 - It **is** about *providing evidence* of your scholarship, teaching effectiveness, and service.
- The further your case file makes it through the system, the less familiar your audience will be.
- Seek out external feedback.



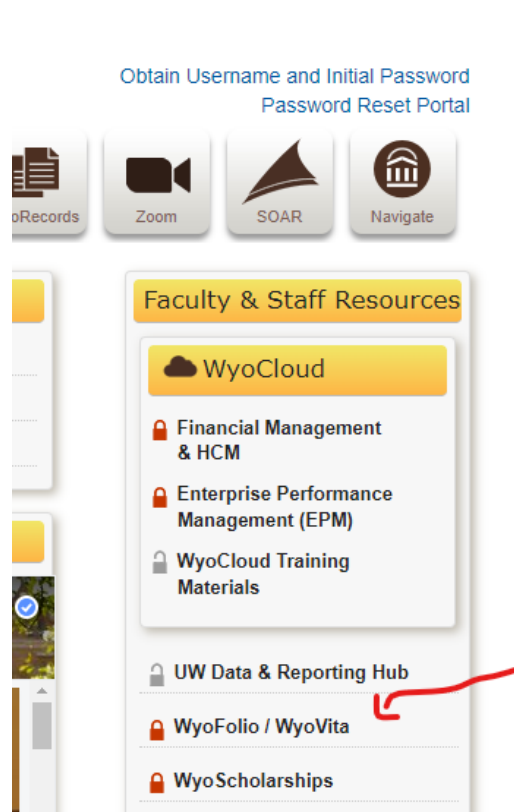
Does your narrative do this?

- **Show** trajectory ... connect the dots.
- **Illustrate** how:
 - grants lead to publications.
 - presentations lead to publications.
 - publications lead to publications.
 - you use feedback (i.e., student, peer, self) to modify and/or retain teaching strategies and methods.
- **Explain** why you choose teaching strategies and methods.
- **Provide** evidence of contributing to the service (including outreach and engagement) mission of the university.

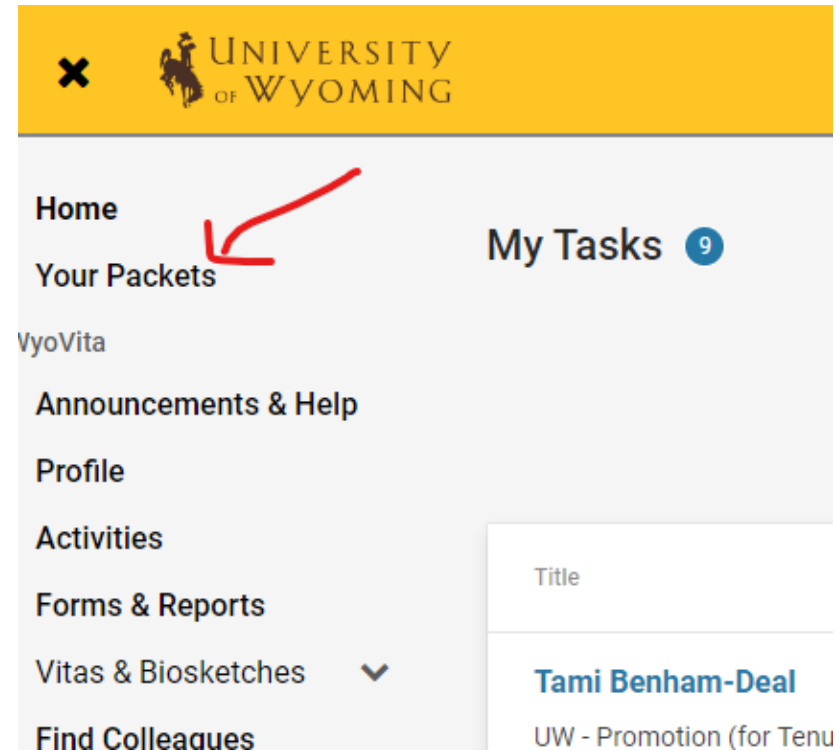
Log in to WyoFolio to upload your documents

<https://wyoweb.uwyo.edu>

Step 1




Step 2



Step 3

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OF WYOMING

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Your Packets

Active

Packet	Type	Status	Due Date	
College of Agriculture, Life Science and Natural Resources UW - Promotion (for Tenure Track) Master	Promotion	Not Submitted	Case due Sep 30, 2024	View

Completed

Packet	Type	Responded	Completed	
University of Wyoming UW - Annual Review	Review	–	Dec 5, 2018	View
Academic Affairs UW - Annual Review Calendar Year 2020 Master	Review	–	Jan 19, 2021	View
Academic Affairs UW - Annual Review Calendar Year 2021 Master	Review	–	Jan 12, 2022	View

Step 4

Unit

College of Agriculture, Life Science and Natural Resources

Type

Promotion

Packet Deadline Type

Soft Deadline

Packet Due Date

Sep 30, 2024

Overview

Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

WyoVita Vita

Unlocked

Edit

Type

StandardCV

External Evaluation Submission

Due: 2024-09-30 | Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
<input checked="" type="checkbox"/> Scholarship and/or Creative Work	0 required	0
<input type="checkbox"/> CV	1 required	0
<input type="checkbox"/> External Letter Waiver	1 required	0
<input type="checkbox"/> Department Expectations	1 required	0

Candidate Information

Due: 2024-09-30 | Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
<input type="checkbox"/> History Sheet	1 required	0
<input type="checkbox"/> Department Expectations	1 required	0
<input type="checkbox"/> Offer Letter (Note: Salary must be redacted)	1 required	0
<input checked="" type="checkbox"/> Past Job Descriptions	0 required	0

Candidate Documents

Due: 2024-09-30 | Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
<input type="checkbox"/> Candidate Narrative	1 required	0
<input checked="" type="checkbox"/> Additional Documents	0 required	0

Step 5

Add Candidate Narrative

1 Required

Choose Existing

Add New File

Upload

Video

Webpage

Drag & Drop your files anywhere or

Browse To Upload

Add

Cancel

Reasons for stopping the clock:

1. Childbirth or adoption.

Normally, the time to make this decision is within one year before or after the birth or adoption.

2. Other factors beyond the employee's control that significantly detract from the employee's academic record.

- (a) severe illness or disability,
- (b) unavoidable delays in the completion of a research facility,
- (c) natural disasters such as floods or fires that destroy research materials, and
- (d) the unexpected bankruptcy of a publishing company after a book has been formally accepted for publication.



<https://www.uwyo.edu/acadaffairs/academic-personnel/policies-guidelines/index.html>

<https://www.uwyo.edu/acadaffairs/academic-personnel/forms/index.html>

The determining factors are whether the events *critically affect the employee's work and lie beyond the employee's control*.

Failure to make adequate progress toward tenure, promotion, or a fixed-term appointment is *not per se* an adequate justification for stopping the clock, nor is failure to complete a degree required for the job.



facultyaffairs@uwo.edu

Welcome to the Office of Academic Affairs

We oversee academic planning and academic budget administration, academic personnel decisions and career development, university-wide curricular requirements and degree program development, assessment of student learning, and academic accreditation. Have a question? Contact us.

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Find reference guides for [WyoFolio](#) and [WyoVita](#).



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Find resources and FAQs for [annual reviews](#).



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[Find resources](#) for candidates, peer reviewers, administrators and staff



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FORMS FOR ACADEMIC PERSONNEL

[Find forms](#) for consulting, clock stop for tenure stream, travel request forms, and more.



SABBATICALS AND LEAVES

Find information on [sabbatical](#) and [leave requests](#).

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REAPPOINTMENT, TENURE & PROMOTION, AND FIXED-TERM ROLLING CONTRACT PROCEDURES

This page provides resources for candidates, peer reviewers, administrators and staff, including instructions, guidelines and forms, as well as University Regulations and Policies that govern the process. Also view the [ad-hoc committee members](#).



INFORMATION FOR CANDIDATES

Tenure stream; academic professionals, librarians and archivists; non-tenure stream



INFORMATION FOR REVIEWERS

Peer Reviewers, Administrators and Staff



ONLINE TOOLS AND RESOURCES

[WyoFolio](#) and [WyoVita](#)



FORMS AND BALLOTS

for Reappointment, Tenure, Promotion (RTP), and Fixed-term Rolling Contracts (FTRC)

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Contact Us

Office of Academic Affairs
1000 E. University Ave - Dept 3302
Laramie, WY 82071
Phone: (307)766.4286
Fax: (307)766.2606



INFORMATION FOR CANDIDATES

GENERAL INFORMATION

Tenure, Promotion, Fixed Term Information Session

- [View the slide deck](#) from the most recent information session on reappointment, tenure, promotion and fixed term (September 2022).
- [Video recording](#) of the information session from September 2022 on reappointment, tenure, promotion and fixed term.

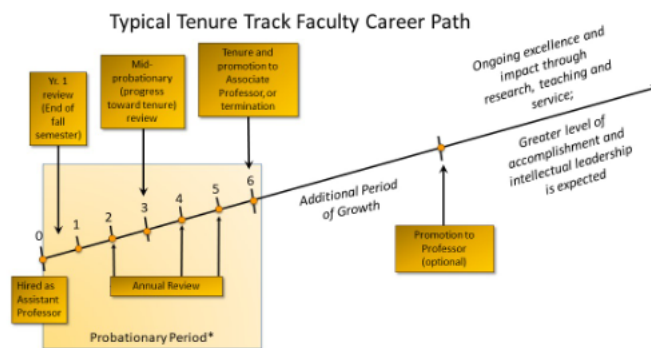
Academic Year 2022-23 Instructional Memo

- [View the instructional memo](#) to Deans, Directors and Department Heads.
- Archived Materials: [Faculty Career Progress during COVID-19 Pandemic - information](#)

TENURE STREAM FACULTY

The University is committed to retaining and promoting faculty whose work achieves a high standard of excellence and who demonstrate through the performance of their duties a commitment to professionalism and to the core university mission. One of the purposes of academic tenure is to retain a faculty best qualified to help execute the core university mission of advancing knowledge and educating students. Information provided below will help faculty navigate the tenure and promotion process.

PATH TO TENURE



* Faculty are on annual appointments during the probationary period. A review may result in recommendation to reappoint, grant tenure and promote, or terminate.



INSTRUCTIONAL GUIDES

Academic personnel in tenure track appointments must chronicle their scholarly achievements, teaching accomplishments, service and outreach/engagement endeavors, and extension activities (where appropriate in the College of Agriculture and Natural Resources) in a comprehensive portfolio.

- [Guide for Candidates Seeking Tenure and Promotion](#) (Updated 8-16-19)
- [General Instructions for Using Wyofolio and slide deck](#)

TENURE AND PROMOTION FORMS SUBMITTED BY CANDIDATE