

## **CRITERIA AND SOURCES OF INFORMATION FOR REAPPOINTMENT, TENURE AND PROMOTION**

This document contains material removed from UW Regulation 2-7 (as of July 1, 2019). This material will be reviewed and incorporated, as appropriate, in new Standard Administrative Policies and Procedures (SAPP). In lieu of the final SAPPs, the material included in this document should be used during reappointment, tenure and promotion reviews. *(Note: The original format and numbering system from the previous UW Regulation 2-7 has been retained to illustrate consistency.)*

### **UNIVERSITY OF WYOMING REGULATIONS**

**Subject:** Reappointment, Tenure and Promotion Procedures for University Faculty

**Number:** UW Regulation 2-7 (pre-July 1, 2019).

#### **II. REAPPOINTMENT, TENURE AND PROMOTION POLICY**

##### **A. Teaching**

1. The working definition of teaching includes:
  - a. Classroom teaching and working with students outside of classes on course material
  - b. Thesis, dissertations, plan B and other graduate degree direction
  - c. Directing individual and group study and practicum
  - d. Advising students on curriculum
  - e. Preparation of teaching materials such as texts, readings, books, cases, course syllabi, bibliographies, computer programs, development of new courses, programs and curricula, etc., for use by others as well as by the author
  - f. Development of courses for presentation by telecommunications systems
  - g. Clinical teaching
2. The following are some possible sources of information concerning teaching effectiveness:

- a. Department head evaluations (including, for example, such matters as indicated in this UW Regulation in **III.A.3. REAPPOINTMENT, TENURE AND PROMOTION PROCEDURES**)
- b. Evaluation by other members of the team where team-teaching exists
- c. Publication of textbooks, casebooks, readings, books, or other teaching materials which are accepted by other schools, including pre-college schools
- d. Student evaluations and other inputs from students
- e. Special recognition by student groups, faculty groups, or non-faculty groups
- f. Theses and dissertations completed under the faculty member's supervision (a consideration only for faculty members associated with graduate degree granting programs and serving on graduate examining committees)
- g. Individual or group studies completed under a faculty member's supervision
- h. The development and leadership of new curriculum, significant program change and structure within the individual's area of professional interest
- i. Presentations on teaching at other universities
- j. Teaching at other institutions of higher education

**B. Research and/or Creative Contributions**

**1. Research**

- a. The working definition of research includes:
  - (1) Research conducted with the avowed purpose of creating and adding to the knowledge in the field and thereby advancing theory and principles. The significance of this type of research is recognized when communicated in major academic and professional media.
  - (2) Expansion of ideas, theories, and principles and the interpretation of developed information, and the provision of further insights. The significance of this research depends upon the content and/or media of dissemination.
  - (3) Improvement and/or facilitation of the application and utilization of knowledge within the applied professional field. The significance of this

research depends upon content originality, and contribution to the field, and media of dissemination.

**b.** The following are some possible sources of information concerning research quality:

(1) The extent to which the developed theory, principles, ideas, or concepts improve upon and advance the body of knowledge

(2) The media of dissemination

(a) **Media of Academic Groups Professional Associations and Commercial Publishers:** Publications that have either editorial boards or utilize outside reviewers to evaluate the quality, significance, creativity, or utility of submitted manuscripts shall usually carry higher significance in evaluation than the publications of trade associations or similar groups.

(b) **Media of Trade, National, Regional or Local Agencies:** These media, while recognized as a possible source of publications, usually carry lower significance in evaluation.

**c.** Other Criteria:

(1) A department or college shall utilize written comments from reviewers outside the University to evaluate research and/or creative contributions of candidates for promotion and/or tenure.

(2) Also grants and awards may be included in the evaluation process. Lack of awards or grants, however, shall not of itself, disqualify a candidate for promotion or tenure.

(3) In applied areas, a test of quality of research is its usefulness.

(4) In cases of research not yet ready for publication, a test of quality is internal and/or external review.

**d.** Following are some examples of research efforts:

(1) **Articles and Monographs:** Items in this category are of a nature that would attract constructive attention in the academic or professional field and tend to bring credit to the author and the University. For purposes of evaluation, book reviews, published cases, and survey studies may be viewed as articles and will be evaluated according to the tests of quality.

- (2) **Papers:** Papers delivered at academic and professional meetings, colloquiums, and symposiums.
- (3) **Books:** Published books, depending on nature of material.
- (4) **In-House Publications:** In-House Publications such as manuals, bulletins, or other forms of information releases are to be evaluated in relation to other types of research and/or requirements of individual job description.
- (5) **Unpublished Materials:** Mimeographed materials and other items prepared for classroom use or distribution will not be evaluated as Research. They may, however, be used as evidence for measuring Teaching (or Service) effectiveness.

## 2. Creative Contributions

The working definition of creative contributions includes sustained artistic endeavor and commitment in composition or performance demonstrating a high level of skill obtained through experience, study, or observation and which in turn results in an aesthetic experience measurable on a comparative basis with other creative accomplishments within a given area and accorded knowledgeable peer approval within a separate discipline.

### a. Illustrative are the following:

- (1) Within the field of music, a creative contribution or artistic endeavor could include solo and ensemble performances, composition and creative arranging, and the directing and conducting of musical ensembles and productions.
- (2) Within the field of theatre/dance, a creative contribution or artistic endeavor could include directing/choreography, scenic and costume design, technical direction, and acting or individual performance.
- (3) Within the field of visual arts, a creative contribution or artistic endeavor could include general exhibitions, juried exhibitions, and commissions.
- (4) Within the field of writing, a creative contribution or artistic endeavor could include composition or prose, fiction, drama, or poetry and the publication or presentation of such compositions.

### b. The following are some possible sources of information concerning the quality of creative contributions:

- (1) Knowledgeable peer approval within a given area
- (2) Knowledgeable evaluation of the artistic endeavor outside the immediate community; i.e., criticism, reviews, testimony, solicited reviews (See **section II.B.1.c.(1)** above); etc.
- (3) Invited performances, exhibitions, workshops and consultations
- (4) Honors, prizes, and awards in artistic competition
- (5) In cases of noncompleted artistic forms, a test of quality if internal or external review

**C. Extension, Professional Service, and University-Related Activities**

**1. Extension**

- a. Extension is the process by which the University's educational resources are made available off campus to the people of the State. Extension may include:
  - (1) The range of teaching activities from those in a formally organized setting to those in a one-to-one situation
  - (2) Applied research directed toward current problems and concerns
  - (3) Utilization of research from University and other sources to provide problem-oriented information and education
  - (4) Technical assistance
  - (5) Program development, management, coordination
  - (6) Development of and working in University-related continuing education programs. Degree credit courses taught for additional compensation may also be considered at the option of the candidate
  - (7) Development of courses for presentation by telecommunications systems
- b. The following are some sources of information concerning extension effectiveness:
  - (1) Feedback from students, clients, and other agencies

- (2) Student rating forms, where applicable
- (3) Requests for services
- (4) Department and division head evaluations
- (5) Intra-state utilization of educational materials
- (6) Peer review of courses developed for delivery via telecommunications

## **2. Professional Service**

- a. Professional service refers exclusively to work that draws upon one's professional expertise and is an outgrowth of one's academic discipline and implies the use of academic and professional expertise of University faculty to serve the community, the state, the nation, and the world. Professional service may include:
  - (1) Applied research: The research product is a technical monograph, report, or other nonjuried document. The research product must convey the author's findings, ideas and conclusions to an audience in an appropriate style.
  - (2) Consultation and technical assistance: Faculty member uses the expertise of his/her academic discipline but there may be no tangible product such as a report invention or painting.
  - (3) Participation in University extension, continuing education, and other professional service instruction in form of workshops, seminars, institutes or one-on-one instruction. They are not part of a traditional course load.
  - (4) Work which results in tangible products from academic work such as patents and artworks.
  - (5) Clinical work and performance which is an integral part of one's academic position.
  - (6) Work associated with furthering one's field within professional societies, state or regional organizations external to the University.
  - (7) Reviewing or evaluating the professional accomplishments of other individuals or organizations external to the University.

- b. The following are some sources of information concerning professional service quality:
  - (1) A test of quality of applied research is its usefulness to its audience
  - (2) In-house publications such as manuals, bulletins, or other forms of information releases
  - (3) Unpublished materials and other items prepared for limited distribution
  - (4) Requests, for example, to act as expert witnesses, juror of works of art or reviewers of manuscripts and proposals
  - (5) Professional association contributions such as national president or journal editor
  - (6) Evaluations by students and participants of professional service instruction sponsored by either the University or by other organizations
  - (7) Value of inventions, patents, or other creative products
  - (8) Evaluations of clinical work performances by the clients/audience and/or external professional peers
- c. When professional service activities are offered as evidence of performance, it is the responsibility of the faculty member to show how the respective activities contributed to the mission of the University, its prestige, one's professions, or the administrative unit.

### **3. University-Related Activities**

- a. The working definition of University-Related Activities includes the obligations that a faculty member may have other than teaching, research, creative contributions, extension, professional service, and administration to a faculty area, to a department, a college, and the University.
- b. Certain types of service accomplishments shall be considered as favorable promotion and tenure criteria. The following are potential criteria:
  - (1) Contributing membership on the Faculty Senate, ad hoc committees or standing committees of the University
  - (2) Contributing membership on ad hoc committees or standing committees of colleges, departments, or divisions

- (3) Reviewing or evaluating professional accomplishments of an individual or department within the University
  - (4) Reviewing activities of an individual which relate to the development and diversification of the Wyoming economy
- c. The following are some sources of information that might be employed in evaluating the effectiveness of University- Related Activities:
- (1) Accomplishments of the committee, task force, etc.
  - (2) Examples of specific projects or policies developed by the committee, etc.
  - (3) Letters from administrators attesting meritorious service

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### **SOURCE**

**Effective Date:** July 1, 2018

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**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

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University Regulation 803; adopted May 6-8, 2009 Board of trustees meeting

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