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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Appointment, Evaluation and Removal of Academic Officers  
**Number:** UW Regulation 2-8

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### I. PURPOSE

To provide consistent definitions of academic administrative structures and positions, and to describe terms of appointments and general provisions regarding academic officers.

### II. DEFINITIONS

**Academic Officer:** Those Officers designated in UW Regulation 1-1 as University or Academic officers who are under the authority of and who reports directly to the Provost and Vice President of Academic Affairs. Academic Officers have a variety of titles at the University, including Vice Provost, Associate Vice Provost, Dean, Executive Director, and Director.

**Commented [TBB1]:** For clarity and ease of use, the term "Academic Officer" is used in this regulation more broadly than in UW 1-1 (i.e., include any officer who reports directly to the Provost).

**Academic Unit:** A department, center, institute, school, college or other academic division to which University faculty are assigned under the aegis of the Provost and Vice President for Academic Affairs.

**Associate or Assistant Dean:** An academic officer who reports directly to the Dean. The scope of duties may vary depending on the organizational structure and complexity of the college. An Associate Dean shall be a faculty member and may have the authority to act for the Dean in a broad range of areas. The Assistant Dean title may be held by a faculty member, senior staff member or administrative professional, and generally has a narrower scope of duties than the Associate Dean.

**At-Will:** An at-will appointment allows either the employee, or the employer to end the employment relationship at any time for any reason or for no reason.

**Unit Head:** An academic officer, whether designated as head, chairperson, division director, dean or director of a school within a college, or similar title, with responsibility for the leadership and management of an academic unit other than a college of the University or the Haub School of Environment and Natural Resources.

### III. POLICY

The Trustees of the University of Wyoming observe a policy of administrative accountability, through the President, for the effective operation and distinctive quality of the University. The President is responsible for recommending the appointment or removal of all ~~administrative and~~ Academic Officers of the University, including the Provost and

**Commented [TBB2]:** Procedures for including faculty participation will be incorporated into SAPP on Appointment and Evaluation of Academic Administrators.

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~~Vice President of Academic Affairs, Vice Provost, Associate Vice Provosts and Deans, and assuring regular evaluation of their performance. All such University officers serve at the pleasure of the Trustees and may be removed, upon recommendation of the President, at any time and for any reason that is not illegal.~~

Commented [TBB3]: Moved to last section.

~~Academic administrators~~College and unit level officers serve several roles as managers of the university, leaders of their academic units, and representatives of the views and interests of their academic colleagues. Therefore, the appointment, evaluation or removal of ~~academic administrators~~Officers by the President normally shall involve significant faculty participation. ~~This Regulation sets forth the process for personnel treatment of academic administrators and establishes the manner in which faculty participation is anticipated in the process on a timely and consistent basis.~~

Commented [TBB4]: Process/procedures will be incorporated in a SAPP.

#### IV. H. — TERMS OF APPOINTMENT

##### H.I. — The at-will DEFINITIONS

As used in this regulation:

**Academic Administrators:** ~~Those University Officers designated in UW Regulation 1-1 as academic officers to whom academic units report.~~

**Academic Unit:** means a department, center, institute, school, college or other academic division to which University faculty are assigned under the aegis of the Vice President for Academic Affairs.

**Advisory Committee:** ~~A committee normally composed of a majority of faculty in the affected academic unit, appointed by a reviewing officer, formed to advise on the selection or review of an academic administrator, and including such non faculty members (e.g., academic professionals, staff, students, or external advisors) deemed appropriate by the reviewing officer. The reviewing officer may serve on any such Advisory Committee or may designate any representative to serve as a non-voting ex-officio member.~~

**Annual Review:** ~~The performance assessment of each academic administrator carried out each year by his or her reviewing officer prior to the assignment of any merit increment, with a written summary prepared for both parties.~~

**Five Year Review:** ~~The comprehensive review of performance and overall effectiveness of an academic administrator conducted five years following appointment by a reviewing officer from the point of view of the University and of the unit, with advice on the latter by an advisory committee.~~

**Reviewing Officer:** ~~The President, a vice president or a dean with authority to evaluate an academic administrator and recommend his or her appointment or removal.~~

**Special Review:** ~~The review of the performance and overall effectiveness of an academic administrator which may be conducted at any time by a reviewing officer and, in the case~~

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~~of unit heads, upon request of a majority of the unit faculty accepted by the reviewing officer.~~

~~**Unit Head:** The academic administrator, whether designated as head, chairman, director or similar title, with responsibility for the leadership and management of an academic unit other than a college of the University.~~

~~**University Faculty:** Voting members of the University Faculty as defined by UW Regulation 1-1.~~

~~**Vice President:** The Vice President for Academic Affairs, Vice President for Research or other principal officer of the university to whom academic units report and to whom the provisions of this regulation apply.~~

### ~~III. APPOINTMENT~~

~~Appointment of academic administrators shall be approved by and incumbents shall serve at the pleasure of the Trustees upon recommendation of the President.~~

~~**A.** The at pleasure appointment of Unit Heads Officer shall be for a defined term (usually three to five~~four~~ years) to be specified at the time of appointment.~~

~~**B.** The appropriate dean or vice president may provide a nomination for the appointment of a department head; however personal review and individual recommendations of such appointments by the President shall be required.~~

### ~~IV. SELECTION~~

~~Unless otherwise approved by the President or the Trustees, selection of academic administrators normally shall be pursuant to a national or, as appropriate, an international, search by the appropriate reviewing officer in accordance with University equal employment opportunity principles and with the significant participation of an advisory committee. Any advisory committee for the selection of a dean shall include at least one member. Terms may be renewed, contingent upon University or college need, adequate funding for the position, and satisfactory job performance. Academic Administrators Officers who is not employed by any university and who has knowledge, training, and experience in a discipline taught within that college. The recommendations of any advisory committee or the direct consultation with unit faculty required in this section IV shall not limit the authority of the Provost/Vice President for Academic Affairs, the President, or the Board of Trustees with regard to the selection of a dean or any other academic administrator. hold an academic appointment retain their rights to tenure upon return to the faculty.~~

~~**A.** The selection process must include direct consultation with unit faculty.~~

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~~B. — A selection process may be limited to internal candidates with prior authorization by the President.~~

~~C. — Consultation on the internal appointment or reappointment of a unit head may be limited to direct consultation with unit faculty.~~

~~D. — No individual shall be appointed as an academic administrator unless he or she qualifies for tenure and, on appointment, has been recommended for tenure by the appropriate faculty.~~

~~V. — The at-will appointment of an Associate or Assistant Dean and Academic Unit Head shall be for a defined term (usually three years) to be specified at the time of appointment. Terms may be renewed, contingent upon University, college and academic unit need, adequate funding for the position, and satisfactory job performance. Rights associated with holding a tenured faculty appointment are retained.~~

~~Appointments, reappointments, review and dismissal of Academic Administrators, College Administrators, and Academic Unit Heads all Academic Officers shall be consistent with UW Regulations and Standard Administrative Policies and Procedures.~~

## V. EVALUATION PERFORMANCE ASSESSMENT

~~The University is committed to fostering success of its Academic Officers and enhancing their effectiveness in a constructive way. The review and evaluation of Academic Officers includes both an evaluative and developmental component. The President, vice president Provost and Vice President of Academic Affairs, or dean Dean, as appropriate, shall evaluate conduct annual performance evaluations for each academic aAcademic Officer Administrator, College Administrator, and Academic Unit Head annually prior to the approval of the University's annual budget. Additionally, the Provost and Vice President of Academic Affairs may conduct a comprehensive performance review of any aAcademic administrator on an annual basis and shall, each five years following appointment, conduct an assessment of specified in this Regulation at any time.~~

~~Reappointment of any Academic Administrator is contingent upon a satisfactory performance evaluation and needs of the academic unit, college and University. Procedures for review shall be consistent with University Regulations and Standard Administrative Policies and Procedures.~~

### Review of Deans

~~At the end of the second year of a Dean's initial term and prior to reappointment to a new term, the Provost and Vice President of Academic Affairs shall conduct a mid-term performance review to determine the effectiveness of the academic administrator's Dean's leadership and management of the academic unit. The reviewing officer shall seek input Input from internal and external stakeholders shall be included in a review for~~

**Commented [TBB6]:** Deleted information will be moved to a SAPP on Selection and Evaluation of Academic Administrators, as appropriate.

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reappointment to a new term, and may be included in other reviews as determined by the Provost and Vice President of Academic Affairs.

Input from the unit faculty internal and external stakeholders shall be included in the review for reappointment, and may be included in other reviews as part of the assessment determined by the Provost and Vice President of Academic Affairs. Reappointment of any Academic Officer Administrator is contingent upon a satisfactory performance evaluation and needs of the academic unit, college and University. Procedures for all performance reviews shall be consistent with University Regulations and Standard Administrative Policies and Procedures.

**A. Annual Review**

1. Annual review shall be conducted by the appropriate reviewing officer each year prior to the approval of the University's annual budget with a written summary prepared for both parties.
2. The reviewing officer shall maintain a performance file containing comments and suggestions received in the previous year related to the performance of the academic administrator under review.
3. The annual review shall include an assessment of the following factors:
  - a. effectiveness in meeting the goals of the academic unit and the University
  - b. leadership, professional competence and working relationships
  - e. review of the performance file and other materials that have been brought to the academic administrator's attention prior to the annual review by the reviewing officer.
4. The reviewing officer may consult with individual faculty members, an ad hoc committee, or any other persons familiar with the administrator's performance.
5. Any merit increment awarded to an academic administrator shall be linked to the annual review.

**B. Five Year Review**

1. Every five years, or more often if circumstances warrant, and prior to the reappointment of any unit head, the appropriate reviewing officer shall conduct a comprehensive review of the performance and overall effectiveness of each academic administrator.

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- ~~2. The review shall reflect the views of both the University and the academic unit; and the reviewing officer shall be advised on the views of the academic unit by an advisory committee which shall:
  - ~~a. Consider the annual reviews of the academic administrator; solicit the opinions of faculty, students, staff and administrators; and examine objective data regarding the progress of the academic unit.~~
  - ~~b. Submit a confidential, reasoned report, a draft of which shall be submitted to the academic administrator for comment, assessing the strengths and weaknesses of the academic administrator, and providing suggestions for improvement, as appropriate.~~
  - ~~c. Develop a summary of their report in cooperation with the reviewing officer, who shall distribute the summary to the academic unit.~~~~

#### ~~C. Special Reviews~~

- ~~1. A reviewing officer may conduct a special review of an academic administrator at any time, which shall follow the procedures established for a five year review.~~
- ~~2. A majority of an academic unit may request a special review of its unit head at any time.~~
- ~~3. In the event a reviewing officer, after consultation with a unit faculty, does not support a request for a special review and the faculty do not recede from the request, the matter shall be referred to the vice president for a decision.~~
- ~~4. At the discretion of the Vice President for Academic Affairs, a special review, pursuant to this Regulation, may be conducted for any academic support unit as such is designated by the Vice President.~~

## VI. REMOVAL

Reviewing officers may recommend the removal of an ~~an~~ Academic Officer ~~Administrator~~ at any time for any reason that is not illegal. However, no removal of ~~an academic administrator~~ a Vice President or a Dean shall be final until acted upon by the Trustees. All other Academic Administrators ~~Officers~~ may be removed by the Provost and Vice President for Academic Affairs, upon ~~recommendation of approval of~~ the President.

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**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

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

Academic Officers

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

**History:**

University Regulation 804, Revision 2; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 1/17/2014 Board of Trustees meeting  
Revisions adopted 11/18/2016 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 5-804, now UW Regulation 2-8