HISTORY SHEET

**TENURE-TRACK FACULTY**

Complete all data for review years and update if changes occur. Do not list dates for future promotions.

Name      Department

Rank of Appointment

Date of Appointment

Mandatory review of probationary faculty shall occur in the mid-probationary year (typically year three) and sixth year of employment.

In years one, two, four and five faculty members will have an annual review to reflect overall academic progress toward tenure. The annual review will happen in WyoFolio according to the annual review timeline.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Decision Type** | **Original Timeline when hired (include both calendar years of the AY, e.g., AY25-26)** | **Actual Academic Year Reviewed****(include both calendar years of the AY, e.g., AY25-26)** | **Comments** | **Clock Stop\*** |
| 1st year review (annual review) |       |       |       |       |
| 2nd year review (annual review) |       |       |       |       |
| Mid-Probationary review |       |       |       |       |
| 4th year review (annual review) |       |       |       |       |
| 5th year review (annual review) |       |       |       |       |
| Mandatory tenure vote |       |       |       |       |
| Promotion to Assoc Professor |       |       |       |       |
| Promotion to Professor |       |       |       |       |

\*Note: for each clock stop, the probationary period will be extended by one year. Add a row in the above table and insert “Clock Stop/Annual Review” in the “Decision Type” column for the AY following the approved clock stop. In the column for “Clock Stop”, insert the date of the letter from AA notifying the faculty member that the clock stop has been granted.

For example, if a clock stop was approved on January 15th of the 2nd year of employment, add a row after “2nd year review”, insert “Clock Stop/Annual Review” in the first column, insert the AY in the “Actual Academic Year Reviewed”, and insert “January 15, Year” in the Clock Stop Column. Then, adjust the remaining AYs in the “Actual Academic Year Reviewed” to reflect the additional year in the probationary period.