



University of Wyoming College of Education Dean's Office Frequently Asked Processes and Resources

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UW

College of
Education

Introduction

The College of Education includes two academic schools, the School of Counseling, Leadership, Advocacy, and Design (CLAD) and the School of Teacher Education (STE). It also houses several centers and initiatives: the College of Education Student Success Center (CoESSC), the Literacy Research Center and Clinic (LRCC), the Science and Mathematics Teaching Center (SMTC), the Early Care and Education Center (ECEC), the Trustees Education Initiative (TEI), the Wyoming School-University Partnership (WSUP), and the Education Dean's Office.

Purpose: This guide is intended to outline frequently asked processes at the College of Education (CoE) Dean's Office level. It is meant to serve as a reference for faculty and staff to understand college-level procedures, responsibilities, and resources. This document will be updated regularly as additional frequently asked processes are identified.

Scope: This guide focuses on processes that occur at the College and Dean's Office level. Unit-level procedures should first be addressed with the appropriate school director or center director before escalating to the Dean's Office.

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Chain of Communication Flow

The College of Education follows a principle of addressing questions and concerns at the most local level possible. This approach ensures that issues are handled efficiently, decisions are informed by those closest to the context, and faculty and staff have clear expectations about where to direct their inquiries.

1. *Unit Level (School or Center Director):*
All questions, problems, or proposals should first be taken to the relevant unit leader. For faculty, this will generally be the School Director (School of Teacher Education or School of Counseling, Leadership, Advocacy, and Design). For staff or those working in centers, this will typically be the Center Director. Many matters can be resolved at this level without requiring escalation.
2. *Associate Dean Level:*
If an issue cannot be resolved within the unit, it should next be referred to the appropriate Associate Dean. Associate Deans provide college-level oversight and are positioned to address matters that extend beyond a single unit or that require college-wide coordination.
3. *Dean Level:*
If a solution cannot be reached at the Associate Dean level, the matter may then be elevated to the Dean. The Dean provides final college-level resolution and may also consult with the Provost or other university offices when necessary.



Special Note on Student Appeals:

Student appeals (e.g., academic grievances or grade appeals) should follow the established procedures outlined in College policy. Students should first work with the instructor and/or unit leader, escalating to the Associate Dean and then to the Dean as necessary. The complete student appeals process is described in the College's guidance: https://www.uwyo.edu/education/_files/documents/studentappeals2019.pdf

Leadership Appointments

Appointment of Associate Deans

The appointment of Associate Deans is governed by University Regulation 2-411 (https://www.uwyo.edu/regs-policies/_files/docs/regulations-2024/uw-reg-2-411-approved-3-22-24.pdf). Associate Deans are recommended by the Dean to the Provost and Vice President for Academic Affairs and assist the Dean in matters relating to the academic and administrative affairs of the College. Currently, the College of Education houses an Associate Dean of Undergraduate Studies and an Associate Dean of Graduate Studies.

Current process:

1. A call is sent out soliciting interest in serving in the position.
2. Once expressions of interest are received, a notice is distributed announcing the names of interested individuals and inviting feedback.
3. The Dean submits a final recommendation to the Provost and Vice President for Academic Affairs.

Appointment of Assistant Deans

The appointment of Assistant Deans is also governed by University Regulation 2-411 (https://www.uwyo.edu/regs-policies/_files/docs/regulations-2024/uw-reg-2-411-approved-3-22-24.pdf). Assistant Deans typically serve in very specific roles such as student success, data, reporting, or accreditation, and either faculty or staff may be appointed to these positions. These roles are based on the needs of the College. They are generally recommended by the Dean, after consultation with the leadership team, to the Provost and Vice President for Academic Affairs.

Appointment of School Directors

The appointment of School Directors is governed by University Regulation 2-411 (<https://www.uwyo.edu/regs-policies/files/docs/regulations-2024/uw-reg-2-411-approved-3-22-24.pdf>). School Directors are recommended by the Dean to the Provost and Vice President for Academic Affairs and hold academic, administrative, and supervisory responsibilities for their respective units.

Under current leadership, the process begins with a call for expressions of interest. Once names are received, a notice is distributed to the College community announcing the individuals who have expressed interest and inviting feedback. After considering this feedback, the Dean submits a final recommendation to the Provost and Vice President for Academic Affairs.

School Directors serve as the unit leaders for the School of Teacher Education (STE) and the School of Counseling, Leadership, Advocacy, and Design (CLAD).

Reappointment, Tenure, and Promotion (RTP)

Faculty may undergo several types of review during their careers. These include:

- Reappointment (such as the mid-probationary review for tenure-track faculty)
- Promotion (to associate professor, professor, associate lecturer, or senior lecturer)
- Tenure (normally at the end of the probationary period)
- Fixed-term with three-year rolling contract
- Fixed-term with five-year rolling contract (for those promoted to the highest rank)

Candidates assemble their materials in the WyoFolio system, drawing on data they have compiled in WyoVita and other supporting documents. Candidates work with their school director or supervisor to finalize their packet.

Once the packet is submitted, the following process occurs:

1. The packet is released to the department, where faculty have at least one week to review materials before convening for discussion.
2. Votes are tallied within three business days of the department meeting.
3. The school director or supervisor reviews the packet and provides a recommendation.
4. Candidates may review comments and recommendations at this stage and have an opportunity to submit a response if desired.
5. The case is forwarded to the College RTP Committee, which has one week to review. Votes are tallied within three business days of the committee meeting.
6. The Dean's Office reviews the packet and provides a recommendation.

7. Following the college-level review, the candidate again has the opportunity to respond.
8. The case is forwarded to Academic Affairs. Early tenure or promotion cases, as well as contested cases, are also reviewed by the University-level RTP Committee.
9. Candidates are notified of the outcome in the spring semester.

The makeup and selection of RTP committees are defined in the College of Education Bylaws. Faculty are encouraged to review the College RTP Guidelines and UW Regulation 2-7 for full requirements:

https://www.uwyo.edu/regs-policies/_files/docs/regulations-2019/uw_reg_2-7_effective_7-1-19.pdf

Faculty Searches

Faculty searches begin with a request and approval process. Once permission is granted from Academic Affairs, a search committee is formed and a call for applications is issued, typically in the fall semester. The committee is responsible for recruiting applicants, reviewing materials, and conducting interviews. In consultation with the Dean, the committee identifies a short list of two or three top candidates.

Short-listed candidates are invited to campus for visits, usually before or at the beginning of the spring semester. Campus visits typically include introductions to faculty, staff, and students; tours of facilities; and a research or teaching presentation. The candidate's future department is responsible for organizing the visit. Feedback is collected from members of the College community, and the search committee submits its recommendations to the Dean.

The Dean makes the final selection and negotiates with the finalist. Once an offer is extended and accepted, the Dean, the Director of Business Operations, and the School Director coordinate with Academic Affairs to finalize the hire.

Formal searches are required for tenure-track faculty lines and for non-tenure track positions that are eligible for rolling contracts. Fixed-term appointments not eligible for rolling contracts do not require a formal search. In these cases, the process is as follows:

1. The Dean and the School Director determine the need for the position.
2. The Dean secures the necessary funding.
3. The Dean and/or School Director collaborates with program faculty to solicit nominations and consider recommendations for a preferred candidate.
4. The Dean appoints the selected fixed-term faculty member, typically on an annual basis.

Annual Performance Review

Annual reviews are conducted each year to evaluate performance, document accomplishments, and provide constructive feedback to support professional growth.

Faculty annual reviews are completed in the WyoFolio system and are based on job descriptions that are finalized prior to the start of each academic year. Reviews begin with school directors, who meet with faculty to discuss performance and provide feedback. After the director review is complete, evaluations are forwarded to the Dean's Office for review before being submitted to Academic Affairs. Faculty with questions about annual reviews should begin by consulting their school director.

Staff annual reviews are conducted through the WyoCloud HCM system. These reviews assess performance in relation to the staff member's position responsibilities and goals. Staff members with questions about their evaluation should contact their supervisor. More information about staff performance evaluations, including guidelines and timelines, is available on the HR website:

<https://www.uwyo.edu/hr/employee-relations/performance-management/index.html>

Sabbatical and Professional Development Leave Requests

Guided by University Regulation 2-16 (https://www.uwyo.edu/regs-policies/files/docs/regulations-2019/uw_reg_2-16_approved_9-12-19.pdf), faculty wishing to apply for a period of sabbatical or professional development leave must begin the process by notifying their school director. Cases are initiated and housed in the WyoFolio system.

Sabbatical leave is available to tenured faculty members and is intended to support activities such as study, research, creative work, or other projects that enhance professional effectiveness and contribute to the University's academic mission.

Professional development leave is available to academic personnel on extended-term or fixed-term appointments and is designed to improve performance, allow engagement in research or creative activities, or support other planned professional growth.

Eligibility for both types of leave generally requires a minimum of six years of academic service at the University before a request can be made. Tenure-track faculty must hold tenure before being eligible for sabbatical. Requests must include a clear plan of work, anticipated outcomes, and be routed with recommendations attached.

Applications are first reviewed by the school director, then by the College RTP Committee, and then by the Dean before being forwarded to Academic Affairs. The Provost makes a recommendation to the President, who has final authority to approve sabbatical and professional development leaves.

Emeritus Faculty Requests

Emeritus status is an honorary title awarded to recognize faculty members who have retired after long and distinguished service to the University. It is intended to acknowledge sustained contributions in teaching, research, creative activity, service, or administration.

Recommendations for emeritus status are initiated at the unit level. A school director or supervisor may put forward a recommendation, which should include a summary of the faculty member's service and accomplishments. The recommendation is then forwarded to the Dean, who reviews and submits it to Academic Affairs. Final approval is granted by the Board of Trustees.

Emeritus faculty do not hold formal employment responsibilities, but they may remain engaged in the life of the University through research, teaching, mentoring, or service as appropriate. The University provides certain privileges to emeritus faculty, such as continued library access, email accounts, and eligibility for participation in academic ceremonies.

For detailed guidance on recommending emeritus status, see the Academic Affairs document:

https://www.uwyo.edu/acadaffairs/_files/docs/recommending_emeritus_status.pdf

Listservs, Directories, and Organizational Charts

The College of Education hosts several listservs to support communication. The main listserv is coed-facstaff@uwyo.edu, which includes all full-time, benefitted faculty and staff. Part-time staff may be added with approval. This listserv is updated each semester and may be used by anyone in the College to share announcements relevant to College business. Personal advertisements are not permitted, and warnings will be issued if the listserv is misused for personal gain.

Two centralized listservs are also maintained for students: coe-gradstudents@uwyo.edu (graduate students) and te-ed@uwyo.edu (undergraduate students). These are managed by

the College of Education Student Success Center (CoESSC). Announcements may be submitted, but messages may be denied if they are not directly relevant to students. The Dean's Office maintains a College directory in spreadsheet form, updated each semester, available here:

https://uwyo.sharepoint.com/:x:/s/CollegeofEducationDeansOffice/ET4d-NJ_HXNFmFjATfbVrnlBwN9GUVqFBNPPU5evwlFKWg?e=zBtUvf (UW login required)

The Dean's Office also maintains general and detailed organizational charts illustrating the personnel structure of the College. These charts are available here:

<https://www.uwyo.edu/education/faculty-staff/organizational-chart.html>

Graduate Student Processes

Graduate students must also fill out and file various forms during their programs. For more informations about requirement graduate student forms and guidelines, please visit

<https://www.uwyo.edu/registrar/forms/graduate-student-forms.html> on the Registrar website.

Internal Awards

The Office of the Dean manages several college-wide awards and internal grants to reward excellence, spur scholarly and administrative productivity, and support undergraduate and graduate students.

The College of Education recognizes excellence among its faculty, staff, and graduate students through a set of annual awards. These awards celebrate outstanding accomplishments in teaching, advising, research, service, contributions to the College climate, and student achievement.

Awards are presented in the following categories:

- Faculty Award for Outstanding Teaching
- Faculty Award for Outstanding Advising
- Faculty Award for Outstanding Research and Scholarship
- Faculty Award for Outstanding Service to the Educational Profession
- Staff Award for Outstanding Service to the College
- Award for Outstanding Contributions Toward Improving the Climate of the College
- Outstanding Graduate Student Award for Significant Accomplishments

Each award includes a monetary stipend. Nominations may be submitted by any member of the College community. Self-nominations are not accepted, but nominees may assist in preparing their nomination materials.

The Dean's Office issues a call for nominations each spring. Nominations generally include the nominee's name, a rationale for the nomination (typically up to one page), and the name and title of the nominator. Supporting attachments may also be included. Awardees are typically announced in early summer.

In addition to the annual College of Education faculty, staff, and graduate student awards, the College also offers a range of fellowships and special recognitions. These awards are designed to highlight outstanding contributions by faculty, staff, and students that advance the College's mission in teaching, research, and service.

Examples of these honors have included the Patricia McClurg Education Faculty Fellowship, the Mary Garland Early Career Fellowship, and awards supported by the John P. "Jack" Ellbogen Deans Fund for Excellence. Some awards also provide direct support to students for research, travel, or early-career teaching. Awardees are selected based on the impact of their work and the ways in which it strengthens education in Wyoming and beyond.

Because the needs of the College evolve, award formats and purposes may change from year to year. This flexibility allows the College to ensure that awards continue to recognize the most meaningful accomplishments and support the areas of greatest need.

College-Owned Spaces and Event Support

The College of Education maintains several shared spaces that may be reserved for meetings or events:

- Education Room 117 (capacity 25)
- Education Room 116 (kitchenette)
- Education Room 115 (capacity 10)
- Education Room 20 (gymnasium)
- Education Annex 211 (classroom, capacity 29)
- Education Annex 304 (classroom, capacity 30)
- Education Annex 306 (classroom, capacity 32)
- Education Annex 308 (classroom, capacity 32)
- Education Annex 318 (classroom, capacity 25)

The Education Auditorium is not managed by the Dean's Office. Instructions for scheduling the Education Auditorium can be found here:

<https://www.uwyo.edu/csil/student-orgs/resources/events.html>

Department-level administrators, such as office associates, have permission to schedule these spaces directly and do not need to request approval from the Dean's Office unless there is a scheduling conflict. Units also maintain their own conference rooms that are not listed here; faculty and staff should check with their unit leader for more information.

If assistance is needed for marketing an event or for reporting event outcomes, requests may be submitted using this form:

https://form.asana.com/?k=U-zStdq_k05jbTA6Lf9NQg&d=993869115918050

Marketing support is considered on a case-by-case basis and is often coordinated with Institutional Marketing. Event organizers should plan to take an active role in promoting their events and be prepared to manage their own marketing efforts if additional support is unavailable.

Resources and References

CoE RTP Guidelines

https://www.uwyo.edu/education/_files/documents/coed-reappointment-tenure-promotion-guidelines_5.13.24.pdf

UW Regulation 2-7: Reappointment, Tenure, Promotion, and Fixed-Term

https://www.uwyo.edu/regs-policies/_files/docs/regulations-2019/uw_reg_2-7_effective_7-1-19.pdf

UW Employment Handbook

https://www.uwyo.edu/regs-policies/_files/docs/policies/employee-handbook-3-25-22.pdf

College of Education Bylaws

https://www.uwyo.edu/acadaffairs/_files/docs/bylaws_education.pdf

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.)

https://www.uwyo.edu/acadaffairs/academic-personnel/policies-guidelines/pythian_papers.html

College Organizational Chart

<https://www.uwyo.edu/education/faculty-staff/organizational-chart.html#>

UW Regulations and Standard Administrative Policies & Procedures (SAPPs)

<https://www.uwyo.edu/regs-policies/index.html>

Student Appeals Procedures

https://www.uwyo.edu/education/_files/documents/studentappeals2019.pdf

Comments and Feedback

This document is intended to grow and adapt as new processes and resources are identified. If you have a process, resource, or clarification that should be added, please send your comments to ed.dean@uwyo.edu