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# Standard Administrative Policy and Procedure

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**Subject:** Procedures for Implementing and Evaluating Rolling Contracts

**Number:**

6

## I. 7 PURPOSE

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9 To describe procedures for implementing and evaluating multi-year rolling contracts

## II.0 DEFINITIONS

11 **Fixed-term (FT):** A non-tenure track faculty appointment made for a three-year or five-year  
12 term, following a probationary period.

13 **Fixed-term track (FTT):** The pathway to a multi-year rolling contract. Non-tenure track  
14 faculty will be eligible for annual appointments during a probationary period that is normally at  
15 least three years in duration.

16 **Rolling contract:** A three-year or five-year contract that rolls forward yearly after each  
17 satisfactory (meets expectation) annual performance evaluation.

## III.B GENERAL PROVISIONS

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20 Hiring ~~and promotion~~ procedures will follow the established University of Wyoming regulations  
21 and processes. Generally, fixed-term track (FTT) faculty will be evaluated for eligibility for a  
22 fixed-term (FT) rolling contract after serving a probationary period of three years ~~(for~~  
23 ~~Assistant or Associate rank) or five years (for Senior highest rank) after hiring.~~ The purpose of  
24 the probationary period is for the faculty member to exhibit mastery of major areas of the job  
25 duties and to demonstrate convincing promise for continuing professional ~~development~~ growth  
26 and development, accomplishment, and commitment to the mission of the University. All FTT  
27 faculty shall have their first year review after they have been employed through a fall semester.  
28 At the request of the FTT faculty member, a full departmental peer review of performance may  
29 take place at this time the second year review.  
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32

33 A formal review at the end of the probationary period will determine if a fixed-term rolling  
34 contract will be granted. If granted, the multi-year, rolling contract is evaluated at the time of the  
35 ~~of the annual review.~~ Academic units ~~may shall~~ establish procedures that outline peer review  
processes, if required. ~~incorporate peer group feedback during the rolling contract reviews.~~

1 Each annual performance evaluation must address the extent to which the faculty member's  
2 performance is in line with the level of expectation for their current rank, and, if it applies, the  
3 extent to which they are making progress towards their next promotion. A copy of the annual  
4 performance evaluation shall be maintained in the employee's personnel file and included in the  
5 packet that is reviewed for granting a fixed-term (FT) and/or promotion. The faculty member  
6 must review their performance evaluations; they have the right to make written comments, which  
7 become part of the performance review record.

8 All annual review letters for non-tenure track faculty (starting from academic year 2019-20 or  
9 fiscal year (FY) 2020 for academic personnel on FY calendars) will have a statement that clearly  
10 specifies the status of their rolling contract and its end date. The annual review letters will also  
11 include faculty member's progress towards promotion and rolling contract eligibility.

12 In the event of a bona fide financial exigency or the reduction or discontinuance of institutional  
13 programs at the University, faculty rolling contract terminations will be carried out in accordance  
14 with University Regulation 2-11 (Financial Exigency) or UW 2-13 (Academic Program  
15 Reorganization, Consolidation, Reduction and Discontinuance). Officers of the University shall  
16 not employ this provision in a manner that interferes with academic freedom.

#### 17 **PROCEDURES FOR CONDUCTING ANNUAL PERFORMANCE REVIEWS DURING** 18 **PROBATIONARY PERIOD**

19 A. In each academic unit, criteria for assessing performance in the annual review will be  
20 established by academic unit faculty and approved by the Unit Head, Dean (or Director of an  
21 academic unit that reports directly to the Provost), and Provost. Performance ratings shall  
22 range from "~~superior~~exceptional, exceeds expectations, meets expectations, below  
23 expectations, ~~unsatisfactory~~does not meet expectations." Criteria for each of the five levels of  
24 performance must be established for teaching/support of education,  
25 research/scholarship/creative activities, service, advising, and/or other assigned  
26 responsibilities.

27 B. ~~The FTT faculty may request If the academic unit uses peer review of performance, the unit~~  
28 ~~will document how these evaluations are incorporated in the annual review. For example,~~  
29 ~~units may have peer committees to advise the unit head in the annual review process and/or a~~  
30 ~~peer review (as defined within the unit) may be required when-if a candidate's performance,~~  
31 ~~either overall or in an individual area of review, is evaluated by the department head~~Unit  
32 Head/Dean or Director as ~~unsatisfactory for the second consecutive year or for the second~~  
33 ~~year in a four-year period "belows" or "does not meet expectations."~~ "In the event of an  
34 unsatisfactory performance evaluation that did not involve a peer review process, the FTT  
35 faculty member may request a full departmental review.

36 C. All annual performance evaluations must be reviewed and approved by the Dean/Director ~~(or~~  
37 Director of an academic unit that reports directly to the Provost). Colleges and academic  
38 units ~~may~~shall establish a process ~~that incorporates for~~ peer review, including augmented  
39 committees if unit has insufficient representation. The faculty member shall have the  
40 opportunity to review and provide a response that will be included in the personnel file.

- 1 D. An annual performance evaluation which results in a recommendation from the academic  
2 ~~unit/Unit head/Head~~ or ~~d~~Dean/Director to *not reappoint* shall be reviewed by the Provost.  
3 The Provost may request additional review by the University Reappointment, Tenure and  
4 Promotion Committee.
- 5 E. An annual performance evaluation in which a rating of “~~unsatisfactory below~~” or “not  
6 meeting expectations” performance in any of the areas of review is determined, and the  
7 recommendation is to *reappoint*, shall state the basis for the “~~below~~” or “~~not meeting~~  
8 ~~expectations~~” ~~rating/ranking~~ in accordance with the unit criteria. The faculty member shall  
9 have the opportunity to review and provide a response that will be included in the personnel  
10 file.
- 11 F. A report to the Dean/Director of ~~unsatisfactory or below or not meeting~~ expectations  
12 ~~performance~~ in any of the areas of review will be accompanied by a written plan for  
13 improvement established by the faculty and the ~~unit head/Unit Head~~.
- 14 1. Although each professional development plan is tailored to individual circumstances,  
15 the plan will include the following:
    - 16 a. specific deficiencies to be addressed;
    - 17 b. specific goals or outcomes necessary to remedy the deficiencies;
    - 18 c. an outline of the activities to be undertaken to achieve the necessary outcomes;
    - 19 d. timelines for accomplishing the activities and achieving intermediate and ultimate  
20 outcomes;
    - 21 e. specific criteria for assessment in annual reviews of progress in the plan; and
    - 22 f. resources to be committed by the unit in support of the plan.
  - 23 2. When the objectives of the plan have been met or the agreed timeline ends, the  
24 ~~department/Unit head/Head~~ shall make a final report to the faculty member and  
25 Dean/Director. The successful completion of the development plan is the positive  
26 outcome to which all faculty and administrators involved in the process must be  
27 committed.

## 28 PROCEDURES FOR FIXED-TERM REVIEW

29  
30 A fixed-term review shall be conducted during the final year of the probationary period. This  
31 review will be conducted in accordance with university policy and the unit’s tenure and  
32 promotion procedures. At minimum, the following materials must be examined:

- 33
- 34 A. Academic unit standards and expectations for performance of non-tenure track faculty.
- 35 B. Vitae
- 36 C. Job description(s)
- 37 D. Annual reviews for previous years, up to 4 consecutive years
- 38 E. Faculty member’s response(s) to annual reviews (if submitted)
- 39 F. Faculty member’s written self-evaluation of performance
- 40 G. Peer evaluations of teaching ~~and/or~~ other measures of teaching/support for education, as  
41 appropriate
- 42 H. Evidence of service, extension, outreach, and administrative duties, as appropriate
- 43 I. Evidence of research/creative work, as appropriate

1 J. Any other material submitted by the faculty member, including external letters of  
2 recommendation.

3 After review at the academic unit level, the Dean/Director shall review all of the materials  
4 (including recommendations from unit colleagues and department Unit Heads) and will inform  
5 the candidate before submitting his or her recommendation directly to the Provost. Should the  
6 Dean's/Director's recommendation be to not grant a fixed-term, the faculty member may request  
7 an additional review by the college reappointment, tenure and promotion committee. All  
8 materials, including recommendations from unit and college levels shall be forwarded to the  
9 Provost, who in turn will review and make a recommendation to the President. The Provost  
10 may request additional review by the University Reappointment, Tenure and Promotion  
11 Committee. The Provost or delegate will inform the faculty member in writing the nature of his  
12 or her decision and the rationale for it.

13  
14 The faculty member shall review and acknowledge having read the recommendations prior to his  
15 or her materials being forwarded at each level of review.

16  
17 A faculty member not approved for fixed-term shall have the right to resign and the personnel  
18 file shall state only that he or she resigned.

19  
20 All five-year FT with rolling contracts must be recommended by the President of the University,  
21 and approved by the Board of Trustees.

22

### 23 **PROCEDURES FOR ROLLING CONTRACT REVIEW**

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25 Each faculty member's multi-year, rolling contract is evaluated at the time of his/her annual  
26 review. At minimum, the annual review will be conducted by the department head Unit Head,  
27 and reviewed by the dean Dean/Director; however, academic units and colleges may establish  
28 procedures for including peer review in the review process, including periodic comprehensive  
29 peer reviews that mirror the process for the fixed-term review (described in section V.).

30

31 The outcome of the rolling contract review may be to roll the contract forward, suspend the  
32 contract due to performance not meeting expectations, restore the contract to its original  
33 conditions, or terminate the contract.

34

#### 35 A. Rolling the contract forward

36 An overall satisfactory (meet expectations) annual review will result in validating the  
37 multi-year term of the rolling contract. For example, a satisfactory performance review  
38 at the end of the first year of a three-year contract would result in the contract rolling  
39 forward one year. In this case, the faculty member would retain a three-year contract.

40 The contract would continue to roll forward following each consecutive satisfactory  
41 performance review.

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#### 43 B. Suspending the contract

1 The rolling nature of the contract is suspended (i.e., deemed not to roll) following an  
2 overall ~~unsatisfactory (or “does not meet expectations”)~~ annual performance review. For  
3 example, an ~~unsatisfactory “does not meet expectations”~~ performance review at the end  
4 of the first year of a three-year contract would result in the contract not rolling forward.  
5 In this case, the faculty member would have two years remaining on their contract. **In the**  
6 **event of an ~~unsatisfactory “does not meet expectations”~~ performance evaluation and a**  
7 **request for a ~~peer full departmental~~ review by the FTT faculty member, the departmental**  
8 **review will be completed within 30 days of the request, and the decision to suspend the**  
9 **contract should be held pending the outcome of the peer review.**

### 10 11 12 13 C. Restoring the rolling contract

14 Following an overall ~~unsatisfactory (below expectations)”~~ **“does not meet expectations”**  
15 review, the rolling nature of the contract can be restored only after obtaining two  
16 successive years of satisfactory annual reviews where performance meets expectations.  
17 In the example of an unsatisfactory performance review at the end of the first of a three-  
18 year term, the contract does not roll forward and the faculty member has two years left on  
19 the contract. In the two remaining years of the contract, performance must be satisfactory  
20 (i.e., meets expectations). If this occurs, the rolling contract would be restored to the  
21 original conditions (i.e., three-year rolling contract).

### 22 23 D. Terminating the contract

24 A faculty member becomes ineligible for a rolling contract following two consecutive  
25 overall ~~unsatisfactory (below expectations)”~~ **“does not meet expectations”** ratings, or if an  
26 overall **“does not meet expectations”** ~~unsatisfactory (below expectations)~~ rating occurs on  
27 two annual evaluations within a four-year period. In all such cases, the faculty member  
28 will receive notification that the contract will not be renewed in accordance with  
29 University Regulations. The faculty member will be allowed to finish the remainder of  
30 the contract or given a 12-month notice of non-reappointment, whichever is longer.

## 31 **VII. PROCEDURES FOR PROMOTION REVIEW**

32 Non-tenure track faculty on fixed term rolling contracts will normally be considered for  
33 *promotion* after six years. However, nothing shall prevent a faculty member from seeking  
34 promotion at an earlier time. Promotion to the senior-highest level normally requires an  
35 additional period of growth that results in a greater level of accomplishment. Upon satisfying the  
36 criteria for promotion as set forth in UW regulations and college/unit guidance documents, the  
37 individual candidate is responsible for initiating the promotion review process. Failure to receive  
38 promotion does not affect reappointment consideration.

39 Promotion reviews will be conducted in accordance with tenure and promotion procedures  
40 described in University Regulations and consistent with academic unit/college processes.  
41

**VIII. EVALUATION PROCEDURE FOR ALL ACADEMIC PERSONNEL ON EXTENDED TERM TRACK/APPOINTMENTS PRIOR TO JULY 1, 2019**

- A. Academic personnel on an extended-term track will be moved into a probationary period as a path to fixed-term with rolling contract. Academic personnel currently in their first and second years of the probationary period will receive an annual performance review (using procedures described in section IV). All academic personnel in their fourth, fifth or sixth year of the probationary period shall be reviewed for a rolling contract during the next review period (using procedures described in section V).
- B. Academic personnel with extended-term appointments shall retain their appointment for the duration of their current term. They will retain their current designation (e.g., lecturer, research scientist, extension educator, librarian, archivist) and rank; however, the ~~general category prefix~~ of ‘Academic Professional’ will be removed from position title, effective July 1, 2019.
- C. In accordance with university policy, all benefited academic personnel on extended term shall undergo annual performance review during the remainder of their current extended term. During the fifth year of the current extended-term, the faculty member shall undergo a fixed-term review (described in section V). If the outcome of the review is a positive recommendation, faculty members at the assistant or associate rank will be moved to a 3-year rolling contract and faculty members at the ~~senior~~-highest rank will be moved to a 5-year rolling contract. If the outcome of the review is negative, the contract will not be renewed and the faculty member’s last year at the University of Wyoming will be the following year (i.e., the last year of the six-year extended term).

**IX. REQUESTING CHANGE IN DESIGNATION OR CONTRACT**

Instructions for requesting a change in designation (e.g., Senior Lecturer to Instructional Assistant Professor) or type of contract will be provided by the Office of Academic Affairs.

In addition to fixed-term rolling contracts, non-tenure track faculty appointments may be made on an annual basis. Temporary and annual appointments are not intended to be a path to fixed-term rolling contracts.

**Responsible Division/Unit:** Academic Affairs

**Source:** None

**Links:**

**Associated Regulations, Policies, and Forms:** University Regulations 2-1, 2-7

**Approved:**