

## **HONORS COLLEGE REAPPOINTMENT INSTRUCTIONS FOR ASSISTANT INSTRUCTIONAL PROFESSORS**

The packet consists of a 2-4 page personal narrative; a current curriculum vita submitted through WyoVita; a teaching section with several components as outlined below; a 3-4 page self-assessment of professional development activities; and a 1-2 page self-assessment of service activities.

Taken in its totality, your packet should be reflective as well as descriptive, giving a sense of how you are developing as an instructional professor in relation to Honors College expectations as laid out in the “Honors College Faculty Expectations Document” on the [Honors College faculty resources page](#). Your self assessment can be comprehensive but it should particularly focus on the year since your last review. In a promotion year, the packet should more deliberately reflect on your cumulative record.

### **PERSONAL NARRATIVE (2-4 pages)**

This is the section for your overall reflection on, and assessment of, your work in 2024. Please discuss your work in relation to the major components of your job description. It is recommended that you include an assessment of your strengths and successes as well as your challenges, lessons learned, and areas you would like to focus on in the future. This narrative is your opportunity to paint a holistic picture of your work. You will have the opportunity to address each specific portion of your job description in greater detail in the later sections of this packet. The overall reflection in this section should be 2-4 pages long.

### **REFLECTION OF GOALS FOR 2024 (if applicable)**

This section will be a brief reflection of the goals you set in 2023 for the 2024 calendar year. If you need a copy of your goals, you can find them in your past evaluation in WyoFolio. Cass can assist you if you cannot find them.

### **CURRICULUM VITA**

Please ensure that your vita is fully updated in WyoVita, following the specified WyoVita format.

### **TEACHING**

- For each of three different courses taught since the last review: a one-page narrative about your objectives and methods, and a candid self-assessment of your work in the class. Your reflections should address successful approaches, challenges, modifications you might implement moving forward, and responses to student evaluations. (Note: if you taught fewer than three classes in 2024, you of course only need to supply materials for the classes you taught).
  - For each of the three classes: syllabus, sample assignments, samples of feedback you provided students, and student evaluations
- One peer evaluation of your teaching from a colleague who has observed at least one class period, has reviewed the syllabus, and has spoken with you about your aims and objectives for the class. The peer evaluation should be 1-3 pages long. *The peer evaluator should share the evaluation with you and also share it with Cass Tolman, who will load it to the reappointment site on WyoFolio.*
- For any independent instruction: Please discuss and offer a self-evaluation of any teaching you did outside of formal lecture or seminar classes.

## **PROFESSIONAL DEVELOPMENT**

Please include a 2-4 page statement listing and discussing your professional development activities as outlined in your job description, including challenges, successes, and your future agenda in this area. The statement should be reflective as well as descriptive, giving a sense of how you are developing professionally in the Honors College. Your statement should include specific examples. If you have appendices you would like to add to the statement, you may do so – for example, notes from students, external colleagues or UW faculty about your work or collaborations, emails you have sent, data from surveys if applicable.

## **SERVICE**

Please include a 1-2 page statement listing and discussing service activities that you have undertaken in areas that may include service to the College, University, local and statewide community, and academic fields. Please discuss the impact of your service activities, and your future service agenda.

## **JOINT APPOINTMENTS**

If you have a joint appointment between Honors and another unit and Honors is the lead partner, please have your secondary unit head provide a letter evaluating your last year's performance. Honors will reach out to secondary heads, but please help us ensure that the secondary head comes through with their evaluation!

If you have a joint appointment and Honors is the secondary partner, Honors needs to provide a letter evaluating your last year's work. Lead units do not always reach out to Honors so please help us to ensure that your primary unit head seeks input from Honors.

## **GOALS FOR UPCOMING YEAR 2025**

Please set out goals for professional development and achievement as related to Honors College expectations for your position. If you wish, you may consult with the Dean in the compiling of this list.

### **Procedures for Assembling this Packet:**

All materials for your packet must be uploaded to WyoFolio. Cass Tolman can assist with obtaining pertinent student evaluations and with loading your peer evaluation. It is ultimately the candidate's responsibility to ensure that this packet is completed correctly but if you have any questions, Cass Tolman and Peter Parolin are here to help.

### **Schedule for Spring 2025**

- **Feb 10: All materials must be submitted by 5pm in WyoFolio**
- Feb. 13-24: Committee review of candidate materials
- Weeks of Feb. 24 and March 3: College faculty meet to discuss cases; ballots will be due 72 hours after the meetings
- Weeks of March 3 and March 10: Candidates meet with Dean
- Packets due to Academic Affairs on March 17