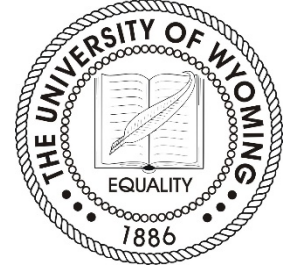

UNIVERSITY OF WYOMING REGULATIONS

Subject: Academic Personnel

Number: UW Regulation 2-1



I. PURPOSE

To describe the designations and ranks applicable to members of the faculty and other academic personnel, and to describe general provisions regarding academic personnel.

II. DEFINITIONS

Academic Personnel: Academic Personnel includes non-tenure track academic personnel, academic personnel on a fixed term appointment (including extended term academic professionals), tenure track faculty, and tenured faculty.

Extended-Term Appointment: The non-tenure track faculty six-year fixed term appointment that will be sunset at the completion of current extended terms.

Fixed-Term Appointment: A non-tenure track faculty appointment for a fixed length of time that is at least one academic or fiscal year in length.

Fixed-Term Appointment with Rolling Contract: Non-tenure track faculty contract that may be three-years or five years in length and can be rolled annually for a continuing three-year or five-year contract.

III. DESIGNATION

A. Membership of the University Faculty – General Provisions

The University Faculty shall consist of the University President, vice presidents with academic appointments, deans and directors with academic appointments, and members of the faculty who hold the standard professorial titles. Faculty appointments may be Non-Tenure-Track, Tenure-Track or Tenured. All other faculty appointments are by definition Non-Tenure-Track.

The basic organization and processes through and by which the University Faculty may function are outlined in UW Regulation 2-300 (University Faculty). All members of the University Faculty, in any of the categories described here shall have those rights and responsibilities of faculty members governed by University regulations.

B. Tenure-Stream Faculty – Tenured and Tenure-Track

- 1. Instructor** is a tenure-track appointment which is used for a person who was recruited to be an Assistant Professor on tenure-track, but who has not finished all requirements for the appropriate terminal degree prior to the start date of the appointment. Upon evidence of completion of the terminal degree, the appointment title will be changed to Assistant Professor. Appointments to this position shall be only for a limited term, not to exceed two years. Appointment at Instructor will not affect the length of the probationary period under Terms of Appointment.
- 2. Assistant professors** shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.
- 3. Associate professors** shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), shall have established a reputation in scholarship, teaching, service, artistic creation, or other productive activity in the field in which they are to serve.
- 4. Professors**, in addition to having the qualifications of associate professors, have demonstrated superior performance overall, being highly successful in the following areas where appropriate:
 - a.** direction of graduate and undergraduate work and research,
 - b.** scholarship or other creative work,
 - c.** teaching,
 - d.** extension,
 - e.** service to the university as well as other communities and professional organizations, which may include administrative leadership.

C. Non-Tenure Track Faculty

Non-tenure track faculty appointments are intended to provide a means for securing and retaining faculty who bring to the University excellence in teaching, research or service.

Non-tenure track faculty may receive a Fixed-Term Appointment, with or without a Rolling Contract. Appointment as a Non-Tenure Track faculty does not entitle the individual to tenure and its privileges, and it is not intended to provide an alternative route to, or structure for, conventional tenure track positions. However, the University may, as needs arise, convert a non-tenure track position into a tenure track position. A Non-Tenure Track faculty member is not restricted from applying for any open tenure track position at the University.

1. **Archivist** shall be the title granted to persons who have a master's degree in library science and/or information science from a program accredited by the American Library Association (ALA), or a master's degree in history, American studies, or related field, typically including at least four graduate courses in archives administration, rare books curatorship, or special collections librarianship, or an appropriate equivalent. Professional experience may be required as an additional requirement or as a requirement in lieu of formal academic degrees. Such appointments shall be at the rank (Assistant Archivist, Associate Archivist, or Archivist) commensurate with their experiences and qualifications.
2. **Clinical Professor** shall be the title granted to persons who hold the terminal qualification in their discipline (e.g., *Ph.D., Ed.D., MFA, etc.*), and shall have demonstrated ability, through appropriate experience, to make significant contributions to the area of teaching in health care related programs offered by the University. Such appointments shall be at the rank (Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor) commensurate with their experiences and qualifications.
3. **Curator** is a title granted to persons who hold a master's degree or equivalent experience in one of the following fields: museums studies, art, art history, humanities, art education/education or others deemed appropriate by the head of the museum or unit. Professional experience may be required as an additional requirement or as a requirement in lieu of formal academic degrees. Such appointments shall be at the rank (Assistant Curator, Associate Curator, or Curator) commensurate with their experiences and qualifications.
4. **Executive Professor** shall be the title granted to persons who have had distinguished careers at the executive level in business or government (such as Chief Executive Officer, President, Chief Justice) and have made substantial impact on fields and disciplines that are important to academic programs at the University of Wyoming.
5. **Extension Educator** shall be the title granted to persons who have at minimum a master's degree or equivalent experience in a field related to agriculture, natural resources, youth development, community and economic development, family and consumer sciences or others as deemed appropriate by the Director of Extension. Extension educators shall have demonstrated ability to provide community-based engagement with off-campus clientele, especially through the application of research-supported educational development, leadership development, and collaboration. Such appointment shall be at the rank (Assistant Extension Educator, Associate Extension Educator, or Senior Extension Educator) commensurate with their experiences and qualifications.

- 6. Faculty Development Professional** shall be the title granted to persons who have at minimum a master's degree, and shall have demonstrated ability, through appropriate experience, in faculty development. Primary responsibilities include coaching faculty on effective classroom teaching and developing faculty, graduate teaching assistants, and postdoctoral associates in evaluating and refining teaching skills and practices. Responsibilities may also include promoting conversations about and developing workshops on teaching and learning, providing leadership, and directing programs that support the academic mission. Such appointments shall be at the rank (Assistant Faculty Development Professional, Associate Faculty Development Professional, or Senior Faculty Development Professional) commensurate with their experiences and qualifications.
- 7. Instructional Professor** shall be the title granted to persons who hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated ability, through appropriate experience, to make significant contributions to the area of teaching, including mentoring of undergraduate students in scholarly and creative activities, as well as contributions to areas of academic service. Such appointments shall be at the rank (Assistant Instructional Professor, Associate Instructional Professor, or Instructional Professor) commensurate with their experiences and qualifications.
- 8. Lecturer** shall be the title granted to persons who have at minimum a master's degree and shall have demonstrated ability, through appropriate teaching experience, to make contributions to the University's teaching mission. Such appointments shall be at the rank (Assistant Lecturer, Associate Lecturer, or Senior Lecturer) commensurate with their experiences and qualifications.
- 9. Librarian** shall be the title granted to persons who have the appropriate terminal professional degree: a master's degree in library and/or information science from a program accredited by the American Library Association (ALA), or an appropriate equivalent. Such appointments shall be at the rank (Assistant Librarian, Associate Librarian, or Librarian) commensurate with their experiences and qualifications.
- 10. Professor of Practice** shall be the title granted to persons who have had distinguished professional careers and have made a significant positive impact on fields and disciplines that are important to academic programs at the University of Wyoming. The primary function is intended to be instructional; however, duties and responsibilities may also include some research; service, including administration; and advising. Such appointments shall be at the rank (Assistant Professor of Practice, Associate Professor of Practice, or Professor of Practice) commensurate with their experiences and qualifications.

11. Research Professor shall be the title granted to persons who have demonstrated superior capacity for research contributions and whose employment is supported primarily from external research funding; in addition, these individuals must hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.). Such appointment shall be at the rank (Assistant Research Professor, Associate Research Professor, or Research Professor) commensurate with their experiences and qualifications.

12. Research Scientist shall be a title granted to persons who have at minimum a master's degree and shall have demonstrated ability, through appropriate research experiences, to conduct and support research. Such appointments shall be at the rank (Assistant Research Scientist, Associate Research Scientist, or Senior Research Scientist) commensurate with their experiences and qualifications.

D. Adjunct, In-Residence and Visiting Faculty

1. Adjunct faculty. Adjunct faculty may include Academic Personnel in other University departments or colleges as well as those employed outside the institution. Each letter of appointment shall set forth the terms and conditions under which services to the University are to be performed by the appointee. Adjunct faculty hold courtesy appointments and receive no financial remuneration. Adjunct appointments will be made by the Provost and Vice President of Academic Affairs for a period of not more than three years; however, an individual may be reappointed. Adjunct appointments may be made when deemed appropriate to make available to the University, on a limited or part-time basis, the services of persons who have attained recognition in their professional fields of scholarship, creativity, or other distinguished accomplishments relevant to University programs.

2. In-Residence faculty. An in-residence faculty appointment allows for flexibility when there is a desire to provide for the presence of a distinguished and prominent individual at the university. The positions given in-residence designation include, but are not limited to, writer, artist, diplomat, poet, and scholar. In-residence faculty members who are reappointed may be awarded the rank of senior writer in-residence, senior poet in-residence, or other appropriate designation, following the unit's criteria for the term faculty rank of senior lecturer. An in-residence appointment may be made on a full-time (1.0 FTE) or less than part-time (<0.5 FTE) basis.

3. Visiting faculty. Visiting faculty are typically faculty members from other institutions who possess special expertise in areas that address specific short-term University instructional needs. Such appointments may be with

professorial rank and are not normally for more than one year in duration. In only rare cases will a visiting faculty member be reappointed to another term. Any reappointment is subject to satisfactory performance evaluation, available funding and needs of the University.

E. Emeritus Faculty

The Emeritus Faculty is comprised of retired members of the faculty who have been appointed to the emeritus status subsequent to their retirement. Emeritus faculty members may be called upon to serve the University in various capacities, and may be accorded various rights and benefits of the university. Emeritus status may be awarded to Academic Personnel who retire after long and distinguished service to the University.

F. Other Academic Personnel

Postdoctoral Associate shall be the title granted to persons who have earned a doctoral degree, and who seeks intensive advanced work in a particular discipline before seeking permanent employment. Postdoctoral associates typically work with a small set of faculty mentors who are responsible for directing the employee's research and training. Postdoctoral Associates are temporary, at-will appointments.

The general qualifications for faculty designation defined above may be waived or modified at the discretion of the President and the Trustees.

IV. TERMS OF APPOINTMENT

Faculty members shall be appointed by the President of the University; however, tenure, five-year fixed term, and promotion shall be granted only with approval by the Board of Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit. The recommendations shall then be forwarded through the appropriate academic officers, who shall add their recommendations to the President of the University. Faculty appointments will be reported to the Trustees annually.

No appointment shall be binding upon the University unless accepted in writing by the faculty member within the time specified for response. Duties and workload distributions shall be outlined in a faculty member's job description, which shall be reviewed annually and signed by faculty member and direct supervisor before the academic year commences. Allocation of effort included in a job description may be revised during the term of employment. Appointments shall be for a specified period at the appropriate rank as described in this regulation to be classified as follows:

A. Tenure-Track Appointments

Probationary appointments of tenure-track faculty filling a budgeted vacancy will be for one academic year; individuals so appointed will be considered for reappointment annually for the term of a six-year probationary period. Credit for prior experience that reduces the six-year probationary period must be specified in the letter of offer and approved by the Provost and Vice President for Academic Affairs.

If one is reappointed at the termination of the full probationary period, she/he will be granted tenure. In rare circumstances, tenure and tenure-track appointments may be less than full-time positions.

B. Fixed-Term Track Appointments

Probationary appointments for positions filling a budgeted vacancy will normally be for one academic year; individuals so appointed to positions that are eligible for a rolling contract but have not yet completed requirements for achieving the rolling contract will be considered for reappointment annually for the term of a three-year probationary period. Faculty will be eligible for a fixed-term rolling contract appointment after successfully serving a probationary period of three consecutive years. The probationary period review shall be waived for Academic Personnel previously appointed to an extended-term.

The probationary period for Academic Personnel previously hired on an extended-term track appointment will be converted to a fixed-term review schedule and credit for the completed probationary period will be applied. The review for a fixed-term with rolling contract will be conducted in accordance with University Regulations and Standard Administrative Policies and Procedures.

If an individual is reappointed at the termination of the full probationary period, that individual be granted a fixed-term with rolling contract. Full-time faculty members appointed to a three-year rolling contract have a three-year term of employment, which is eligible to be renewed annually. Upon promotion to the highest rank associated with their faculty title, a non-tenure track faculty member is eligible for a rolling five-year contract. A rolling five-year contract must be recommended by the President of the University and approved by the Board of Trustees.

C. Fixed-Term Appointments

Appointments for positions filling a budgeted vacancy will be for a minimum of one academic year but no more than three academic years for appointments not on

rolling contracts; individuals so appointed may be considered for renewal at the end of the term.

D. Extended-Term Appointments

Current Academic Personnel with Extended-Term Appointments shall retain their designation for the duration of their current extended term. At the completion of the Extended-Term reappointment to a Fixed-Term shall be made in accordance with University Regulations and Standard Administrative Policies and Procedures. Unless a change in designation is approved at the time a fixed-term is granted, the current designation of Academic Professional shall be removed and the current title and rank will be retained.

E. Courtesy Appointments

A courtesy appointment is an unpaid appointment in which the faculty member often makes a substantial contribution to a University department or departments other than their own, but in ways less formal than would justify a joint appointment as defined by a shared salary appointment. Courtesy appointments may be made across departments and schools and can foster interdisciplinary teaching, scholarship, innovation and creative endeavors. It is permissible for a faculty member to hold more than one courtesy appointment.

F. Joint Appointments

In a joint appointment, the faculty member has responsibilities to more than one academic unit or college. In making joint appointments, a primary academic unit home where a faculty member's appointment is held must first be established. The home academic unit will have primary responsibility over matters affecting advancement in rank and fixed-term or tenure status. The home academic unit's policies and procedures shall prevail related to matters not covered in this policy.

The units or colleges contributing to a joint faculty member's position must decide, in writing, workload responsibilities, as well as budget allocations for each unit. Specific duties of the faculty member in all units will be determined in writing by the administrators involved with the joint appointment. The duties should reflect the faculty member's area of expertise and may include advising, teaching, service/committee work, research, and/or administrative duties as applicable.

Faculty members with joint appointments should hold the same rank for each of the units with which the person is affiliated.

G. SER Faculty Appointments

Faculty members in the School of Energy Resources (SER) hold appointments in energy resources and are assigned to mainstream academic units as their tenure, fixed-term and promotion home. An SER Faculty Appointment is not considered a Joint Appointment as defined above.

H. Part-Time Faculty Appointments

The appointment of part-time (<0.5 FTE) faculty members during the academic year and for Summer Session or Winter Session (J-Term) will be made by the President of the University upon the recommendation of the appropriate academic officers.

I. Temporary Appointments

Temporary appointments with faculty rank may be made to address specific instructional or research needs. Such appointments shall not be for more than one year in duration; however, temporary faculty may be reappointed annually subject to a satisfactory performance evaluation.

V. REAPPOINTMENT, FIXED-TERM, TENURE AND PROMOTION

Procedures concerning the review and reappointment of probationary faculty, as well as tenure, Fixed-Term Appointment and promotion of all faculty, are specified in UW Regulation 2-7.

VI. EMERITUS DESIGNATION AND BENEFITS

The Provost and Vice President of Academic Affairs, upon recommendation from the unit, shall nominate emeritus designation upon Academic Personnel who retire after long and meritorious service to the University. At the time of retirement, the individual must be a tenured Professor or tenured Associate Professor. The Provost and Vice President of Academic Affairs may, upon recommendation from the unit, nominate emeritus designation upon non-tenure track faculty and at-will administrators who have served in academic units and have demonstrated meritorious service to the academic mission of the University. Emeritus status shall be granted by the Board of Trustees upon recommendation by the President of the University.

Retiring Academic Personnel who receive emeritus status under this regulation shall, at a minimum depending on status of Board Retirement benefits, be eligible for the following benefits:

- A.** Access to recreation facilities with charge at UW employee rate.

- B. A campus parking permit with charge.
- C. Season tickets to athletic events at the same discount provided to benefited personnel.
- D. UW library privileges, including all electronic files available to UW personnel.
- E. Computer account on the UWYO domain, without charge.
- F. Office space, provided (a) space is available, (b) there is legitimate regular use, and (c) the appropriate department head and dean agree.

VII. VACATION AND LEAVE FOR FACULTY, ACADEMIC PROFESSIONALS, AND UNIVERSITY OFFICERS

Vacation and leave will be addressed in the Employee Handbook.

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

Source: None

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

Associated Regulations, Policies, and Forms: None

History:

Trustee Regulation V; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 9/17/2010 Board of Trustees meeting

Revisions adopted 11/15/2013 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Revisions adopted 3/25/2015 Board of Trustees meeting

Revisions adopted 11/18/2016 Board of Trustees meeting

Revisions adopted 12/14/2016 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 5-1, now UW Regulation 2-1

Revisions adopted 6/12/2019 Board of Trustees meeting (effective 7/1/2019)

Revisions adopted 10/14/2020 Board of Trustees meeting

UW Regulation 1-102(I)(E) adopted Minutes of the Trustees, March 3-4, 2000, Personnel Committee

Revisions adopted and moved to UW Regulation 2-1 on 6/12/2019 Board of Trustees meeting (effective 7/1/2019)

UW Regulation 1-102(I)(F) adopted Minutes of the Trustees, January 9-11, 2003, Work Session

Revisions adopted and moved to UW Regulation 2-1 on 6/12/2019 Board of Trustees meeting (effective 7/1/2019)