

UW REGULATION 5-408

Guidelines for Establishing Academic Professionals

1. GENERAL INFORMATION.

There are four academic professional categories: Extension Educators, Lecturers, Research Scientists, and Postdoctoral Associates.

2. ACADEMIC PROFESSIONALS

I. DEFINITION AND DESCRIPTION

Academic Professionals comprise a category of University academic personnel, distinct from classified and professional staff and faculty, dedicated to the academic mission of the University. Academic Professionals possess specialized qualifications and job descriptions that enable them to fulfill assigned academic duties, maintain peer relationships within the academic community, and enjoy the rights to academic freedom accorded to faculty, as described in UW Regulation 5-1. The central role of this category of employees is to support specific aspects of the teaching, research, extension, and service missions of the University.

This section contains the core conditions and terms of employment common to all categories of Academic Professionals. Other sections for Extension Educators, Lecturers, Research Scientists, and Postdoctoral Associates outline those conditions and terms of employment that apply specifically to the respective categories.

Extension Educators, Lecturers, and Research Scientists can have temporary or extended-term-track appointments. Postdoctoral Associates can have temporary appointments only.

The purpose of extended-term-track appointments is to foster continued professional growth, accomplishment, and commitment to the University's mission, in cases where such an appointment or its renewal is consistent both with the Academic Professional's demonstrated performance and with the University's programmatic needs and priorities.

Academic Professionals on extended-term-track appointments generally start their appointments with a probationary period, during which they undergo annual reviews for reappointment. After completing the probationary period, extended-term-track Academic Professionals may be appointed to extended terms. The review for the transition from probationary appointment to extended-term appointment occurs in the last year of the probationary period.

Extended terms are six years in length for all categories, with the review for renewal of an extended term occurring in the fifth year. If a review for extended-term renewal is successful, the next six-year extended term shall begin at the end of the sixth year of the current extended term.

Stable fiscal support, normally in the form of salary and benefit funding from Section I of the University's budget, is a necessary but not sufficient condition for an extended-term-track appointment.

Temporary appointments are normally for periods of no longer than a year at a time, ending no later than the end of the current fiscal year, although the appointments may be renewable. Temporary appointments carry no rights to extended-term-track appointment.

II. CLASSIFICATION, AUTHORIZATION, RECRUITMENT AND GENERAL EMPLOYMENT PROVISIONS

A. Classification and Authorization of Positions

Filling an Academic Professional position requires a request and authorization by the Vice President for Academic Affairs, as well as approval by all appropriate college deans. When the appointment is to be made in a department of an academic college, the appropriate dean is the dean of the college. The request must describe (1) whether the position is to be temporary or extended-term-track, (2) the proposed starting rank and salary, (3) the length of the probationary period if the position is on the extended-term track, (4) the source of funding for the position if it is temporary, and (5) the duties and responsibilities associated with the position.

B. Recruitment

University policies related to equal employment opportunity and affirmative action shall apply to Academic Professional searches and appointments. Searches may be national, regional, or local in scope, depending upon the nature of the position.

C. General Employment Provisions

1. Ranks

Within the categories of Extension Educator, Lecturer, and Research Scientist, there are three ranks, denoted by the labels Assistant, Associate, and Senior. Associated with each rank are expected levels of professional accomplishment, typical educational attainment, and contributions to the mission of the University. The appendices describe these levels in more detail.

Any initial appointment should be at a rank that is consistent with the criteria for that rank.

There are no ranks in the category of Postdoctoral Associate.

2. Appointment Process

The appointing authority for Academic Professionals is the dean or director or, if none is appropriate, the Vice President for Academic Affairs. Appointments require approval by the Vice President for Academic Affairs and authorization by the Board of Trustees. Each newly appointed Academic Professional should receive a letter of initial appointment from the appointing authority or the appropriate supervisor, normally a department head. This letter should specify the conditions of employment, including the rank, salary, benefits, and status as an extended-term-track or temporary employee.

3. Job Descriptions

The appointing authority has the responsibility to ensure that each Academic Professional has a job description. The job description must be specified as part of the initial position authorization. Job descriptions will include a description of duties and the proportion of effort allocated to each major duty. The appendices describe the duties appropriate for Extension Educators, Lecturers, and Research Scientists.

Job descriptions are subject to revision at any time during the appointment period, to meet the needs and priorities of the University. All changes in job descriptions for extended-term-track Academic Professionals must be reported to the Vice President for Academic Affairs.

4. Performance Reviews

Each Academic Professional, whether on temporary, probationary, or extended-term appointment, should undergo periodic performance reviews. Each such review should include a review of the job description.

Performance reviews of temporary academic professionals should be annual and should be completed before reappointment is offered. Performance reviews of probationary, extended-term-track Academic Professionals shall occur on a schedule consistent with the reappointment reviews prescribed in Section III.A.1. Performance reviews of Academic Professionals on extended-term appointments shall occur at least biennially.

The purposes of performance review are (1) to evaluate the employee's effectiveness in fulfilling responsibilities in the job description, (2) to document professional growth and development, and (3) to establish goals for the future. The format of the review should be consistent with the scope of the Academic Professional's responsibilities. It should include appropriate peer and supervisory input as well as input from such constituencies as students, faculty, administrators, and members of the community, as appropriate. The review should address the duties outlined in the job descriptions, proportion of effort allocated to these duties, and performance relative to standards.

A copy of the performance appraisal shall be maintained in the employee's personnel file. Academic Professionals must review their performance evaluations; they have the right to make written comments, which become part of the performance review record.

III. TYPES OF ACADEMIC PROFESSIONAL APPOINTMENTS

A. Extended-Term-Track Appointments

Extended-term-track appointments include extended-term appointments as well as probationary appointments that may lead to extended-term appointments. They may be full-time or part-time depending upon the University's programmatic needs and resources.

1. Probationary Period

An Academic Professional hired on an extended-term-track appointment must successfully complete a probationary period, normally six years in length, before receiving an extended-term appointment. In exceptional cases, with the approval of appropriate peers (as defined in the appendices), the appointing authority, and the Vice President for Academic Affairs, Academic Professionals may begin their employment with extended-term appointments.

Credit that is to be applied toward the probationary period must be specified in writing at the time of initial appointment and approved by the Vice President for Academic Affairs. Abbreviated probationary periods should be rare, a necessary but not sufficient condition for their approval being a convincing record of accomplishment directly related to the elements of the job description. In no case shall credit toward the probationary period exceed three years.

The purpose of the probationary period is to allow the Academic Professional to exhibit mastery of major areas of the job duties and to demonstrate convincing promise for continuing professional growth and development, accomplishment, and commitment to the mission of the University.

Academic Professionals on probationary appointments must undergo annual reviews for reappointment with two exceptions. In cases in which all levels of review agree in the second- or fourth-year review, an Academic Professional may skip the reappointment reviews in the third and fifth years of the probationary period. Reappointment reviews should involve detailed, documented assessments of the Academic Professional's performance in all elements of the job description. Reappointment is contingent both on meritorious performance and on the continued consistency of the position with the University's programmatic needs and priorities.

If the annual probationary review results in a decision not to reappoint, the Academic Professional shall receive notification of this decision from the Vice President for Academic Affairs. For probationary Academic Professionals on academic-year appointments, notification shall be sent (a) at least three months before the end of the terminal academic year if the employee is in the first year of service, (b) at least six months before the end of the terminal academic year if the employee is in the second year of service, and (c) at least 12 months before the end of the terminal academic year if the employee has two or more full years of service. Probationary Academic Professionals on

fiscal-year appointments are entitled to continued employment for a specified period after notification of nonreappointment is sent. This period shall be (a) three months if the employee is in the first year of service, (2) six months if the employee is in the second year of service, and (3) 12 months if the employee has two or more full years of service.

An Academic Professional who is not granted reappointment shall not be retained. In such cases, the individual shall have the right to resign before the end of his or her employment, with the record reflecting only that the employee resigned.

Within the contract period (the academic or fiscal year, as appropriate), probationary appointments are terminable only for cause, as defined in Trustees' Regulation V, or for reasons of budget or program modification or reduction. Officers of the University shall not employ this provision in a manner that interferes with academic freedom.

2. Promotion Ladders

Promotion in rank must follow a thorough performance review, the general features of which include review by peers, faculty and administrators at the department, college, and university level. Details of promotion review procedures appear in the appendices.

The appraisals developed during performance reviews should constitute a significant element of deliberations regarding promotion. They should also constitute a significant element in decisions regarding reappointment, extended term, and extended-term renewals, although the needs and priorities of the University may also enter these deliberations. The appointing authority shall notify any candidate who receives a negative recommendation for reappointment, promotion, or extended-term appointment or renewal and shall discuss the rationale for the recommendation with the candidate.

Although it may be administratively convenient to conduct promotion reviews at the same time as reviews for extended term or extended-term renewal, these types of review need not be simultaneous. A level of accomplishment commensurate with a rank higher than Assistant is normally a necessary condition for an extended-term appointment. However, in extraordinary cases a promotion to the Associate rank can occur earlier. The attainment of Associate rank is no guarantee of probationary reappointment, extended-term appointment, or extended-term renewal.

3. Compensation

Salaries for extended-term-track Academic Professionals should be consistent with the salaries of professional peers, market conditions, and available resources. Rules governing eligibility for benefits are the same as those that apply to professional staff. Academic Professionals who have academic-year appointments are not eligible for paid vacation leave, although their salaries may be paid in 12 monthly installments.

The Board of Trustees has the authority to establish salary adjustment guidelines. The Vice President for Academic Affairs will consider recommendations from the appointing authorities before implementing salary adjustments.

4. Appeals and Disputes

An extended-term-track Academic Professional seeking to resolve disputes regarding conditions of employment, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. The paragraph below governs the resolution of disagreements regarding reappointment, promotion, extended-term appointments and renewals, and professional development leaves. UniReg 5 governs complaints involving discrimination and harassment. The procedures for resolving disputes and disciplinary matters are those prescribed in UniReg 35.

A candidate who has received from the Vice President for Academic Affairs a negative decision for reappointment, promotion, or extended-term appointment or renewal has the right to appeal the decision to the President of the University. The President may appoint a committee of Academic Professionals to make recommendations on the case. The President shall inform the candidate, in writing, of the President's decision.

Any termination of an extended-term-track Academic Professional for cause must follow the procedures established in UW Regulation 5-801 for dismissal of faculty. In these procedures, elements that apply to nontenured faculty shall apply to probationary Academic Professionals, and elements that apply to tenured faculty shall apply to extended-term Academic Professionals.

5. Professional Development Leave

Academic Professionals who have extended-term appointments are eligible for professional development leave, provided they have completed at least six years of service to the University before beginning the leave. No right to professional development leave accrues through lapse of time. Instead, the granting of professional development leave is contingent upon a sound plan for activities that will enhance professional expertise, impart special skills related to the job description, or otherwise contribute substantially to the University's long-range interests. It is also contingent upon institutional needs and resources, as documented in a specific plan for the replacement of the employee's duties during the leave.

Professional development leaves may be up to one year in duration. Unlike sabbatical leaves for faculty, professional development leaves for Academic Professionals may be appropriate vehicles for the pursuit of advanced degrees.

Terms governing compensation for professional development leave shall parallel those governing sabbatical leave for faculty. Final approval of professional development leave shall be upon the recommendation of the Vice President for Academic Affairs and authorization by the Board of Trustees.

No professional development leave may be taken during a grace period following the denial of reappointment, extended term, or extended-term renewal, even if such a leave was approved earlier.

An Academic Professional who fails to return to the University immediately following professional development leave shall be obligated to repay the amount of compensation received from the University during the period of the leave. The minimum duration of the return shall be one academic year for academic-year employees and one calendar year for fiscal-year employees.

6. Governance

Each category of Academic Professionals may have representation in either the Faculty Senate or Staff Council. Academic Professional categories now represented in either Faculty Senate or Staff Council will continue such representation. A simple majority of a category that wishes to change its representation from one governance structure to the other may seek a transfer by petitioning the receiving governance body for approval of the shift. The governing body will make a recommendation to the President.

B. Temporary Appointments

Temporary Academic Professional appointments may be full-time or part-time. The following regulations apply to temporary Extension Educators, Lecturers, and Research Scientists. Regulations governing Postdoctoral Associates appear in section 5.

1. Reappointment and Termination

At the end of the term of temporary employment, temporary Academic Professionals may be reappointed to a subsequent temporary appointment. Appointment or reappointment as a temporary Academic Professional confers no right to an extended-term-track or extended-term appointment, nor does it preclude subsequent consideration for an extended-term-track appointment.

If a temporary Academic Professional is not reappointed at the end of the appointment period, his or her employment will cease at the end of the appointment period.

Either the temporary Academic Professional or the appointing authority may initiate termination of employment before the end of a period of temporary appointment. Such termination requires written notice of the intention to terminate employment and the date of termination. Where feasible, employees and appointing authorities alike should strive to give at least two weeks' advance notice before the termination. The appointing authority shall forward notice of intent to terminate, with appropriate forms, to the Vice President of Academic Affairs.

2. Promotion

Since temporary Academic Professionals hold appointments for at most one year at a time, there is no formal promotion review procedure. Instead, if a promotion is appropriate according to the expectations for the category of Academic Professional, the appointing authority may propose one at the time that the appointment is renewed.

3. Compensation

Temporary Academic Professional salaries should be consistent with the salaries of professional peers, market conditions, and available resources. Rules governing eligibility for benefits are the same as those that currently apply to professional staff. Temporary Academic Professionals who have academic-year appointments are not eligible for paid vacation leave, although their salaries may be paid in 12 monthly installments.

The appointing authority may recommend salary increases for temporary Academic Professionals. Any such increase requires approval by the Vice President for Academic Affairs.

4. Appeals and Disputes

A temporary Academic Professional seeking to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. UW Regulation 1-5 governs complaints involving discrimination and harassment. The procedures for resolving disputes and disciplinary matters are those prescribed in UW Regulation 5-35.

3. EXTENSION EDUCATORS

I. DEFINITION AND DESCRIPTION

As members of the Cooperative Extension Service, Extension Educators are part of the University's educational outreach system. In keeping with the University's status as a land-grant institution, Extension Educators form an essential link between the people of Wyoming and the teaching, research, and service missions of the University. The primary function of these employees is to provide non-credit education to an off-campus clientele. Extension Educators provide Wyoming youth, adults, and communities with life-long learning opportunities, especially through the application of research-supported information and leadership skills.

An Extension Educator's responsibilities include

- identifying the needs of people in communities to which he or she is assigned,
- developing, implementing, and managing educational and research programs to meet these needs,
- evaluating and documenting changes that occur in response to these programs.

To meet these responsibilities, the Extension Educator must exhibit high levels of professional, scientific, educational, and community-relations skills.

II. EXTENDED-TERM-TRACK APPOINTMENTS

A. Portfolios

A portfolio, developed by the Extension Educator and summarizing his or her performance and contributions, forms the documentary basis for each periodic review during the probationary period and for each review for extended term, extended-term renewal, or promotion. The portfolio should contain at least the following information as it becomes available.

1. Information concerning the initial appointment, including the letter of offer for the position.
2. A summary of all previous reappointment, extended-term, and promotion decisions.
3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.
4. Documentation of recommendations at all levels when the recommendations become available, including the supervisor's recommendation, where applicable; recommendations of regional peers (see Section B); recommendations of the college-level committee; and the dean's recommendation.
5. The candidate's complete curriculum vitae.
6. Documentation of the candidate's professional accomplishments.
7. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 5-803 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.

B. Reviews During the Probationary Period

Regional Peers. The initial step in the reappointment review is the Extension Educator's submission of the portfolio to the immediate supervisor. The supervisor shall then make the portfolio available for review by a set of regional peers consisting of all extended-term-track Extension Educators in the peer region. The Dean of Agriculture is responsible for defining a set of peer regions for the state. In the case of an Extension Educator assigned to a particular academic department, it may be appropriate for the peer region to consist of faculty members and academic professionals in the department. Each regional peer shall review the portfolio and submit a written recommendation to the supervisor, who shall include the recommendations in the portfolio for subsequent levels of review.

Supervisor. The immediate supervisor shall then review the portfolio and add a written recommendation, along with an evaluation form. The candidate shall sign the evaluation

form to indicate having reviewed the portfolio, including all written recommendations of regional peers and the immediate supervisor. The candidate may also add a letter of response. The immediate supervisor shall then forward the portfolio, including all recommendations and responses, to the Director of Extension. The Director of Extension shall then submit the case to the Extension Educator Term and Promotion Committee, described in Paragraph F below, for review. In the case of a first-year probationary review, no review by the Extension Educator Term and Promotion Committee is necessary, and the Director of Extension may forward the case directly to the Dean of Agriculture.

Term and Promotion Committee. Duties of the Extension Educator Term and Promotion Committee are as follows:

- Elect a chairperson from among its members.
- Meet and review the portfolios of all Extension Educators who are candidates for probationary reappointment, extended-term appointments or renewals, and promotions.
- Make written recommendations for all of these candidates to the Dean of Agriculture.

Each member of the Term and Promotion Committee shall submit a written recommendation for each case. Each recommendation must contain reasons for the recommendation. The chairperson shall forward all recommendations and portfolios to the Dean of Agriculture.

Dean of Agriculture. The Dean of Agriculture shall consult with the Director of Extension to formulate a written recommendation for each case. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations of the Term and Promotion Committee and the Dean. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.

Academic Affairs. The Vice President for Academic Affairs may seek comments on any case from the University Tenure and Promotion Committee, augmented by extended-term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.

C. Reviews for Extended-Term Renewal or for Promotion.

Reviews for extended-term renewal or for promotion of Extension Educators shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for the review. The structure of the portfolio should be as prescribed in II.A.

D. Ranks

There are three ranks for Extension Educators: Assistant Extension Educator, Associate Extension Educator, and Senior Extension Educator. Normally, an extended-term-track Extension Educator should have at least 4 years of experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank alone is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.

Assistant Extension Educator. The qualifications for Assistant Extension Educator include a Master's degree or equivalent experience in a field related to agriculture, youth development, community and economic development, family and consumer sciences or others as deemed appropriate by the Director of Extension. The qualifications also include convincing evidence of both the expertise and the personal skills needed to contribute effectively to the University's extension mission. In some cases the Director of Extension may recommend the hiring of an Assistant Extension Educator who has not completed a Master's degree, provided the position announcement does not require it. In this case the appointment shall be temporary, not on the extended-term track. The Director of Extension may nominate the employee to begin a probationary extended-term-track appointment upon completion of a Master's degree. Such nominations are subject to the approval of the Dean of Agriculture and the Vice President for Academic Affairs.

Associate Extension Educator. In addition to having the qualifications and skills of Assistant University Extension Educator, the Associate Extension Educator normally shall have at least 4 years of Extension experience. The function of this rank is to plan, develop, and evaluate comprehensive, broad-scope Extension educational programs requiring expertise in at least two subject-matter areas within one or more of the Extension Program Areas. Qualifications required of an Associate Extension Educator include:

- Demonstrated expertise within at least two Extension subject matter areas.
- Demonstrated capabilities and performance characteristics of an Associate Extension Educator, including effective participation in and familiarity with those processes and activities related to the position description. Specific examples include performance in:
 1. Assessing a broad range of clientele needs, including interdisciplinary problems that involve the area and initiative teams
 2. Planning, developing, implementing and evaluating multidisciplinary or interdisciplinary educational programs that utilize and present results from research in the subject-matter areas
 3. Developing program budgets
 4. Providing leadership within the organization
 5. Serving as a member of a civil rights review team
 6. Providing training for other Extension Educators

7. Providing leadership for and effecting cooperation with Advisory systems
8. Designing and conducting applied research or demographic studies, analyzing results, and drawing conclusions.
9. Seeking and utilizing external funding to support the extension program
10. Creating or designing curricula
11. Marketing educational efforts through a variety of oral and written methods

Senior Extension Educator. In addition to having the qualifications and skills required of Associate Extension Educators, the Senior Extension Educator must have demonstrated superior leadership capabilities and must be recognized by peers and others as an outstanding educator. To qualify for this rank, individuals must exhibit the following abilities.

- To take leadership in identifying and evaluating critical extension needs of communities.
- To provide direction, planning, and priority setting in the development of programs that meet these needs.

To demonstrate specialized expertise needed to provide educational programs on an area, region, or statewide basis. Evidence of these abilities can include the following elements:

1. Professional recognition, such as regional or national awards, letters of recognition, commendation from colleagues and peers.
2. Publications in refereed or professional journals or other widely disseminated venues.
3. Leadership in the resolution of complex problems, such as the development of interdisciplinary programs and projects requiring long-range educational planning.
4. Experience in planning, conducting, interpreting, and disseminating applied research, demonstration trials, field and home demonstrations, or community studies.
5. Acknowledged administrative and leadership experience.
6. Leadership in training Extension Educators and other professionals.
7. Securing funding as a principal investigator of grant proposals designed to meet unique community needs.

E. Job Descriptions

Job descriptions for Extension Educators may include teaching, research, service, extension, and administration. These job descriptions are subject to annual review and possible revision by the employee and the direct supervisor and are subject to consultation with and approval by the Dean of Agriculture.

F. Term and Promotion Committee

The Extension Educator Term and Promotion Committee shall have at least one Extension Educator from each peer region and at least one Extension Educator from the Laramie campus. The Dean of Agriculture is responsible for determining the precise size of the

committee. Membership on this committee shall be determined by elections by peers within their respective, peer region or Laramie campus peer groups, with all Extension Educators who hold extended-term appointments being eligible to serve. All extended-term-track Extension Educators, whether on probationary or extended-term appointments, shall be eligible to vote in these elections.

If there are not enough extended-term Extension Educators to fill the required categories, then the Dean of Agriculture shall identify a broader set of Extension Educators from whom candidates may be selected.

The assigned term of service for members of the Extension Educator Term and Promotion Committee is three years, with members being ineligible for re-election at the end of their assigned terms. Elections are staggered: every third year, one or more members are elected as needed; two members are elected all other years. A committee member undergoing review for reappointment, extended term, or promotion may not serve on the committee during the year of the review. In this case, eligible voters within the appropriate peer region or Laramie campus group shall determine a one-year, temporary replacement from eligible employees within the peer region or Laramie campus group in an election. If a member of the committee leaves for any other reason before his or her assigned term ends, eligible voters within the same peer region or Laramie campus group shall elect a replacement from eligible employees within the peer region or Laramie campus group. The assigned term of the replacement is the remainder of the term held by the departing committee member.

The Director of Extension or a designee shall be responsible for conducting the elections and convening the Extension Educator Term and Promotion Committee. This person may attend the committee's meetings, with the sole purpose of ensuring that the committee adheres to proper procedures.

G. Governance

Extension Educators shall have representation on the Faculty Senate, to be determined by the regulations governing that body.

4. LECTURERS

I. DEFINITION AND DESCRIPTION

Lecturers are Academic Professionals who are engaged primarily in fulfilling the teaching mission of the University. As a necessary part of their teaching responsibilities, lecturers must demonstrate continuing professional development.

II. EXTENDED-TERM-TRACK APPOINTMENTS

Extended-term-track Lecturers include Lecturers who are on probationary appointments as well as those who are on extended-term appointments.

A. Portfolios

A portfolio, developed by the Lecturer and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended-term renewal, or promotion. The portfolio should contain at least the following information:

1. Information concerning the initial appointment, including the letter of offer for the position.
2. A summary of all previous reappointment, extended-term, and promotion decisions.
3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.
4. Documentation of recommendations at all levels, including the recommendations of department faculty and other extended-term-track Lecturers in the department, the recommendations of any appropriate department head, tenure and promotion committee, and dean.
5. The candidate's complete curriculum vitae.
6. A summary of the candidate's accomplishments, including a list of courses taught and a syllabus for each. In addition, the portfolio should include detailed information, such as tests, assignments, and other materials related to the assessment of student learning, for a representative suite of recently taught courses.
7. Assessments of the candidate's teaching, including a self-assessment, assessments by faculty and extended-term-track lecturers, an assessment by the department head or other appropriate supervisor, and student evaluations. Student evaluations must include anonymous evaluations collected in the classroom, but they may also include letters solicited from students familiar with the candidate's teaching.
8. Wherever appropriate to the job description, documentation concerning the candidate's service activities, student advising, and supervisory and administrative performance.
9. Documentation of professional development activities.
10. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 5-803 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.

B. Reviews During the Probationary Period

Peers. The following review procedures apply to extended-term-track Lecturers who are in the probationary period. Based on the record in the portfolio and his or her experience, the

faculty and extended-term-track Academic Professionals in the department shall review the portfolio and submit recommendations to the department head.

Department Head. The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.

College Tenure and Promotion Committee. The dean of the college may seek recommendations from the college tenure and promotion committee, augmented by a set of extended-term Academic Professionals.

College Dean. The dean of the college shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.

Academic Affairs. The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by extended-term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.

C. Reviews for Extended-Term Renewal or for Promotion.

Reviews for extended-term renewal or for promotion of Lecturers shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in II.A.

D. Ranks

There are three ranks for Lecturers: Assistant Lecturer, Associate Lecturer, and Senior Lecturer. Normally, an extended-term-track Lecturer should have at least 4 years of teaching experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.

Assistant Lecturer. Normally, the qualifications for Assistant Lecturer include a Master's degree or equivalent, together with convincing promise for significant contributions to the University's teaching mission. The candidate should also exhibit a commitment to ongoing professional development in the discipline.

Associate Lecturer. The Associate Lecturer will normally have at least a Master's degree or its equivalent. Associate Lecturers must also have a record of demonstrated, significant contributions to teaching, not only through superior performance in the classroom but also through the broader support of the University's teaching mission. Such activities may include but are not limited to the following.

1. Contributions to the design, development, and oversight of curriculum in specific courses.
2. Significant involvement in the coordination of curricula in different courses.
3. Demonstrated breadth and versatility of teaching in a range of courses.
4. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and curriculum in the discipline.

Senior Lecturer. In addition to the qualifications for an Associate Lecturer, Senior Lecturers must also have a sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline. The following list contains some possible elements of such a record; the list is not exhaustive.

1. Demonstrated proficiency in the management of specific courses.
2. Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques.
3. Participation in the solicitation or administration of external funding to support teaching initiatives.
4. Sustained effectiveness in the mentorship of other teachers, including graduate assistants, other academic professionals, faculty members, or other instructional staff.
5. Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools.

E. Job Descriptions

Elements of the job description that are appropriate for Lecturers include teaching, service, advising, professional development, and, in some cases, administration. Teaching includes such activities as classroom instruction, laboratory supervision, and online or off-campus instruction.

Currency of knowledge being essential to effective teaching, every Lecturer must participate in a program of professional development, the components of which he or she must define in collaboration with the appropriate department head or supervisor. Each department that hires Lecturers has the responsibility to develop written standards by which to gauge individual

professional development programs. These standards must be available to candidates for Lecturer positions at the time of hiring. Normally, professional development should account for no less than 1/8 (the equivalent of 3 credits per year) and no more than 1/4 (the equivalent of 6 credits per year) of the job description.

To allow adequate time for professional development, the job description for a full-time Lecturer should require no more than 21 credits (7/8 of the work responsibility) in classroom instruction or its equivalent in other forms of teaching.

F. Governance

Extended-term-track Lecturers shall have representation in the Faculty Senate, to be determined by regulations governing that body.

5. RESEARCH SCIENTISTS

I. DEFINITION AND DESCRIPTION

Research Scientists are academic professionals whose primary responsibilities are to conduct and support research. UW Regulation 5-803 describes the activities that fall into this set of responsibilities for faculty; the same definition of research applies to Academic Professionals.

A Research Scientist typically works under the direction of a faculty supervisor.

II. EXTENDED-TERM-TRACK APPOINTMENTS

Extended-term-track Research Scientists include Research Scientists who are on probationary appointments as well as those who are on extended-term appointments.

A. Portfolios

A portfolio, developed by the Research Scientist and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended-term renewal, or promotion. The portfolio should contain at least the following information:

1. Information concerning the initial appointment, including the letter of offer for the position.
2. A summary of all previous reappointment decisions.
3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.
4. Documentation of recommendations at all levels, including the supervisor's recommendation, recommendations of faculty and other extended-term-track

- Research Scientists in the department, and recommendations of any appropriate department head, tenure and promotion committee, and dean.
5. The candidate's complete curriculum vitae.
 6. A brief narrative summary of the candidate's accomplishments, including refereed and nonrefereed publications, original contributions to knowledge, patents, grants and grant proposals, contributions to the support of research, and other forms of professional recognition.
 7. Wherever appropriate to the job description, documentation concerning the candidate's teaching effectiveness, service activities, student advising (including advising of graduate students and Postdoctoral Associates), supervisory performance, and any other elements of the job description.
 8. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in University Regulation 803 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.

B. Reviews During the Probationary Period

Faculty Supervisor and Peers. Based on the record in the portfolio and his or her experience, the faculty supervisor shall make the initial recommendation for reappointment or dismissal. The faculty and extended-term-track Research Scientists in the department shall review the portfolio and submit recommendations to the department head.

Department Head. The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.

College Tenure and Promotion Committee. The dean may seek recommendations from the college tenure and promotion committee, augmented by a set of extended-term Academic Professionals.

College Dean. The dean of the college shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.

Academic Affairs. The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by a set of extended-term Academic Professionals. The Vice President for Academic Affairs shall formulate a

recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.

C. Reviews for Extended-Term Renewal or for Promotion.

Reviews for extended-term renewal or for promotion of Research Scientists shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in II.A

D. Ranks

There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, and Senior Research Scientist. Normally, an extended-term-track Research Scientist should have at least 4 years of research experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.

Assistant Research Scientist. In general, the qualifications for Assistant Research Scientist include a Master's degree or equivalent experience in an appropriate field, together with convincing promise for significant contributions to the University's mission in research and scholarship.

Associate Research Scientist. The Associate Research Scientist will normally have at least a Master's degree or its equivalent. Associate Research Scientists must also have a record of demonstrated, significant contributions to research and scholarship, either through wide dissemination of results or through a convincing record of substantial support to the research enterprise. The following list contains examples of such support; the list is not exhaustive.

1. Demonstrated development of expertise at the state of the art, consistent with the job description.
2. Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant.
3. Evidence of effective mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

Senior Research Scientist. The Senior Research Scientist will normally have a Ph.D. or an equivalent terminal degree, although Associate Research Scientists who have a Master's degree may be eligible for this rank if they have comparable accomplishments in research and scholarship. Senior Research Scientists must also have a sustained record of scholarly

initiative and recognized contributions to their fields. The following list contains some possible elements of such a record; the list is not exhaustive.

1. Demonstrated proficiency in the management of a research laboratory or related facility.
2. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise.
3. Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts.
4. Significant contributions to national or international scientific meetings.
5. Sustained, demonstrable effectiveness in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

E. Job Descriptions

The elements of the job description that are appropriate for Research Scientists are teaching, research, service, administration, and, in some cases, cooperative extension. As a general guideline, if the teaching element of the job description exceeds an average of eight credits per academic year, another category of Academic Professional may be more appropriate.

F. Governance

Extended-term-track Research Scientists shall have representation in the Faculty Senate, to be determined by regulations governing that body.

6. POSTDOCTORAL ASSOCIATES

I. DEFINITION AND DESCRIPTION

Postdoctoral Associates are temporary Academic Professionals dedicated to the pursuit of greater professional expertise after the attainment of the doctoral degree. This category recognizes that doctoral recipients in some disciplines may require intensive advanced work in a particular discipline before seeking permanent employment. Postdoctoral Associates are not eligible for extended-term appointments.

It is characteristic of Postdoctoral Associates to work with a small set of faculty mentors who are responsible for directing the employee's research and training. The temporary nature of internships, the precariousness of grant funding, and the desire of many Postdoctoral Associates to acquire permanent employment early in their careers call for a specific set of governing regulations for this category of employee.

Postdoctoral Associates are employees at will.

II. APPOINTMENT PROVISIONS

A. Appointment Process

The head of the unit sponsoring the Postdoctoral Associate will forward recommendations to the appropriate dean, who will forward his or her recommendation to the Vice President of Academic Affairs for approval. The proposed term of employment normally shall be no longer than one year, although renewal of the appointment is possible.

The head of the sponsoring unit shall specify the terms of appointment in writing to the candidate (salary, starting date, ending date, duties, and other pertinent conditions of appointment), subject to approval by the appropriate college dean. The employee shall receive a letter stating these terms no later than 10 days before the start of employment.

B. Job Descriptions

The faculty mentor is responsible for specifying the job responsibilities of a Postdoctoral Associate. These job responsibilities should not require more than 25 percent of effort (six semester credit-hours per year) dedicated to classroom teaching. If a greater teaching effort is anticipated, the appointment should be as a temporary faculty member or as another category of academic professional.

C. Compensation

Salaries for Postdoctoral Associates should be generally consistent with those for postdoctoral employees in the discipline at large. Salary increases require approval of the appropriate dean and the Vice President for Academic Affairs.

With the exception of annual vacation leave, fringe benefits for Postdoctoral Associates shall be in accordance with University personnel policies and shall be described in the letter of appointment. In lieu of accruing annual leave, Postdoctoral Associates are allowed short-term leave with pay, not to exceed 22 working days per calendar year.

D. Appeals and Disputes

A Postdoctoral Associate seeking to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. UW Regulation 1-5 governs the resolution of civil rights disputes.

Source:

University Regulation 408, adopted 7/17/08 Board of Trustees meeting