

**THE UNIVERSITY OF WYOMING  
BOARD OF TRUSTEES MEETING  
March 22-March 24, 2017  
Laramie, Wyoming**

*For approval during the Business Meeting Friday, March 24, 2017.*

***Personnel Section***

**AGENDA ITEM TITLE:**

**Personnel Section Review/Questions (First-Year Reappointments), Miller/Benham-Deal**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Items for Approval)

BACKGROUND AND POLICY CONTEXT OF ISSUE

**A. Items for Action Recommended by the President**

**APPOINTMENTS**

**1. Administration**

It is recommended to the Trustees of the University of Wyoming that the following administrator appointments be approved as indicated.

**Academic Affairs**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Starts</u>
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*Academic Affairs*

<b>Aguayo, Mary</b>	Interim Associate Vice President	\$103,212/FY	03/27/2017
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Mary Aguayo received a B.A. (2004) in History and a M.P.A. (2009) from the University of Wyoming. Ms. Aguayo has been the Enrollment and Policy Strategist for the University of Wyoming since 2013. Ms. Aguayo will serve as Interim Associate Vice President of Enrollment Management, her temporary salary increase reflects her base salary plus a \$2502/month administrative stipend.

**Intercollegiate Athletics**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Starts</u>
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*Intercollegiate Athletics*

<b>Burman, Thomas K.</b>	Athletic Director	\$200,004/FY	07/01/2017
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Tom Burman served as an associate athletics director at UW from 1995-2000. His first position at UW was as associate athletics director for development, serving as executive director of the Cowboy Joe Club from 1995-97. From 1997-2000, Burman was Wyoming's associate athletics director for external affairs. He served as athletics director at Portland State University from September 2000 to March 2006. Burman returned to UW in March 2006 as associate vice president for institutional advancement with the UW Foundation, before being tabbed as the eighth athletics director in UW history in October 2006. Tom Burman's contract is being extended through June 30, 2022, with no adjustments to his current base salary. The incentive structure is being adjusted and other language has been updated throughout the contract.

## FIRST-YEAR TENURE-TRACK REAPPOINTMENTS

### 1. Faculty

It is recommended to the Trustees of the University of Wyoming that the reappointments for the following first-year tenure-track faculty be approved as indicated. Consistent with University Regulation 5-803, the reappointments are through the third year of employment, with the next reappointment review scheduled for Spring 2018.

#### College of Agriculture and Natural Resources

<u>Name</u>	<u>Rank</u>
<i>Department of Family &amp; Consumer Sciences</i>	
<b>Keith, Jill F.</b>	Assistant Professor
<i>Department of Plant Sciences</i>	
<b>Eberle, Carrie Ann</b>	Assistant Professor
<b>Sharma, Vivek</b>	Assistant Professor
<b>Tekiela, Daniel</b>	Assistant Professor

#### College of Arts & Sciences

<u>Name</u>	<u>Rank</u>
<i>Department of Chemistry</i>	
<b>Hill, Caleb</b>	Assistant Professor
<i>Department of Criminal Justice</i>	
<b>Schweitzer, Kimberly A.</b>	Assistant Professor
<i>Department of Geography</i>	
<b>Crane, Nicholas</b>	Assistant Professor
<i>Department of Modern &amp; Classical Languages</i>	
<b>Jaramillo, Camilo</b>	Assistant Professor
<i>Department of Music</i>	
<b>Markley, Benjamin D.</b>	Assistant Professor
<i>Department of Political Science</i>	
<b>Potter, Michael R.</b>	Assistant Professor
<i>Department of Psychology</i>	
<b>Barry, Robin A.</b>	Assistant Professor
<b>De Young, Kyle P.</b>	Assistant Professor
<b>Looby, Alison R.</b>	Assistant Professor
<i>Global and Area Studies Program</i>	
<b>Pearson, Zoe</b>	Assistant Professor

#### College of Business

<u>Name</u>	<u>Rank</u>
<i>Department of Accounting and Finance</i>	
<b>Corradino, Laurie</b>	Assistant Professor
<b>Jain, Pawan</b>	Assistant Professor
<i>Department of Management &amp; Marketing</i>	
<b>Prince, Nicholas R.</b>	Assistant Professor
<b>Thiel, Chase E.</b>	Assistant Professor

### College of Education

<u>Name</u>	<u>Rank</u>
<i>Department of Professional Studies</i>	
<b>DaFoe, Eric C.</b>	Instructor
<b>DeDiego, Amanda C.</b>	Assistant Professor
<b>Holmes, William T.</b>	Assistant Professor

### College of Engineering and Applied Science

<u>Name</u>	<u>Rank</u>
<i>Department of Civil &amp; Architectural Engineering</i>	
<b>Befus, Kevin M.</b>	Assistant Professor
<b>Zlatkovic, Milan</b>	Assistant Professor
<i>Department of Petroleum Engineering</i>	
<b>Saraji, Soheil</b>	Assistant Professor
<b>Tahmasebi, Pejman</b>	Assistant Professor

### College of Health Sciences

<u>Name</u>	<u>Rank</u>
<i>Division of Social Work</i>	
<b>Havig, Kirsten K.</b>	Assistant Professor

### University Libraries

<u>Name</u>	<u>Rank</u>
<i>Digital Collections</i>	
<b>Lehman, Amanda R.</b>	Assistant Librarian

## 2. Academic Professionals

It is recommended to the Trustees of the University of Wyoming that the reappointments for the following first-year extended-term-track academic professionals be approved as indicated. The reappointments are through the third year of employment, with the next reappointment review scheduled for Spring 2018.

### Academic Affairs

<u>Name</u>	<u>Rank</u>
<i>Art Museum</i>	
<b>Christensen, Katie B.</b>	Assistant Lecturer

### College of Agriculture and Natural Resources

<u>Name</u>	<u>Rank</u>
<i>Cooperative Extension Service</i>	
<b>Graalman-Balzan, Julie A.</b>	Assistant Extension Educator
<b>Hauptman, Blake S.</b>	Assistant Extension Educator
<b>Torbert, Sarah J.</b>	Associate Extension Educator

**College of Arts & Sciences**

Name

*Department of Mathematics*

**Quade, Eric**

Rank

Assistant Lecturer

**College of Education**

Name

*Department of Educational Studies*

**Katzmann, Jason M.**

Rank

Assistant Lecturer

**College of Health Sciences**

Name

*School of Pharmacy*

**Cruz, Charlie P.**

Rank

Assistant Lecturer

## **GLOSSARY OF PERSONNEL TERMS**

### **Academic Professional**

Person other than faculty, engaged primarily in activities that extend and support the teaching, research, extension, and service missions of the University. There are four categories of academic professional: Extension Educators, Lecturers, Research Scientists, Post-Doctoral Associates. Individuals belonging to any of the first three categories can hold extended-term-track appointments under certain conditions.

### **Academic-Year (AY) Appointments**

Appointments in which the regular period of employment includes the fall and spring semesters (nine months) of each year, with no accrual of vacation leave. Most faculty members and academic professionals hold AY appointments. AY employees typically receive their nine-month salaries and benefits spread out over the 12 months of each calendar year.

### **Adjunct Faculty**

An adjunct appointment is the appointment of an individual to an academic unit that recognizes special discipline-related expertise but carries no financial obligation per se. Adjunct appointments can include qualified non-academic personnel or faculty with other academic affiliations. Adjunct appointments carry no rights to remuneration, tenure, or employment-related privileges and are normally for three years, with renewal possible.

### **Archives Faculty**

This special faculty designation is reserved for archivists of the American Heritage Center. Archivists are responsible for acquiring original resource material to support academic research and teaching, organizing the material physically and intellectually, and teaching faculty, students and others to use these materials. There are three archivist ranks: Assistant Archivist, Associate Archivist, Archivist.

### **Assistant Professor**

Indicates tenure-track appointments of individuals who hold the terminal degree in their discipline. This is the usual entry-level faculty rank.

### **Associate Professor**

In addition to the qualifications of an Assistant Professor, Associate Professors have established a strong reputation in scholarship and teaching. Generally, faculty hired as Assistant Professors are promoted to the rank of Associate Professor at the time tenure is granted.

### **Clinical Faculty**

Clinical faculty appointments allow experts in health-related fields to contribute to the training of UW students in allied disciplines. Clinical appointments are for at most one year at a time and carry no rights to tenure or extended terms. Clinical faculty members may be salaried members of the UW faculty, in which case their reappointment is subject to annual performance reviews. There are also adjunct clinical faculty appointments, which typically involve health-care professionals whose normal employment is outside the university. Adjunct clinical appointments carry no financial commitment from the University.

### **Emeritus Faculty**

Tenured faculty who retire after long and distinguished service are eligible for emeritus status upon their retirement. The designation is honorary and carries no necessary commitment of space or remunerative employment. By analogy, extended-term academic professionals may be eligible for emeritus status upon retirement. (Emeritus=masculine, emerita=feminine, emeriti=plural)

### **Extended-Term Appointment**

Academic professionals who have successfully completed probationary terms (usually six years) may receive six-year appointments called extended-term appointments. The term also applies to certain librarians and archivists who hold faculty status. These employees are eligible for extended-term appointments after five-year probationary periods. Extended terms for these employees are five years in length. Academic professionals, librarians, and archivists who are in the probationary period are on the extended-term-track.

**Extension Educator**

These academic professionals provide non-credit education to off-campus clientele through UW's Cooperative Extension Service. There are three ranks of Extension Educators: Assistant Extension Educator, Associate Extension Educator, Senior Extension Educator. All Extension Educators are in the College of Agriculture.

**Faculty**

Members of the permanent faculty include tenured or tenure-track Assistant Professors, Associate Professors, and Professors. Also included are tenure-track individuals who hold the rank of Instructor while completing their terminal degrees. Librarians and archivists also hold faculty status. They are eligible for extended terms instead of tenure.

**Fiscal-Year (FY) Appointments**

Appointments in which the regular period of employment is the entire calendar year, with accrual of annual vacation leave. Faculty members who hold administrative positions with summer responsibilities often have FY appointments for the duration of their administrative terms.

**Full-Time Equivalent (FTE)**

A measure of the time commitment expected of an employee or a set of employees. For example, two full-time employees or four half-time employees constitute 2.0 FTE.

**Instructor**

Tenure-track faculty member who does not yet hold the terminal degree in the appropriate field. UW requires verification of degrees in the form of official transcripts. UW does not grant tenure to faculty members who hold Instructor status at the time of the decision.

**Leave of Absence Without Pay**

Academic and administrative personnel may request leaves without pay for periods normally not in excess of one year, for purposes consistent with the professional enhancement of the employee and the advancement of the University's stature.

**Lecturer**

A category of academic professional involved largely in classroom instruction. Lecturers may be appointed to three ranks: Assistant Lecturer, Associate Lecturer, Senior Lecturer.

**Library Faculty**

This faculty designation applies to employees of the University Libraries. There are three ranks of library faculty: Assistant Librarian, Associate Librarian, Librarian.

**Part-Time Employee**

Any employee holding less than a full-time equivalent position (FTE less than 1.0).

**Post-Doctoral Associate**

Post-Docs are doctorally qualified academic professionals seeking greater professional development and research investigation, before obtaining permanent employment. Post-Doctoral appointments are temporary.

**Probationary Faculty**

This term refers to tenure-track faculty members who are working toward tenure and to academic professionals, library faculty, and archive faculty who are working toward extended-term contracts. The probationary term for academic professionals is generally six years, with yearly reviews and re-appointments. For librarians and archivists, it is five years. Faculty members who are on tenure-track appointments typically undergo the review for tenure in the sixth year of employment.

**Professional Development Leave**

Extended-term academic professionals who have completed six years of service at the University are eligible for professional development leave. The purpose of development leave is to enhance performance, to conduct special studies, or in some other way to enhance an individual's ability to contribute to the University. Development leaves can be granted with or without pay, are the prerogative of the academic unit in which the academic professional is located, and are generally similar to sabbatical leaves for faculty.

**Professor**

In addition to the qualification of an Associate Professor, "full" Professors have attained wide recognition in their professional fields for scholarship or other creative activity and have gained recognition for superior teaching and service.

**Research Professor**

Person with demonstrated superior capacity for research contributions, who is employed solely on external funds, and who holds a terminal degree. These appointments are made only at the Professor level and for not more than one year at a time. They are renewable.

**Research Scientist**

An academic professional whose primary responsibility is to conduct research. There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, Research Scientist.

**Review Year**

Year in which a reappointment review occurs for probationary employees. Normally, tenure-track faculty members undergo mandatory reappointment reviews in their first, second, and fourth years, with optional reviews in the third and fifth years. A review for the tenure decision occurs no later than the sixth year. An explanatory flow chart appears at the end of this glossary. In some cases employees start with credit toward a tenure or extended-term decision, based on their previous experience. In these cases the review year is the number of years of service at UW plus the number of years of credit.

**Sabbatical Leave**

Sabbatical leave may be granted to any tenured member of the faculty for the purposes of increasing professional competence and usefulness to the University. A minimum of six years service at the University must precede each period of sabbatical leave, although no right accrues automatically through lapse of time. Sabbatical leaves are normally granted for either a half year (full pay) or a full year (60% of salary). A faculty member who fails to return to the University after a sabbatical leave must repay the amount of compensation received from the University during the sabbatical. Faculty members may not use sabbatical leaves to pursue degrees.

**Temporary Appointment**

A short-term appointment without rights to tenure or extended term. Most temporary appointments are for one semester or one academic year.

**Tenure-Track Appointment**

Indicates a probationary faculty appointment prior to the award of tenure. Tenure-track positions generally require six years to tenure, but fewer years may be required based upon level of previous experience and accomplishments.

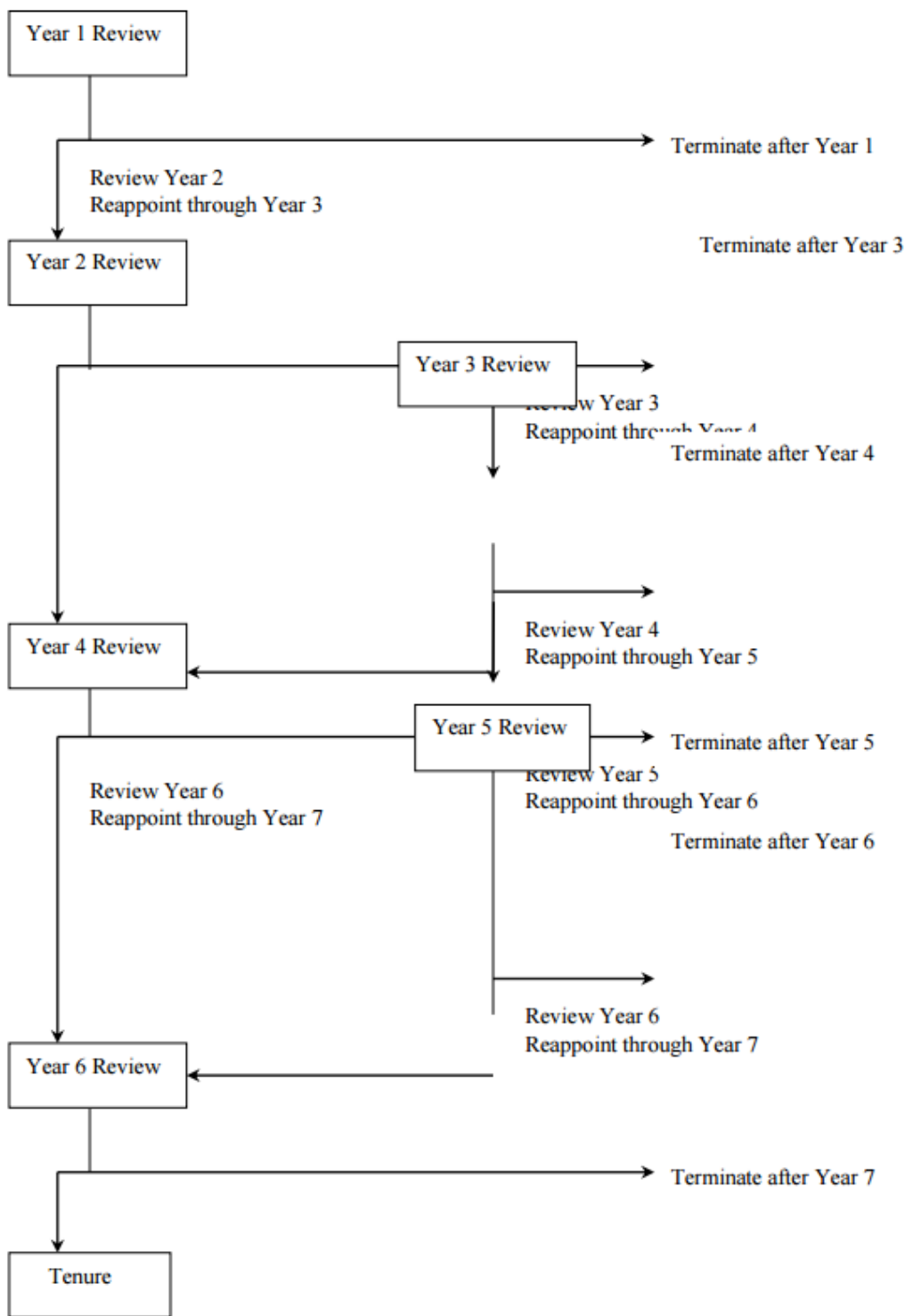
**Terminal Degree**

Typically the highest earned degree in a field of study. Examples include the Ph.D. (a variety of fields), the M.D. (medicine), the Ed.D. (education), M.F.A. (fine arts), M.Arch. (architecture), and J.D. (law).

**Visiting Appointment**

Indicates a non-permanent, non-tenure-track faculty appointment. Most visiting appointments are for one year.

### FLOW CHART FOR FACULTY REAPPOINTMENTS





## B. Items for Information

The changes in appointments and reappointments listed below are for the information of members of the Board of Trustees.

### CHANGES IN APPOINTMENTS

#### 1. Faculty

##### College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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##### *Department of Geology & Geophysics*

<b>Humphrey, Neil F.</b>	Interim Department Head	\$99,360/AY	01/01/2017
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Dr. Humphrey will serve as Interim Department Head in the Department of Geology and Geophysics.

##### *Department of Zoology & Physiology*

<b>Martinez del Rio, Carlos</b>	Professor	\$131,208/AY	01/01/2017
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Dr. Martinez del Rio ends his appointment as Director of the Biodiversity Center and returns as a tenured Professor and Wyoming Excellence Chair in the Department of Zoology and Physiology.