



**Office of Academic Affairs**

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**To:** Academic Deans and Associate Deans, Directors, and Department Heads  
**From:** Tami Benham Deal, Senior Vice Provost  
**Date:** June 29, 2023  
**Subject:** Reappointment, Tenure, Fixed Term and Promotion Procedures  
**Copies:** University Tenure and Promotion Committee, Provost and Executive Vice President Kevin Carman, President Ed Seidel, General Counsel Tara Evans, Faculty Senate Chair Robert Sprague

This memo lists key dates, procedures, and guidelines for reappointment, tenure, promotion, and fixed term decisions for faculty. Please read the document carefully – some items have been modified for the upcoming academic year. I have highlighted a few important changes for the upcoming year below.

The decisions at issue are the most important that the university makes, and your role is pivotal. In accordance with university regulations, candidates for reappointment, fixed term (with and without rolling contracts), tenure, and promotion are evaluated on the academic functions they are expected to perform. The needs, directions, and priorities of the University will also be considered in reappointment, fixed term (with and without rolling contracts), and tenure cases.

**New in 2023-24**

***Elimination of Year-1 reviews:*** In their May 2023 meeting, the Board of Trustees approved revisions to UW Regulation 2-7, eliminating Year 1 reviews from the multi-level reappointment, tenure, and promotion (RTP) process. Instead, all faculty (including non-tenure-track faculty) in their first full year will undergo an annual review in accordance with university policies and college/department protocol.

***Confidentiality:*** A new statement (for a long-standing expectation) has been added to the Procedural Guidelines about maintaining confidentiality of all materials and discussions pertaining to reappointment, tenure, promotion, and fixed-term reviews. All faculty are expected to complete the confidentiality acknowledgement form before participating in any aspect of the review process. It is recommended that department and college protocol also address this important expectation.

***Standard Administrative Policies and Procedures (SAPP):*** The Provost's Office worked closely with Faculty Senate leadership this past spring to finalize a new SAPP on Procedures for Conducting Reappointment, Tenure, and Promotion Reviews for Tenure-Stream Faculty (UW 2-7.2). This document will be available on the AA website soon. In addition to the elimination of Year-1 reviews, several other changes have been made, so please take a few minutes to read the document. Here is a snapshot of some important items:

1. ***Peer Group:*** Although our office initially proposed limiting the peer (voting) group to faculty at rank or higher than the one sought by the candidate, Provost Carman has accepted Faculty Senates' recommendation against that limitation. The protocol for determining the peer group remains the same as in the past (i.e., determined by the tenure stream faculty); however, Academic Affairs recommends peer groups for tenure and promotion reviews be comprised of faculty at rank or higher. This recommendation is included in the SAPP.
2. ***Adding Materials to the Case File:*** In the past, candidates were allowed to provide a response to the case file after each level of review. This response was primarily limited to 'correcting the record.' Now, in addition to clarifications and corrections, an update to the record (e.g., new publications, artistic productions, grants, etc.) may be included in the *candidate's response*. Units/Colleges will not upload a new version of the CV (generated from WyoVita) for this purpose.
3. ***Meeting with the University Reappointment, Tenure, and Promotion (URTP) Committee:*** The URTP committee reviews all conflicted cases, as well as cases where tenure is recommended before the date specified in the faculty member's offer letter and those requested by the Provost. This policy has not changed. What has changed is who will meet with the URTP committee. Beginning AY23-24, the university committee chair will invite a candidate to attend the spring meeting to present a written and/or oral statement during their meeting in only those cases where the committee deems it necessary. Consistent with past practice, candidates may also request to meet with the committee. This can be done by contacting [facultyaffairs@uwo.edu](mailto:facultyaffairs@uwo.edu).

If a candidate is invited to attend, the department head and dean are expected to attend as well. If the candidate is not invited to attend, neither department head nor dean will attend.

4. ***Recommending "Early" Tenure and/or Promotion:*** The long-standing requirement for obtaining *written concurrence of the majority* of voting faculty prior to initiating candidacy for early tenure and/or promotion has been removed. Elimination of this requirement does not prevent a unit from establishing similar protocol for determining readiness, however.

As the leader of your unit, it is the department head's responsibility to work with and counsel a candidate who would like to (or who you think should) be considered for tenure and promotion before the end of the probationary period specified in their offer letter or in cases involving promotions that are not tied to a specific timeline (e.g., promotion to full professor).

If you believe there is compelling evidence to support "early" tenure and promotion or for promotion to professor, it is best practice to at least consult informally with the voting faculty, one by one, before making a collective decision to embark on the formal review (i.e., establishing the case file, seeking external reviewers, uploading materials, making the case file available for unit review, scheduling the review meeting, etc.). Taking the pulse of the voting faculty can help guide you in how you counsel the candidate. This informal process increases the odds there will be no surprises should the decision be to move forward with the formal review. In the event the case is not moved forward, the information you receive through this informal process can help inform the candidate about what needs to be accomplished prior to initiating their candidacy.

## 5. ***Summary Report for Provost***

In addition to receiving comments and recommendations from individual committee members, the

university committee will be asked to provide a summary of its deliberations. This report may include an evaluative summary about the quality and quantity of the candidate’s scholarly productivity, including public scholarship and engagement projects where appropriate, teaching, service, and extension where appropriate for tenure and promotion cases reviewed by the committee. For promotion to full professor, this summary should provide evidence of significant accomplishments and impact.

**6. New Timelines/Deadlines**

Consistent with UW Regulation 2-7, the Provost has the authority and responsibility for establishing the calendar for the submission of reappointment, tenure, and promotion materials, and the meetings of the URTP Committee to consider the candidates for reappointment, tenure, fixed-term, and promotion. Candidates and their unit heads are responsible for preparing clear, concise, and convincing cases. It is not too soon for unit heads and candidates to begin assembling the case file for the coming year’s decisions.

The table below was provided to academic administrators earlier in the spring. **Hard deadlines are in boldface font in the ‘Event’ column.** All other dates are provided as suggestions. Colleges may set their own internal deadlines. Please review these dates closely as many of them have changed from last year.

**KEY DATES**

Date	Event
May 25, 2023	<b>Department heads and candidates for promotion complete the preliminary process for selecting external reviewers.</b> NOTE: colleges may establish an earlier deadline for faculty to notify their unit head and dean of their intent to seek promotion and/or tenure before the date specified in their offer letter.
July 15, 2023	Worksheets distributed by AA to colleges for reappointment, tenure, fixed-term rolling contract, and promotion cases
Summer through August	<p>Create case(s) in WyoFolio for faculty requiring external review (work with college Dean’s office to determine who will be responsible for setting up the cases)</p> <p>Department heads solicit external reviews; monitor return rate throughout summer. See guidance document at <a href="https://www.uwyo.edu/acadaffairs/academic-personnel/reviews/tp_reviewers.html">https://www.uwyo.edu/acadaffairs/academic-personnel/reviews/tp_reviewers.html</a>.</p> <ul style="list-style-type: none"> <li>• Faculty and departments upload required documents for external reviewers in WyoFolio case.</li> <li>• Solicit external letters of reference. Send notification from WyoFolio to external reviewers.</li> <li>• Reviewers should be given at least 6 weeks to complete the review.</li> <li>• Regularly check WyoFolio for receipt of letters. There is no automated notification when letters are uploaded.</li> <li>• Please note: Colleges may require external letters for fixed-term reviews depending on college and department policy.</li> </ul> <p>Note: In cases where external reviewers may not be available to complete the review before the end of August, deans may grant an extension as long as the deadlines for completing department and college level reviews are not impacted.</p>

August 15, 2023	Worksheets containing updated reappointment, tenure, fixed term rolling contract, and promotion cases returned to Ariel (Daugherty) Ivanoff
August 28, 2023	Fall classes begin
September 15, 2023	All materials, including external reviews, must be complete and uploaded to case files in WyoFolio.
September – December, 2023	Department and college reviews completed in accordance with the college’s internal deadline.
December 1, 2023	Deans notify Faculty Affairs of cases likely to be considered by URTP Committee. This category of cases includes those with conflicting recommendations from different levels of review, cases receiving negative recommendations from all levels of review, and early cases. Note: the Provost may refer other cases to the URTP committee as well.
January 5, 2024	All mid-probationary, tenure, fixed-term rolling contract, and promotion reviews must be completed. Deans forward cases in WyoFolio to Academic Affairs.
January 19, 2024	All cases reviewed by Academic Affairs and the docket for URTP Committee is finalized.
February 5-6, 2024	URTP Committee meets to review cases.
March 2024	Provost recommendations for mid-probationary and 3-year fixed term with rolling contracts cases to President. Academic Affairs notifies candidates of recommendation to the President and/or Board of Trustees.  Trustees vote on all cases involving tenure, 5-year fixed-term with rolling contracts, and promotion during March Board meeting.
April 2023	All candidates notified of review outcome.

**PREPARING FOR REAPPOINTMENT, TENURE, FIXED-TERM ROLLING CONTRACT,  
AND PROMOTION REVIEW**

**Reviewing Regulations, Policies, and Procedures**

Faculty and administrators are highly encouraged to review regulations and procedural documents pertaining to the reappointment, tenure, fixed term rolling contract, and promotion review processes prior to the review meeting. The relevant documents include:

1. UW 2-7 (Procedures for Reappointment, Tenure, Promotion and Fixed term),
2. UW 2-4 (Guidelines for Establishing Academic Professionals - for those lecturers, research scientists, and extension educators who are still on extended term appointments),
3. Standard Administrative Policy and Procedure (SAPP) – Procedures for Implementing and Evaluating Rolling Contracts (2.7.1).
4. Standard Administrative Policy and Procedure (SAPP) – Procedures for Conducting RTP Reviews (2.7.2)
5. Criteria and Sources of Information for Reappointment, Tenure and Promotion Review

These documents can be found at: [http://www.uwyo.edu/acadaffairs/academic-personnel/reviews/tp\\_regulations.html](http://www.uwyo.edu/acadaffairs/academic-personnel/reviews/tp_regulations.html).

All university regulations pertaining to academic personnel are posted on the General Counsel website at <http://www.uwyo.edu/regs-policies/>.

## Tenure and Promotion Expectations

Tenure carries significant expectations, including maintaining high professional and ethical standards, continued scholarly productivity, sustained teaching excellence, and ongoing service to the profession, university, and state of Wyoming. Outreach, extension, and community engagement are integral to the university's land-grant mission and may be incorporated into department expectations where appropriate.

Candidates for tenure and promotion to Associate Professor must have a record that reflects both the commitment and promise to sustain a career-long record in each of these areas. Promotion from Associate Professor to Professor will hinge on the depth, level, and national or international scope and recognition of the candidate's sustained contributions to the discipline and the University mission.

Departments must have documented expectations that are consistent with the standards of their respective fields and disciplines. Expectations for each rank (for each type of position) should be sufficiently clear so that candidates understand what the recommended outputs are that indicate they are deserving of tenure and/or promotion. These outputs may specify the type, quantity, and/or quality of those work products.

Expectations should appropriately recognize the proportion of time and effort allocated in the job description for each of the categories of duties assigned to the candidate. For example, quantitative outputs associated with publications may vary due to different workload percentages assigned to the research category. Reviewers should consider any adjustments to job descriptions that have been made when making decisions about the degree to which a candidate meets expectations. If job descriptions were adjusted temporarily due to the pandemic or other extenuating circumstances (per the 9-21-20 Statement on Career Progress), unit expectations should include a statement about such adjustments.

Possible sources of information to validate meeting expectations can be found in Academic Affairs SAPP on Criteria and Sources of Information for Reappointment, Tenure, and Promotion.

Unless otherwise negotiated, candidates for tenure should be evaluated under the standards in place at the time of hire. Candidates for promotion only may be evaluated under the standards in place at the time of their application for promotion.

Department expectations for reappointment, tenure, promotion, and fixed term should be reviewed and updated, when needed, on a regular basis. This review is best conducted outside of the tenure and promotion review process and before the deadline for preparing the case for consideration.

## External Reviewers

More details about external reviews, including procedures and materials you will submit to the case file, can be found on the Academic Affairs/Faculty Affairs website. Please take a moment to read through the AA guidance document for External Reviewers. Here are a few highlights:

1. A tenure or promotion packet must contain **at least four letters** from reviewers who have no personal connection to the candidate. Examples of personal connections are serving as a dissertation advisor/advisee, faculty mentor, previous or pending co-authorship, shared research funding, and family relationships. Many departments solicit eight or more reviewers, both to make sure that the final packet contains at least four and to gain a broad professional perspective. Unit heads should exercise diligence in soliciting enough letters to obtain the required number and in monitoring receipt

of those letters. Special attention should be given to obtaining national/international experts in the candidate's specific area of scholarship. Failure to obtain sufficient letters from academic scholars in the appropriate field of study can jeopardize the candidate's case.

2. When possible, avoid selecting academic referees who are not tenured and/or who do not hold rank at or above Associate Professor. Referees for candidates being considered for promotion to Professor should primarily hold the rank of Professor.
3. Ideally, the external reviewers should be comprised of national/international experts from multiple institutions.
4. It is recommended that most of the reviewers come from universities that carry the Carnegie R1 (very high) research classification. You can find the most recent list [here](#).

If candidates do not waive their right to see the external review letters, all identifying information should be redacted, including references to the university/institution, before sharing the content with them.

Letterheads with university information have been overlooked previously. Please remind your faculty to refrain from identifying the external reviewers in their comments. Similarly, identifiers should not be included in department head or dean review letters/comments.

#### Important Resources:

Instructional guides and other resources for candidates, supervisors, and reviewers are available on the Academic Affairs website. With recent revisions to the university's website, some items may not appear where they were located previously, and old bookmarks may not lead to the correct locations. We have updated some of our guidance documents and are in the process of updating a few more. So, please take a few minutes to familiarize yourself with the website and available resources. If you have questions or need assistance in locating documents, please send us a note at [facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu).