



Office of
Academic Affairs

Office of Academic Affairs
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Reappointment, Tenure and Promotion Instructional Guide for Candidate

Candidates seeking reappointment, tenure and/or promotion are responsible for the following:

1. Maintaining a curriculum vitae and a cumulative professional record of the activities and accomplishments affecting the application for promotion and/or tenure. In AY 2019-20, faculty will begin using an online tool, *FacultyVitae*, to create their professional record. All information in *FacultyVitae* must be up-to-date by AY 2020-21, in accordance with type and length of performance review. Check with your dean for additional requirements.
2. Providing materials required in the annual, mid-probationary multi-level review in accordance with academic unit and college procedures.
3. Collaborating with academic unit head in assembling materials required for the annual, mid-probationary, tenure and/or promotion review.
4. Providing the Academic Unit Head with a written list of at least six potential External Reviewers from which letters of evaluation may be requested. (This procedure is done for promotion cases only.) See more details in the instructional guide for External Reviewers.
5. Providing written statement waiving their right to see external review letters, if the candidate has made the decision to do so. (No document is needed, if the candidate has not waived the right to see the letters.)
6. Requesting or refusing extensions of the probationary period. A clock stop for birth or adoption of child is automatic. (For more details, see Standard Administrative Policy and Procedures or contact your dean.)
7. Acknowledging having seen the final compilation of the written comments and the recorded vote(s) within three working days of notification of the recommendation each level of review, and may provide a personal statement of response, including any correction of factual errors in either recommendation. Note: other additional materials shall not be added to the packet unless requested by the University Reappointment, Tenure and Promotion Committee or the Provost and Vice President of Academic Affairs.
8. Presenting a written and/or oral statement about the case to the College or University Reappointment, Tenure and Promotion Committee, if requested. Consistent with University Regulation 2-7 and Standard Administrative Policies and Procedures:
 - a. If the candidate chooses to appear before the committee, the Academic Unit Head and Dean shall be requested to appear also to answer any questions that the committee may have about the case.

- b. Should the committee wish to discuss the case with the Dean or the Academic Unit Head, the candidate shall have the right to be present and to respond to any presentation made by the Dean or the Academic Unit Head.
9. Adding a statement of response, if desired, in cases when the Provost and Vice President for Academic Affairs recommends against reappointment, promotion and tenure.
10. Initiating request to Unit Head for consideration for early tenure, pending approval by majority of eligible department voters.
11. Initiating request to Unit Head for consideration for promotion to professor pending approval by majority of eligible department voters.
12. Initiating request to Unit Head to discontinue the review process if candidate chooses to withdraw packed from consideration. This may be done at any time prior to review by the Provost and Vice President of Academic Affairs. (Note: this action would result in resignation.)

Reference: University Regulation 2-7 (Procedures for Reappointment, Tenure, Promotion and Fixed-Term)

Standard Administrative Policies and Procedures: *Procedures for Reappointment, Tenure and Promotion* (coming soon)

Links: <http://www.uwyo.edu/regs-policies/section-2-academic-affairs/academic-personnel.html>