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September 4, 2018

To: All Extended Term Academic Professional Extension Educators  
From: Bret Hess, UWE Interim-Director   
RE: Extended Term and Promotion Process

Academic professionals housed within academic departments should follow the guidelines and procedures set forth by the individual department. Candidates are encouraged to visit with their department head to obtain procedures, meeting dates, and deadlines. Electronic and hard copy packets for department based Academic Professional Extension Educators will be due in the State Extension office by January 14<sup>th</sup>.

Academic professionals whose peer reviews are held within their respective Extension areas should refer to the 2018-19 ET&P Timeline document for applicable due dates.

**In preparation for the 2019 Extended Term and Promotion process, the following information is provided as a guide.**

**Packet Preparation** – The candidate is solely responsible for packet content and submission. Supervisors, colleagues, and support staff may advise and assist but the candidate must put the packet together and provide it to the state office by the submission deadline. All packets, whether for reappointment, extended term, extended term renewal, or promotion will include the same basic elements (UW Regulation 5-408).

The format for the packet preparation is described in the ET&P Guidelines notebook and is available on the UW Extension website <http://www.uwyo.edu/uwe/> under the employee login.

**Packet I** will generally include:

- Copy of initial appointment/offer letter
- A curriculum vita
- Current and past documentation for the following items:
  - Job descriptions
  - Statement of goals, including professional development goals
  - Documentation of accomplishments which includes:

- Impact statements
  - Cumulative annual summary matrix
- Documentation from previous ET&P actions (including the votes, and comments, letters)

For those going up for extended term with promotion, please include a brief narrative for the trustees. *This is a separate narrative from the optional document listed below.* An example is given in the ET&P section of the UWE Employee Resources website.

For those going up for extended term renewal, please only include documentation since the last ET&P action.

The following documents are OPTIONAL:

- One to three page narrative (including all narratives since the last ET&P actions)
- Four to six letters of recommendation (particularly in the case of extended term or promotion)

**All academic professionals up for action must submit digital versions of Packet I and II.** The candidate is responsible for preparing a single PDF file for Packet I and an original paper copy, plus a single PDF file and a paper copy for Packet II. These PDF files must be “print ready” and the candidate is responsible for the final format, appearance, and content.

**Packet II** is optional, but provides insightful documentation and provides examples of work that support efforts described in Packet I.

**Please Note:** Year one, two, and three candidates will only submit a digital copy following the New Extended Term and Promotion Procedures used in 2017 and 2018.

**Packets I and II due in the State UW Extension Office, November 6, 2018.** Digital copies may be submitted via email to [mrober38@uwyo.edu](mailto:mrober38@uwyo.edu) or via a shared Dropbox folder. A hard copy should be mailed or delivered to the State Extension Office to the attention of Ann Roberson.

The following is the review process for ET&P packets:

**Packet Review**

**Note:** Digital ET&P packets will be available for peer reviewers via a secure website (Dropbox). We will use an online distribution and review process. Our online review process will ensure limited access, confidentiality, and anonymity for reviewers.

**Regional Peer Review** - The first level of review will be a peer review at the peer region level. Peers are any extended-term track academic professional Extension educators assigned to the peer region or in the case of state specialists, the specialist’s academic professional and faculty colleagues. Peer regions are defined by the appointing authority (Dean Hess) (UW Regulation 5-408). The peer regions for the 2019 academic year will be:

<u>Peer Regions</u>	<u>Extension Area or Department</u>
Northwest	Northwest Extension Area
West	West Extension Area
Southeast	Southeast Extension Area
Northeast	Northeast and CNN Areas

Each peer reviewer is obligated to review the packet materials, vote to recommend for or against the ET&P action under consideration, and provide detailed reasons justifying the vote (UW Regulation 5-408). There will be a set of Packets I and II available for review in each Extension area via a secure website. We expect educators in each peer region to meet in late November or early December to discuss the candidates within their peer region. The associate directors will work with the area chairs to organize and coordinate this discussion and recommendation. ET&P peer review recommendations and comments are due back to the state office within three days after the regional peer review meeting. The regional peers' votes and justifications are compiled in the state office and added to the packet. The candidate will have an opportunity to review the regional peers' recommendations and make comment.

**Supervisor Review** – Between the completion of the regional peers' review and the Extension ET&P committee review in January, the supervisor will review the packet, make a recommendation and justify the recommendation. The supervisor's recommendation will be added to the packet. The candidate will have an opportunity to review the supervisor's recommendation and make comment (UW Regulation 5-408).

**Extended Term and Promotion Committee Review** - In January, the Extension ET&P Committee will meet (January 23-25, 2018), review the packets, and make recommendations on each action (with the exception of first-year packets). The process will follow that of the regional peer review with committee members voting and providing a reason for their vote. The votes and justifications are compiled in the state office and added to the packet. The candidate will have an opportunity to review the ET&P committee's recommendations and make comment (UW Regulation 5-408).

**Dean's Review** – The Dean will review each packet including the recommendations of the regional peers, supervisor, and ET&P committee, and make his own recommendation with justification. The Dean's review is added to the packet. The candidate will have an opportunity to review the Dean's recommendations and make comment. The packet is then forwarded to the Vice President of Academic Affairs for consideration and trustee action (UW Regulation 5-408).