UNIVERSITY OF WYOMING

University of Wyoming Extension
State Administrative Office
Department 3354 • 1000 E. University Avenue
Laramie, Wyoming 82071-2000
(307) 766-5124 • fax (307) 766-3998 • uwyo.edu/uwe/

To: University Extension Educators

From: Kelly Crane

xc: Kim Reaman, Barbara Rasco, Aneesa McDonald

Date: September 4, 2019

Re: Reappointment, Extended Term, Promotion / Fixed Term Rolling Contracts

With the recent changes to UW Regulations 2-1, 2-4, and 2-7 regarding tenure, extended-term, promotion, and fixed-terms, it is important to understand how this will affect University Extension Educators this year as well as the coming years. Please read this document carefully for processes and procedures.

University Extension Educators (UEEs) that have been on an extended-term-track appointment, including probationary appointments that may lead to an extended-term appointment, have previously been governed by UW Regulation 5-408. This regulation has been renamed to UW Regulation 2-4. All probationary, extended-term, and promotion actions being reviewed in 2019-20 will be governed by UW Regulation 2-4. The *only* change to this regulation to date is the name, therefor UEEs up for action should review and follow the procedures listed in Reg 2-4. During the 2019-2020 Academic Year a Standard Administrative Policies and Procedures (SAPP) will be released regarding Fixed terms (FT) and Fixed term with rolling contract (FTRC). Regulations can be found on the Academic Affairs website under Reappointment, Extended-Term, and Promotion

UEEs on extended-term track will prepare a packet to be reviewed by a regional peer group, supervisor, college term and promotion committee, dean, and Academic Affairs, just as in years past. This process will continue until an educator has finished their probationary period or are up for an extended-term renewal. For 2019-20 those going up for promotion will also follow this prescribed procedure.

Individuals who are in year six of the probationary period and eligible for extended-term this year may be granted a fixed-term with a rolling contract (FTRC) which will go into effect 2020-21. UEEs appointed to a three-year rolling contract will have a three-year term of employment, which is eligible to roll based on criteria outlined in the SAPP.

Individuals who are currently in an extended-term will be reviewed in year five of their extended-term following the same process prescribed for review of individuals during the

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probationary period. If granted the FTRC would begin in 2021-2022. Fully promoted educators (senior level) may be granted a fixed-term five-year rolling contract after completing their current extended term with support of their supervisor, favorable reviews, and granted by UW President. All other ranks will be considered for a three-year rolling contract after completing their current extended term with support of their supervisor and favorable reviews.

Packet submission will be done through WyoFolio. Individual cases will be built for each person going up for action.

Documents 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)

Individuals going up for a fixed term with a rolling contract will 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 what was formerly known as extended-term renewal (now called fixed term with a rolling contract) reviews, please only include documentation since the last ET&P action.

The following documents are recommended for all FTRCs:

- 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 what was formerly known as Packet I and II in Wyofolio. Wyofolio cases will be built to subdivide the cumulative annual summary matrix. The candidate is responsible for preparing and submitting their case documents. Additional information will be forthcoming on how the cases are to be built. Note: You will <u>not</u> be submitting a single pdf document for Packets I and II to the state office.

Packet II documentation provides insight and examples of work that support efforts described in your review case. A place will be available in WyoFolio to include these important documents.