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October 23, 2020

To: All Extension Educators on Extended Term Track, Extended Term  
From: Kelly K. Crane, Associate Dean/Director  
RE: Reappointment, Fixed Term, Fixed Term with Rolling Contract, and Promotion Process

University Extension Educators (UEEs) that have been on an extended-term-track appointment, including probationary appointments that would have led to an extended-term appointment and will now be considered for a fixed term with rolling contract, will be governed by UW Regulation 2-4. Academic Affairs has released a Standard Administrative Policies and Procedures (SAPP) regarding fixed terms (FT) and fixed term with rolling contract (FTRC). The SAPP and regulations can be found on the Academic Affairs website under [Reappointment, Extended-Term, and Promotion](#).

UEEs on extended-term track will prepare packet materials to be reviewed by a regional peer group, supervisor, college extended 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 current extended-term. For 2020-21 those going up for promotion will also follow this prescribed procedure. **Packet materials must be submitted in WyoFolio by Monday, January 4, 2021.** Candidates who are up for a renewal and consideration for a FTRC, please only include documentation since the last ET&P action.

Extension Specialists 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 materials for department based Extension Specialists must be submitted in WyoFolio by Monday, January 4, 2021 or sooner based on department protocols.

WyoFolio requires that a case (the mechanism to submit packet materials) be built for each UEE who is up for Reappointment, FTRC, and Promotion. Candidates will submit packet materials in their

individual case. Candidates will not submit pdf packets to the state office or prepare a hard copy. Each candidate will receive an email from Interfolio when their case is opened and ready for submissions.

**Please note: Documents may be loaded and saved during separate sessions. Do NOT click “Submit” until all packet materials are uploaded and ready for review. Once a case is submitted, it is locked and the candidate may not edit, add, or remove packet materials.**

**In preparation for the 2020-21 Reappointment, FTRC, and Promotion process, the following information is provided as a guide.**

**Packet Material Preparation** – The candidate is solely responsible for packet material content and submission. Supervisors, colleagues, and support staff may advise and assist but the candidate must develop and compile the packet materials and submit it into their WyoFolio case by the submission deadline. Packets received after January 4, 2021 will not be accepted or considered. All packet materials, whether for reappointment, FTRC, or promotion will include the same basic elements (UW Regulation 2-4).

The following materials will be included in the WyoFolio case:

**Candidate Documents Section:**

- College of Agriculture and Natural Resources CV from WyoVita .This will be pulled into the case automatically however each educator must enter the appropriate information in their WyoVita Profile and Activities. (required)
- Candidate Narrative, 1-3 pages (required)
- Assessment of Clientele Needs, a concise description of how the needs assessment was conducted and which issues were identified. (required)
- Full Impact Statement Document (required)
- Statement of Goals (required)
- UW Extension Report from WyoVita (required)

**Other Information/College Specific Documents Section**

- Letters of Recommendation (optional)
- Supporting Documentation (This optional section is for additional documentation that supports your programming efforts and has not been previously uploaded into WyoVita.)

**Past Review and Recommendations Section**

- Documentation from previous ET&P actions. Materials should include previous narratives. (required)

**Internal Documents**

The State Extension Office will be responsible for uploading the internal documents which will not be visible to the candidate. These documents include:

- Department Expectations (UW Reg 2-4)
- History Sheet
- Job description

- Offer letter (salary redacted)
- Authorization form clarifying who can vote\*
- Peer Review and Academic Unit review comments and votes\*
- Supervisor evaluation and comments\*
- College Committee comments and votes\*
- Dean/Director evaluation and comments\*

\*Candidates will have an opportunity review, respond, and acknowledge documents prior to the state office loading them as internal case materials.

The following is the review process for all reappointment, FTRC, and Promotion actions:

**Packet Review**

Reappointment, FTRC, and promotion cases will be available for peer reviewers via WyoFolio. Reviewers will receive an email notification from Interfolio when the case is ready to be reviewed.

**Regional Peer Review** - The first level of review is the peer review at the region level. Peers are any extended-term track or fixed term with rolling contract UEEs 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 (Kelly Crane) (UW Regulation 2-4). The peer regions for the 2020-21 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
FCS	State 4-H Office Specialists
Academic Department	Departmental home of State Specialists

Each peer reviewer is obligated to review the packet materials, vote to recommend for or against the reappointment, FTRC, and/or promotion action under consideration, and provide detailed reasons justifying the vote (UW Regulation 2-4). It is expected that educators in each peer region meet to discuss the candidates within their region. The associate directors or director will work with the area chairs to organize and coordinate this discussion and recommendation. Peer review recommendations and comments are due 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 materials. 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 College Committee review in February, the supervisor will review the packet, make a recommendation and justify the recommendation. The supervisor’s recommendation will be added to the packet materials. The candidate will have an opportunity to review the supervisor’s recommendation and make comment (UW Regulation 2-4).

**Reappointment, FTRC, Promotion College Committee Review -**

The UW Extension College Committee will meet February 3-4, 2021 to review packet materials 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 materials. The candidate will have an opportunity to review the college committee's recommendations and make comment (UW Regulation 2-4).

**Dean's Review** – The dean will review packet materials including the recommendations of the regional peers, supervisor, and college committee, and make her own recommendation with justification. The Dean's review is added to the packet materials. 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 2-4).

Please note the following dates related to this year's reappointment, FTRC, and promotion process.

**Friday, November 6, 2020** - Intent for promotion due to associated UWE Associate Director.

**Monday, January 4, 2021** – deadline to submit electronic packet materials in WyoFolio and signing authorization approval form due to the state office.

**January 5-19, 2021** – Individual packet submissions available for review via WyoFolio for all peer regions.

- **West Regional Peer Review** – No actions
- **Southeast Regional Peer Review** – Wednesday, January 13, 2021  
Meeting via Zoom at 10:00 AM
- **Northeast & CNN Regional Peer Review** – Thursday, January 14, 2021  
Meeting via Zoom at 10:00 AM
- **Northwest Regional Peer Review** – No actions

**February 3-4, 2020** – UW Extension College Committee  
Meeting via Zoom at 10:00 AM

**Please Note:**

- Peer Review recommendations and comments are due back to the state office within three (3) days after the regional peer review meeting.
- Candidate signatures on regional peer review votes and comments, supervisor and dean comments and evaluations, and acknowledgement forms are due back to the state office within three (3) days after receiving them.