



University of Wyoming Extension  
College of Agriculture, Life Sciences and Natural Resources  
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1000 E. University Avenue  
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August 28, 2023

To: All Extension Educators on Extended Term Track, Extended Term, or Fixed-Term with Rolling Contract

From: Amanda Marney, Senior Associate 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 [Faculty Review -Reappointment, Extended-Term, and Promotion.](#)

UEEs on extended-term track will prepare packet materials to be reviewed by a regional peer group, supervisor, UW Extension state level review 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 2023-24 those going up for promotion will also follow this prescribed procedure. **Packet materials must be submitted in WyoFolio by Monday, September 25, 2023.** Candidates who are up for a renewal and consideration for a FTRC, please only include documentation from 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, September 25, 2023, 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 pdfpackets 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 submission.

**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 2023-2024 Reappointment, FTTC, 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 September 25, 2023, will not be accepted or considered. All packet materials, whether for reappointment, FTTC, or promotion will include the same basic elements.

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. Please include at least five years of data. (required)
- Candidate Narrative of Accomplishments, 1-3 pages. (required)
- Assessment of Clientele Needs, a concise description of how the needs assessment was conducted and which issues were identified. (required)
- Statement of Goals. The statement of goals should include a professional development plan and an inclusivity/diversity plan. (required)
- UW Extension Report from WyoVita with at least one program identified as an impact statement. (required)

The State Extension Office will be responsible for uploading the following documents into the candidate’s document section:

- History Sheet (dates of actions taken, compiled by UWE State Office)
- Department Expectations (UW Reg 2-4)
- Offer letter (salary redacted)
- Job description
- Candidate’s authorization form clarifying who can vote

Academic Affairs also requires the candidate to enter a concise overview of goals for the upcoming year in a provided text box within their case. The text box has limited allowable characters.

**Other Information/College Specific Documents Section**

- Letters of Recommendation (optional)
- Supporting Documentation (optional documentation of program outputs, outcomes, marketing, and public value that supports your programming efforts and has not been previously uploaded into WyoVita.) *Please note that reviewers may not be able to view supporting documents (formerly Packet II) unless they are loaded in the Supporting Documentation section of the WyoFolio case.*

**Past Review and Recommendations Section**

- Documentation from previous ET&P actions. Materials should include previous narratives. This information should be separated by years in sequential order. (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:

- Peer Review and Academic Unit review comments and votes\*
- Supervisor evaluation and comments\*
- UWE state level review committee comments and votes\*
- Dean/Director evaluation and comments\*

\*Candidates will have an opportunity to 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 regional 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 will be adjusted this year to address a lower number of peers in the previously established areas. The peer region(s) for the 2023-2024 academic year will be determined by the dean or director as stated in UW Regulation 2-7. A notification will be sent to those who will participate in the peer review process.

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. 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 peer committees 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 and respond to the regional peers' recommendations.

**Supervisor Review** – Between the completion of the regional peers' review and the UW Extension state level review committee review in October, the supervisor for the current year 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 and respond to the supervisor's recommendations.

### **Reappointment, FTRC, Promotion UWE State Level Committee Review -**

The UW Extension state level review committee will meet October 26, 2023, to review packet materials and make recommendations with justifications for each action (with the exception of first-year packets). The recommendations and justifications are compiled in the state office and added to the packet materials. The candidate will have an opportunity to review and respond to the recommendations of this committee.

**Dean's Review** – The dean will review packet materials including the recommendations of the regional peers, supervisor, and UW Extension state level review 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 and respond to the dean's recommendations. The packet is then forwarded to the Vice President of Academic Affairs for consideration and trustee action.

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

- **Monday, September 4, 2023** - Intent to apply for promotion is due to the candidate's respective UWE Associate Director or Department Head.
- **Monday, September 25, 2023** – Deadline to submit electronic packet materials in WyoFolio and signing authorization approval form due to the state office.
- **Tuesday, September 26, 2023** – Individual packet submissions available for review via WyoFolio for all peer regions.
- **Thursday, October 5, 2023** – Peer Review(s)
- **Thursday, October 26, 2023** – UW Extension state level review committee meeting via Zoom

**Please Note:**

- Peer review and state level recommendations and comments are due back to the state office within three (3) days after the review meetings.
- 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 or uploaded in the WyoFolio case within three (3) days after receiving them.