



2019 Extended Term and Promotion Procedures for Year One, Two and Three Candidates

Dear Candidate,

The University of Wyoming Academic Affairs has instituted a digital procedure for submitting extended term and promotion (ET&P) packets I and II. This new procedure was instituted in 2017 with first year candidates submitting all documents digitally. In 2018, first and second year candidates will follow the same system and will continue to do so through their extended term year.

A Drop Box folder has been set up by the State Extension office to submit files and folders required for your ET&P documents. Each document of the ET&P packet must be submitted individually. Temporary access to your folder will be given to those in your peer review group and the UWE college committee as those reviews take place. Your access to the folder for changes and submissions will end prior to the department/peer review. Once all reviews are complete your folder will be submitted by the State Office to the College of Agriculture and Natural Resources. In subsequent years (years two-six) the folder will also go to the university committee review.

The due date on your ET&P document submission is November 15, 2017.

Submission of ET&P Documents

You will be required to submit your documents in a specific way. This structure is to help reviewers and trustees make their determination on your reappointment. All documents need to be in a PDF format. Hard copies of packets I and II are not required.

Your documents must be named in a specific manner, such as **1.1.a_History**. A description of this naming system is below.

Please note: There are no exceptions to this procedure and you are not allowed to change the naming structure. You may not add additional files or folders. Your careful attention to naming the documents is critical. You will need to include the periods and underscores in the naming of files.

The first number in the numbering sequence is the **year of review**. For first year candidates all documents will start with numeral 1. (i.e. **1.1.a_History**). Subsequent years would follow suit changing only the first number indicating the year of review.

The second number will correlate with a **general category** (i.e. **1.1.a_History**). The categories are as follows:

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|--------------------------------------|--|
| 1.1 – Candidate Information | 1.5 – External Letters |
| 1.2 - Department/Peer Level Review | 1.6 – Supporting Documents (Packet II) |
| 1.3 – College Committee Level Review | 1.7 – UW Tenure & Promotion Review (if applicable) |
| 1.4 – Teaching | 1.8 – Other Information/College Specific Documents |



The letter and document name after the second numeral is for **specific documents** (i.e. 1.1.a_History). You will be required to include each document and folder as listed below.

File Names

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|------------------------------------|---|
| 1.1.a_History | 1.4.b_Summary_Student_Evals |
| 1.1.b_Expectations | 1.4.c_Peer_Evals |
| 1.1.c_Offer_Letter | 1.4.d_Raw_Data |
| 1.1.d_Job_Description | 1.5.a_Waiver |
| 1.1.e_Candidate_Narrative | 1.5.b_Summary_Process |
| 1.1.f_Vitae | 1.5.c_External_Letters (folder) |
| 1.2.a_Voting_Rights | 1.5.d_External_Credentials (folder) |
| 1.2.b_Dept_Votes_Comments | 1.6.a_Publications (folder) |
| 1.2.c_DH_Comments | 1.6.b_Grants_Presentations_Service (folder) |
| 1.2.d_Candidate Acknowledgement | 1.6.c_Creative_Works (folder) |
| 1.2.e_Candidate_Response | 1.6.d_Denied_Proposals (folder) |
| 1.2.f_Review_by_Director_Joint_Apt | 1.6.e_Professional_Service |
| 1.3.a_College_Votes_Comments | 1.6.f_Professional_Development |
| 1.3.b_DH_Deans_Evaluation | 1.7.a_University_Votes_Comments |
| 1.3.c_Deans_Comments | 1.7.b_Candidate_Acknowledgement |
| 1.3.d_Candidate_Acknowledgement | 1.7.c_Candidate_Response |
| 1.3.e_Candidate_Response | 1.8 Other Information/College Specific Documents (optional) |
| 1.4.a_Courses_Taught | |

Please remember that this file naming system is not up for interpretation or alteration. You will be provided a sample Drop Box folder that has descriptions and examples of documents and folders.

If you have any questions, I welcome your call. 307-766-3566.

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UWE