

# UNIVERSITY OF WYOMING

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## **Supplemental Information for Prospective Academic Personnel<sup>1</sup>**

Dear Prospective Faculty Member, Academic Professional, or Adjunct,

We hope you will find the following information and websites helpful to you as you consider your employment at the University of Wyoming:

**Academic Plan.** The University of Wyoming's academic goals and priorities, which guide the allocation of academic personnel and financial resources, are posted at [www.uwyo.edu/acadaffairs/plans/](http://www.uwyo.edu/acadaffairs/plans/)

**Consulting regulations.** New faculty and academic professionals often wonder about the opportunities to earn consulting pay. The guidelines for receiving consulting pay can be reviewed at [www.uwyo.edu/acadaffairs/files/docs/guide\\_sup\\_pay.pdf](http://www.uwyo.edu/acadaffairs/files/docs/guide_sup_pay.pdf)

**Crime statistics.** The Dept. of Education requires that universities provide a link to campus crime statistics. You can find them on the UW police department web site at [www.uwyo.edu/uwpcrimestats.html](http://www.uwyo.edu/uwpcrimestats.html)

**Diversity, equity, and affirmative action.** Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to: race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief. Information about UW's diversity initiatives may be found on the website of the Office of Diversity and EEO at: [www.uwyo.edu/diversity/](http://www.uwyo.edu/diversity/)

**Domestic partner accommodations.** UW may, under certain conditions, waive the national advertising requirement in order to offer employment to domestic partners and spouses of new academic hires. Hiring of this nature is by no means automatic. A description of the conditions is found at: [www.uwyo.edu/acadaffairs/files/docs/guide\\_dom\\_part.pdf](http://www.uwyo.edu/acadaffairs/files/docs/guide_dom_part.pdf)

**Employee benefits.** UW employee benefits, including health insurance and retirement plans, vacation and sick leave benefits, and other employer paid benefits are described at [www.uwyo.edu/hr/employee-benefits/](http://www.uwyo.edu/hr/employee-benefits/)

**Faculty governance.** The role of the Faculty Senate, which promotes and protects the interests of the university's academic community, is described at [www.uwyo.edu/facultysenate/](http://www.uwyo.edu/facultysenate/)

**Felony Related Hiring Policy/Background checks.** It is the policy of the university not to hire any person convicted of a crime the nature of which is reasonably related to the applicant's fitness for the job. Further, it is against university policy to hire any person who has been convicted of (1) a felony involving violence or (2) a sex crime against a minor or involving violence. The University of Wyoming performs

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<sup>1</sup> This supplemental information sheet should accompany offer letters or be provided to candidates when they visit UW.

National background investigations as a condition of employment for all prospective employees and current employees seeking promotional opportunities within UW. Background investigations may include review of criminal, credit, motor vehicle, educational, employment and civil records.

**FERPA.** The Family Educational Rights and Privacy Act of 1974, as amended (also known as the Buckley Amendment), affords students certain rights with respect to their education records. Anyone who teaches or interacts with students must become familiar with FERPA. Please review FERPA requirements at [www.uwyo.edu/registrar/ferpa/](http://www.uwyo.edu/registrar/ferpa/)

**Immigration procedures.** The Faculty Immigration Coordinator of the Office of International Programs assists UW colleges and departments wishing to hire personnel with valid immigration status. Guidance on employing non-resident aliens may be found on the International Programs website at: [www.uwyo.edu/intprograms/immigration/](http://www.uwyo.edu/intprograms/immigration/)

**Reappointment, tenure and promotion.** Nothing is likely to be more important to a new academic hire than UW's processes, policies, and time frames for reappointment, tenure and promotion, which can be found on the Academic Affairs website at: [www.uwyo.edu/acadaffairs/faculty-resources/tenure\\_promotion.html](http://www.uwyo.edu/acadaffairs/faculty-resources/tenure_promotion.html). Information about tenure clock extensions can also be found on this site. In addition, each fall semester the Office of Academic Affairs conducts a presentation on the subject for new faculty members, hosted by the Ellbogen Center for Teaching and Learning. Programs and resources for new faculty can be found at: [www.uwyo.edu/ctl/new-faculty/](http://www.uwyo.edu/ctl/new-faculty/)

**Sexual harassment policy.** UW does not tolerate sexual harassment, or harassment based on race, color, religion, gender, national origin, age, disability, and sexual orientation, etc. Because faculty members' roles are inherently supervisory, UW requires all faculty members to participate in sexual harassment training, which the university's Employment Practices Office offers periodically and free of charge. Information is available at: [www.uwyo.edu/diversity/complaints/](http://www.uwyo.edu/diversity/complaints/)

**Supplemental pay regulations.** New faculty and academic professionals often wonder about the opportunities to earn supplemental pay, for example, for teaching in summer session or on overload, or through research grants. The guidelines for receiving supplemental pay can be reviewed at: [www.uwyo.edu/acadaffairs/files/docs/guide\\_sup\\_pay.pdf](http://www.uwyo.edu/acadaffairs/files/docs/guide_sup_pay.pdf)

**Terminal degrees for faculty members.** UW's policy is to hire tenure-track faculty members through national or international searches, identifying the best qualified candidate for each position. One important qualification for faculty members is the terminal educational degree in the discipline, for which the only acceptable verification is a transcript sent from the degree-granting institution directly to the Provost and Vice President for Academic Affairs. For further discussion of this policy, see [www.uwyo.edu/acadaffairs/files/docs/hiring\\_tenure-track\\_fac.pdf](http://www.uwyo.edu/acadaffairs/files/docs/hiring_tenure-track_fac.pdf)

As you may have noticed by now, the web site for the Office of Academic Affairs contains many other types of information about institutional policies and projects of interest to UW's academic community. The Academic Affairs home page is [www.uwyo.edu/AcadAffairs/](http://www.uwyo.edu/AcadAffairs/)