Contents

[Employment Details 1](#_Toc211321895)

[**Employment Information** 2](#_Toc211321896)

[University Regulations and Policies. 2](#_Toc211321897)

[Fixed-Term Appointment. 2](#_Toc211321898)

[AY Appointment/Calendar. 2](#_Toc211321899)

[Summer Salary. 2](#_Toc211321900)

[Job Duties/Performance Review. 2](#_Toc211321901)

[Faculty Workload. 3](#_Toc211321902)

[Presence on Campus. 3](#_Toc211321903)

[Conflict of Interest/Commitment. 3](#_Toc211321904)

[Intellectual Property. 3](#_Toc211321905)

[Conduct. 3](#_Toc211321906)

[New Faculty Orientation. 4](#_Toc211321907)

[Degree Requirement. 4](#_Toc211321908)

[**Agreement Acceptance** 5](#_Toc211321909)

|  |  |
| --- | --- |
| Employment Details | |
| Date | Click or tap to enter a date. |
| Name: | Click or tap here to enter text. |
| Appointment:  *Rank & Designation* | Choose an item. |
| Department: | Click or tap here to enter text. |
| College: | Click or tap here to enter text. |
| Start Date:  *New faculty report date* | Click or tap to enter a date. |
| Fixed Term Length: | Click or tap here to enter text. |
| Renewal | Renewal decisions are made yearly during the annual review process. |
| AY Base Salary: | **$XXXX** |
| Start-Up Arrangements:  *Remove if not applicable* | **$XXXX** payable over a **XX-year period**. Per the department, your start-up funds are designated to cover items as outlined in the agreed startup package (see summary attached). Your start-up funding is the University’s investment in your research program, and you may wish to consult with your supervisor on developing a strategy to ensure that you can leverage this investment to raise external support for your research program. |
| Moving Expenses  *Remove if not applicable* | One-time lump sum allowance of up to **$XXXX** for your moving expenses **[note if funded from start-up package].** Payment of the moving allowance will be processed once you are officially on the payroll and will be included in your paycheck. Whenever an employee receives an allowance for moving that is required to be reported by IRS regulations, the university will report such allowance as required, including withholding income and other taxes as applicable. |

E

# **Employment Information**

University Regulations and Policies. All appointments and considerations for reappointments are governed by policies set forth in the UW Regulations, as may be amended, and Standard Administrative Policies and Procedures (SAP), as may be amended, and further subject to the available resources of the University. Significant policies and procedures include, but are not limited to, performance evaluation, reappointment, promotion, faculty workload, academic freedom, conflict of interest and commitment, outside professional interests, intellectual property, the Code of Ethical Conduct, and compliance. It is your responsibility to be aware of these policies and procedures as well as others that may apply to you. UW Regulations and SAPs can be found at <https://www.uwyo.edu/regs-policies/index.html>. Section 2 includes regulations and policies specific to academic personnel and academics, and Section 5 focuses on employment and ethics. The Employee Handbook (found in Section 5) includes a plethora of information about your employment and expectations for all employees. Further information regarding those policies that may be applicable to you in addition to information concerning your privileges and duties as a faculty member, including those specific to your academic unit and college, may be accessed from the Academic Affairs website (<https://www.uwyo.edu/acadaffairs/index.html>) and obtained by contacting your unit head/dean.

Fixed-Term Appointment. Although non-tenure track faculty appointments may be renewed annually, such reappointments are at will and are contingent upon university, college or department need, adequate funding for the position, and satisfactory job performance. No automatic extension is implied as a consequence of this appointment.

AY Appointment/Calendar. The academic year is defined in the Employee Handbook as the period, beginning with the faculty reporting day of the Fall semester and ending when Spring semester grades are due. The base salary for most Academic Personnel is for work performed during the academic year, including periods when classes may not be in session, but the University is officially open.

Summer Salary. Please note you will receive your AY base salary distributed over 12 months. Your pay during the summer is referred to as “balance of contract”. In the event your start date does not coincide with the beginning of the academic year, your annual base salary will be pro-rated to account for the number of months in the academic year you work and adjustments for balance of contract pay during the summer months. Any employment for the University during the summer session(s) will be handled by your academic unit. As a university employee on an academic year appointment, you may earn additional supplemental pay, for duties carried out during the winter term (J-term) or the period from Spring commencement to Fall semester reporting date, providing these duties are not included in the standard academic year workload. A maximum of an additional 3/9ths of the base faculty salary may be earned in supplemental pay. Exceptions to this limitation require prior approval from the Provost and Executive Vice President, in consultation with the President, and may require prior approval by other offices and federal agencies. Summer pay may come from external awards (e.g., grants or contracts) or from summer instruction. The availability of summer teaching is dependent upon enrollment and thus, cannot be guaranteed. See UW Regulation 2-3 and the Employee Handbook for more details.

Job Duties/Performance Review. All faculty at the University of Wyoming are reviewed annually. The initial review of faculty is conducted between January and March of the first academic year. Renewal of your annual appointment is dependent upon your fulfillment of the responsibilities of this position, as they were stated in the position announcement and in your job description, and as they may be changed over time at the sole discretion of the University and consistent with the University’s best interests. Your initial responsibilities will include **XXX (example: teaching upper and lower division classes, conducting scholarly and/or creative research activity, mentoring students as they negotiate their college careers, and providing department, college, and university service. DO NOT include percentages).** More details about specific duties can be found in the department’s expectations document. Your unit head will discuss your job duties in further detail upon your acceptance of the position.

Faculty Workload. The University of Wyoming has a flexible workload policy that allows academic units to capitalize on each faculty member’s strengths to meet the mission of the university, college, and academic unit. Workload distributions will be discussed during the annual review process. Adjustments to workload allocations may be made by your unit head if approved by your dean.

Presence on Campus. Expectations of UW faculty members assigned to the Laramie campus include regular presence on campus during weekday working hours, not only to meet the obligations of classroom teaching but also to contribute to the scholarly research community, to advising, to graduate education, to extension (if part of the assignment), to the service functions needed for effective faculty shared-governance, and to the intellectual leadership roles expected of faculty and academic administrators. Remote work is governed by the University’s Flexible Work Policy, found in UW SAP 5-5.2. If remote work is included in your assignment, your unit head will discuss those expectations upon your acceptance of the position.

Conflict of Interest/Commitment. All full-time University Employees owe their primary professional allegiance and commitment of time and intellectual effort to the University. However, the University understands that at times, outside consulting opportunities and conflicts of interest (COI) or commitment may arise. UW SAP 9-3.5 on Conflicts of Interest and Commitment outlines the requirements for appropriate disclosure and management of conflicts of interest or commitment, and the requirements for participation in appropriate outside consulting arrangements. All university employees are responsible for identifying any potential, perceived, or actual conflicts of interest: (1) when hired; (2) immediately upon acquisition of a new interest: and (3) annually. As a term and condition of your employment, you specifically agree to abide by the requirements of this policy in its entirety. Once you have received a UW email account, you will receive information on how to create an account in the Cayuse Research Suite and then how to log on to the University’s research system (ROAMWyo) to complete your annual COI disclosure.

Intellectual Property. The University’s policy on Intellectual Property can be found in UW Regulation 9-1. The University recognizes that patentable inventions and copyrightable materials are conceived or created during the course of research, instruction, and study conducted by faculty and students. This policy has been established to ensure that inventions and materials, including academic course materials, in which the University may have an interest are utilized in a manner consistent with the public good.

Conduct. Education flourishes only when Academic Personnel have both freedom and responsibilities in the conduct of their official duties. The professional conduct of University of Wyoming employees is critical to the fulfillment of our land-grant and flagship mission, vision, and values. All employees are expected to adhere to the principles and values outlined in UW SAP 5-5.3. The University promotes academic freedom (see UW Regulation 2-15), freedom of expression, and open communications. The University supports and encourages everyone to express their thoughts and concerns in a respectful manner. The University expects all employees to comply with state and federal laws and regulations, and to follow professional standards of conduct and/or ethical requirements specific to your appointment or discipline.

New Faculty Orientation. As part of your new faculty experience, you will be expected to attend at least one new employee orientation. If your start date closely aligns with the New Faculty Reporting date, you will receive an email from the Office of Academic Affairs ([facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu)) with an invitation to attend New Faculty Orientation. Otherwise, New Benefited Employee Orientations presented by Human Resources are held weekly for all employees. New faculty are also encouraged to attend seminars on teaching conducted throughout the year by the Ellbogen Center for Teaching and Learning ([www.uwyo.edu/ctl/)](http://www.uwyo.edu/ctl/)).

Degree Requirement. This faculty position requires a degree as specified in UW Regulation 2-1. Prior to the effective date of employment, a copy of your transcript must be received by the Office of Academic Affairs directly from the institution that granted your highest degree. Please request this be done as soon as possible. They should be sent to 1000 E. University Ave. Dept. 3302, Attn: Faculty Affairs, Laramie, WY 82071, or emailed to [facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu).

Soon you will receive an official offer letter via the university’s online system (UWYO Talent Acquisition [JobApps@uwyo.edu](mailto:JobApps@uwyo.edu)). In addition to completing the online offer, please acknowledge your acceptance of these general conditions and the more specific aspects of your employment as outlined in this appointment agreement by the date specified in your offer letter. Should you have any questions about this appointment, please do not hesitate to contact your Unit Head or Dean. This document, the offer letter, and the UW Regulations and SAPs together are considered the terms of your employment.

You can find supplemental information for prospective academic personnel on the Office of Academic Affairs/Faculty Affairs website (<https://www.uwyo.edu/acadaffairs/academic-personnel/index.html>).

We look forward to you joining the University of Wyoming faculty and to the contributions that you will make to the university.







|  |  |  |
| --- | --- | --- |
| Interim Provost | Dean | Department Head |
| Type Name | Type Name | Type Name |
| Date: Click or tap to enter a date. | Date: Click or tap to enter a date. | Date: Click or tap to enter a date. |

# **Agreement Acceptance**

If you accept this appointment and its conditions, please return a signed electronic copy of this appointment agreement to the Office of Academic Affairs at [facultyaffairs@uwyo.edu](mailto:facultyaffairs@uwyo.edu), with copies to your Dean and Department Head.

I understand that my appointment is conditioned on my acceptance of these terms and conditions and will become effective once my offer letter is received and fully executed.

|  |  |
| --- | --- |
| Name: | Date: |