



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

The Reappointment, Tenure, Promotion, and Fixed-Term Rolling Contract Review Process:

Confidentiality Acknowledgment – Faculty/Administrator

Confidentiality protects and ensures honest, thorough, and robust discussion of the merits of each candidate. It is understood that all faculty members and other parties involved in the tenure and promotion review process will keep candidate dossier and related personnel documentation as well as committee discussions and deliberations confidential.

As a faculty member or academic administrator who is involved in the tenure and promotion review process, I understand the critical importance of maintaining confidentiality and acknowledge the following:

- The confidentiality of names, documents, written or oral statements, and the discussions and deliberations of review committees is critical. As such, I agree not to divulge to any information to unauthorized persons, publish, or make public any information obtained from observations, conversations, or documentation pertaining to the tenure and promotion review process, including, but not limited to, the substance of committee discussions, the contents of internal and external reviews, and any committee's vote or other reviewer's recommendation.
- I will exercise caution to protect against inadvertent and unauthorized disclosure of confidential personnel materials in my possession.
- I understand that confidentiality is one of the ethical underpinnings of the reappointment, tenure promotion, and fixed term rolling contract process, and that any disclosure may be considered a violation of the University of Wyoming Regulations, policies, and professional ethics.

Signature/Date

Printed or Typed Name

Instructions: Each voter and/or administrator should complete form annually. Forms should be retained in the academic unit and/or college according to unit and college protocol, and that should be made available at the request of Academic Affairs.

Updated 7/26/23