Contents

[Employment Details 1](#_Toc211322076)

[**Employment Information** 2](#_Toc211322077)

[University Regulations and Policies. 2](#_Toc211322078)

[FY Appointment/Calendar. 2](#_Toc211322079)

[Job Duties/Performance Review. 2](#_Toc211322080)

[Tenure Recommendation. 2](#_Toc211322081)

[Post-Tenure Review. 3](#_Toc211322082)

[Faculty Workload. 3](#_Toc211322083)

[Presence on Campus. 3](#_Toc211322084)

[Conflict of Interest/Commitment. 3](#_Toc211322085)

[Intellectual Property. 4](#_Toc211322086)

[Conduct. 4](#_Toc211322087)

[New Faculty Orientation. 4](#_Toc211322088)

[Terminal Degree Requirement. 4](#_Toc211322089)

[**Agreement Acceptance** 5](#_Toc211322090)

|  |  |
| --- | --- |
| Employment Details | |
| Date | Click or tap to enter a date. |
| Name: | Click or tap here to enter text. |
| Appointment:  *Rank & Designation* | Professor |
| 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. |
| Tenure Decision: | Appointment recommended with Tenure |
| FY 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, tenure, and promotion, faculty workload, post-tenure review, 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.

FY Appointment/Calendar. The fiscal year begins July 1 and ends June 30. The base salary for Academic Personnel on FY appointments is for work performed during the fiscal year, including periods when classes may not be in session, but the University is officially open. Supplemental income is governed by the UW Employee Handbook, Section I.D.26.

Full-time faculty on FY appointments accrue vacation leave. Should conditions arise that result in a change of appointment for FY to AY, as per the Employee Handbook, Section I, D.33., the employee must use any accumulated vacation hours prior to the start of the new AY appointment. Any remaining hours will be forfeited. All employees must accurately report all vacation leave into the HCM system each pay period. Supervisors are required to review and approve time each pay period. University holidays during an employee’s scheduled vacation are not deducted from the employee’s vacation leave bank.

Job Duties/Performance Review. All faculty at the University of Wyoming are reviewed annually. The initial review of tenure track 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.

Tenure Recommendation. It has been recommended that you receive tenure at the rank of Professor. The tenure and promotion committees in **the Department of XX and the College of XX** have been asked to review your CV and supporting materials and to provide recommendations to the Provost. Tenure is subject to approval by the Board of Trustees, upon recommendation of the President and Provost/Executive Vice President. This consideration will occur during a Board of Trustees meeting, at a date depending on when Academic Affairs receives the lower-level reviews.

If approved, your tenure date will be effective with the beginning of this appointment. Otherwise, you will follow the tenure review process outlined in UW Regulation 2-7. In that case, the tenure decision must be made no later than your third full year, with the effective date the following year. If you have not earned tenure by the end of your third year, you will be offered a terminal contract for your fourth year of employment. Note: In exceptional cases, it is possible to increase the length of the probationary period from that specified here, via a tenure clock stop. See Faculty Related Policies and Guidelines on the Academic Affairs website for more information.

Post-Tenure Review. Tenure is granted with the expectation of continued professional growth and ongoing productivity in research or creative activities, teaching, service, and extension (where appropriate). Thus, every tenured faculty member has the duty to maintain professional competence. Post-tenure review is conducted to assess, recognize, develop, and enhance the performance of tenured faculty members at the University of Wyoming. All faculty undergo annual performance reviews. These reviews are based on the calendar year and are typically conducted between January and March of the following year. A rating of below expectations on the annual review will trigger additional steps in the post-tenure review process. See University Regulation 2-10 for more information.

Attached for your reference are copies of some of the UW Regulations and SAPs specific to conducting reappointment, tenure, and promotion reviews, post tenure reviews, and the academic unit’s tenure and promotion standards and expectations. These documents will give you a better sense of the specific requirements for promotion and tenure that you will be expected to meet.

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/)).

Terminal Degree Requirement. This faculty position requires a terminal degree. 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). If it is not submitted to the Office of Academic Affairs by this date, your appointment will be converted to Instructor status until which time your transcript is submitted by your degree-granting institution. This is a limited-term appointment. Once the transcripts are received, your position with be converted to Professor. See UW Regulation 2-1 for more details.

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: |