



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

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

Confidentiality Acknowledgment – Staff/WyoFolio Administrator

Confidentiality protects and ensures honest, thorough, and robust tenure and promotion review. It is understood that all parties involved in the tenure and promotion review process will keep candidate dossier and related personnel documentation as well as committee discussions, deliberations and voting information confidential.

As the unit or college WyoFolio 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 peer group/faculty review committees is critical. As such, I agree not to divulge to any unauthorized persons (including unit head or dean), 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 tenure and promotion process, and that any disclosure may be considered a violation of the University of Wyoming Regulations, policies, and/or professional ethics.

Signature/Date

Printed or Typed Name

Instructions: Each staff member 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.