Office of General Counsel Trainings

2026-2027

UNIVERSITY OF WYOMING

[SEPTEMBER]

1ST AMENDMENT, FREEDOM OF EXPRESSION, AND ACADEMIC FREEDOM

- 9/14 from 10-11 a.m. in Health Sciences 463
- Office of General Counsel, Freedom of Expression, Intellectual Freedom, and Construction Dialogue Initiative
- This training will provide a general overview of the issues and rights related to First Amendment and freedom of expression, including protected and unprotected speech, speech in the classroom, and employee speech.

WHAT IS A CONTRACT, WHEN DO I NEED A CONTRACT AND HOW A CONTRACT MOVES THROUGH WYOCLOUD

- 9/23 from 8-9 a.m. in (old) Engineering 3102
- Office of General Counsel, Procurement, Research, Real Estate, Tax, UW Operations, Risk Management
- This training will cover what kind of documents are considered contracts, when you need a contract, and how contracts move through the WyoCloud contract module. Members of General Counsel, Procurement, Tax, Real Estate, Operations, Risk Management, and Research and Economic Development will be present to give information on what they look for when reviewing contracts during the WyoCloud process. It will also cover the changes to the processes over the past year, with plenty of time for questions and answers.

[OCTOBER]

FERPA 101

- 10/15 from 9-9:50 a.m. in Health Sciences Room 105
- Office of General Counsel, Registrar
- This training will cover the basics of the Family Educational Rights and Privacy Act (FERPA) and how it applies to higher education.

AN OVERVIEW OF THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

- 10/26 from 9-10 a.m. in Classroom Building 147
- Office of General Counsel
- This training will cover the basics of the privacy and security requirements under HIPAA for handling of medical information.

[NOVEMBER]

HIRING INTERNATIONAL EMPLOYEES AND SCHOLARS

- 11/9 from 9:30-10:30 a.m. in Aven Nelson Building 212
- Office of General Counsel, Human Resources, Global Engagement
- This training will cover policies and procedures related to hiring international employees and scholars, visa sponsorship, and types of visas.

PROTECTING UNIVERSITY PERSONNEL AND PROPERTY THROUGH INSURANCE AND CLAIMS

- 11/17 from 9-10 a.m. in Business 221
- Risk Management
- This course will outline the insurance and self-insurance UW has to protect University personnel when acting in a UW role and to protect University property on campus and away from campus. The course will also cover how claims are handled at UW start to finish including filing the claim, investigating the claim, paying or denying a claim, and looking at who is involved and what their responsibilities are at each step of the claim process.

[DECEMBER]

SAFETY ON CAMPUS

- 12/9 from 9-10 a.m. in Enzi Building Room 225
- Office of General Counsel, Safety Office, Human Resources, Research Compliance, Risk Management
- This training will cover University processes and procedures related to asbestos safety, lab safety, OSHA, imports and exports of toxic substances or biological materials, radiation and biological safety, and research with animals and human subjects. It will also provide information regarding the appropriate departments and representatives to whom safety issues should be reported.

[JANUARY]

HIGHER EDUCATION AND THE AMERICANS WITH DISABILITIES ACT (ADA)

- 1/29 TBD
- Office of General Counsel, Human Resources, Disability Support Services, ADA Coordinator
- This training will cover more advanced topics relating to the ADA and include an update on recent cases in this area.

[FEBRUARY]

HIGHER EDUCATION AND EMPLOYMENT LAW

- 2/3 TBD
- Office of General Counsel
- This training will cover employment law in a higher education setting, including UW's internal investigative policies and procedures and external equal employment opportunity, civil rights, workers' compensation, and unemployment matters and hearings. The training will also cover the basics of litigation, subpoenas and government investigations.

WHAT IS A CONTRACT, WHEN DO I NEED A CONTRACT AND HOW A CONTRACT MOVES THROUGH WYOCLOUD

- 2/20 TBD
- Office of General Counsel, Procurement, Research, Real Estate, Tax, UW Operations, Risk Management
- This training will cover what kind of documents are considered contracts, when you need a contract, and how contracts move through the WyoCloud contract module. Members of General Counsel, Procurement, Tax, Real Estate, Operations, Risk Management, and Research and Economic Development will be present to give information on what they look for when reviewing contracts during the WyoCloud process. It will also cover the changes to the processes over the past year, with plenty of time for questions and answers.

[MARCH]

PLANNING OR HOSTING A SUCCESSFUL UNIVERSITY EVENT, INCLUDING EVENTS FOR MINORS

- 3/3 TBD
- Risk Management, Office of General Counsel, President's Events Office
- This course will walk participants through the University rules as well as best practices for planning an event on campus, on UW property away from main campus, and off campus. The course will review the requirements of the UW Minors on Campus Policy and for serving alcohol at a UW event.

UNIVERSITY TRAVEL POLICY AND UPDATES

- 3/9 TBD
- Risk Management, Procurement, Office of General Counsel, Global Engagement
- This training will cover policies and procedures related to travel for all University employees and students.

[APRIL]

THE WYOMING PUBLIC RECORDS ACT: HOW DOES IT AFFECT EMPLOYEES?

- 4/8 TBD
- Office of General Counsel
- This training will cover the definition of a public record, including the use of UW email, and will include an in-depth discussion of the possible exemptions to disclosure for a public institution. This training will also cover the process when a public records request is submitted and the fee structure.

[MAY]

2ND AMENDMENT AND HIGHER EDUCATION

- 5/11 TBD
- Office of General Counsel
- This training will provide a general overview of the issues and rights related to the Second Amendment, including open carry and concealed carry and what is allowed on campus.