



UNIVERSITY  
OF WYOMING

Office of  
Academic Affairs

## The Tenure and Promotion Review Process: Confidentiality Acknowledgment

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 WyoFolio case files 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 peer groups and review committees is critical. As such, I agree not to divulge to any 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, including online documents.
- 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.

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Signature/Date

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Printed or Typed Name

Instructions: Each voter and/or administrator should complete form. Retain forms in academic units according to unit and college protocol.