



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

The Tenure and Promotion Review Process: Confidentiality Acknowledgment

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 WyoFolio case files 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, 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 remove all personal data identifiers from tally sheets and/or reports before uploading documents to WyoFolio and/or sharing documents by unit/college administrators.
- 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.

Signature/Date

Printed or Typed Name

Instructions: Email signed document to Justin McDonald (mcduck@uwyo.edu) prior to unit or college tenure and promotion review meeting.

Last updated: 8/27/19