

II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

A. PRESIDENT OF THE UNIVERSITY

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided bylaws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce these Regulations and other University regulations adopted pursuant to Chapter IV hereof, and the President is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting President has been appointed by the Trustees, the duties of the President shall be performed by the Vice President for Academic Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Vice President for Academic Affairs, a Vice President for Student Affairs, a Vice President for Administration, a Vice President for Research and Economic Development, a Vice President for Institutional Advancement, a Vice President for Information Technology, a Vice President for Governmental, Community and Legal Affairs and Special Assistant to the President. He also may have other assistants as are authorized from time to time and may also authorize the appointment of Associate Vice Presidents, or Associate Directors, for each of the principal administrative officers, who shall perform such duties as specified.

B. VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs, the Vice President shall maintain administrative supervision of the academic colleges, the University Studies Program, Graduate School, the Outreach School, including the University of Wyoming -

Casper College Center, the Divisions of Military Science and Aerospace Studies, University Libraries, Honors Program/Summer High School Institute, International Programs, Wyoming GIScience Center, the Ellbogen Center for Teaching and Learning, the School of Environment and Natural Resources, the American Heritage Center and the Art Museum.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. The Vice President shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, academic personnel appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, academic personnel and other matters as may be determined by the President.

Additional administrative units may be assigned to the Vice President by the President and the Vice President may be assisted by one or more Associate Vice Presidents, and such other assistants as are authorized from time to time.

C. VICE PRESIDENT FOR ADMINISTRATION

The Vice President for Administration shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University, including institutional planning, preparation and administration of the University budget, development of long-term financing strategies to support implementation of the Capital Facilities Plan, and serves as the principal advisor to the President on the condition of the University budget. As the principal financial officer of the University, the Vice President for Administration shall perform such duties as are required by statute or by University regulations.

The Vice President for Administration shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University of Wyoming in accordance with programs and functions of the University authorized by regulations or other directions of the Trustees. The Vice President for Administration shall have administrative supervision over the following units: University Controller, Physical Plant, Human Resources, Campus Police, Service and Auxiliary Enterprises, Environmental Health and Safety Office, the Budget Office, Facilities Planning Office, the Office of Institutional Analysis, and such other units and personnel as may be designated by the President.

In accordance with the Bylaws, the Vice President for Administration shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, to include the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer,

the University, or any of its colleges, divisions, or departments; and the disbursement or investment of such funds and monies as authorized by the Trustees, such disbursements to be upon vouchers authorized and approved by the Vice President for Administration or by other designee when authorized.

D. VICE PRESIDENT FOR GOVERNMENTAL, COMMUNITY AND LEGAL AFFAIRS

The Vice President for Governmental, Community and Legal Affairs is responsible to the President or establishing and implementing the University's plans for relations with federal, state, and local government officials. The Vice President represents the University in its communications with elected officials at all levels, including all federal and state legislation. The Vice President provides advice, assistance, and information to the Trustees, the President, and other University units with respect to government relations.

The Vice President provides legal advice to the University, supervises, the General Counsel's Office, and coordinates communications with the state's Attorney General. The Vice President is responsible for development, administration, and implementation of Affirmative Action Plans and for administration of University regulations and procedures related to discrimination and employment practices. The Vice President oversees the University's public relations functions, including publications.

The Vice President has administrative responsibility for University Public Relations, the Office of General Counsel, and the Employment Practices Office.

E. VICE PRESIDENT FOR INFORMATION TECHNOLOGY

The Vice President for Information Technology shall be responsible to the President for the general Information technology functions of the University. As the chief information officer of the University, the Vice President shall manage the central elements of Information Technology, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

The Vice President shall advise the President and the University community on issues involving Information Technology; develop and manage computing standards, network architecture and security; determine information integration methodologies; work with internal and external constituents to support diverse technology needs and build consensus on information technology issues. The Vice President shall be an advocate for the development and use of technology in instruction, academic support and institutional support.

The Vice President shall evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

F. VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President shall be responsible to the President for private fund raising and University relations with alumni and friends. His/her primary functions shall include seeking private financial support for the University, coordinating private development and fund raising activities, and communicating with the University of Wyoming Foundation. The Vice President shall also be responsible for organizing UW alumni participation in the life of the University through a variety of activities designed to promote alumni/friend support. He/she shall also undertake special projects that involve a variety of University units.

The Vice President shall maintain administrative supervision of the Office of Institutional Advancement.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that development and alumni/friends relations are properly implemented and coordinated. S/he shall consult with and advise the President on all development and alumni/friends relations.

G. VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT

The Vice President for Research and Economic Development shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University, review and evaluation of proposed research and economic development programs, and continuing review of the status of existing contracts and grants to assure that they meet University objectives and comply with the terms and conditions of such contracts and grants.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall maintain general administrative supervision of Contracts and Grants Accounting, the Institute for Environment and Natural Resources, The Wyoming Small Business Development Center, the Mid-American Manufacturing Technology Center-Wyoming, the Small Business Innovation Research Initiative, the Research Products Center, the UW-National Park Service Research Center, the Office of Water Programs, EPSCoR and IDEA Projects, the Wyoming Natural Diversity Database and any such other units as may be designated by the President.

H. VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs shall be responsible to the President for the general administrative leadership and coordination of programs and services designed to support the learning and development of UW students so that they may be informed and engaged citizens and leaders in the communities of Wyoming, the nation, and the world.

In partnership with UW faculty, staff and students, the Vice President for Student Affairs shall orchestrate the enrollment management programs of the University to recruit and retain a student body of the size and diversity appropriate to the needs of the state, the demands of the world of work, and the resources of the institution. The Vice President shall develop and deliver services, programs and facilities that promote the intellectual, personal, cultural and civic development of students; coordinate efforts to create a caring community in which individuals are respected, encouraged to pursue excellence, and achieve their potential; and foster the celebration of diversity of individuals and cultures.

The Vice President for Student Affairs shall have administrative supervision of the following units: Admissions Office; Center for Advising and Career Services; Campus Recreation; Office of Student Life, which includes International Student Services and the Office of Multicultural Affairs; Office of the Registrar; Residence Life and Dining Services; Student Educational Opportunity, which includes University Disability Support Services; Student Financial Aid; Student Health Service; University Counseling Center, which includes the AWARE program; Wyoming Union; and any other such units or responsibilities, such as that for the Associated Students of the University of Wyoming (ASUW) and the Associated Parents--University of Wyoming (APUW), as may be designated by the President. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

I. DIRECTOR OF INTERCOLLEGIATE ATHLETICS

The Director of Intercollegiate Athletics shall be responsible to the President for the conduct of the University's intercollegiate athletic program to include the staging of all intercollegiate athletic contests and for the enforcement of all applicable rules and regulations of associations governing the conduct of intercollegiate athletics.

Athletic coaches shall not be considered officers of the University but shall be contractual employees. The President shall have the authority to appoint any athletic coach with a one-year contract and shall consult with the Executive Committee of the Trustees prior to appointing any coach with a multi-year contract.

J. SPECIAL ASSISTANT TO THE PRESIDENT

The Special Assistant to the President shall be responsible to the President for the University's strategic planning and administrative projects which support the President's Office. At the direction of the President, the Special Assistant shall oversee special projects that involve a variety of University units.