

REGULATIONS
OF
THE TRUSTEES OF THE UNIVERSITY OF WYOMING

Revised
April 11, 1970

*Including Revisions
three 12/5/70*

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REGULATIONS
OF
THE TRUSTEES OF THE UNIVERSITY OF WYOMING

Part 1. OFFICERS OF THE UNIVERSITY

Section 1. DESIGNATION

Officers of the University are: the President; Administrative Officers, to include the principal administrative officers of the University and the heads of their administrative subunits as set forth in Part II; and Academic Officers, to include Deans, Directors, Associate and Assistant Deans and Department and Division Heads, of the organized educational units specified in Part III.

Section 2. APPOINTMENT

The President of the University shall be appointed by the Trustees as provided in the Bylaws of the Trustees of The University of Wyoming. Nine affirmative votes of the Trustees shall be required for appointment.

All other officers shall be appointed by the Trustees upon the recommendation of the President following consultation with the appropriate University officers and faculty.

All appointments under this section shall be on such terms with respect to salary, terms of employment and like matters as the Trustees may determine.

Section 3. REMOVAL

Any person appointed to an office or position pursuant to this Part may be removed by the Trustees whenever in their judgment the best interests of the University will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Likewise such removal shall be without prejudice to the rights, if any, of such persons as a tenured member of the faculty.

PART II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

Section 1. PRESIDENT OF THE UNIVERSITY

The President shall be the chief executive officer of the University and shall be responsible for the University subject to the control of the Trustees. It shall be his duty to enforce these regulations and other University regulations adopted pursuant to Part IV hereof, and he is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him to any other member of the faculty 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 the faculty 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 the faculty 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 Finance, a Vice President for Student Affairs and a Vice President for University Extension. He also shall have the following administrative officers reporting directly to him: Assistant to the President; Assistant to the President for Information, and the Director of Intercollegiate Athletics.

Section 2. VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs shall be the principal academic officer of the University administration and shall, under direction of the President, exercise general administrative functions over, and coordinating functions between, the various academic units of the University, as described in Part III. He shall consult with and advise the President with respect to the recommendations of the administrative heads of the various academic units concerning organization, development of programs, faculty appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, faculty, and other matters as may be determined by the President.

Section 3. VICE PRESIDENT FOR FINANCE

The Vice President for Finance shall be responsible to the President, and through him to the Trustees, for the administration of all the business and financial affairs and the physical plant of the University. As the principal financial officer of the University he shall perform such duties as are required by statute or by University administrative regulations.

He shall have administrative supervision over the following divisions: Finance and Budget, Physical Plant, Service and Auxiliary Enterprises, Internal Auditing, Campus Police, Personnel Administration, the Land Office, and, in conjunction with the Vice President for Academic Affairs, Computer Services. The Director of Finance and Budget shall serve as his immediate deputy and shall be empowered to act for him in all matters in his absence or at his direction.

In accordance with the Bylaws, he 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 him, by the Director of Finance and Budget, or by the Assistant Director of Finance and Budget when authorized in writing by the Director.

He shall execute such agreements, leases and other instruments, excepting deeds or 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.

Section 4. VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs shall be responsible to the President, and through him to the Trustees, for fostering the general welfare of all students of the University. He shall promote coordination among the various agencies of the University which are concerned with the manifold aspects of student life and interests, and shall have administrative supervision over the following divisions: Admissions, Registration and Records, Student Financial Aids, Counseling and Testing, the Dean of Students, Student Health Service, Student Placement Services, and the Director of Housing who shall also be subject to the supervision of the Vice President for Finance for such matters as may be directed. He shall perform his duties with due regard for the functions of the University faculty and its committees.

Section 5. VICE PRESIDENT FOR UNIVERSITY EXTENSION

The Vice President for University Extension shall be responsible to the President, and through him to the Trustees, for supervising and coordinating the organized extension services of the University. He shall consult with and advise the President on matters which relate to appointment, promotion, tenure, salaries and leaves of absence for personnel regularly employed in the organized extension services and which relate to the organization and programs of those services.

He shall work with the Vice President for Academic Affairs in utilizing academic resources of the University for extension programs.

Section 6. ASSISTANT TO THE PRESIDENT

The Assistant to the President shall be responsible for the operation of the President's Office and for such other duties as the President may assign.

Section 7. ASSISTANT TO THE PRESIDENT FOR INFORMATION

The Assistant to the President for Information shall be responsible to the President, and through him to the Trustees, for the University's relations with the alumni and the public at large. He shall have administrative supervision over the Division of Alumni Relations and the Division of Communications Services.

Section 8. DIRECTOR OF INTERCOLLEGIATE ATHLETICS

The Director of Intercollegiate Athletics shall be responsible to the President, and through him to the Trustees, for the conduct of the University's intercollegiate athletic program, to include the staging of all athletic contests and for the enforcement of the rules and regulations of the Western Athletic Conference. For the formulation of broad policy he shall be assisted by, and shall seek counsel from a University Athletic Committee which shall consist of the following members: the President of the University as chairman; the Director of Intercollegiate Athletics as secretary; the Vice President for Student Affairs; three faculty members appointed by the President of the University in consultation with the faculty for terms of three years with one retiring annually; two Trustee members selected by the Trustees; the Director of Alumni Relations; and the President of the Associated Students of The University of Wyoming. All members shall assume office upon July 1, following their election or appointment. Members may be elected or appointed to succeed themselves.

The three faculty members and the Vice President for Student Affairs shall be designated as a Subcommittee on Eligibility and one of the members of this Subcommittee shall be appointed by the President as the University's Western Athletic Conference Representative.

Part III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

Section 1. THE UNIVERSITY FACULTY

The University Faculty shall consist of all persons having the faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor. Faculty Emeriti, Visiting and Adjunct Professors, Lecturers and all individuals holding temporary, supply, or part-time faculty appointments are ex officio members of the faculty without vote. The President of the University shall be the presiding officer at meetings of the University Faculty and shall, with the advice of the faculty, appoint a faculty member annually as Secretary of the University Faculty.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance with the authority and review procedures established in Part IV.

Section 2. COLLEGES

The University shall have the following colleges; Agriculture, Arts and Sciences, Commerce and Industry, Education, Engineering, Health Sciences, and Law.

Each college shall be headed by a dean who shall be responsible for all matters relating to the educational and administrative affairs of the college. He shall preside at meetings of the college faculty, recommend the college budget in consultation with the heads of sub-units within the college, transmit and recommend appointments and promotions with respect to the faculty and staff of the college and exercise general administrative supervision over the educational programs and operations of the college.

The faculty of the college shall consist of the President of the University and the Vice President for Academic Affairs, ex officio without vote, the dean, and all members of the University faculty serving in the college.

The college faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college, including the determination of curricula, the standards for admission to, continuation in, and graduation from the college, except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction between a college faculty and the University faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees. The college faculty, through the dean of the college, shall recommend candidates for diplomas and degrees in course to the President and the Trustees.

Each college may be organized into departments or divisions, subject to the approval of the Trustees, under the general direction of an academic officer.

Section 3. THE GRADUATE SCHOOL

The Graduate School shall be headed by a Dean who shall be responsible for the recommendation of the Graduate School budget and for the administration of the programs and functions of the School.

The Graduate Faculty shall consist of the President, the Vice President for Academic Affairs, the deans of the colleges, the heads of departments, divisions and schools in which work for graduate credit is authorized, the Director of the University Library, and all professors and associate professors who are members of the regular teaching staff. In addition, assistant professors who are members of the regular teaching staff may be members of the Graduate Faculty on the basis of special qualifications or special need for their services, as established by criteria approved by the Graduate Faculty, and with the approval of the Dean of the Graduate School. Non-teaching staff of all ranks who may have occasion to direct graduate research may be members of the Graduate Faculty upon the recommendation of the Graduate Dean and approval of the Graduate Faculty. The Graduate Faculty may, at its discretion, delegate its powers to a duly constituted and representative group.

The Graduate Faculty shall review proposals for new graduate programs and make recommendations through the Dean of the Graduate School and the Vice President for Academic Affairs to the President and the Trustees.

Candidates for advanced degrees and diplomas shall be recommended to the President and the Trustees by the Graduate Faculty through the Dean of the Graduate School.

Section 4. THE SCHOOL OF AMERICAN STUDIES

The School of American Studies shall be headed by a Director who shall consult with the appropriate deans and department heads in formulating an interdisciplinary program in American studies.

Section 5. THE UNIVERSITY SUMMER SCHOOL

The University Summer School shall be headed by a Dean who shall be responsible for planning, coordinating and promoting the courses offered by the colleges during the summer terms, and for recommending the Summer School budget.

The faculty of the Summer School shall be appointed annually by the President of the University upon the recommendation of the appropriate academic officers, including the Dean of the Summer School.

Section 6. THE UNIVERSITY LIBRARY

The University Library shall be headed by a Director who shall be responsible for the provision of library service, and for the recommendation of the Library budget.

Section 7. COMPUTER SERVICES

Computer Services shall be headed by a Director who shall be responsible for the provision of computer services for the academic programs and administrative services of the University and for the recommendation of the Computer Services budget. The Director shall report jointly to the Vice President for Academic Affairs and the Vice President for Finance.

Section 8. THE OFFICE OF RESEARCH DEVELOPMENT

The Office of Research Development shall be headed by a Director who shall be responsible for working with individual members of the faculty and recognized research units in developing appropriate fields of research effort and in coordinating the entire University research program.

Section 9. UNIVERSITY STATISTICS

University Statistics shall be headed by a University Statistician who shall collect data relevant to the current operation of the University and make such studies as may be required for planning the future growth and development of the University. He shall also serve as University classroom scheduling officer.

Section 10. OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs shall be headed by a Director who shall be responsible for the conduct of the University's programs overseas.

Section 11. DIVISION OF MILITARY SCIENCE AND AEROSPACE STUDIES

The Divisions of Military Science and Aerospace Studies shall offer such programs in the Reserve Officer Training Corps as may be authorized by the Congress of the United States and the Department of Defense through the Secretaries of the Army and Air Force respectively and as approved by the Trustees. The Division shall be headed by a Professor of Military Science and a Professor of Aerospace

Studies respectively who shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.

Part IV. REGULATIONS OF THE PRINCIPAL ADMINISTRATIVE AND ACADEMIC
UNITS OF THE UNIVERSITY

Section 1. REGULATIONS OF ADMINISTRATIVE UNITS

The President and the principal administrative officers of the University shall establish such regulations as are necessary to discharge their responsibilities and to provide for the organization and operation of the various divisions under their supervision as defined in Part II.

Section 2. REGULATIONS OF ACADEMIC UNITS

In accordance with its bylaws, the University faculty may adopt regulations to establish educational and academic policies for the University as a whole; to promote the general welfare of the University, the students, and the faculty; to establish policies regarding student conduct and all phases of student life, activities, and student organizations; and to establish faculty committees.

The faculties of the various colleges and of the Graduate School shall propose regulations to establish the organization of their respective units, including functions, programs and procedures. Other academic units specified in Part III, after consultation with the Vice President for Academic Affairs, may propose such regulations as are required for the discharge of their responsibilities.

Section 3. REVIEW AND APPROVAL OF PROPOSED REGULATIONS

All proposed regulations shall be reviewed by the President of the University. Incident to such review, he shall consider the need for such regulations, the duties and authority of the officer or academic unit proposing the regulation, possible conflicts with other existing regulations, and such other matters as he may deem relevant to the best interests of the University. He may cause the proposed regulations to be reviewed by any affected units of the University, and any officers or committees concerned with the substance of the proposal in order to elicit their recommendations. In his discretion, the President may return the proposed regulation for consideration of matters requested by him.

No regulations authorized under this Part shall become effective unless and until approved by the President. In his discretion, he may approve regulations which are ministerial in nature or which are in furtherance of and necessary to implementation of functions and responsibilities established by Regulations of the Trustees, or he may refer them to the Trustees for consideration before he takes action thereon. Proposed regulations which involve substantial changes to the functions, programs and procedures of academic units or the organization and operation of the offices of the principal administrative officers, or which involve significant matters of University-wide concern and policy shall be referred to the Trustees for consideration before the President takes action thereon.

Section 4. PUBLICATION AND EFFECT OF REGULATIONS

All regulations approved under this Part shall be identified as to their source and shall be published and distributed in such uniform manner as is directed by the President. All such regulations shall be deemed to be issued by the authority of the Trustees of The University of Wyoming. It shall be the duty of all employees to conduct themselves in accordance with the provisions thereof, as well as Regulations of the Trustees of The University of Wyoming, as a condition of their employment. Students applying for admission or enrolled in The University of Wyoming shall comply with all such regulations pertaining to academic procedures and requirements, student conduct, use of facilities and such other matters specifically applicable to students, as a condition of enrollment in The University of Wyoming.

Section 5. REPEAL OR CHANGE OF REGULATIONS

All regulations approved and published in accordance with this Part shall remain effective until repealed or changed in the same manner as provided for the establishment of such regulations. Any administrative regulation or regulation of an academic unit of the University may be reviewed, modified, or annulled by the Trustees at any regular or special meeting of the Trustees. When the President has referred a regulation to the Trustees for review prior to its approval, the date of such review shall be noted in the published regulation.

Part V. FACULTY

Section 1. ACADEMIC FREEDOM

The faculty is the educational body of the University and in recognition of the fact that true education may flourish only when the faculty is both free and responsible, the Trustees subscribe to the following statement on academic freedom and the responsibilities of faculty members as adopted in 1940 by the American Association of University Professors:

"Academic freedom...applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the students to freedom in learning. It carries with it duties correlative with rights.

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. ***

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

Section 2. DESIGNATION

Faculty status shall be granted at the appropriate rank to those individuals engaged in teaching or research in the colleges of the University and to such other groups or individuals as the Trustees may designate. The general qualifications for the various faculty ranks shall be as follows:

a. Instructors normally shall have a master's degree or its equivalent and preferably at least one year of additional study or of professional experience in the field in which the instructorship is granted.

b. Assistant professors shall normally have the doctor's degree in course or the professional degree or license, and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.

c. Associate professors shall have, when relevant, the doctor's degree in course, or the professional degree or license, at least five years' experience relevant to the position, and shall have established a reputation in scholarship, teaching, artistic creation, or other productive activity in the field in which they are to serve.

d. Professors in addition to having the qualifications of associate professors, shall have demonstrated superior capacity for direction of graduate work and research; shall have attained wide recognition in their professional fields for scholarship or other creative work; and shall have gained recognition as teachers and as consistent contributors to the fields in which they are to render University service.

e. Lecturer shall be the title granted to individuals temporarily employed on the staff for such special teaching assignments as would make other academic titles inappropriate.

The general qualifications may be waived or modified at the discretion of the President and the Trustees.

Section 3. APPOINTMENT

a. Full time members of the faculty shall be appointed by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit. Recommendations shall then be forwarded through the appropriate academic and/or administrative officers, who shall add their recommendations, to the President of the University for recommendation to the Trustees. Appointments shall be for a special period at the appropriate rank as described in Section 2 of this Part, to be classified as follows:

(1) Probationary appointments to fill a budgeted vacancy. Such appointments normally will be for one academic year. Individuals so appointed will be considered for reappointment annually for the term of the probationary period specified in Section 4 of this Part. If reappointed at the termination of such period, they normally will be granted tenure.

(2) Supply appointments to serve for a specified period during the absence of the budgeted incumbent. Such appointments shall normally terminate upon the expiration of the contract period. However, in the event of appointment to a budgeted vacancy, service in a supply capacity may be considered in meeting probationary requirements.

(3) Temporary appointments to fill a position budgeted for a temporary period in order to meet a special need. This shall include positions budgeted under special grants, the continuation of which is dependent upon the availability of funds. Individuals appointed to a temporary position may be reappointed annually for such period as the position exists but reappointment to such positions shall in no event entitle the individual to tenure privileges. However, in the event of appointment to a regularly budgeted vacancy, service in a temporary capacity may be considered in meeting probationary requirements.

(4) Visiting appointments to bring to campus faculty members from other institutions or professional persons in various fields to offer a special program.

b. Emeriti appointments will be awarded by the Trustees to those faculty members who are retired after long and distinguished service to the University.

c. Part-time appointments and appointments in the Summer School will be made by the President of the University upon the recommendation of the appropriate University officers.

d. Adjunct professors may be appointed in the same manner provided for the appointment of full time members of the faculty. Such appointments may be made when deemed appropriate to make available to the University, on a limited or part-time basis, the services of persons who have attained recognition in their professional fields for scholarship, creativity, or other distinguished accomplishments relevant to programs of the University. Appointments shall be for a term of three years, subject to reappointment, without rights of tenure. Each letter of appointment shall set forth the terms and conditions under which services are to be performed by the appointee.

Section 4. REAPPOINTMENT AND TENURE

To hold a position with tenure means that the appointment is considered permanent and is not subject to termination or substantial reduction in status without adequate justification as outlined in Section 7 of this Part. Faculty members employed on a temporary, supply, or part-time basis, members of the athletic staff whose duties are predominately coaching, and officers in the Division of Military Science and Aerospace Studies shall not

be eligible for tenure. Administrative and academic officers do not have tenure in their administrative positions. If they hold concurrent faculty appointment, they may be granted tenure in the faculty position at the discretion of the Trustees. However, no one shall forfeit tenure by reason of appointment to an administrative position.

Other members of the faculty shall be eligible for tenure upon completion of the period of probationary employment set forth below:

a. Instructors may be appointed annually for a period of five years; at the end of such period if tenure has not been achieved, they normally shall not be eligible for re-appointment. An exception may be made for an individual who is making satisfactory progress toward a doctoral degree, in which case he may be reappointed annually for an additional period not to exceed a total of seven years as an instructor. (Change to be implemented 7/1/71)

b. Assistant professors may be appointed annually for a period of five years; at the end of such time if re-appointed they are awarded tenure. (Change to be implemented 7/1/71)

c. Associate professors and professors may be appointed annually for a period of three years; at the end of such time if reappointed they are awarded tenure. In exceptional cases, an associate professor or professor may be granted tenure at the time of appointment. If a faculty member is promoted to associate professor before achieving tenure, his period of probationary employment in all ranks usually shall be four years.

Under normal circumstances, an individual who is not awarded tenure at the end of his probationary period shall not be retained. However, in exceptional cases, upon the recommendation of the appropriate academic and/or administrative officer and with the consent of the person concerned, the grant of tenure may be deferred but a person ordinarily will not be continued on a non-tenured status for more than two years beyond the minimum time for eligibility, except for those instructors described in subparagraph a, above, who may be retained for three additional years.

Recommendations concerning reappointment, non-retention, and tenure shall be initiated annually by the head of the unit in which the faculty member holds an appointment and forwarded through the appropriate administrative and/or academic officers, who shall add their recommendations, to the President. Academic and/or administrative officers shall initiate all recommendations concerning heads of units within their charge and tenure recommendations for all faculty in units whose heads have not attained tenure.

In all tenure decisions, the President shall consult with the appropriate faculty committee before making his recommendation to the Trustees. The committee shall be notified in writing at least two weeks prior to the meeting at which tenure recommendations are to be considered, and committee members shall have access in advance of the meetings to all reports made on the individuals. The committee's recommendations shall be based on the majority vote of the members present, exclusive of ex officio members. When the committee's recommendation is at variance with that of the dean or other major administrative and/or academic officer, this officer shall be advised prior to the President's recommendation to the Trustees. If the President does not concur in the recommendation of the committee, he shall bring to the Trustees the committee's recommendation together with his own.

When an individual on probationary appointment is not recommended for reappointment, the President shall advise him in writing of this decision at least three months in advance of the end of the contract year if he is in his first year of service, at least six months in advance of the end of the contract year if he is in his second year of service, and at least twelve months in advance of the end of the contract year if he has served more than two years at the University. (Change to be implemented 7/1/71)

Section 5. PROMOTION

Promotion of faculty members shall be governed by the qualifications for the various academic ranks as set forth in Section 2 of this Part. A written evaluation shall be prepared on all individuals recommended for promotion and on all individuals below the rank of professor who have been in rank for a period of five or more years whether or not promotion is recommended. The criteria to be considered in making this evaluation shall include: teaching effectiveness, helpfulness with students, continuing scholarship and research, professional publication, participation in professional meetings, advanced study and evidence of constructive participation in the life of the University and the community. Possession of the highest earned degree attainable in the faculty member's academic area weighs heavily in decisions concerning promotion.

Recommendations for promotion shall be initiated during the first semester of each academic year by the head of the unit in which the faculty member holds appointment and forwarded through the appropriate administrative and/or academic officers, who shall add their recommendations, to the President. After consultation with the appropriate faculty committee in accordance with the procedure outlined in Section 5, above, the President shall make his recommendation to the Trustees. If he does not concur in the recommendation of the committee, he shall bring to the Trustees the committee's recommendation together with his own.

Section 6. LEAVES OF ABSENCE

a. Emergency or Short-term Leave With Pay. When a faculty member finds it necessary to be absent from regular duties at the University for a period not exceeding two weeks, he shall secure approval from his immediate superior for his absence. A temporary leave for more than two weeks but less than four may be granted, for good cause, upon written recommendation of the appropriate administrative superior and with the approval of the President. An individual making application

for such leave should submit a statement suggesting a plan for carrying on his work during his absence. Any leave in excess of four weeks, except for illness, shall require approval by the Trustees.

b. Leave Without Pay. Upon recommendation of the appropriate administrative and/or academic officers and with the approval of the President of the University, leaves of absence without pay may be granted to faculty members by the Trustees for a period normally not in excess of one contract year.

c. Sabbatical Leave. Sabbatical leave may be granted to any tenured member of the University faculty for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical leave time may be used for research, writing, and/or study at a place of the recipient's choosing. Under normal circumstances, University personnel holding academic rank whose duties are primarily administrative in nature shall not be eligible for sabbatical leave nor shall it ordinarily be available for the purpose of seeking an advanced degree. A minimum of six years of academic service at the University must precede each period of sabbatical leave although no right accrues automatically through lapse of time. The granting of such leave is, in each case, within the discretion of the Trustees upon the recommendation of the President.

A request for sabbatical leave should be initiated by the individual during the first semester of the year preceding the year for which leave is requested. The request, which shall contain a statement concerning the purpose for which the leave is requested, shall be forwarded to the President of the University through the appropriate administrative and/or academic officers, with a recommendation from each attached. The President shall consult with the appropriate faculty committee in making his recommendation to the Trustees.

Sabbatical leaves will normally be granted for either a full or half contract year. Leave for a full contract year shall be compensated at a rate equal to fifty percent of the faculty member's annual salary; leave for a half contract year, shall be compensated at the annual rate.

While on sabbatical leave, grants and other forms of outside compensation may be accepted. The University shall not, however, be obligated to pay the individual more than that amount of sabbatical compensation which, when added to the outside sources of compensation, will equal his full regular salary for the period of leave. If allowances for travel and other expenses directly related to the leave are included in the outside grant, the amount of these allowances may be disregarded in computing the contribution to be made by the University.

A faculty member who fails to return to the University for at least one academic year immediately following sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of his leave.

Section 7. DISMISSAL FOR CAUSE

"Cause" is defined to include physical incapacity, incompetency, neglect of duty, dishonesty, immorality, conviction of a felony, or other conduct detrimental to the best interests of the University.

Faculty members on tenure may be dismissed only for cause or because of bona fide financial exigencies of the University. A recommendation for the dismissal for cause of a faculty member with tenure shall be made in writing by the Dean or appropriate administrative officer to the President of the University and shall be accompanied by a written statement of all factual data supporting the recommendation and setting forth the source of relevant information including the identity of witnesses. The President may cause such investigation to be made as he determines necessary whenever apprised of facts warranting investigation. If he finds substantial basis for dismissal for cause, he shall so advise the faculty member in a written statement setting forth the grounds upon which his dismissal is sought and advising him that, if he so requests, a hearing will be held by the appropriate faculty committee at a specified time and place. Such statement shall be submitted at least twenty days prior to the date set for the hearing, and a copy shall be forwarded to the chairman of the committee. The faculty member should state in reply whether he wishes a hearing and, if so, should answer in writing, not less than one week before the date set for the hearing, the statements in the President's letter.

This statement shall be forwarded to the committee, together with such written directions respecting the conduct of the hearing as the President deems to be appropriate in the particular circumstances and not inconsistent with these Regulations.

The committee shall thereafter hold a hearing at the specified time and is authorized to require the production of relevant University documents and records and to call University personnel as witnesses. The faculty member shall be entitled to be present at the hearing, to be represented by counsel of his choice, to present evidence, and to cross-examine witnesses. A full record of the hearing shall be made. Upon completion of the hearing the committee shall file with the President a written report including a summary of evidence, conclusions, and the committee's recommendation. A minority report may be filed. The President shall transmit such report or reports, together with his own recommendation, to the Trustees for final action.

During the probationary period, the President of the University may dismiss a faculty member for cause prior to the expiration of the contract period after consultation with the appropriate administrative

and/or academic officers. The President, prior to acting may, if he determines it to be necessary or desirable, cause an investigation to be made and may order a hearing by the appropriate faculty committee in the manner set forth above.