

THE UNIVERSITY OF WYOMING
REGULATIONS
OF
THE BOARD OF TRUSTEES

December 8, 1967

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	<u>Table of Contents</u>	<u>Page</u>
PART I.	OFFICERS OF THE UNIVERSITY	
	Section 1. Designation	1
	Section 2. Appointment	1
	Section 3. Removal	1
PART II.	THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY	
	Section 1. The President of the University	2
	Section 2. The Dean of Academic Affairs	2
	Section 3. The Executive Assistant for Business and Plant Affairs	3
	Section 4. The Executive Assistant for Student Affairs	3
	Section 5. The Assistant to the President for Alumni Relations, Development and Information	4
	Section 6. The Director of Intercollegiate Athletics	4
PART III.	THE ACADEMIC ORGANIZATION OF THE UNIVERSITY	
	Section 1. The University Faculty	5
	Section 2. Colleges	6
	Section 3. The Graduate School	6
	Section 4. The School of American Studies	7
	Section 5. The University Summer School	7
	Section 6. The Division of Adult Education and Community Service	7
	Section 7. The University Library	8
	Section 8. The Computer Center	8
	Section 9. The Office of Research Development	8
	Section 10. University Statistics	8
	Section 11. Office of International Programs	8
	Section 12. Divisions of Military Science and Aerospace Studies	8

PART IV.	REGULATIONS OF THE PRINCIPAL ADMINISTRATIVE AND ACADEMIC UNITS OF THE UNIVERSITY	
		<u>Page</u>
	Section 1. Regulations of Administrative Units	10
	Section 2. Regulations of Academic Units	10
	Section 3. Review and Approval of Proposed Regulations	10
	Section 4. Publication and Effect of Regulations	11
	Section 5. Repeal or Change of Regulations	11
PART V.	FACULTY	
	Section 1. Academic Freedom	12
	Section 2. Designation	13
	Section 3. Appointment	13
	Section 4. Reappointment and Tenure	15
	Section 5. Promotions	16
	Section 6. Leaves of Absence	17
	Section 7. Dismissal for Cause	18
PART VI.	STAFF OF THE UNIVERSITY	
	Section 1. Designation	20
	Section 2. Appointment	20
	Section 3. Discharge	21
PART VII.	EMPLOYMENT PROVISIONS APPLICABLE TO ALL PERSONNEL	
	Section 1. Nepotism	22
	Section 2. Compensation	22
	Section 3. Sick Leave	24
	Section 4. Vacation	25
	Section 5. Military Leave	25
	Section 6. Retirement	26
	Section 7. Political Activities	26
	Section 8. Patents and Copyrights	27
PART VIII.	STUDENTS	
	Section 1. Admissions	28
	Section 2. Fees	28
	Section 3. Scholarships and Fee Remissions	28
	Section 4. Dismissal	28
	Section 5. Student Organizations	29
	Section 6. Student Publications	29
	Section 7. The Wyoming Union	29

PART IX.	DEGREES AND DIPLOMAS	<u>Page</u>
	Section 1. Degrees and Diplomas in Course	30
	Section 2. Honorary Degrees	30
PART X.	PHYSICAL PLANT	
	Section 1. Buildings	32
	Section 2. Motor Vehicles	32
	Section 3. Purchases	32
INDEX		33

REGULATIONS OF THE BOARD OF TRUSTEES

Part I. 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 Board as provided in the Bylaws of the Trustees of The University of Wyoming. Nine affirmative votes of the Board of Trustees shall be required for appointment.

All other officers shall be appointed by the Board of 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 Board may determine.

Section 3. REMOVAL

Any person appointed to an office or position pursuant to this Part may be removed by the Board of Trustees whenever in its 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 person as a tenured member of the faculty.

Part II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

Section 1. THE 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 Board of 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 Board of Trustees.

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

The President shall serve as the ordinary channel of communication between the Board and the faculty and between the Board 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 Board or to limit the manner in which the Board may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Dean of Academic Affairs, an Executive Assistant for Business and Plant Affairs, an Executive Assistant for Student Affairs, an Assistant to the President for Alumni Relations, Development, and Information, and a Director of Intercollegiate Athletics.

Section 2. THE DEAN OF ACADEMIC AFFAIRS

The Dean of 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. THE EXECUTIVE ASSISTANT FOR BUSINESS AND PLANT AFFAIRS

The Executive Assistant for Business and Plant Affairs shall be responsible to the President, and through him to the Board of 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 Dean of Academic Affairs, the Computer Center. 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 Board, 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 Board.

Section 4. THE EXECUTIVE ASSISTANT FOR STUDENT AFFAIRS

The Executive Assistant for Student Affairs shall be responsible to the President, and through him to the Board of 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 Division of Admissions and Records, Division of Student Financial Aids, Division of Student Counseling and Testing, the Dean of Men, the Dean of Women, and the Student Health Service. He shall perform his duties with due regard for the functions of the University faculty and its committees.

Section 5. THE ASSISTANT TO THE PRESIDENT FOR ALUMNI RELATIONS, DEVELOPMENT, AND INFORMATION

The Assistant to the President for Alumni Relations, Development, and Information shall be responsible to the President, and through him to the Board of 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 Development and the Division of Communications Services.

Section 6. THE DIRECTOR OF INTERCOLLEGIATE ATHLETICS

The Director of Intercollegiate Athletics shall be responsible to the President, and through him to the Board of 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; three faculty members appointed by the President of the University in consultation with the President's Advisory Committee for terms of three years with one retiring annually; two Trustee members selected by the Board; one representative of the Alumni Association chosen annually by the Association; and one member of the student body chosen annually by 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 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 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 President's Advisory Committee, appoint a faculty member annually as Secretary of the University Faculty.

The University Faculty, subject to approval by the President and the Board of Trustees, 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.

There shall be a President's Advisory Committee to serve as an advisory body to the President on matters affecting the faculty and the educational policies of the University. The Committee shall consist of one representative from each college other than the College of Arts and Sciences which shall have two, and one representative from the combined faculties of the Library, Division of Student Affairs and Division of Adult Education and Community Services. Representatives shall be elected by the faculties of the respective colleges and by the combined faculties of the other organized educational units cited above for terms of three years, with terms to be staggered. All full time resident members of a college faculty shall be eligible for election. No member shall succeed himself. The Committee shall elect a chairman annually from among its membership.

It shall be the function of this Committee to initiate recommendations to the President on matters within the areas of faculty concern and to advise him on such matters as he may refer to it. It shall make recommendations to the Faculty for membership on Faculty committees and advise the President concerning the composition of administrative committees; and it shall make investigations and recommendations to the President with respect to the promotion, tenure, and dismissal of faculty members. On matters of promotion, tenure, and dismissal the following shall sit with the committee as ex officio members without vote: the Dean of Academic Affairs; the Dean of the Graduate School; and the Dean or Director of the College or Division.

Section 2. COLLEGES

The University shall be organized into the following Colleges: Agriculture, Arts and Sciences, Commerce and Industry, Education, Engineering, Law, Nursing, and Pharmacy.

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 department or division heads of 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 a college shall consist of the President of the University and the Dean of 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 Board, 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 as 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 Board of Trustees. The College faculty, through the Dean of the college, shall recommend candidates for diplomas and degrees in course to the President and the Board of Trustees.

Each College may be organized into departments or divisions, subject to the approval of the Board of 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 Dean of Academic Affairs, the Deans of the colleges, the heads

of departments and divisions 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 Dean of Academic Affairs to the President and the Board of Trustees.

Candidates for advanced degrees and diplomas shall be recommended to the President and the Board of 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 Director 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 deans and department or division heads to the Director of the Summer School.

Section 6. THE DIVISION OF ADULT EDUCATION AND COMMUNITY SERVICE

The Division of Adult Education and Community Service shall be headed by a Director who shall be charged with the

responsibility of extending instruction and other University services to communities throughout the State. He shall be responsible for the coordination of conferences and non-credit workshops and for recommending the Division budget.

Section 7. 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 8. THE COMPUTER CENTER

The Computer Center 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 Center budget. The Director shall report jointly to the Dean of Academic Affairs and the Executive Assistant for Business and Plant Affairs.

Section 9. 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 10. 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 11. 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 12. DIVISIONS 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 Board of Trustees. The Divisions shall be headed by a Professor of Military Science and a Professor of Aerospace Studies respectively who shall be nominated by the appropriate Armed Force and appointed by the Board of 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 for the discharge of 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 Dean of 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 Board, or he may refer them to the Board of Trustees for consideration with his recommendations 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 Board of 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 Board of Trustees at any regular or special meeting of the Board. When the President has referred a regulation to the Board 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 Board of Trustees subscribes 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 Board of 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 positions 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 Board.

Section 3. APPOINTMENT

a. Full time members of the faculty shall be appointed by the Board of Trustees. Recommendations for such appointments shall be initiated by the Department Head after consultation with departmental faculty and

shall be forwarded through the Dean, who shall add his recommendation, to the President of the University for recommendation to the Board. Appointments shall be for a specified 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 or calendar 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 may be awarded by the Board of 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.

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 Divisions 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 Board. 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 reappointed annually for a period of four years; at the end of such period if tenure has not been achieved, they normally shall not be eligible for reappointment. 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.

b. Assistant Professors may be reappointed annually for a period of four years; at the end of such time if reappointed they are awarded tenure.

c. Associate Professors and Professors may be reappointed 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 department head and dean 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 department or division head or by the dean of the college where appropriate, i. e., in colleges not departmentalized, for heads of departments or divisions, and in the case of tenure when the department or division head himself does not hold tenure. The recommendation shall be contained in a written report evaluating the teaching ability, productive scholarship, and other relevant qualifications and characteristics of the faculty member under consideration. When the recommendation is prepared by a department or division head it shall be forwarded to the Dean who shall add his recommendation and forward all reports to the President.

In all tenure decisions, the President shall consult with the President's Advisory Committee before making his recommendation to the Board of 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 meeting 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 the Dean's, the Dean shall be advised prior to the President's recommendation to the Board. If the President does not concur in the recommendation of the Committee, he shall bring to the Board 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 or at least six months in advance of the end of the contract year if he has served more than one year at the University.

Section 5. PROMOTIONS

Recommendations for promotion shall be initiated during the first semester of each academic year by the Department or Division Head, or by the Director or the Dean of a College not departmentalized. The qualifications for the various academic ranks are 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 5 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.

When the recommendation is prepared by a department or division head, it shall be forwarded to the Dean who shall add his recommendation and forward all reports to the President. After consultation with the President's Advisory Committee in accordance with the procedure outlined in Section 5, above, the President shall make his recommendation to the Board of Trustees. If he does not concur in the recommendation of the Committee, he shall bring to the Board 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 Board of Trustees.

b. Leave Without Pay. Upon recommendation of the appropriate Dean and with the approval of the President of the University, leaves of absence without pay may be granted to faculty members by the Board of 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 Board 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 Department or Division Head and Dean, with a recommendation from each attached. The President shall consult with the President's Advisory Committee in making his recommendation to the Board.

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 per cent 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 President's Advisory 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 President's Advisory 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 President's Advisory Committee, together with such written directions respecting the conduct of the hearing as the President deems to be appropriate in the particular circumstance 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 Board of 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 Dean of the appropriate college and Department Head. 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 President's Advisory Committee in the manner set forth above.

Part VI. STAFF OF THE UNIVERSITY

Section 1. DESIGNATION

All employees of the University other than those designated as Officers (Part I) or Faculty (Part V) shall be classified as staff, further designated as follows:

a. Regular employees. Persons employed either full or part-time where payment is on the basis of a regularly budgeted annual salary.

b. Temporary employees. Persons employed in positions of short duration, intermittent in nature, or in positions where it is clearly impractical to employ on a regular budgeted annual salary basis for one-half time or more. Temporary employees include the following categories:

- (1) Graduate assistants
- (2) Staff hourly employees
- (3) Student hourly employees

Section 2. APPOINTMENT

Appointments to the staff shall be made as set forth below and shall be reviewed by the Director of Personnel to ensure conformity with approved uniform salary and wage scales. When appropriate, a stated period of probation, not to exceed six months, may be required as a condition of employment.

a. Key administrative and supervisory employees who report directly to University officers and professional employees who do not hold faculty rank, to include Research Assistants, shall be appointed by the President of the University upon the recommendation of the appropriate University officer.

b. All other staff, exclusive of students, shall be appointed by the appropriate University officer after consultation with the Director of Personnel.

c. Graduate assistants shall be appointed by the Dean of the Graduate School upon the recommendation of the Department Head and approval by the cognate Dean.

d. All student hourly employees shall be appointed

by the appropriate University officer after consultation with the Director of Student Financial Aids.

Section 3. DISCHARGE

Employees appointed under the provisions of this Part may be discharged by the appointing officer. Normally, thirty calendar days notice is required; however, during a probationary period a minimum of fourteen calendar days notice must be given. An employee may, if he believes he was wrongfully discharged, appeal through the Director of Personnel to the President of the University in accordance with established procedures.

Part VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL PERSONNEL

Section 1. NEPOTISM

For purposes of this Section the term, "relative" is defined to mean father, husband, son, brother, grandfather, grandson, uncle, nephew, first cousin, the corresponding feminine relationships, and the corresponding in-law relationships. Retired employees of the University shall not be considered as employed, and the recall of a retired employee to active duty shall be treated as an original appointment.

Relatives may not be employed within the same college or major administrative unit unless it is departmentalized, in which event employment can only be in different departments unless specifically authorized by the Board of Trustees. This regulation is not retroactive and does not apply to students or other part-time employees, except that they may not be employed in the same department in which a relative is employed on a full-time basis.

No relative of a member of the Board of Trustees shall be initially appointed as a member of the faculty or as an officer of the University, but such relatives in the employment of the University at the time of the appointment of the Board member are eligible for reappointment.

In the event of the marriage of University employees holding positions such as to make the continued employment of both contrary to the purposes of this Section, only one of these individuals may continue beyond the end of the fiscal year in which the marriage occurred.

No provision of this Section shall be interpreted or applied so as to prevent the award of a scholarship, fellowship, or graduate assistantship to a student who is a relative of any employee of the University or of the Board of Trustees.

Section 2. COMPENSATION

a. Salary Payment. The base salary for members of the faculty normally is for the academic year, nine months, beginning September 1. The base salary for certain members of the faculty performing administrative duties, for members of the faculty in the College of Agriculture, except in the Division of Home Economics, and for most other salaried employees is for the full year, twelve months, beginning July 1. Base salaries, both for academic-year and full-year employees, are paid monthly in twelve installments. Required deductions

are taken from salary payments for federal withholding taxes, Social Security, Retirement, and for such additional purposes as may be authorized by the individual, or as required by law.

b. Supplementary Compensation.

(1) From University Sources. No full-time employee during his regular term of service shall have his salary supplemented from University grants, contracts, or other University sources except for:

- (a) Employment in extension classes and similar activities scheduled through adult education programs.
- (b) Occasional employment at University-sponsored events such as ticket selling at athletic events, or similar duties.
- (c) Overtime payments when required by the contract of the employee or by applicable State and Federal law.

When approved by the President, members of the faculty on academic-year appointments may earn up to 1/3 of their base salary for services rendered during the summer months. For less than full-time service, pro rata amounts may be earned. In unusual circumstances, with the approval of the University President, compensation may be granted for additional services.

(2) From State Agency Sources. The University recognizes a particular obligation to make its resources available to the various agencies of State government; however, the costs of consulting services normally are not included within the University budget and must, accordingly, be covered by funds from the agencies or from other non-University sources. The performance of professional and consulting work by a University employee for any Wyoming State agency shall, in general, be covered by the regulations that cover work for other outside agencies as set forth below, i. e., approval of the appropriate University officers and the President must be obtained and one day a week is the maximum period for which additional compensation may be accepted. When an individual's services are required for a longer period, the University will make every effort to release the individual to the State agency

for the time required with appropriate salary adjustment to be made between the agency and the University.

(3) From Other Outside Sources. During the period of his University service, a member of the faculty may, with the approval of the appropriate University officers and the President, perform professional and consulting work for an outside agency not to exceed one day a week. Such work must not interfere with his normal University duties, including those extra responsibilities expected of all faculty members, and must be in addition to rather than a part of his normal full-time University duties. Such work must also be related to the faculty member's regular campus duties and must contribute to the effectiveness of his regular academic work. Outside consulting work shall not be solicited by the faculty member nor may it be performed at less than the prevailing rate.

This policy shall also apply to University officers.

When a member of the faculty does work in a private capacity, he must make it clear to those who employ him that such work is unofficial and the name and authority of the University of Wyoming are not in any way, by publicity, advertising, or otherwise, to be connected with the service rendered or the results obtained.

The facilities of the University may not be used for outside work without the approval of the Executive Assistant for Business and Plant Affairs who shall establish the compensatory schedule for facilities used.

Section 3. SICK LEAVE

For absences from duties due to illness or injury a regular full-time employee of the University shall be entitled up to thirty calendar days sick leave at full pay in each anniversary year and to as many additional months at 40% of his monthly rate as he has additional years of service with the University. For purposes of this provision, the monthly salary is considered to be one-twelfth of the annual salary for persons employed on both an academic and calendar year basis. Employees become eligible for sick leave after performance of duties for six months. Sick leave with full pay will not be granted beyond that earned at the rate of two and one-half days per month during the first year of employment. Eligibility for sick leave benefits shall be determined on an individual basis by the Director of Personnel.

Section 4. VACATION

After they have been in regular full-time employment at the University for eleven months, all full-time University employees employed on a twelve-month basis are entitled to two calendar weeks of vacation annually, not to exceed ten working days except where other specific contractual arrangements exist.

University officers and key administrative, supervisory and professional employees (Section 2a, Part VI) shall be entitled to four calendar weeks of vacation annually, not to exceed twenty working days.

At the end of the third year of continuous service, all other regular full-time University employees employed on a twelve-month basis shall be entitled to three calendar weeks of vacation annually, not to exceed fifteen working days. At the end of the seventh year of continuous service, these employees shall be eligible for four calendar weeks of vacation annually, not to exceed twenty working days.

Vacations must be taken in the year in which earned or in the following year. Dates for vacation shall be approved by the appropriate administrative superior. No additional compensation shall be paid to persons not taking the vacations to which they are entitled.

Section 5. MILITARY LEAVE

Regular full-time employees are eligible for a leave of absence from the University to serve in the armed forces during a period of national emergency or for training.

a. Extended Active Duty. Employees who leave the University to go on active duty with the armed forces, voluntarily or involuntarily, during a state of war or declared national emergency, will be given a leave of absence without pay. Application for such leave must be made to the individual's immediate supervisor and transmitted through regular channels to the President for approval by the Board of Trustees. The time spent in national service shall count toward University retirement.

b. Active Duty for Training. Employees eligible for vacation privileges, may have an additional fifteen calendar days leave per year for active duty for training. The University will supplement military pay, including allowances, up to the full amount of the individual's University salary.

The individual, if he prefers, will be given the privilege of taking military leave concurrently with his vacation and receiving his University salary in addition to his military pay.

Section 6. RETIREMENT

The normal retirement age for University employees is 65, but at the option of the Board, and with the concurrence of the individual, employment in a non-administrative capacity may be continued on an annual basis until age 70. Employees who have completed thirty years of service with the University have the option of retiring before age 65 with the approval of the Board.

Each year the President of the University shall report to the Board of Trustees the names and positions of all University employees who will have reached the age of 65 or over by July 1 of that year. This report shall carry a specific recommendation from the President concerning further appointment. In making his recommendation, consideration shall be given to the needs of the University for the continued services of the individual and his physical health. The recommendation shall be accompanied by a written statement of a medical doctor concerning the individual's physical ability to perform the duties of the position. Such recommendations shall be required for each successive one year appointment.

With their consent and at the request of appropriate University officers, employees officially retired from the University may be recalled annually by the Board of Trustees but such recall shall not exceed a half-time basis. Limited service rights will not be affected by recall.

Section 7. POLITICAL ACTIVITIES

The political rights and privileges of all employees of the University are the same as those of any other citizen of the State, but University funds, time, services and facilities may not be used for political purposes.

Any University employee seeking election to the office of President or Vice-President of the United States, United States Senator or Congressman, Governor, Secretary of State, State Treasurer, State Auditor, or State Superintendent of Public Instruction of the State of Wyoming shall apply for and be granted leave of absence without pay beginning before or at the time of his filing for office. Such leave shall continue through the fall semester at the option of the Board. In the event that such person is elected to office, he shall resign from the University at the end

of the leave or before assuming office, whichever is earlier.

Section 8. PATENTS AND COPYRIGHTS

Any employee of the University who shall develop an invention as the result of institutionally sponsored research, or who is employed to engage in research and development of a specific nature, supported in whole or in part by or through the University, shall report such invention to the Director of Research Development. All inventions of such employees shall be the property of the University, except as may be otherwise provided by prior agreement of the University. In each case the President of the University shall recommend to the Board whether the University should seek a patent on such invention or release its rights thereto. The employee concerned may participate in the royalties or other income resulting from a patent procured by the University on such terms as the Board shall determine, with due regard given to the interest of the University and of the employee.

Other employees of the University who develop an invention incident to their employment and use of University facilities shall accord the University a non-exclusive shopright to practice the invention. Any employee may request University assistance in obtaining a patent, which may be rendered upon the employee agreeing to such terms as may be specified by the Board.

Creative writings, results of research, and other scholarly works by faculty members may be published and copyrighted in such manner as the individual author shall determine, except that copyrights secured in connection with the publication of the results of research sponsored and financed by research funds of the University from any source, and royalties or other income derived therefrom, shall be owned in each instance as determined by the Board with due regard given to the interest of the University and of the employee.

Publications financed by funds of the University may be copyrighted in the name of the "University of Wyoming" whenever a copyright is deemed appropriate by the University officer concerned, and any royalties or other income derived therefrom shall be used in support of such publication or otherwise as the Board may direct.

Part VIII. STUDENTS

Section 1. ADMISSIONS

Requirements for admission to the University shall be established by regulations of the University faculty. No student shall be admitted to the University as a candidate for a degree unless he is admitted to a college concurrently therewith. The Director of the Division of Admissions and Records, under the supervision of the Executive Assistant for Student Affairs, shall have administrative responsibility for the admission of students in accordance with such regulations.

Section 2. FEES

All student fees, charges and deposits shall be fixed by resolution of the Board of Trustees and shall be published in the appropriate University publications. All fees are payable in advance, and no student shall be admitted to classes until such fees have been paid, except upon specific authorization of the President of the University.

Fees, other than late registration fees and deposits, will be refunded to students who formally withdraw from the University after registration and the payment of fees, in accordance with schedules promulgated by the Director of the Division of Admissions and Records, with the approval of the President of the University.

Section 3. SCHOLARSHIPS AND FEE REMISSIONS

Scholarships involving the remission of fees may be established only by the Board of Trustees or by Statute, and a listing of such scholarships shall be published in administrative regulations.

Section 4. DISMISSAL

Dismissal of students for academic reasons shall be governed by the regulations of the University faculty and the regulations of the various colleges and the Graduate School. Individual cases shall be determined, in accordance with the criteria established by such regulations, by the Dean and faculty of the particular college or the Graduate School in the manner set forth in such regulations.

Dismissal from the University for misconduct shall be effected by order of the Executive Assistant for Student Affairs with the prior approval of the President of the University. Before recommending the dismissal of a student for such reasons, the student shall be

advised of the proposed action. If the student so requests, a hearing shall be held at which time the student shall be afforded the opportunity to hear the evidence in support of the proposed action, to cross-examine witnesses, and to present evidence in his own behalf. The student may be represented in such hearing by counsel of his choice. A summary of the evidence presented at such hearing shall accompany the recommendation for dismissal. The Executive Assistant for Student Affairs shall adopt regulations further defining the causes for dismissal and specifying the procedure to be followed in the conduct of the hearings provided for herein.

Section 5. STUDENT ORGANIZATIONS

The organization known as the Associated Students of the University of Wyoming (ASUW) is hereby recognized as a part of the University. The constitution of such body in effect on the effective date of these regulations is hereby approved and ratified. No revisions of, or amendments to, such constitution shall become effective until they have been submitted to and approved by the Board of Trustees.

It shall be the duty of the Executive Assistant for Student Affairs to work with the ASUW in the development of a program to promote the general welfare of all students at the University.

All other campus student organizations annually must apply for official University recognition in accordance with the policies and procedures outlined in administrative regulations. Only recognized student organizations shall be eligible to use University facilities and services.

Section 6. STUDENT PUBLICATIONS

Student publications may be sponsored by the Associated Students of the University of Wyoming. No other publications shall be identified as the work of or representative of University of Wyoming students unless they are sponsored by a student organization officially recognized by the Executive Assistant for Student Affairs.

Section 7. THE WYOMING UNION

The business and financial affairs of the Wyoming Union shall be administered by the Director of the Wyoming Union in consultation with the Director of the Division of Service and Auxiliary Enterprises. The Director of the Union shall consult with and be responsible to the Wyoming Union Committee, established by the ASUW Constitution, with respect to finances, programs, services, scheduling of facilities, and similar matters involving the use and operation of the Union.

Part IX. DEGREES AND DIPLOMAS

Section 1. DEGREES AND DIPLOMAS IN COURSE

All academic programs leading to the bachelor's, master's, or doctorate degrees, or to a professional diploma, must be authorized by the Board of Trustees. Curricula and other requirements for the various degrees shall be established by regulations of the various colleges and the Graduate School. Degrees and diplomas shall be awarded by the Board upon recommendation of the appropriate school or college faculty, transmitted to the Board by the President of the University. The following degrees are authorized:

Graduate School: Master of Science; Master of Arts; Master of Education; the Professional Diploma in Education; Doctor of Education; Doctor of Philosophy.

College of Arts and Sciences: Bachelor of Arts, Bachelor of Science, Bachelor of Music.

College of Agriculture: Bachelor of Science, Bachelor of Science in Home Economics.

College of Engineering: Bachelor of Science in Agricultural, Architectural, Chemical, Civil, Electrical, General, Mechanical, and Petroleum Engineering.

College of Education: Bachelor of Arts, Bachelor of Science.

College of Law: Juris Doctor, Bachelor of Science.

College of Commerce and Industry: Bachelor of Science.

College of Pharmacy: Bachelor of Science in Pharmacy.

College of Nursing: Bachelor of Science.

Section 2. HONORARY DEGREES

Nominees for honorary degrees may be submitted by members or former members of the Board, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University no later than January 1 of each year. The President shall refer all nominations to a Joint Committee consisting of not more than three members of the Board of Trustees appointed annually by the President of the Board, and three members of the President's

Advisory Committee chosen annually by that Committee. The President of the University shall preside as chairman without vote.

The Committee shall canvass fully the achievements and qualifications of persons nominated in accordance with the following criteria:

- a. Notable contribution to the health, education, or general welfare of the people of the state.
- b. Outstanding accomplishment on either a state or national level by alumni of the University.
- c. Accomplishment so outstanding as to have won recognition on a national or international level.

All deliberations and votes of the committee shall be secret except for official records where required. Any candidate who receives an affirmative vote of two-thirds of the Committee shall be recommended to the Board. The Board will award an honorary degree only upon recommendation of the Committee, but reserves full discretion in respect to approval or disapproval of Committee recommendations.

The only honorary degree authorized is the Doctor of Laws and it normally shall be awarded only during the Spring Commencement.

Part X. PHYSICAL PLANT

Section 1. BUILDINGS

The selection and employment of architects for all buildings of the University, the adoption of plans, specifications, and details for such buildings, and the receiving of bids and awarding of contracts shall be a function of the Board of Trustees upon recommendation of its Committee on Physical Plant and Equipment. Through this Committee, the Board shall maintain general supervision over the construction and equipping of all University buildings.

Names of buildings shall be selected by the Board. No building shall be named after any person actively connected with the University at the time.

Section 2. MOTOR VEHICLES

The unauthorized use by any officer or employee of any motor vehicle belonging to the State of Wyoming or the use of any such vehicle except on official business is prohibited by state statute. The prohibitions contained therein apply to motor vehicles owned by the University.

Section 3. PURCHASES

In addition to statutory preferences pertaining to State contracts and purchases, preference shall be given to bona fide Wyoming residents in making purchases of supplies, materials and provisions not manufactured, produced or grown in Wyoming, when such purchases would not be detrimental to the University. For articles of equal quality offered by competitors outside of the State, a two and one-half percent (2 1/2%) differential shall be applied to prices proposed by bona fide Wyoming residents.

For purposes of purchases described in the above paragraph a bona fide Wyoming resident shall be construed to mean an individual or business organization that has been active for the preceding year in the conduct of activities normally associated with the making of sales of the type of articles being purchased by the University, and that maintains a permanent place of business within the State of Wyoming at which one or more persons devote full time to the activities of the business. The Executive Assistant for Business and Plant Affairs, through his designated representative, shall determine resident classification for purposes of this paragraph and may require persons asserting a right to the preference to submit such information as he may deem necessary.

INDEX

- Academic Affairs, Dean of, duties and responsibilities, 2-3; role in tenure and promotion decisions, 5
- Academic freedom, 12
- Admissions, Student, 11, 28
- Admissions and Records, Director of, 28
- Admissions and Records, Division of, 4
- Adult Education and Community Service, Division of, 7-8; representation on President's Advisory Committee, 5
- Aerospace Studies, Division of, 8-9
- Alumni Association, 4
- Alumni Relations and Development, Division of, 4
- Alumni Relations, Development, and Information, Assistant to the President for, duties and responsibilities, 4
- American Studies, School of, 7
- Appointments, emeriti, 14; faculty, 13-16; officers of University, 1; part-time, 14-15, President, 1; probationary, 14; professional and supervisory, 20; staff, 20-21; summer school faculty, 7, 14-15; supply, 14; temporary, 14
- visiting, 14
- Assistant to the President for Alumni Relations, Development, and Information, duties and responsibilities, 4
- Assistant Director of Finance and Budget, 3
- Associated Students of the University of Wyoming, 4, 29
- Athletic Committee, 4
- Automobiles, University, 32
- Board of Trustees. See Trustees of the University of Wyoming
- Buildings, 32
- Business and Plant Affairs, Executive Assistant for, duties and responsibilities, 3; 32
- Campus Police, 3
- Classroom scheduling officer, 8
- Colleges, 6; admission and dismissal of students, 28; recommendation of degrees, 30; regulations, 10-11
- Communications Services, Division of, 4
- Compensation, 22-24
- Computer Center, 3, 8
- Consulting services, 23-24
- Copyrights, 27
- Dean of Academic Affairs, duties and responsibilities, 2-3; role in tenure and promotion decisions, 5
- Dean of Graduate School, appointment of graduate assistants, 20; role in tenure and promotion decisions, 5
- Dean of Men, 4
- Dean of Women, 4
- Degrees and diplomas, 6-7, 30-31
- Deputy Treasurer of the Trustees, duties and responsibilities, 3
- Director of Admissions and Records, 28
- Director of Intercollegiate Athletics, duties and responsibilities, 4
- Director of Personnel, 20-21, 24
- Director of Research Development, 27
- Director of Service and Auxiliary Enterprises, 29
- Director of Student Financial Aids, 21
- Dismissals and removals, faculty, 18-19; officers of the University, 1; President, 1; staff, 21; students, 28
- Emeriti appointments, 14
- Executive Assistant for Business and Plant Affairs, duties and responsibilities, 3; 32
- Executive Assistant for Student Affairs, duties and responsibilities, 3-4, 28-29
- Faculty, admission and dismissal of students, 28; appointments, 13-16; college, 6; compensation, 22-24; consulting services, 23-24; dismissal, 18-19; duties and responsibilities, 5; Graduate, 6-7; leaves of absence, 17-18, 25-26; membership, 5; political activities, 26-27; promotions, 16-17; qualifications, 13; regulations, 10-11; retirement, 26; Secretary of, 5; sick leave, 24; summer school, 7; tenure, 15-16; vacation, 25
- Fees, Student, 28

Finance and Budget, Division of, 3
 Graduate assistants, 20
 Graduate School, 6-7; admission and dismissal of students, 28; faculty, 6-7; recommendation of degrees, 30
 Graduate School, Dean of, appointment of graduate assistants, 20; role in tenure and promotion decisions, 5
 Honorary degrees, 30-31
 Intercollegiate Athletics, Director of, duties and responsibilities, 4
 Internal Auditing, Division of, 3
 International Programs, Office of, 8
 Land Office, 3
 Leaves of absence, 17-18, 25-26
 Lecturer, 13
 Library, 8; representation on President's Advisory Committee, 5
 Military leave, 25-26
 Military Science, Division of, 8-9
 Motor vehicles, 32
 Names of buildings, 32
 Nepotism, 22
 Officers of the University, appointment, 1; designation, 1; removal, 1
 Outside employment, 23-24
 Part-time appointments, 14-15
 Patents and copyrights, 27
 Personnel, Director of, 20-21, 24
 Personnel Administration, Division of, 3
 Physical plant, 32
 Physical Plant, Division of, 3
 Political activities, 26-27
 President, appointment, 1; death, incapacity, or resignation of, 2; powers and responsibilities, 2
 President's Advisory Committee, 5; advisory on tenure, promotion and sabbatical leave decisions, 16 17, 18; awarding of honorary degrees, 30-31; dismissal of faculty 18-19; recommendations for committee membership, 5; relationship to University Athletic Committee, 4
 Principal administrative officers, 2
 Probationary appointments, 14
 Professional employees, 20, 25
 Promotions, 16-17
 Purchases, 32
 Reappointment and tenure, 15-16
 Regulations, 10-11; publication and effect of, 11; repeal or change of, 11; review and approval of, 10-11
 Research assistants, 20
 Research Development, Director of, 27
 Research Development, Office of, 8
 Reserve Officer Training Corps, 8-9
 Retirement, 26
 Sabbatical leaves, 17-18
 Scholarships and fee remissions, 28
 Secretary of the University Faculty, 5
 Service and Auxiliary Enterprises, Director of, 29
 Service and Auxiliary Enterprises, Division of, 3
 Sick leave, 24
 Staff, appointment, 20-21; compensation, 22-24; designation, 20; dismissal, 21; military leaves, 25-26; political activities, 26-27; retirement, 26; sick leave, 24; vacation, 25
 Student Affairs, Division of, representation on President's Advisory Committee, 5
 Student Affairs, Executive Assistant for, duties and responsibilities, 3-4, 28-29
 Student Counseling and Testing, Division of, 4
 Student Financial Aids, Director of, 21
 Student Financial Aids, Division of, 4
 Student Health Service, 4
 Student hourly employees, 20-21
 Students, admission to University, 11, 28; dismissal, 28; fees, charges, and deposits, 28; organizations, 29; publications, 29; scholarships and fee remission, 28; Wyoming Union, 29
 Summer School, 7, 14-15
 Supervisory employees, 20, 25
 Supply appointments, 14
 Temporary appointments, 14
 Tenure, 15-16
 Trustees of the University of Wyoming, awarding of honorary degrees, 30-31; Committee on Physical Plant and Equipment, 32; Deputy Treasurer, 3; review of Regulations, 10-11
 University Athletic Committee, 4
 University Statistics, 8
 Vacation, 25
 Visiting appointments, 14
 Wyoming Union, 29