

REGULATIONS OF THE BOARD OF TRUSTEES

of the University of Wyoming

1963

# REGULATIONS OF THE BOARD OF TRUSTEES

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Regulations  
of the  
BOARD OF TRUSTEES  
OF THE UNIVERSITY OF WYOMING

Powers and Duties of the President

- 9-2.1 The President shall be a voting member of the University Faculty and its presiding officer and, ex officio, a member of all college faculties and of all standing committees of the University. He shall be notified in advance of the meetings of all such bodies in which he holds ex officio membership; the failure to give such notice shall invalidate any action taken.
- 9-2.2 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 personnel of the internal organization. All communications from the faculty to the Board shall be transmitted through the President. Provided, however, that this regulation shall not be interpreted as in any way limiting the right of communication in this manner between the faculty or other officers of the University and the Board, or as in any way limiting the manner in which the Board may gain information as to the work and operation of the University.
- 9-2.3 He shall appoint all councils, boards, and standing committees of the University Faculty unless another method of determining membership has been embodied in the By-Laws or Regulations of the Board.
- 9-2.4 He shall have charge of the assignment of buildings, rooms, grounds, and of any portion of the educational plant for the use of the several units of instruction, research, and service and for any other use whatsoever, subject to the regulations of the Board of Trustees.

He may delegate the actual performance of all or any part of this duty to such subordinate agencies as he may desire.

- 9-2.5 He shall recommend to the Board suitable persons for employment or appointment to administrative, instructional, research, and service positions in accordance with the provisions of the By-Laws. However, in case of emergency appointments, he may make appointments without prior reference to the Board, but such appointments shall be subject to confirmation by the Board. The President also is authorized to appoint persons employed with funds budgeted for graduate assistants, fellows, and scholars, and for labor, secretarial, and clerical assistance without prior reference to the Board.
- 9-2.6 Upon receipt from the Secretary of the Board, of the text of any change in the By-Laws or Regulations of the Board, the President of the University will furnish a copy thereof to the appropriate unit or organization affected and to such other officers of the University organization as are affected thereby.
- 9-2.7 Subject to the approval of the Board of Trustees, the President shall set up and maintain an equitable and consistent salary scale for staff members of the University, based upon training, experience, and service to the University.
- 9-2.8 Annually the President shall submit a budget for the operation of the University based upon a careful estimate of available income for the year.
- 9-2.9 (a). The President shall coordinate University activities in the areas of curriculum, instruction, and faculty personnel.
- (b). He shall review the recommendations of the deans, directors, or other heads of schools, colleges, and other educational units

with respect to appointments, promotions, leaves of absence, assignments, and salaries of members of the faculty and of special service personnel.

9-2.10 The President may initiate special studies related to curriculum, instruction, the faculty-personnel system, or the other areas connected with the operations of the University.

9-2.11 The President shall maintain and operate the faculty-personnel system of the University.

The Organized Offices of the President's Division

10-4.1 Assistant to the President for Alumni Relations, Development, and Information. The Assistant to the President for Alumni Relations, Development, and Information shall be appointed by the Board of Trustees upon the recommendation of the President. He shall serve at the pleasure of the President and the Board. His specific responsibilities include:

(a). Attendance, as the representative of the President when so directed by the President, at meetings and conferences of University, civic, and other non-University groups in order to convey messages from the President, and to inform the President of the agenda and results of such gatherings.

(b). Administrative supervision of the following divisions: Alumni Relations and Development; Information and Special Services.

10-4.2 Division of Alumni Relations and Development. The Division of Alumni Relations and Development shall be headed by a Director, nominated to the President by the Assistant to the President for Alumni Relations, Development, and Information and appointed by the Board of Trustees upon the recommendation of the President.

(a). The Director shall be responsible to the Assistant to the President for Alumni Relations, Development, and Information for the administration of all matters pertaining to alumni relations and the Alumni Development Fund.

(b). The Division shall serve as the headquarters office of the Alumni Association for the receipt of dues and the transmission of information to the members of the Association; shall undertake to maintain liaison between the University and alumni clubs in the state and elsewhere; and shall coordinate the activities of campus and alumni committees in planning Homecoming functions and other alumni reunions.

(c). It shall maintain a file of the addresses and such other information concerning University graduates and former students as may be helpful in its work.

(d). It shall edit and publish the Alumnews as a means of communication between the University and its alumni.

10-4.3 Division of Information and Special Services. The Division of Information and Special Services shall be headed by a Director, nominated to the President by the Assistant to the President for Alumni Relations, Development, and Information and appointed by the Board of Trustees upon the recommendation of the President.

(a). The Director of Information and Special Services shall be responsible to the Assistant to the President for Alumni Relations, Development, and Information for coordinating information and publicity programs on the campus, including those which pertain to intercollegiate athletics, the College of Agriculture, the University News Service, and the pre-college counseling through the Field

Relations Office. Activities having to do with newspaper and magazine reporting, radio and television programming, and visual and graphic arts services shall be included in the coordinative effort. The Division shall have charge of the editing and publishing of all promotional pamphlets and announcements relating to the University and its several colleges, schools, divisions, and departments except as otherwise provided by University legislation. It shall maintain a file of photographs and engravings of University scenes, personnel, and activities and shall provide a photographic service for University publicity and information purposes. It shall, in general, serve as a coordinating agency for the collection and dissemination of information about the University.

(b). The Division of Information and Special Services, in the areas of radio and television publicity and programming, shall be responsible

(1). For negotiating arrangements with commercial and other radio and television stations for the use of their facilities.

(2). For allocating radio and television time thus made available to the various units and activities of the University which seek the use of such facilities.

(3). For supervising such University programs to the extent necessary to prevent serious damage to the public relations of the University and to prevent violations of specific directives of the President or of Board policies with respect to use of the University's time.

(4). For formulating procedures to be followed in arranging for the use of the radio and television facilities available to the University.



10-5.1 Executive Assistant for Business and Plant Affairs. The Executive Assistant for Business and Plant Affairs shall be appointed by the Board of Trustees upon the recommendation of the President. He shall serve at the pleasure of the President and the Board. He 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 administrative head of Business and Plant Affairs he shall have supervision and control over the following divisions: Finance and Budget, Buildings and Grounds, Plant Engineering, Service and Auxiliary Enterprises, Internal Auditing, Campus Police, and Land Office.

10-5.11 Deputy Executive Assistant for Business and Plant Affairs. The Deputy Executive Assistant for Business and Plant Affairs shall be appointed by the Board of Trustees upon nomination to the President by the Executive Assistant for Business and Plant Affairs and upon recommendation to the Board of Trustees by the President. He shall be empowered to act on behalf of the Executive Assistant for Business and Plant Affairs.

He shall, under the general supervision of the Executive Assistant for Business and Plant Affairs, be charged with the following duties:

(a). Authorize the disbursement of all funds of the University not segregated in special accounts under the control of the Board of Trustees.

(b). Upon approval of the Board, lease, rent and manage lands.

(c). Cooperate with the Executive Assistant for Business and Plant Affairs and the Office of the President in preparing the annual budget of the University and the biennial budget request.

(d). As directed by the Executive Assistant for Business and Plant Affairs administer the operational budget of the University.

(e). Exercise administrative control over the Division of Finance and Budget.

10-5.2 Division of Finance and Budget. The Division of Finance and Budget shall be headed by a Director of Finance and Budget nominated by the Executive Assistant for Business and Plant Affairs and the Deputy Executive Assistant for Business and Plant Affairs to the President, recommended by the President to the Board of Trustees and appointed by the Board. He shall, under the direct supervision of the Deputy Executive Assistant for Business and Plant Affairs:

(a). Be empowered to act on behalf of the Deputy Executive Assistant for Business and Plant Affairs in all the duties outlined in 10-5.11 (a), (b), (c), and (d) but shall have no jurisdiction over the divisions of Buildings and Grounds, Plant Engineering, Service and Auxiliary Enterprises, Internal Auditing, Campus Police, and Land Office.

(b). Supervise the Purchasing Section, Cashier's Section, the Section of Accounting, Disbursements and Payroll, the Section of Student Loans and Organizations, and the Section of Receiving and Property.

(c). Employ such assistants and clerical personnel as are required for the performance of the duties of his office in accordance with the regulations of the Board and the budget approved by the Board for his office.

10-5.21 Purchasing Section. The Purchasing Section shall be headed by a Purchasing Agent nominated to the President by the Executive Assistant for Business and Plant Affairs and the Deputy Executive Assistant for Business and Plant Affairs upon the recommendation of the Director of Finance and Budget, and appointed by the President. He shall be responsible to the Director of Finance and Budget of

the University for the operation of his office and for the supervision of purchasing except for those departments which maintain independent purchasing procedures under authority delegated by the Board of Trustees. The Purchasing Agent shall receive all properly approved requisitions; secure, whenever possible, competitive prices on proposed purchases; make purchases of all supplies, food, materials, books, and equipment, and of services handled by requisitions, for all divisions and departments of the University; obtain from the Section of Accounting, Disbursements and Payroll a certification on each requisition that funds are available; sign all purchase orders; receive all complaints on articles delivered and secure such adjustments as are possible; file claims against transportation companies for loss or for damage to University property; supervise the mail room; supervise the University Car Pool; deposit with the University Cashier all cash received; and make such reports as may be required by the Director of Finance and Budget of the University.

10-5.22 Cashier's Section. The Cashier's Section shall be headed by a Cashier nominated to the President by the Executive Assistant for Business and Plant Affairs and the Deputy Executive Assistant for Business and Plant Affairs, upon the recommendation of the Director of Finance and Budget, and appointed by the President.

The Cashier shall be responsible to the Director of Finance and Budget for the collection and receipt of all student fees, rents, etc.; for monies transmitted by the various departments and units of the University authorized by the Director of Finance and Budget to receive payment for goods and services; for the prompt deposit of all monies, other than the Cashier's working fund, in bank accounts under the control of the Deputy Treasurer; for the proper recording of all transactions pertaining to the Cashier's Section; and for the performance of such other duties as may be assigned by the Director of Finance and Budget. The Cashier shall make properly approved cash payments from the Cashier's working fund.

10-5.23 Section of Accounting, Disbursements and Payroll. The Section of

Accounting, Disbursements, and Payroll shall be headed by a Chief Accountant nominated to the President by the Executive Assistant for Business and Plant Affairs and the Deputy Executive Assistant for Business and Plant Affairs, upon the recommendation of the Director of Finance and Budget, and appointed by the President.

The Chief Accountant shall be responsible to the Director of Finance and Budget of the University for the bookkeeping and accounting system of the business office and for the accounting for all commercial, revolving, special grant, deposit liability, and auxiliary enterprises, and segregated accounts of the University, and for any other self-sustaining activities which may hereafter be authorized; for the processing of vouchers drawn against the various funds of the University; for the proper recording of the actions of the Board of Trustees related to the compensation and service of regular administrative, institutional, research, and service staff and other employees of the University and for the maintenance of proper budget controls. He shall approve each requisition received by the Purchasing Section and the classification and account to which such requisition shall be charged; certify as to availability of funds for the proposed expenditure; receive copies of all orders issued by the Purchasing Section and of all corrections on such orders; receive all invoices and bills and, after proper approval, prepare vouchers directing payment thereof; and shall properly prepare, record, and complete all transactions pertaining to the salary budget and payrolls and to the payment of invoices and bills. He shall make such reports as are required by the Director of Finance and Budget of the University or the Deputy Treasurer. The Chief Accountant shall supervise and direct the activities of the head bookkeeper, the accountants, the chief payroll clerk, and the chief voucher clerk. He shall be responsible for the proper recording

and reporting of all transactions, for the balancing of all books of account, and for the preparation of monthly and annual financial statements.

10-5.24 Section of Student Loans and Organizations. The Section of Student Loans and Organizations shall be headed by a Supervisor nominated to the President by the Executive Assistant for Business and Plant Affairs and the Deputy Executive Assistant for Business and Plant Affairs, upon the recommendation of the Director of Finance and Budget, and appointed by the President.

The Section of Student Loans and Organizations is authorized to receive and hold funds of student and other organizations affiliated with the University which are approved by the President of the University, and to make disbursements therefrom in accordance with the rules and authorization of the organization concerned. This Section shall handle such ticket sales as may be proper. The Section of Student Loans and Organizations is also authorized to perform the functions of receipt and custody of student loan funds; to make disbursements therefrom upon such authorization as may be prescribed by the fund and approved by the Director of Finance and Budget; to supervise the collection of principal and interest on student loans; and to keep the accounts pertaining to student loans. The operation of the Section of Student Loans and Organizations is subject to the supervision of the Director of Finance and Budget, but the accounts of loan funds and of the student and affiliated organizations involved are to be kept separate from the accounts of the University and, likewise, the funds shall be kept apart from general University funds. The Supervisor of Student Loans and Organizations shall place all funds received by his office in a depository approved by the Board of Trustees. He is authorized to prescribe and supervise the accounting systems of approved student

organizations, and is required to do so in the case of all such organizations which have official University representatives upon their governing bodies or for which fees are collected by the Cashier of the University. He shall be responsible to the Director of Finance and Budget for the work of his Section and shall complete such reports as are required by the Director of Finance and Budget of the University.

10-5.25 Section of Receiving and Property. The Section of Receiving and Property shall be headed by a Property and Inventory Supervisor nominated to the President by the Executive Assistant for Business and Plant Affairs and the Deputy Executive Assistant for Business and Plant Affairs, upon the recommendation of the Director of Finance and Budget, and appointed by the President.

The Property and Inventory Supervisor shall be responsible for receiving, checking quantity and quality, and delivering to the proper departments all purchases made by the University. As property officer, he shall be responsible for the delivery and accounting of all military property, for which the University is held accountable. The Property and Inventory Supervisor shall have charge of all University property held for the other departments of the University in warehouses or other storage facilities. He shall be responsible for the issue of such warehouse property upon properly approved requisitions on his department. He shall maintain a perpetual inventory of lands, buildings, equipment, and other property of the University. The Property and Inventory Supervisor shall periodically verify his office records by actual physical inventory. He shall make such inventory reports as are required by law and by the Director of Finance and Budget.

10-5.3 Division of Buildings and Grounds. The Division of Buildings and Grounds shall be headed by a Superintendent of Buildings and Grounds nominated by the Executive Assistant for Business and Plant Affairs to the President, recommended by the President to the Board of Trustees, and appointed by the Board.

(a). The Superintendent of Buildings and Grounds shall be responsible to the Executive Assistant for Business and Plant Affairs for the maintenance, repair and alteration of the buildings, grounds, walks, driveways and equipment of the University and for new construction of physical plant, subject to the supervision of the Plant Engineer, when ordered by the Board of Trustees. The Division of Buildings and Grounds shall also be responsible for providing drayage service for the University and for the maintenance of utility services other than the power plant.

10-5.4 Division of Plant Engineering. The Division of Plant Engineering shall be headed by a Plant Engineer nominated by the Executive Assistant for Business and Plant Affairs to the President, recommended by the President to the Board of Trustees, and appointed by the Board.

(a). The Plant Engineer shall be responsible for the maintenance and operation of the power plant. He shall consult with the architect, in case of new construction, with respect to the specifications for mechanical equipment, including plumbing, heating and electrical equipment and such other specifications as may be appropriate in the particular circumstances, and shall serve as a representative of the University in its dealings with the architect and contractor during the course of construction.



(b). He shall prepare plans and specifications and supervise the work in case of major repairs, remodeling and new construction, both when the work is done by University personnel and in cases where outside architects or engineers are not employed. He shall perform such other engineering and planning services as the Trustees and the University Administration may from time to time direct.

10-5.5 Division of Service and Auxiliary Enterprises. The Division of Service and Auxiliary Enterprises shall be headed by a Supervisor of Service and Auxiliary Enterprises nominated by the Executive Assistant for Business and Plant Affairs to the President, recommended by the President to the Board of Trustees, and appointed by the Board.

(a). Service and auxiliary enterprises are defined as those involving sale of goods, materials, or services by the University or any unit thereof, not directly related to the educational work of the institution except as the production or provision of such goods or services may be a by-product thereof, and in addition, shall include the University Stores Department, which shall be responsible for providing materials and supplies to the various departments of the University. The Supervisor of Service and Auxiliary Enterprises shall be responsible to the Executive Assistant for Business and Plant Affairs of the University for the business operation of the Bookstore, dormitories, dining halls, University Stores Department, and other like service and auxiliary enterprises, and the function of the Housing Office. He shall maintain such accounting systems for these enterprises as are prescribed by the Internal Auditor of the University, and shall be responsible to the Executive Assistant



for Business and Plant Affairs for the collection of all accounts receivable under regulations provided by the Executive Assistant for Business and Plant Affairs, and shall transmit all cash receipts to the Cashier of the University, and shall follow the general business procedures prescribed for all University purchasing and for the recording of all transactions relating to business activities.

10-5.6 Division of Internal Auditing. The Division of Internal Auditing shall be headed by an Internal Auditor nominated by the Executive Assistant for Business and Plant Affairs to the President, recommended by the President to the Board of Trustees, and appointed by the Board.

(a). The Internal Auditor, under the direction and supervision of the Executive Assistant for Business and Plant Affairs, shall prescribe and install accounting systems for the various departments and divisions of the University and shall make periodic audits of the books and records of the various divisions and departments of the University engaged in the receipt and disbursement of funds. He shall assist in the preparation of financial statements and reports and shall perform such further duties, consistent with his professional training and experience, as may be assigned to him from time to time by the Executive Assistant for Business and Plant Affairs.

10-5.7 Division of Campus Police. The Division of Campus Police shall be headed by a Chief of Campus Police nominated by the Executive Assistant for Business and Plant Affairs to the President, and appointed by the President.

(a). The Campus Police shall be under the administrative supervision of the Executive Assistant for Business and Plant Affairs, and shall be responsible for the preservation of peace, the prevention and detection of crimes, and the enforcement of all city ordinances, and state and federal laws, and the rules and regulations of the University of Wyoming. They shall be responsible for the protection of University buildings and property, and the control of traffic and parking on the University campus. The Campus Police shall provide assistance to local law enforcement agencies in law enforcement matters within the boundaries of the campus.

10-6.1 Executive Assistant for Student Affairs. The Executive Assistant for Student Affairs shall be appointed by the Board of Trustees upon the recommendation of the President. He shall serve at the pleasure of the President and the Board. He shall be responsible to the President and through him to the Board of Trustees for the administration of all affairs relating to the students. As the administrative head of Student Affairs he shall have supervision and control over the following divisions and services: Division of Registration and Admissions, Division of Student Personnel and Guidance, Dean of Men, Dean of Women, and Student Health Service.

(a). The Executive Assistant for Student Affairs shall be responsible for the authorization of all service agencies within the University offering professional counseling services and shall develop such regulations relative to professional counseling as may be necessary.

10-6.2 Division of Registration and Admissions. The Division of Registration and Admissions shall be headed by a Director, nominated by the Executive Assistant for Student Affairs to the President, recommended to the Board of Trustees by the President, and appointed by the Board. If qualified for professorial rank, he shall be a member of the University Faculty. He shall be a member of the Administrative Council, ex officio, and of such committees to which he may

be regularly appointed. He shall, under the supervision of the Executive Assistant for Student Affairs, be charged with the following duties:

(a). Conducting official correspondence with prospective students in such cooperation with other members of the University staff, or committees thereof, as may be prescribed by the President.

(b). Passing upon the credentials of applicants for admission to the University. His decisions in regard to the amount of advanced credit allowed shall be subject to review by the Dean concerned. Differences that cannot be resolved by consultation shall be finally determined by the Executive Assistant for Student Affairs. He shall have custody of all certificates offered for admission and advanced standing.

(c). Admitting students to the University in accordance with the By-Laws and Regulations of the Board and with such Regulations of the University Faculty and of the several colleges and departments of the University as are consistent therewith. In a case in which the application of stated college or departmental policies does not clearly determine whether a given applicant is eligible for admission, the Director of Registration and Admissions, as Admissions Officer, shall review the case with the Dean of the college or school in which the applicant desires to be registered. Definitive interpretation of departmental or college policies shall be made by the Dean concerned.

(d). Administering policies and rules and regulations of the University with respect to residence classification.

- (e). Planning, organizing, and conducting registration processes and procedures for the withdrawal of students.
- (f). Assessing prescribed fees and charges and reporting the same to the Division of Finance and Budget for collection; notifying the Division of Finance and Budget in cases in which the student is entitled to refund of fees and/or charges. He shall keep a detailed record of the fees and charges assessed and refunds authorized and shall submit these records when the accounts of the Division of Finance and Budget are audited.
- (g). Scheduling time and place of classes and examinations.
- (h). Maintaining and protecting academic records of students reported to him through official channels prescribed by the Regulations of the University Faculty. From the records in his office, he shall furnish the information necessary to the functioning of the colleges and other administrative units, including the Division of Student Personnel and Guidance, the Dean of Men, the Dean of Women, and the Student Health Service. He shall prepare official transcripts and certify the academic eligibility of students for privileges, honors, and memberships associated with University activities.
- (i). Notifying students and their parents or guardians concerning the grades and academic status of students insofar as such status is determined by grade standing, except as otherwise provided by these Regulations.
- (j). Verifying the academic records of candidates for graduation, supplying the list of graduates for the Commencement program, and preparing and distributing diplomas.

(k). Maintaining a complete file of the local and home addresses of students together with the names and addresses of their parents, guardians, or next of kin.

(l). Recording the transfer of students from one college to another.

(m). Recording changes in student schedules after registration.

(n). Compiling and editing the general catalogue of the University and checking the University catalogue and other official announcements of the University to insure that no course is included in the text for which the approval of the Course Committee of the University Faculty has not been given and that no rule or regulation is included which has not been authorized by Board legislation or by the Regulations of the University Faculty.

(o). Making studies and reports upon the basis of the records of his office.

(p). The efficient and economical organization of his office and of the work thereof. He shall recommend to the Executive Assistant for Student Affairs the appointment of such assistants as the duties of his office may require.

10-6.3 Division of Student Personnel and Guidance. The Division of Student Personnel and Guidance shall be headed by a Director, nominated by the Executive Assistant for Student Affairs to the President, recommended to the Board of Trustees by the President, and appointed by the Board. He shall be responsible to the Executive Assistant for Student Affairs for the performance of the duties assigned to the Division. He shall be a member of the University Faculty and a member of such committees to which he may be regularly appointed.

The Director shall be responsible for recommending to the Executive Assistant for Student Affairs the appointment, promotion, continuing tenure, and dismissal of personnel of the Division, and budgets for the operation of the Division.

The Division shall be comprised of such sections as may be required for the efficient performance of assigned duties. Each section shall be headed by a Supervisor, who shall be responsible to the Director for those duties assigned to his section by the Director. The duties assigned to the Division shall include the following:

- (a). Operation of a Counseling Center to which students and others may be referred for professional assistance in keeping with the qualifications of counselors employed in the Center.
- (b). Administration of standardized tests for the guidance and evaluation of students and prospective students.
- (c). Acting as an agent for national testing programs and as a University testing service to schools and communities.
- (d). Teaching classes in study skills. In instances where University credit is involved, the Division shall be responsible to the Dean of Academic Affairs for teaching these classes in conformity with policies and regulations applicable to all classes taught for credit.
- (e). Orientation of new students, including the operation of pre-college orientation conferences during the summers.
- (f). Operation of a student financial aids service, including:
  - (1). Providing a student employment service responsible for accepting applications from students and students' wives and referring applicants to potential employers.

- (2). Administering the several loan programs of the University in keeping with provisions of regulations governing each program. The responsibility for custody of funds, collection of loans, and keeping financial records is vested in the Division of Finance and Budget.
- (g). Cooperating with college, division, and department placement services in operating a placement service for graduating seniors and alumni who wish to register with it.
- (h). Acting as a liaison agent between the Veterans Administration and the University of Wyoming and administering pertinent regulations applying to the enrollment of student veterans.
- (i). Cooperating with the Admissions Office, the Registrar's Office, and other agencies in assembling and distributing information to advisers about their advisees.
- (j). Assignment of students to colleges during registration of new students.
- (k). Administering regulations on scholastic probation and dismissal as prescribed by those regulations.
- (l). Maintaining such records as the efficient performance of assigned duties and availability of records from other sources dictate.
- (m). Collecting mid-semester deficient grade reports from instructors and notifying students and others concerned.
- (n). Engaging in research related to the field of student personnel work and advising with other units of the University undertaking such research.

10-6.4 Dean of Men. The Dean of Men shall be nominated by the Executive Assistant for Student Affairs to the President, recommended to the Board of Trustees by the President, and appointed by the Board. He shall be responsible to the Executive Assistant for Student Affairs for the performance of the duties assigned to his office. The Dean of Men shall act as special counselor for men students of the University and shall have immediate supervision of their welfare, conduct, and activities. His duties shall include:

- (a). Social and personal counseling of men students.
- (b). Joint responsibility with the Dean of Women's Office for the supervision of student organizations and student activities.
- (c). Supervision of men's social organizations insofar as they are properly subject to regulation by the University.
- (d). Supervision of the social and welfare aspects of housing and dining facilities for men students. Supervision of the social and welfare aspects of housing for married students and for special groups. ~~The operation of the physical facilities for housing and feeding students is vested in the Office of the Director of Finance and Budget.~~
- (e). Cooperation with the Deans of the several colleges in their administration of the academic discipline of men students.
- (f). Discipline of men students for infractions of the rules and regulations of the University governing conduct not immediately associated with academic instruction.
- (g). The stimulation of scholarship among men students.

(Change letter  
dated 10/28/63)

10-6.5 Dean of Women. The Dean of Women shall be nominated by the Executive Assistant for Student Affairs to the President, nominated to the



Board of Trustees by the President, and appointed by the Board. She shall be responsible to the Executive Assistant for Student Affairs for the performance of the duties assigned to her office. The Dean of Women shall act as special counselor for women students of the University and shall have immediate supervision of their welfare, conduct, and activities. Her duties shall include:

- (a). Social and personal counseling of women students.
- (b). Joint responsibility with the Dean of Men's Office for the supervision of student organizations and student activities.
- (c). Supervision of women's social organizations insofar as they are properly subject to regulation by the University.
- (d). Supervision of the social and welfare aspects of housing and dining facilities for women students.
- (e). Cooperation with the Deans of the several colleges in their administration of the academic discipline of women students.
- (f). Discipline of women students for infractions of the rules and regulations of the University governing conduct not immediately associated with academic instruction.
- (g). The stimulation of scholarship among women students.

10-6.6 .Student Health Service. The Student Health Service shall be headed by a Director, nominated by the Executive Assistant for Student Affairs to the President, nominated to the Board of Trustees by the President, and appointed by the Board. The Director of the Student Health Service shall be responsible to the Executive Assistant for Student Affairs for the performance of the duties assigned to his office. He shall supervise the health of students and the health and sanitary conditions of the campus with

such assistance as may be afforded by appropriate specialists available for such service. He shall supervise the provision of such medical care as facilities and personnel permit and shall direct the practice of such preventive medicine as is deemed necessary to the health of students of the University. He shall also:

(a). Conduct such medical examinations and treatments as are consistent with the health, safety, well being and proficiency of the students at the University.

(b). Maintain the student clinic and infirmary.

(c). Supervise through periodic inspection, health and sanitary conditions of the campus.

(d). Cooperate with other administrative agencies of the University in providing such information on health of students as is necessary to the operations of these agencies.

(e). Cooperate with the Deans of the several colleges of the University in providing such information on health of students as is necessary to the implementation of the absence policies of the University and the academic progress of the students.

10-6.7 The Division of Student Affairs Advisory Council.

(a). The Division of Student Affairs Advisory Council shall consist of the Director of Registration and Admissions, the Director of Student Personnel and Guidance, the Dean of Men, the Dean of Women, and the Director of the Student Health Service, with the Executive Assistant for Student Affairs, ex officio, as chairman.

(b). The Advisory Council shall assist the Executive Assistant for Student Affairs in coordinating the student personnel services of the several offices, in developing needed student personnel services, and in promoting wholesome student life.

(c). The Advisory Council shall assist in formulating rules and regulations for the operation of Student Affairs and for cooperation with affiliated agencies.

(d). The Council shall continuously review the responsibilities assigned to each office and shall recommend to the Executive Assistant for Student Affairs such changes as seem desirable.

(e). An affiliated relationship shall be maintained between Student Affairs and each of the following agencies:

Associated Students of the University of Wyoming

Associated Women Students

Wyoming Union Committee

10-7.1 Division of Data Processing. The Division of Data Processing shall be headed by a Director appointed by the Board of Trustees upon the recommendation of the President. He shall be responsible to the President for the operation of his Division.

(a). The Division shall process, tabulate, and summarize numerical information by use of IBM and similar equipment for the various administrative units of the University, its employees, research scientists, and other faculty members engaged in research projects.

10-8.1 Division of Physical Education and Intercollegiate Athletics. The Division of Physical Education and Intercollegiate Athletics shall be headed by a Director, appointed by the Board of Trustees upon the recommendation of the President. The Director shall be responsible to the President for the performance of his duties, which shall include:

(a). Formulating long-range plans and general policies which will result in an efficient organization of the Division.

(b). He shall prepare the Division budget in consultation with the department chairmen and section heads of the Division and shall recommend the Division budget to the President. Salaries of staff members budgeted with the College of Education shall have the joint approval of the Director of the Division of Physical Education and Intercollegiate Athletics and the Dean of the College of Education.

(c). He shall recommend appointments and promotions of the Division staff. Staff members who hold rank and have reimbursement in the College of Education because of work in the program of teacher education shall have the approval of the Director of the Division and the Dean of the College on appointments, tenure, and promotions.

10-8.2

Department of Physical Education. The Department of Physical Education shall be headed by a Chairman, nominated by the Director of Physical Education and Intercollegiate Athletics, recommended by the President to the Board of Trustees, and appointed by the Board. He shall, under the general supervision of the Director of Physical Education and Intercollegiate Athletics, be charged with the following duties:

(a). He shall exercise general responsibility and supervision with respect to educational policies and operation of the Department.

(1). He shall, in cooperation with the Dean of Academic Affairs, prescribe courses fulfilling the required Physical Education activity program.

(2). He shall, in cooperation with the Dean of Academic Affairs and the Dean of the College of Education, prepare and administer the Physical Education Teacher Training Program.

(3). He shall, with the Dean of Academic Affairs and the Dean of the College of Arts and Sciences, prepare and administer the professional Recreation program.

(b). He shall be responsible for the discipline of the students and faculty of the Department in accordance with the Regulations of the University Faculty and the By-Laws and Regulations of the Board of Trustees.

(c). He shall operate the Department of Physical Education and assigned allied fields of Health, Recreation and Intramurals in accordance with general policies enunciated by the Director of the Division of Physical Education and Intercollegiate Athletics.

10-8.3 Department of Intercollegiate Athletics. The Department of Intercollegiate Athletics shall be headed by a Chairman, nominated by the Director of Physical Education and Intercollegiate Athletics, recommended by the President to the Board of Trustees, and appointed by the Board. He shall, under the general supervision of the Director of Physical Education and Intercollegiate Athletics, be charged with the following duties:

(a). Formulating long-range plans and policies which will result in an efficient organization of the Department.

(b). Preparing and submitting to the University Athletic Committee, for its recommendation, the annual budget of anticipated expenses and income.

(c). Representing the University in the scheduling of any and all athletic contests and assuming responsibility for any commitments in connection therewith, subject to the final approval of the Board of Trustees.

(d). Staging all local athletic contests.

(e). Complying with all regulations of the Western Athletic Constitution and operating code.

(f). He shall recommend in writing to the Student Senate awards in all sports, giving the names and participation of all candidates. Such awards shall be made only upon approval by the Executive Committee of the Student Senate and shall be purchased from funds allocated to the Department of Intercollegiate Athletics in the regular annual budget.

10-8.4 The University Athletic Committee. The Chairman of the Department of Intercollegiate Athletics shall be assisted by, and shall seek counsel from, a University Athletic Committee consisting of the following members: the President, with the right to vote (chairman); the Chairman of the Department of Intercollegiate Athletics, with the right to vote (secretary); and three other faculty members appointed by the President of the University for terms of three years, one retiring annually; two Trustee members selected by the Trustees; one representative of the Alumni Association chosen annually in June by such procedures as the Association may determine; and one member of the student body, to be chosen annually by the Associated Students of the University of Wyoming by whatever procedure they may determine. All members shall assume office upon July 1 following their election or appointment. Members may be elected or appointed to succeed themselves.

(a). The University Athletic Committee shall serve as a committee advisory to the Chairman and to the President and shall be essentially concerned with broad, general policies relative to the conduct of intercollegiate athletics.

(b). The University Athletic Committee shall recommend the approval of the annual budget of the Department. The custody of all funds and auditing of all accounts shall be the function of the University Division of Finance and Budget.

(c). The University Athletic Committee shall be charged with the enforcement of all Conference rules and regulations, including those pertaining to the eligibility of all students representing the University in intercollegiate competition. It shall designate a subcommittee of three faculty members as a Committee on Eligibility. The Western Athletic Conference Representative shall serve as one member of this committee. This committee shall have final authority within this institution to interpret all eligibility rules, both University and Conference.

(d). The University Athletic Committee shall review and recommend to the President the approval or rejection of athletic schedules, including pre-season, post-season, and tournament competition.

(e). The University Athletic Committee shall make an annual report to the President of the University.

10-8.5 Conference Representative.

(a). The Conference Representative shall be appointed by the President of the University from the faculty personnel of the University Athletic Committee.

(b). The Conference Representative shall represent the University at all Conference meetings, and shall keep the various governing bodies informed of changes or additions to Conference rules.

(d). He shall interpret the rules of the Western Athletic Conference upon written request from the Chairman of the Department of

Intercollegiate Athletics. He shall submit his interpretations in writing to the University Athletic Committee.

(e). He shall serve as the administrative agent of the University in institutional relationships with the Western Athletic Conference.

(f). Application of the rules of the Western Athletic Conference to the conduct of intercollegiate athletics in the University of Wyoming shall be interpreted under his authority. In case of question, his judgment shall be subject to the decision of the University Athletic Committee's subcommittee on eligibility.

(g). He shall cooperate with the Chairman of the Department of Intercollegiate Athletics in the matter of Conference relationships.

10-9.1 University Library. The University Library shall be headed by a Director, appointed by the Board of Trustees upon the recommendation of the President. The Director shall be responsible to the President for the operation of the Library.

(a). The Director shall have the advice and counsel of a Library Council consisting of: one other trained librarian, who shall be designated by the Director and shall serve as secretary; the Dean of Academic Affairs; the Dean of the Graduate School; and three other members of the University Faculty appointed by the President of the University for terms of three years, one retiring each year. The Director shall be the presiding officer of the Council. The Library Council shall be advisory to the Director in matters pertaining to:

(1). Library policies prior to their submission to the proper superior authority for approval.



(2). Preparation of the Library budget prior to its submission to the President for his consideration.

(3). The expenditure of Library funds in accordance with the terms of the approved budget and to the best interests of the University and the various colleges and departments thereof.

(4). Regulations concerning the use of Library materials and facilities and concerning the internal organization and administration of the Library.

(5). Appointment, promotion, or dismissal of Library personnel of professional status. Recommendation for the appointment and promotion of clerical and other non-professional personnel shall be made by the Director to the President in accordance with the provision of the Library budget.

(6). Recommendations to the President concerning the establishment and abolition of branch and departmental libraries.

10-10.1 University Statistics. University Statistics shall be headed by a University Statistician, appointed by the Board of Trustees upon the recommendation of the President. He shall be responsible to the President and to the Dean of Academic Affairs for the conduct of his office.

(a). The University Statistician shall make such studies as are directed with respect to the administrative problems which require research or analysis, especially statistical research, for their solutions; and shall offer advice and counsel about such problems referred to him by other administrative units.

The President's Advisory Bodies

11-1.1 The Administrative Council.

(a). Membership. The Administrative Council shall consist of the President, the Dean of Academic Affairs, the Deans of the various schools and colleges, the Director of the Division of Adult Education and Community Service, the Executive Assistant for Business and Plant Affairs, the Deputy Executive Assistant for Business and Plant Affairs, the Director of Registration and Admissions, the Secretary of the Faculty, the Executive Assistant for Student Affairs, and such other members as the President may designate.

(b). Organization. The President shall serve as chairman of the Council and the secretary shall be elected by the Council. In the absence of the President and/or the Secretary a chairman and/or a secretary pro tempore shall be designated.

(c). Meetings. The Council shall meet upon call of the President.

(d). Powers and Duties. The Council shall serve in an advisory capacity to the President on any matter pertaining to the welfare of the University on which he may seek its advice or on any matter which a member of the Council may bring to it for consideration. The Council shall exercise no legislative functions except that of adopting the University calendar.

11-1.2 The Faculty Committee Advisory to the President.

(a). Functions. The Committee shall serve in an advisory capacity to the President on any matter pertaining to the welfare of the University upon which he may seek its advice.

(b). Composition. Faculty Committee Advisory to the President shall consist of the following types of members:

(1). Ex officio without vote: The President, chairman; the Dean of Academic Affairs.

(2). The Deans of the colleges and schools and the Director of the Division of Adult Education and Community Service, ex officio, with the right to vote upon matters pertaining to their respective units.

(3). Elected faculty members, with vote.

(4). A secretary shall be elected by the Committee from its own membership.

(c). Election of Faculty Representatives.

(1). The faculty representatives shall be elected by the University Faculty from among the full professors. Only those who have been members of the faculty with the rank of professor for three or more years (i.e., in their third year at the time of their election), and who are members of the faculty on the Laramie campus engaged in teaching and/or research, shall be eligible for election to membership on the Committee. If such a representative is not available, motion may come from the faculty to nominate a member from the given college from the next rank below that of professor, provided he is in his third year at the time of election at the rank indicated. No member shall succeed himself unless no other member of his college or school is eligible for election to membership.

(2). Each college or school shall be entitled to one representative, if a member of the staff meets the eligibility requirements listed above, except that the College of Arts

and Sciences shall be entitled to two representatives. Deans of colleges or schools shall not be eligible for election.

(3). The representatives of the colleges and schools shall be chosen by the University Faculty at the April meeting of the faculty in accordance with such procedures as may be determined by the Regulations of the faculty. Newly elected members shall enter upon their duties on the September 1 immediately following their election. In the case of withdrawal from membership by an elected representative, the position shall be filled for the unexpired portion of the member's term in such manner as may be determined by faculty regulations. Pro tempore members shall not be ineligible to regular election at the end of their terms.

(d). Powers and Duties.

(1). Matters relating to tenure and promotion shall be submitted to the Committee in accordance with the provisions of Article XIII, Section 13-2, of the By-Laws, and Regulation 13-2.2.

(2). Dismissal of faculty members on continuing tenure shall be considered in accordance with the provisions of Article XIII, Section 13-3, of the By-Laws, and Regulation 13-3.1.

(3). The Committee shall select from its members, including the Deans, three members to cooperate with a committee of the Board of Trustees to consider recommendations concerning candidates for honorary degrees in the manner prescribed by Regulation 14-2.1 of the Board.

11-1.3 Committee on Committees.

(a). It shall be the function of the Committee on Committees to endeavor to maintain a reasonable balance in the committee loads of faculty members. In the performance of this function, it shall serve in an advisory capacity to the President in his appointments to standing administrative committees, and it shall be the agency by which nominations are made to the Faculty for service on standing committees elected by that body.

(b). The Committee on Committees shall consist of a representative from each college, if a member of its staff is eligible, elected for two-year terms at the April faculty meeting. The President shall be a member, ex officio with vote, and chairman of the Committee. The Dean of Academic Affairs shall serve as a member, with voice but no vote.

(c). To be eligible for election to the Committee on Committees, a faculty member shall hold rank above that of instructor and shall have been a resident member of the University faculty for not less than three years immediately prior to his election. No member may immediately succeed himself nor be re-elected to the Committee until after a two-year interval following the termination of his last service on the Committee unless no other member of the college faculty is eligible.

(d). The Committee shall annually elect a secretary from its own membership. The Committee shall present to the Faculty, at its May meeting, a list of nominations to the various Faculty-elected committees for the ensuing year. Whenever a member of the Committee is on leave, or otherwise unable to serve, the Committee

on Committees shall nominate a substitute at the next regular meeting of the Faculty.

(e). It shall be the duty of the Committee to submit its nominations to the members of the Faculty at least one week before the May meeting of the Faculty.

(f). Nominations for committees elected by the Faculty shall normally be confined to members of the Faculty who have completed at least one year's service in the University at the time the committee membership takes effect.

#### The Educational Organization of the University

12-1.1 Regulations of the Major Units of the "Educational Organization." Each major unit of the "Educational Organization" shall prepare regulations for its own organization and the conduct of its activities and responsibilities in harmony with the By-Laws and Regulations of the Board and not inconsistent with Faculty Regulations. The regulations of each of the units of the "Educational Organization" of the University shall be submitted to the Faculty Committee on Regulations prior to submission to the President or to the Board for review. It shall be the duty of the Faculty Committee on Regulations to call to the attention of the faculty any provision in the Regulations of any unit of the "Educational Organization" which, in the judgment of the Committee, requires faculty action to obviate sources of conflict between units of the "Educational Organization," or involves questions of policy significant to the faculty as a whole as well as to the unit concerned. The regulations of each of the units of the "Educational Organization" of the University shall be submitted to the Board for review, together with the recommendations of the unit concerned, the recommendations of the University Faculty if concerned, and the recommendations of the President of the University, with respect

to the portions thereof which should, in the judgment of the unit concerned, be incorporated in the Regulations of the Board.

12-2.1 Academic Affairs.

(a). Purpose. Academic Affairs shall include those units of the University listed under Section 12-1 of the By-Laws of the Board of Trustees of the University of Wyoming.

(b) Organization. Academic Affairs shall be headed by a Dean, recommended by the President to the Board after consultation with Deans of the colleges and schools, and appointed by the Board. He shall serve at the pleasure of the President and the Board.

As chief academic officer of the University under the President, he shall be concerned with those teaching functions of the University in which University credit is involved, and with the activities associated with the research programs of the University. Under the President he shall perform general executive functions over, and coordinating functions between, the academic units listed under Section 12-1 of the By-Laws, but shall not be concerned with the administrative details of operating these units. He shall review the recommendations to the President of the deans, directors, or heads of schools, colleges and other educational units listed under Section 12-1 of the By-Laws with respect to budgets, appointments, promotions, leaves of absence, and salaries of members of the faculty. He shall ordinarily work through the deans and heads of other academic units and through his service on committees listed in Regulation 12-2.1 (c).

As a representative of the President and an agent of the academic Deans, he shall conduct special studies related to curriculum, instruction, the faculty personnel system, and the use of academic facilities.

(c). Specific Relationships.

- (1). The Dean of Academic Affairs shall be chairman of the Committee of Academic Deans and the Registrar, and of the Course Committee.
- (2). The Dean of Academic Affairs shall be a member without vote of the Faculty Committee Advisory to the President and the Committee on Committees.
- (3). The Dean of Academic Affairs shall be a member with vote of the Administrative Council.
- (4). The Dean of Academic Affairs shall be a voting member of the University Faculty and the Graduate Faculty. In the absence of the President he shall, if so designated by the President, serve as presiding officer of the University Faculty.
- (5). The Dean of Academic Affairs shall be a member, without vote, of each of the faculties, departments, divisions, and other organized units specified in Article XII of the By-Laws.
- (6). The Dean of Academic Affairs shall be a member, ex officio with vote, of the Library Council, the Council of the Division of Adult Education and Community Service, and the Research Council.
- (7). If an appointment is to be made to the head of any unit of the University listed under Section 12-1 of the By-Laws, at the request of the President he shall collect information about possible candidates.
- (8). The Dean of Academic Affairs shall be responsible for the authorization of all training programs which have as a part of their training function professional counseling and shall develop such regulations relative to professional counseling as is necessary.
- (9). All decisions and actions of the Dean of Academic Affairs are subject to review and appeal to the President.

12-4.1 Organization of the University Faculty.

- (a). The presiding officer of the University Faculty shall be the



President of the University. In his absence, the senior Dean shall serve. In case of the absence of both, the University Faculty shall select a presiding officer, pro tempore. Lecturers and part-time members of the Faculty shall not be entitled to vote.

(b). The Secretary of the University Faculty shall be appointed by the President annually. The Secretary shall keep the minutes of all University Faculty meetings and shall serve as custodian of all official records and reports by Faculty committees, of communications to and from the Faculty, of the Board By-Laws and Regulations transmitted to him by the President of the University in accordance with Section 9-2.6 of the Regulations. He shall receive from each college, school, department, division, and bureau, from each Faculty committee, and from each element in the "Educational Organization" of the University a copy of the Regulations enacted by it, together with any changes made from time to time.

12-4.2 Committees of the Faculty. The following University Faculty Committees are authorized:

(a). The Committee on Committees. (Covered by Article XI, Section 11-1, and Regulation 11-1.3.)

(b). The Course Committee shall be nominated by the Committee on Committees, with adequate regard to areal representation, and elected by the University Faculty. Ex officio members with vote shall consist of the Dean of Academic Affairs, as chairman, and the Director of Registration and Admissions, as secretary. The Course Committee shall have jurisdiction over the credit course offerings of the University in order to minimize duplication and overlapping and to insure coordination when a course appears in

more than one curriculum. Its approval shall be necessary for the introduction of a new course, a major course change, the dropping of a course, or a change in when a course shall be scheduled. No new course or major course change for graduate credit shall be introduced without the prior approval of the Dean of the Graduate School, nor shall any new credit course or major course change be introduced prior to approval by the Dean of the college affected. The Committee shall not have power to decide what courses shall be prescribed in any curriculum provided that individual courses therein have been approved nor the time of initiation of a given curriculum. The Committee shall have prepared and furnish to the editor of the University catalogue all copy for credit courses and curricular announcements to be published in official bulletins. The Committee shall advise the editor of the University catalogue concerning the titles, numbers and description of courses and announcement of curricula in order that college and school needs may be met and that certain all-University aspects may be secured. It may delegate to the editor of the University catalogue such editorial matters as it may deem proper, and it may delegate to the Dean of Academic Affairs the power to approve minor changes, as it deems fitting.

(c). The Essay Awards Committee shall administer the two prize awards, the Philo Sherman Bennett Prize and the James Orr Willitts Memorial Scholarship.

(d). The Faculty Committee Advisory to the President. (Covered by Article XI, Section 11-1, and Regulation 11-1.2.)

(e). The Foreign Students Scholarship Committee shall cooperate with the Institute of International Education (or similar authorized agencies) in the granting of scholarships to Latin American or other foreign students. It shall also cooperate with the Board of Trustees, the President, and the ~~Registrar~~ **Director of Registration and Admissions** in the administration of existing or future scholarship grants for such students; and shall endeavor to further the growth of funds for such purposes and counsel foreign students on the campus.

(f). The Graduate Council shall act as an advisory group to the Dean of the Graduate School. (See Regulation 12-15.1.)

(g). The Public Exercises Committee shall book and schedule attractions and supervise the presentation of all entertainment programs held in the University Auditorium, for which an admission fee is charged. Student assemblies shall be under the control and direction of a subcommittee, to be known as the Student Assembly Committee. The Public Exercises Committee shall formulate rules governing the use of the University Auditorium.

(h). The Committee on Religious Education shall supervise and approve instruction, under the regulations of the University for accrediting such instruction in or by the existing religious "institutes" of the city; and shall act as a coordinating body between the University and the local churches or clergy who conduct the "Laramie School of Religion."

(i). The Committee on Regulations shall examine all legislation by subordinate legislative bodies of the "Educational Organization" of the University and bring to the attention of the University Faculty any conflict thereof with the By-Laws or Regulations of

(Change letter  
dated 10/28/63)

the Board or with University Faculty Regulations, for such action as may be deemed necessary or desirable by the Faculty; draft the text of any regulations for submission to the University Faculty for action when directed so to do by the Faculty; propose additions, amendments, and eliminations of University Faculty Regulations whenever this seems desirable to the Committee; maintain a current and accurate text of University Faculty Regulations and publish the same from time to time as directed by the Faculty; and furnish the Board of Trustees, through the Secretary of the Faculty and the President of the University, an accurate text of the University Faculty Regulations and of changes therein as they are made from time to time.

(j). The Retirement and Insurance Committee.

(1). Functions. The Retirement and Insurance Committee shall constitute an advisory body to consider and study problems of retirement, social security, group insurance, and related matters affecting the faculty and staff of the University, and to make recommendations on these matters.

(2). Composition. The Retirement and Insurance Committee shall be a joint faculty-staff committee composed of four members elected by the University Faculty upon the recommendation of the Committee on Committees and three members appointed by the President from the non-faculty staff of the University.

(k). The Social Committee shall work in cooperation with the Student Social Committee to guide the social functions of students,

to determine the order of events on the social calendar, to handle violations or infractions of its regulations, and to maintain a statement of "Policies and Practices for the Regulation of Student Social Functions."

(l). The Committee on Student Organizations shall be responsible for reviewing and recommending for action any proposed legislation intended to create or amend University Faculty Regulations dealing with student organizations, except for intercollegiate athletics and social fraternities and sororities. The Committee on Student Organizations shall receive through the Division of Student Affairs applications for the establishment or discontinuance of student organizations, except those excluded in the preceding sentence, and shall act on such applications subject to appeal to the University Faculty. The Dean of Men and the Dean of Women shall be ex officio members of the Committee on Student Organizations.

(m). The Faculty Committee on Student Use of English shall channel suggestions from all colleges of the University concerning the education of students in the use of English to the English Department. This committee shall report and recommend to the Faculty in matters concerning the all-University requirement in English. The committee shall be appointed by the Committee on Committees and shall be composed of two members of the Department of English and one member of each of the colleges.

(n). The University Scheduling Committee shall serve in an advisory capacity to the scheduling officer of the University; recommend to the Faculty policies and procedures designed to expedite the full and advantageous use of classrooms and laboratories, the equitable distribution of scheduling opportunities and privileges among departments and colleges, and the elimination of conflicts in the scheduling of course offerings; complete systematic surveys of scheduling practices and problems and report these as occasion demands to the Faculty and the President; serve as a clearing house for Faculty criticism and suggestion on class scheduling.

12-4.3 Powers and Duties of the University Faculty. Except as prescribed by the By-Laws and Regulations of the Board, the University Faculty may set up its own organization and determine its time of meeting in regular and special session; the quorum for the conduct of its business; its rules of procedure and order of business; but its organization shall be set forth in the Regulations of the University Faculty and shall be subject to change only by amendment thereof in accordance with the provisions made for amendment embodied in such Regulations.

12-4.4 The University Faculty shall exercise legislative functions with respect to the general educational policy of the University and shall make such regulations as it may deem necessary for the promotion of the educational interests of the University and as affect

all colleges, schools, and other units of the University, but shall not legislate with respect to a single unit except as such action may be necessary to protect the interests of the University as a whole or the interests of another school or college. The University Faculty may, however, make recommendations to the faculty of any school or college concerning matters within the jurisdiction of the latter. In the case of any Faculty action intended to have the force of a regulation, the complete text of the regulation shall be incorporated in University Faculty Regulations; such legislation may not be enacted in the form of reference to any other document or body of legislation. Any regulation of the University Faculty may be reviewed, modified, or annulled by the Board of Trustees.

- 12-4.5 The University Faculty shall have the power to make general regulations regarding student conduct and all phases of student life and activities, and to establish rules governing all forms of student organization.
- 12-4.6 The University Faculty shall have power to recommend regulations concerning the admission and dismissal of students in accordance with the provisions of Article XV, Sections 15-2 and 15-3, of the By-Laws.
- 12-4.7 The University Faculty shall have power to recommend regulations concerning the registration of students that do not contravene Regulation 10-6.2.
- 12-4.8 The University Faculty shall have power to recommend regulations with respect to general requirements for degrees, diplomas, and certificates, and such regulations shall become effective when

approved by the Board of Trustees and incorporated in the Regulations of the Board.

12-4.9 The University Faculty shall have the power to recommend, through the President of the University, amendment, addition to, or elimination of any By-Laws or Regulations of the Board of Trustees which pertain to educational matters and the internal operation of the University.

12-5.1 The College Faculties.

(a). Organization.

(1). Each college shall be headed by a Dean who shall be the chief administrative officer of the college, appointed in accordance with Regulation 13-4.5. He shall preside at meetings of the college faculty; prepare the college budget in consultation with the department heads of the college and recommend the college budget to the President; recommend appointments and promotions of the staff of the departments in accordance with Regulation 13-4.5; he shall serve as a member of the Administrative Council, of the University Faculty, and of the faculty of each department in his college. He shall serve as the agent of the faculty of his college in interpreting its policies concerning admission of students to the college. He shall approve courses of study for students personally or by delegation to responsible persons. He shall be responsible for the discipline of the students and faculty of his college in accordance with the Regulations of the University Faculty and the By-Laws and Regulations of the Board of Trustees; and shall exercise



general responsibility and supervision with respect to the educational policies and operation of the college.

(2). Each college shall have a secretary appointed by the Dean. The secretary shall keep the minutes of the meetings of the college faculty and furnish copies thereof to the Dean. He shall certify to the Secretary of the University Faculty all regulations enacted by the college faculty.

(3). Except as limited by the By-Laws and Regulations of the Board of Trustees, each college faculty shall have power to set up its own organization and to determine such matters as times of meeting, the quorum for the conduct of its business, its rules of procedure, and order of business; but its organization shall be fully set forth in the regulations of the college faculty.

(b). Membership. The members of the faculty of the college shall consist of the President of the University and the Dean of Academic Affairs, ex officio without vote; of the Dean, and all professors, associate professors, assistant professors, and instructors who are included in the personnel budget of the college; and of the faculty members of the Division of Adult Education and Community Service who teach courses offered by any of the departments of the college for credit through this Division. The Director of the Division of Adult Education and Community Service shall be a member of the faculty, ex officio without vote, of such colleges as offer work for credit through this Division. Each college faculty shall have such representatives from such other college or colleges of the University as may be determined by the faculty of the

college as having a major part in the program of the college. Such representatives shall be appointed by the Deans of the colleges in which the representatives are budgeted and such appointment shall be reported to the Office of the President.

(c). Powers and Duties of the College Faculty. The college faculty shall have jurisdiction in all educational and disciplinary matters within the scope of the purposes of the college, including the determination of its curricula and of admission thereto and graduation therefrom, except as authority is otherwise assigned by the By-Laws and Regulations of the Board, or as its autonomy is 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, in consultation with the Administrative Council, 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 Board of **Trustees**.

12-6.1 The Department Faculties.

(a). Purpose. The department shall be the unit of University organization authorized to conduct instruction and research in a given field, unless otherwise provided by these Regulations.

(b). Organization and Composition.

(1). Each department shall have as its chief administrative officer a Head, who shall hold this administrative office at the pleasure of the appropriate Dean, the President, and

the Board of Trustees. The Head shall be appointed by the Board of Trustees, on nomination of the President, after recommendation by the appropriate Dean. The Dean shall make his recommendation after consultation with the members of the department on continuing tenure and with the Dean of the Graduate School in departments in which graduate work is being offered.

The Head of a department shall have general administrative responsibility for the program of the department subject to the approval of the Dean of the college and to the regulations of the department and of the college. He shall evaluate continuously the instructional and administrative processes of the department and shall periodically evaluate, under instructions from the President and the supervision of the Dean, the members of his department in accordance with criteria approved by the University, college, or departmental faculties. He shall recommend in consultation with the professors and associate professors of the department, and in cases involving Graduate School personnel; with the Dean of the Graduate School, appointments, promotions, and dismissals under the Regulations of the University. Appointments, promotions, and dismissals of faculty members teaching departmental courses for credit through the Division of Adult Education and Community Service shall be recommended by the Director of the Division after approval by the department and the Dean of the college concerned.

After consultation with members of the faculty concerning the development of the department, the Head of the department shall prepare budget recommendations for the department for the consideration of the Dean of the college.

(2). Members of the departments are persons who are either entirely or in part on the personnel budget of the department with the rank of professor, associate professor, assistant professor, or instructor, and persons who are offering credit courses for the department through the Division of Adult Education and Community Service.

(c). Powers and Duties of the Departmental Faculty. The departmental faculty shall have jurisdiction in all educational and disciplinary matters within the scope of the purposes of the department, including the determination of its curricula, except as authority is otherwise assigned by the By-Laws and Regulations of the Board or as its autonomy is limited by college or University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction as between two departments budgeted in the same college shall be adjudicated by the Dean of the college concerned, subject to appeal to the President of the University in consultation with the Administrative Council, subject to appeal to the Board of Trustees.

12-7.1 The College of Agriculture.

(a). Components and Purposes. The College of Agriculture shall include:

(Change letter  
dated 10/28/63)

(1) The College. The College shall include the Divisions of Home Economics, ~~Agriculture~~ Biochemistry, Agricultural Economics, Animal Science, Plant Science, and Veterinary Science. These divisions shall give instruction to individuals interested in the field of agriculture with particular emphasis upon those phases of agriculture important to the State of Wyoming.

(2). The Agricultural Experiment Station. The Agricultural Experiment Station shall be administered by a Director, who may also be the Dean of the College of Agriculture. The Agricultural Experiment Station shall include the Divisions of Home Economics, ~~Agriculture~~ Biochemistry, Agricultural Economics, Animal Science, Plant Science, Veterinary Science, Substations, and the Office of Agricultural Information. The primary purpose of the Experiment Station is the acquisition and dissemination of scientific knowledge in application to agriculture and home economics.

(3). The Agricultural Extension Service. The Agricultural Extension Service shall provide non-credit instruction and demonstrations to non-residents of the University in the fields of agriculture and home economics for the purpose of improving family living, aiding agricultural production, and training the youth of Wyoming in agricultural leadership. The Agricultural Extension Service shall be under the immediate administrative supervision of a Director, who shall be appointed in accordance with University practices and approved by proper Federal officers.

(b). Organization. The College of Agriculture shall be organized and shall function in accordance with the provisions of Article XII, Section 12-1, except as provided by paragraph (a) of this section.

12-8.1 The College of Arts and Sciences.

(a). Components and Purposes. The College of Arts and Sciences shall include:

(1). The College, which shall include: the Departments of Art; Botany; Chemistry; English; Geology; History; Journalism; Languages; Mathematics; Physics; Political Science; Psychology and Philosophy; Sociology, Anthropology, and Geography; Speech; and Zoology and Physiology. These departments shall offer instruction in their respective fields and shall serve other colleges, divisions, and departments of the University in contributing to the general or specialized education of their students.

(2). The Division of Music, which shall give instruction in various phases of Music. It shall have as its chief administrative officer a Chairman, who shall hold office at the pleasure of the Dean, the President, and the Board of Trustees.

(b). Organization of the College of Arts and Sciences. The College of Arts and Sciences shall be organized and function in accordance with Article XII, Section 12-1 except (1) as provided by paragraph (a) of this section, and (2) that the appointment of an Associate ~~Officer~~ Dean is authorized to serve at the pleasure of the Dean, the President, and the Board of Trustees.

(Change letter  
dated 10/28/63)

12-9.1 The College of Commerce and Industry.

(a). Components and Purposes. The College of Commerce and Industry shall include:

(1). The Departments of Accounting, Business Administration, Economics, Office Administration and Secretarial Science, and Statistics. These departments shall provide training needed by students who wish to engage in business or to enter professional fields associated with business enterprises.

(2). The Division of Business and Economic Research, which shall function as an agency for conducting appropriate research projects and providing consulting service for the business and professional interests of the state. It shall have as its chief administrative officer a Director, who shall hold office at the pleasure of the Dean, the President, and the Board of Trustees.

(b). Organization. The College of Commerce and Industry shall be organized and shall function in accordance with the provisions of Article XII, Section 12-1, except as provided by paragraph (a) of this section.

12-10.1 The College of Education.

(a). Components and Purposes. The College of Education shall include:

(1) The Division of Undergraduate Teacher Education, which includes the areas of elementary education, secondary education, vocational education, physical education, guidance, and the University School. The Division shall have as its chief administrative officer a Head, who shall serve at the pleasure of the Dean, the President, and the Board of Trustees. This Division shall plan, organize and conduct programs of undergraduate teacher education; furnish professional

courses and laboratory experiences in education included in the curricula for students preparing to enter the teaching profession; and coordinate programs of teacher education in collaboration with the other colleges of the University. The University School, as the laboratory of the College of Education, includes the nursery school, kindergarten, and grades one through twelve. The School shall have as its administrative officer a supervising principal responsible to the Head of the Division of Undergraduate Teacher Education. The School shall offer a well-balanced program of studies and activities for its pupils and at the same time afford professional students an opportunity to observe competent teachers at work, to teach under competent supervision, and to engage in research projects.

(2). The Division of Graduate Study includes the areas of administration, elementary education, secondary education, physical education, vocational education, adult education (instruction), and guidance. The Division shall have as its chief administrative officer a Head, who shall serve at the pleasure of the Dean, the President, and the Board of Trustees. The Division shall plan and direct graduate programs to attract able people and prepare them for educational leadership; conduct experimental and research studies in education; and coordinate all graduate programs with which the College of Education is concerned.

(b). Organization. The College of Education shall be organized and shall function in accordance with the provisions of Article XII, Section 12-1, except as provided by paragraph (a) of this section.



12-11.1 The College of Engineering.

(a). Components and Purposes. The College of Engineering shall include:

(1). The Departments of Civil and Architectural Engineering, Electrical Engineering, Mechanical Engineering, General Engineering and Drawing, and Petroleum Engineering. These departments shall provide undergraduate students with basic professional training in the several branches of engineering and graduate students with preparation for the higher professional and technical levels of engineering.

(2). An Engineering Experiment Station to be known as the Natural Resources Research Institute. The Natural Resources Research Institute shall initiate and conduct scientific, technological and economic studies of the resources of Wyoming with a view to the industrial utilization of Wyoming's natural resources and the future industrial development of the state.

(i). The administrative head of the Natural Resources Research Institute shall be a Director, nominated by the Dean of the College of Engineering to the President, after approval by the Executive Committee of the Natural Resources Research Institute. All other staff members of the Natural Resources Research Institute shall be nominated by the Director to the Dean of Engineering, with the approval of the Executive Committee of the Natural Resources Research Institute.

The Director shall serve as Secretary of the Executive Committee and shall be responsible for presentation of projects to the Executive Committee for its consideration. If a project is approved, he shall be responsible for contractual arrangements and assignment of personnel. Research projects may be suggested by members of the faculty whether members of the Institute or not, by members of the Advisory Council of the Natural Resources Research Institute, or by others.

The Director shall be responsible for the administration of the analysis, assay, and testing service of the Institute.

The Director shall be responsible for the information service and the reports or publications and bulletins issued by the Natural Resources Research Institute.

The Director, subject to the approval of the Dean, shall be responsible for the negotiation of agreements with other officers of the University, if non-Institute faculty members or graduate students are to work on Institute research projects or if full-time members of the Institute staff are requested for other University duties. These agreements shall be worked out prior to the initiation of work by the individuals concerned.

The Director shall exercise technological and scientific supervision of the work on approved projects and have authority to facilitate the prosecution of such projects.

(ii). The Executive Committee of the Natural Resources Research Institute shall consist of: the Dean of the College of Engineering, ex officio, chairman; the State Geologist, if he be a member of the staff of the University; the Director; and two other members nominated to the President by the Dean. The Executive Committee shall be responsible for the acceptance or rejection of all projects; for approval of all contractual arrangements; and for recommending the budget of the Natural Resources Research Institute to the Dean. Appointed members shall serve for two years, one retiring each year. This Committee shall meet not less than once a semester or at the call of any member of the Committee.

(iii). The Advisory Council of the Natural Resources Research Institute. An Advisory Council shall be named by the President of the University, upon nomination of the Dean after consultation with the Executive Committee of the Natural Resources Research Institute. It shall be composed of industrial leaders, state officials and legislators, and representatives of the public interest. Members of the Council shall be appointed for a period of two years and may succeed themselves. The Advisory Council shall make recommendations and suggestions concerning the program of research of the Institute. It shall meet not less than once a year at the call of the Dean.

(iv). Specific functions of the Institute shall include: Initiating and conducting fundamental and applied studies pertinent to the utilization of Wyoming's natural resources.

Maintaining an analysis and assay service for the benefit of the citizens of Wyoming. This service shall be maintained in cooperation with the office of the State Geologist.

Cooperating with the State Commerce and Industry Commission, the United States Bureau of Mines, the United States Geological Survey, the Wyoming State Geological Survey, and any other state or Federal agencies concerned with the development or promotion of Wyoming's natural resources.

Undertaking work for suitable fees with private individuals, companies or corporations, or units of the state or Federal government that is not in conflict with work already in progress in the Institute or normally a function of another unit of the University.

(b). Organization. The College of Engineering shall be organized and shall function in accordance with the provision of Article XII, Section 12-1, except as provided by paragraph (a) of this section.

12-12-1 The College of Law.

(a). Components and Purposes. The College of Law shall operate as one administrative unit, with no provision for subdivisions and departments. It shall have as its principal objective the preparation of students for engaging in legal practice. In addition, it

shall serve other colleges and educational units of the University by admitting their students to special courses in the college. It shall exercise general supervision of academic counseling for all prelegal students and administer such prelegal training curricula as are authorized within the College of Law.

(b). Organization. The College of Law shall be organized and shall function in accordance with the provision of Article XII, Section 12-1, except as provided by paragraph (a) of this section.

12-13.1 The College of Nursing.

(a). Components and Purposes. The College of Nursing shall operate as one administrative unit, with no provision for subdivisions and departments. It shall have as its principal objectives to assist students to become professional practitioners of nursing; to enrich their personal lives; to prepare for effective citizenship. It shall serve other colleges and educational units of the University by admitting their students to appropriate courses in the College. It shall represent the University in matters concerning education for nursing when memoranda of agreements between the University and other Wyoming colleges have been approved by the governing boards of the institutions concerned.

(b). Organization. The College of Nursing shall be organized and function in accordance with Article XII, Section 12-1, except as provided by paragraph (a) of this section.

12-14-1 The College of Pharmacy.

(a). Components and Purposes. The College of Pharmacy shall operate as one administrative unit, with no provision for subdivisions and departments. It shall have as its principal objective

the preparation of students for the practice of the profession of pharmacy in all its branches.

(b). Organization. The College of Pharmacy shall be organized and function in accordance with Article XII, Section 12-1, except as provided by paragraph (a) of this section.

12-15.1 The Graduate School.

(a). Purpose. The Graduate School is authorized for the purpose of organizing and supervising all graduate work of the University and of coordinating the organized research of the University.

(b). Organization of the Graduate School. The Graduate School shall be headed by a Dean recommended by the President to the Board after consulting with the Graduate Council, the Research Council, and the Deans of the colleges of the University.

As chief administrative officer of the Graduate School, the Dean shall be responsible for enforcing University legislation with respect to the Graduate School, for recommending a budget to provide for the maintenance of the Graduate School, for assisting in the development of research programs, and for recommending candidates for advanced degrees and diplomas through the President to the Board. He shall exert his efforts toward maintaining high standards of scholarship and toward fostering the spirit of productive research among both faculty members and students.

(c). Composition of the Graduate Faculty. 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 and instructors 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 and the Graduate Council. In addition, non-teaching staff of all ranks, who may have occasion to direct graduate research, may be members of the Graduate Faculty upon recommendation of the Graduate Dean and approval of the Graduate Council.

(d). Powers and Duties of the Graduate Faculty.

(1) Except as prescribed by the By-Laws and Regulations of the Board, the Graduate Faculty may set up its own organization and determine its time of meeting in regular and special session, the quorum for the conduct of its business, its rules of procedure and order of business; but its organization shall be set forth in the Regulations of the Graduate Faculty and shall be subject to change only by amendment thereof in accordance with the provisions made for amendment embodied in such Regulations.

(2). Subject to the Regulations of the University Faculty, the Graduate Faculty shall exercise legislative functions with respect to the general educational policy of the Graduate School and shall make such rules and regulations as it may deem necessary for the promotion of the educational interests of the Graduate School. In the case of any action by the Graduate Faculty intended to have the force of a regulation,

the complete text of the regulation shall be incorporated in Graduate Faculty Regulations.

(3). The Graduate Faculty shall have power to make regulations with respect to general requirements for graduate degrees, diplomas, and certificates, but such regulations shall be subject to review by the University Faculty.

(4). The Graduate Faculty, through the Dean of the Graduate School, shall recommend candidates for graduate diplomas and degrees in course to the Board of Trustees.

(5). The Graduate Faculty shall have a secretary appointed by the Dean after consultation with the Graduate Council. The secretary shall keep the minutes of the Graduate Faculty and perform such other duties as are assigned to him.

(e). The Graduate Council.

(1). The Graduate Council shall consist of the Dean of the Graduate School and a representative of each college in which graduate degrees are authorized. Election shall be made by the Faculty upon nomination by the Committee on Committees. Term of appointment shall be for three years, with two individuals normally retiring each year.

(2). The Graduate Council shall be an advisory group to the Dean of the Graduate School and he shall consult it concerning the policies of the School. The Graduate Council shall determine what departments may offer graduate work.

(3). It shall be the duty of the Graduate Council: to draft the text of any proposed regulation for submission to the Graduate Faculty for action; to suggest additions, amendments,



and eliminations of Graduate Faculty Regulations whenever these seem desirable; to maintain a current and accurate text of Graduate Faculty Regulations and to publish the same from time to time as directed by the Faculty; to furnish the Board of Trustees, through the Secretary of the University Faculty, an accurate text of the Graduate Faculty Regulations and of changes therein as they are made from time to time.

(f). The Research Council.

(1). The Research Council shall be organized for the purposes of stimulating and coordinating the organized research of the University.

(2). It shall consist of the Dean of the Graduate School as chairman; of the Dean of Academic Affairs; of the director, or his representative, of each of the organized research units of the University; and of a representative of each of the areas of biological sciences, social sciences, physical sciences, and the humanities, elected in accordance with Faculty Regulations.

(3). Funds appropriated for research, not specifically allocated to an organized research unit, shall be budgeted in, and administered by, the Research Council, as shall, also, income from trust and endowment funds to be used for research, and gifts designated for research, except when the conditions of the trust, or the gift agreement, specifically indicate a different form of administration.

(4). The Research Council shall be responsible for the policies governing the University of Wyoming Publications.

12-16.1 The Division of Adult Education and Community Service.

(a). Purposes. The Division of Adult Education and Community Service shall be an all-University agency through which all extension work of the University shall be carried on, except that the Division of Agricultural Extension in the College of Agriculture shall be directly responsible for all non-credit extension work in the fields of agriculture and home economics. The President of the University may make other exceptions as the need for them arises. It shall be the responsibility of the Division of Adult Education and Community Service: (1) to exercise administrative supervision of off-campus instruction in credit and non-credit courses for the purpose of facilitating and coordinating such instruction; (2) to serve as the clearing house and coordinating agency of the University in the arrangement and conduct of conference and non-credit workshops held on or off the campus, provided that the freedom of the Director of the Summer School to arrange such enterprises in connection with the Summer School shall not be curtailed; (3) to operate such specific centralized services to the resident and extension work of the University as may be specifically authorized by the By-Laws or Regulations of the Board; (4) to facilitate and cooperate in the provision of such other types of extension service as may be furnished by the University.

(b). Organization.

(1). The Division Head. The Division of Adult Education and Community Service shall be headed by a Director who is recommended by the President of the University to the Board of Trustees after conference with the Council of the Division

of Adult Education and Community Service and with the Deans of the schools and colleges of the University.

The Director of the Division shall be responsible to the President for the administration of the Division and for the enforcement of such By-Laws and Regulations of the Board of Trustees and of the Regulations of the University Faculty and of the Council as relate to the work of the Division.

He shall, with the assistance of his staff and the advice of the Council, draw up regulations for the operation of the Division of Adult Education and Community Service.

He shall, after consultation with the Council and the appropriate college officials, recommend to the President appointments and promotions of all full-time and part-time employees of the Division not budgeted in and not members of any college or department of the University, excepting that clerical employees may be nominated by the Director without consultation with the Council. In the case of a person who is a member of the staff of a college of the University, whether budgeted in the college or elsewhere, nomination shall be made by the head of the department with the approval of the appropriate Dean to the Director, who shall, if he approves, recommend appointment to the President. In case of disapproval of the department's nomination, the Director shall request further nominations from the department concerned. Detailed procedures for appointment for service in the Division of Adult Education and Community Service shall be embodied in the Regulations of the University Faculty,

in harmony with the general provision that recommendations to the President which involve appointments of college and departmental staff members for services in the Division shall be made by the Director of the Division after approval by the department head concerned and the appropriate Dean.

He shall be a member with vote of the University Faculty, and the faculties of field summer schools, and ex officio without vote of the faculties of colleges having courses taught for credit by extension. He shall be a member, ex officio with vote, of the Administrative Council.

He shall, in consultation with his staff and the Council, prepare the budget of the Division for submission to the President.

(c). Division Council. The Council of the Division of Adult Education and Community Service shall consist of the Director, ex officio, chairman, the Dean of Academic Affairs, the Director of the Summer School, the Director of the Agricultural Extension Service or his representative, and a representative of each of the various schools and colleges that offer courses or services through the Division, such representatives to be recommended by the Deans of schools and colleges and approved by the President.

It shall be the duty of the Council to advise the Director relative to the organization of the Division, its policies, regulations, budget, projects undertaken, priorities of projects, public relations, and any other matters pertaining to the work of the Division.

(d). Division Staff. The administrative staff of the Division of Adult Education and Community Service shall consist of the Director, the Council members, and the heads of the various services and centers. The teaching and service staff shall consist of the administrative staff and of all persons who devote full time or part time to instruction, conference, or service in the Division. This staff shall perform such duties as are assigned by the Director, except that part-time members of the staff of the Division who are members of schools and colleges of the University shall be assigned to such services in the Division as have been agreed upon with the departments and colleges concerned.

(e). Service Areas. The Division of Adult Education and Community Service shall embrace the following departments and service areas: correspondence study; extension classes; community colleges; field summer schools, not including the University Science Camp; audio-visual services, including the film and recording library; public administration services, school services, and special projects, including entertainment and speakers' bureau; and such other areas as may be authorized from time to time.

12-18.1 The Summer School.

(a). Purpose. The Summer School is the administrative agency for planning, coordinating, and promoting the courses offered by the departments and colleges of the University during the summer.

(b). Organization of the Summer School. The chief administrative officer of the Summer School shall be a Director, appointed by the Board of Trustees after recommendation by the President. Prior to making his recommendation, the President shall consult with the Deans of the colleges and schools of the University. The Director of the Summer School shall be responsible for enforcing University legislation with respect to the Summer School and, after conferences with the appropriate Deans and department heads, for recommending a budget for the Summer School. The Deans and heads of departments are responsible for recommending appointments from their several units for service in the Summer School and for the conduct of instruction and research in accordance with established policies governing the work in their respective units. All such appointments and matters of policy and all communications affecting the Summer School shall be referred to the Director of the Summer School and shall be transmitted by him to the President and the Board of Trustees.

(c). Field Summer Schools. Field summer schools shall be conducted under the supervision of the Division of Adult Education and Community Service as authorized in Regulation 12-16.1.

(d). The University Science Camp shall be conducted as authorized by Article XI, Section 12-1, of the By-Laws.

12-20.1 University Science Camp.

(a). Duties of the Director:

(1). The Director shall have full authority over, and responsibility for, the administration of the Camp.

(2). The Director shall be responsible for the scheduling of all activities at the Camp.

(3). The Director shall submit the operational and instructional budget for the University Science Camp after consultation with the Camp Advisory Council, through such channels as are designated by the President.

(4). The Director shall have jurisdiction over the conduct and activities of all students enrolled in the Camp.

(b). The University Science Camp Advisory Council.

(1). Composition. The Director of the University Science Camp shall have an Advisory Council composed of the President of the University, the Deputy Executive Assistant for Business and Plant Affairs of the University, the Director of the Summer School, and the heads of the departments which offer work at Camp.

(2). Duties.

(i). The Advisory Council shall aid the Director in the establishment of policies concerning the Camp.

(ii). The Council shall advise the Director concerning the operational and instructional budget of the Camp.

(iii). The Council shall advise the Director on any matter pertaining to the welfare of the Camp on which he may seek its advice or on any matter which a member of the Council may bring to it for consideration.

#### Conditions of Faculty Service

13-1.1 Academic Freedom. "The 1940 Statement of the Principles of Academic Freedom" endorsed by the Board of Trustees is as follows:

"The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon

procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

"Academic freedom is essential to these purposes and 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 student to freedom in learning. It carries with it duties correlative with rights....

"(a). 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.

"(b). 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....

"(c). 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." (American Association of University Professors Bulletin, Spring 1957, pp. 74-75.)

13-2.1 Classification of Temporary Tenure. Three classes of employment carrying temporary tenure shall be recognized:

- (a). Employment designated in the contract as of temporary nature.
- (b). Part-time employment except as otherwise provided by the By-Laws and Regulations of the Board.
- (c). Probationary employment.

13-2.2 Probationary Employment. Probationary employment is that required of a staff member as a condition of attaining continuing tenure. It shall be governed by the following rules:

- (a). The probationary period for instructors and assistant professors shall normally be four (4) years. In the case of an instructor who is working toward an advanced degree, or where other special circumstances exist, the probationary period may be extended not to exceed seven years. An instructor who completes seven years of such service at the University without achieving continuing tenure for the beginning of the following year shall not be eligible for reappointment. An assistant professor who completes four years of such service at the University without achieving continuing tenure for the beginning of the fifth year shall not be eligible for reappointment.
- (b). The probationary period for associate professors and professors shall be two (2) years. However, in exceptional cases, an associate

professor or professor may be placed on continuing tenure at the time of the original appointment or at the beginning of the second year of service. In such exceptional cases, the arrangements must be in writing. An associate professor or professor who completes two (2) years of service at the University without achieving continuing tenure for the beginning of the third year shall not be eligible for reappointment.

(c). In an extraordinary case, the probationary period may be extended for one year upon the recommendation of the appropriate department head and the Dean, with the consent of the person concerned.

(d). The total probationary period in all ranks for an instructor or assistant professor, who through promotion attains the rank of associate professor or professor during his or her probationary period, shall be not less than two (2) years nor more than four (4) years.

(e). Not later than February 1 of each year during the probationary period, the head of the department shall submit to the Dean of the college a written report on all staff members whose status is probationary. This report shall include an appraisal of the staff member from the following standpoints and any others that the head of the department may see fit to include: teaching ability; productive scholarship or other creative ability; growth and development; general scholarship; character and personality; attitudes; public relations. The head of the department shall give the concrete evidence upon which his conclusions are based. In this report, the head of the department shall also make a definite

recommendation, together with his reasons for the same, as to whether the staff member should be released, should be retained for another year on probationary employment, or should be placed on continuing tenure.

(f). The Dean of the college shall prepare an annual written report on each staff member in his college on probationary employment. This report shall include an appraisal of the staff member in the same general items as outlined for the report of the head of the department. In this report the Dean shall definitely approve or disapprove the recommendations of the head of the department. The Dean of the college shall file his report, together with a copy of the report of the head of the department, with the President not later than February 15 of each year.

(g). If on the recommendation of the department head and dean a staff member on probationary employment is to be released at the end of a year or to be continued on probationary tenure for the following year, the President shall so notify him not later than three months prior to the termination of his current contract.

(h). During any year that completes the probationary employment of a staff member, the head of the department may recommend that the staff member be placed on continuing tenure for the following year. This recommendation, together with the reasons therefor, shall be in writing and shall be submitted to the Dean of the college not later than February 1.

The Dean of the college must approve or disapprove the recommendation of the head of the department, giving his reasons in writing. This report, together with the recommendations of the department head, shall be submitted to the President.

(i). When a staff member has been recommended for continuing tenure by the head of the department and the Dean of the college, the recommendation shall be referred to the Faculty Committee Advisory to the President before the staff member is placed on continuing tenure. Each member of the Committee who votes on questions of tenure shall be notified at least two weeks prior to the meeting at which the questions shall first be considered, that such questions are on the agenda, and shall individually have access to all reports made on the individual and to the letters of recommendation for continuing tenure filed by the department head and the Dean prior to such meeting.

The Faculty Committee Advisory to the President may use its discretion in determining the procedure, the type, and the amount of investigation it shall make in regard to a staff member recommended for continuing tenure. The Committee shall have available at the time of its meeting all annual reports on the staff members by the head of the department and the Dean of the college. It may also call staff members who are familiar with the work and qualifications of the candidate and elicit information from them. Special attention may be given to the views of other members of the candidate's department. It may consult the head of the department and the Dean concerned.

The Faculty Committee Advisory to the President shall make a definite recommendation to the President. If the President does not concur in the recommendation of the Committee, he shall indicate this fact in his recommendation to the Board of Trustees.

(j). Action by the President and the Board of Trustees, on the recommendation that a staff member be placed on continuing tenure, shall be reported in writing by the President to the department head and the Dean.

(k). If a staff member on probationary status is head of a department, the Dean of the college shall perform all functions which, according to this procedure, are assigned to the head of the department.

(l). Heads of departments and Deans shall use all feasible means to determine the fitness of staff members during the probationary period. Included in these shall be class visits each semester by the head of the department and at least once a year by the Dean of the college. These visits shall be made not only to determine the quality of the work of which new teachers are capable, but also to assist them to adjust their instruction to the program and needs of the University.

(m). Instructors and assistant professors shall normally be employed on a probationary status not less than eight semesters in not less than four years before being granted continuing tenure, and associate professors and professors not less than four semesters in not less than two years except as provided in paragraph (b) of this section. Service on a regular appointment, even though not consecutive, shall be credited toward the completion of the probationary period.

(n). Normally, time served under temporary tenure by specific contract, does not count toward the completion of the probationary period. However, in individual cases, credit may be given for such

service upon the recommendation of the Dean and the approval of the Advisory Committee.

13-2.3 Continuing Tenure. Continuing tenure means the right of a person to hold his position during efficient and competent service and the right not to be removed therefrom except as provided by Regulation 13-3.1 and 13-4.5, (e), paragraph (5), or for such causes as incompetency, neglect of duty, physical or mental incapacity, dishonesty or immorality, conviction of a felony, or for demonstrably bona fide financial exigencies on the part of the institution. No person shall be removed from any position on the academic staff in violation of the definition of academic freedom as enunciated by the Board of Trustees. Continuing tenure is a policy of the Board rather than legal contract. The following rules shall govern the procedures preliminary to the attainment of continuing tenure.

(a). All regular full-time members of the teaching and research staff shall be eligible to attain continuing tenure. Of the teaching staff those regular, full-time members with rank of instructor, assistant professor, associate professor, or professor shall be eligible to attain continuing tenure. Professionally trained persons with academic rank who serve in capacities that may be broadly interpreted as involving teaching and/or research functions in the library, in extension service, and in student personnel work shall be eligible for continuing tenure. The Board may in addition give continuing tenure to specific persons of the University organization not included in the above-named groups. The following shall not be eligible for continuing tenure: coaches, officers in the Division of Military and Air Science, members of county extension

staffs, married women, emergency, temporary, and substitute professors or instructors. No number of reappointments to any such position shall create any presumption of a right to reappointment or to continuing tenure, but every person so employed shall be given a statement in writing as to the condition of his tenure. Nothing in this paragraph shall be deemed to impair any rights of tenure acquired prior to the adoption of this regulation.

(b). Appointment to the position of President, Dean, Assistant Dean, Director, head of a department, or any other administrative position in the University, or removal therefrom, shall not deprive the person so appointed of tenure in the highest rank on the faculty of the University held with tenure prior to his appointment to such office, or conjointly with such office, nor shall such appointment or removal deprive any person of service credit toward the achievement of tenure under the provisions of this code. The administrative functions and titles of such individuals shall be distinct and severable from their academic ranks, positions, and tenure privileges.

(c). No person shall lose any tenure rights already acquired if he goes on a part-time basis, nor shall he lose such rights because of non-consecutive terms of service, except in cases in which upon return from leave or upon re-employment after resignation, he takes appointment in a position in the University for which he has not served a probationary period appropriate to that position.

(d). No person who has attained continuing tenure shall be removed therefrom and placed on probationary tenure for the purpose of becoming eligible for an advanced degree.

13-3.1 Dismissal and Termination of Service. The Faculty Committee Advisory to the President shall act as an Investigating Committee in cases involving dismissal of faculty members on continuing tenure and termination of service of any faculty member prior to the expiration of the contract period. The following rules shall govern its procedures in such cases:

(a). The Investigating Committee shall elect from its own membership a chairman and a secretary.

(b). The President shall submit a copy of the charges and evidence to the Investigating Committee and to the faculty member concerned. The Committee shall hold a hearing, either public or private, at which the faculty member shall have the right to be present. The Committee shall have power to call for documents, examine witnesses, or use any other means of taking evidence it deems most suitable to elicit the facts. The faculty member shall be given an opportunity, either himself or through counsel of his choice, to offer evidence, cross-examine witnesses, and make a statement in his defense. The Committee shall prepare a written report of findings and recommendations, covering both the accuracy of the facts and the adequacy of these facts as a reason for dismissal or retention of the faculty member. A minority report may be submitted.

(c). The President shall not be bound by the recommendation of the Committee, but in case he recommends to the Board that the faculty member be dismissed, he shall submit to the Board a copy of all documents relating to the hearing and a resume of all testimony taken in the hearing.



- 13-3.2 Faculty Members on Probationary Employment. If, in the judgment of the department head and the Dean concerned, it is considered desirable to terminate the service of a faculty member on probationary employment at the expiration of his current contract, the Dean shall so recommend to the President. If the President approves the recommendation, he shall notify the faculty member concerned not less than three months prior to the close of the contract year in which service is to be terminated.
- 13-3.3 Resignation. Notice of resignation by a faculty member from employment on either probationary or continuing status shall be made in writing at least three months prior to the expiration of the contract year. A resignation involving a termination of service prior to the expiration of the contract year shall at the discretion of the President be regarded as breach of contract by the staff member concerned and the fact shall be entered upon his personnel record for such future use as the facts justify.
- 13-3.4 Operation and Effect of These Regulations.
- (a). Nothing contained in the foregoing regulations shall be construed as impairing any rights with respect to the tenure of any member of the academic staff in effect at the time that these regulations are adopted.
- (b). All regulations of the University with respect to terms of faculty tenure and employment shall be published, and each person who holds a regular faculty appointment or to whom such a position is offered, shall receive a copy thereof. All holders of academic appointments not eligible for continuing tenure shall be informed in writing or in printed form of regulations governing their particular positions.

(c). Questions involving interpretation of these regulations shall be referred to the President, in consultation with the Faculty Committee Advisory to the President.

13-4.5 Appointment. Except as otherwise provided in the By-Laws and Regulations of the Board of Trustees, the following rules shall govern the appointment of members of the University Faculty.

(a). In the case of the appointment of a Dean, the President shall confer with the Deans of cognate colleges and the heads of the departments in the college concerned prior to making his recommendation to the Board. In the case of the appointment of a Director of a major unit of research, extension, or student personnel, he shall confer with the appropriate administrative officers and other members of the unit concerned. His recommendation shall indicate the extent and results of such conference, but his freedom of recommendation shall not be restricted thereby.

(b). In the case of the appointment of a head of a department or a chairman of an instructional division, the President's recommendation shall be accompanied by the recommendation of the Dean in whose administrative unit the position falls. It shall be the duty of the Dean to confer with the faculty of the department or division, the President of the University, the Dean of the Graduate School, and with representatives of related departments prior to recommendation.

(c). In making recommendation to the Board for appointment to positions of the rank of instructor, assistant professor, associate professor, and professor, it shall be the duty of the President of the University to see that the following channels of consultation

and recommendation are followed. The head, chairman, or director under whose jurisdiction the appointment falls shall confer with members of his department or division, and with the Dean of the Graduate School in cases involving the employment of Graduate Faculty personnel, and shall then make his recommendation to the appropriate Dean, who shall in turn recommend to the President. If for any reason the President does not wish to approve the Dean's recommendation, he shall so inform the Dean and request reconsideration and further recommendation.

(d). Qualifications for appointment. The minimum qualifications for appointment to each type and rank of instructional, research, and service position outside the President's Division, shall conform to the standards formulated for specific ranks in Regulation 13-7.2. Each college, division, and department is authorized to make more specific rules, applicable to its own unit in harmony with the Regulations of the University Faculty and the Board of Trustees.

(e). Nepotism.

(1). When used in this subsection (e), the following words and phrases shall have the following meanings:

(i). "Relative" means father, husband, son, brother, grandfather, grandson, uncle, nephew, first cousin, the corresponding feminine relationships, and the corresponding in-law relationships.

(ii). "Member of the University Faculty" means any employee of the University with the academic rank of instructor or above, excluding those supplying for personnel on leave.

(iii). "Administrative officer" means any employee of the University listed in the University catalogue as an administrative officer.

(2). No relative of a member of the Board of Trustees of the University shall be initially employed by the University as a member of the University Faculty or as an administrative officer, but is eligible for reappointment when his or her initial appointment was antecedent to Board membership of a relative.

(3). No person shall be initially appointed as a regular, full-time employee

(i). In an academic or non-academic department or office where a relative of that person is already employed on either a part-time or full-time basis;

(ii). In any college of the University if a relative is an administrative officer or a member of the faculty of that college;

(iii). In a non-academic division, department or office if a relative is an administrative officer of that division, department, or office.

(4). Nothing contained in this subsection (e) shall be interpreted or applied so as to prevent the employment of a relative of a member of the University Faculty, or a relative of an administrative officer, or a relative of a Board member, in a temporary position, an emergency position, a student assistantship, or a part-time position of minor importance; provided, however, that such temporary, emergency, or part-time employee shall not be employed in the same department or

office where a relative is working on a full-time basis. Nothing contained in this subsection (e) shall be interpreted or applied so as to prevent the award of a scholarship or fellowship to a student who is a relative of any employee of the University.

(5). The employment of a University employee who marries another University employee shall not be affected by this subsection (e) prior to the end of the fiscal year in which such marriage takes place. Thereafter, if the provisions of subsection (e) would bar the initial employment of both the husband and the wife in the positions they held at the time of their marriage, only one of them may retain his or her position beyond the end of the fiscal year in which the marriage took place. The election as to which spouse shall continue in his or her position shall be made solely by the husband and wife.

(6). Nothing contained in this subsection (e) shall be interpreted so as to prevent the employment by the University of a relative of a former employee who is actually fully retired.

(7). The provisions of this subsection (e) shall apply as fully to any person recalled for part-time duty after retirement as to a person who has not been retired.

13-5.1 Faculty Service. The following conditions and procedures shall determine the terms of faculty service.

(a). The University year shall be divided into two semesters, with approximately equal time allocated for instruction in each semester,

and a summer session. The first semester shall begin on Monday ten weeks and three days prior to Thanksgiving and close on a Friday after approximately eighteen weeks of instruction. The second semester shall begin on the Wednesday following the close of the first semester and close on a Friday after approximately seventeen weeks of instruction. The summer session shall open on the second Monday following the end of the second semester and close on a Friday after approximately ten weeks of instruction. The University calendar, including the dates of the beginning and ending of each period of instruction and of the several vacations and recesses within the year, shall be determined by the Administrative Council.

(b). The period of annual service of all members of the University Faculty shall be determined legally by the terms of their individual contracts.

(c). In the case of faculty members with academic rank, the policies of the Board with respect to the period of annual service shall be as follows: The normal period of annual service for full-time members of the University Faculty shall be two semesters of the University year with full loads of University service in one or more of the activities named by paragraph (g) of this section. Variations from this normal period, upon recommendation of the Dean concerned and of the President, will be permitted.

(d). The normal annual period of service for each administrative officer shall be determined by the needs and demands of the specific office and may, therefore, be eleven months, ten months, or two semesters. It shall be the policy of the Board to provide opportunity for those on an eleven-month basis to be released from their

duties for one or more semesters or summer sessions at such intervals as are possible.

(e). Not more than one year's credit for service shall be counted in any calendar year. Any two semesters of service in a calendar year shall count as one year's service. Any lesser period of service during a calendar year shall be counted proportionately.

(f). The time in the calendar year not covered by the contract period of annual service shall constitute a vacation period during which the staff member shall be freed from institutional duty. The dates of vacation periods for the individual shall be determined through ordinary administrative channels. Four consecutive semesters plus two summer sessions of service without receipt of compensation for the summer sessions, may, by special administrative arrangement and with approval of the Board, entitle a faculty member whose period of annual service is two semesters to a semester free from institutional duties at regular stipend.

(g). No standard pattern of service load for all faculty members shall be applied, but such loads shall be allocated as equitably as possible. Teaching duties, administrative responsibilities, committee service, student counseling, public and professional relations, research and other productive activity institutionally approved, course preparation, and direction of graduate projects shall be recognized as factors in determining service load.

(h). Assignment of a faculty member to services within an instructional or research unit shall be made by the immediate administrative head of that unit, with the approval of the appropriate Dean or Director. When it is proposed that a faculty member be assigned

service responsibilities outside his department, division, or research unit, the President shall have authority to determine the total load and its distribution, in consultation with the appropriate Dean, Director, chairman, or head of the department. It shall be the policy to consult the wishes of the faculty member concerned when duties are assigned.

(i). A full-time member of the faculty shall not, without approval, during his period of annual service, be employed in any way for remuneration by other agencies than the University authorities.

Such approval shall be subject to the following regulations:

(1). Full-time members of the college faculties may render professional and technological services in the public interest to individuals, groups, associations and societies, departments of government, business and industrial firms, and others--and may receive compensation therefor from those served--under the following terms and conditions:

In no case shall such outside employment interfere with the specified regular University duties and the effective service of the staff member. The nature of such outside employment, the estimated duration of the work, the estimated time required to perform it (in terms of hours per week, or per month, or per semester), and the name of the employer for whom the work will be performed shall be on record in the office of the Dean of the college to whom the staff member is administratively responsible; and in all cases, in the office of the President.



Only such outside service for compensation shall be undertaken as will help to maintain and increase the professional competency of those so engaged. Decision of the appropriate Dean, subject to review by the President, shall be controlling upon this point. Routine and repetitive tasks of a commonplace type are not approved, but the occasional delivery of lectures, expert advice or consultation, not readily obtainable except at the University is not prohibited.

No member of the University staff may solicit outside professional or technological work in competition with regularly established private practitioners of such work or firms in private practice (viz., licensed engineers, testing laboratories, etc.).

Compensation received for such outside services shall not be less than the prevailing scale of fees and charges for similar service in private practice.

(2). The University buildings, grounds, and equipment are provided by the state and Federal governments and by private gift for instruction, research, and public service. All arrangements for the use of University facilities and space in the prosecution of research, testing, and consultant work with financial compensation from outside the University, except under proposals (such as fellowships) duly approved by the Board of Trustees, shall be approved in advance by the department head, the appropriate Dean or other administrative superior, the Director of Finance and Budget of the University, and the President. Such arrangements, moreover, shall

be subject to a reasonable fee for the privilege employed. It shall be the duty of the Director of Finance and Budget to prepare, in conference with the departments concerned, a schedule of such fees for the use of space and facilities.

(3). No member of the staff shall undertake, except with express approval of the President, any outside work to be paid for from state funds.

(4). The University cannot assume, and must not be placed in the position of assuming, any responsibility for private, professional, or technological services rendered by members of the staff. When a member of the staff does work in a private capacity, he must make it clear to those who employ him that such work is unofficial and that 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.

(5). University stationery and postage shall be used only in correspondence or reports relating to official University work.

13-6.1 Sabbatical leave shall be granted to members of the University Faculty for the purpose of advanced study, research, writing, travel, and other professional and academic experiences of significance to the recipient's position and services at the University.

(a). Conditions and Procedures.

(1). Sabbatical leave may be granted to a member of the faculty whose term of service totals at least twelve semesters (eighteen quarters) in not less than six calendar years,

summer service excepted. It is recognized that sabbatical leave is not automatic, following the lapse of a stated period of service, but that it is a privilege earned by achievement and promise.

(2). Sabbatical leave shall not be cumulative, and the acceptance of any part of an accrued leave automatically cancels all previously earned sabbatical privileges.

(3). Sabbatical leave shall be subject to such limitations as are imposed by the University's budget and by its commitments to teaching and research.

(4). No more than 4% of the Faculty shall be granted sabbatical leave in a given year.

(5). Sabbatical leave shall be granted with the understanding that the recipient will return to the University for at least one year after the completion of his leave. Failing to do so, he shall refund to the University all of the sabbatical stipend paid him by the University during the period of his leave.

(6). Selection of members of the Faculty for sabbatical leave shall take into consideration all other leaves of absence, including subsidized leaves for study, research, etc.

(7). Satisfactory program or project for the period of sabbatical leave must be submitted for approval normally by November 1, prior to the academic year for which leave is requested, together with pertinent facts bearing on any additional compensation anticipated during the period of sabbatical leave from fellowships, grants, services, etc.

(b). Compensation.

(1). Compensation for sabbatical leave shall be as follows:

(i). For a calendar or academic year, 50% of the annual salary.

(ii). For a semester, 100% of annual salary.

(2). Amounts received by an individual on sabbatical leave from grants, fellowships, services, etc. shall not increase the recipient's income above his contract salary at the University. Amount received in excess shall be paid by the recipient to the University, after due allowance has been made for unusual expenses, adjusted costs of living, necessary travel, and the like.

(c). Salary Adjustments on Return. The salary of a member of the Faculty on sabbatical leave shall be adjusted immediately on his return to the University to conform to general and particular adjustments made during his absence.

(d). Channels of Communication. Requests and recommendations for sabbatical leave shall be channeled through department heads, deans of colleges, the President of the University, and the Board of Trustees.

The Committee of Deans shall be advisory to the President in the final selection of members of the Faculty for sabbatical leave.

13-6.2 Sick leave benefits will be granted to all regular salaried University employees, regardless of rank or title. This policy does not apply to those working by the hour or on any temporary arrangement, nor to regular employees with less than six months' service. Eligibility for sick leave benefits shall be determined by the Dean or

Director concerned, with the approval of the President. Sick benefits will be paid as follows: full pay for the first month, then 40% of the monthly pay per month, whether the employee is on a nine or eleven months' basis. If the illness is prolonged, the employee will be paid as many months' sick leave pay as he has years of service.

13-6.3 Temporary leaves, with pay, may be granted under the following conditions:

(a). 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 and for the conduct of his work during that period. In case of illness, accident, or other circumstances beyond the faculty member's control, he shall notify his immediate superior as soon as possible so that the latter can make arrangements for carrying on the work. When the period of incapacity extends beyond two weeks, a full report of facts and formal application for leave shall, if possible, be made in accordance with paragraph (b) below.

(b). A temporary leave of absence from regular duties for more than two weeks but less than four may, for good cause, be granted a faculty member upon written recommendation of the appropriate administrative superior and the approval of the President. The application for such leave shall be addressed to the individual's immediate superior who in turn will pass the application on through regular channels to the President. He shall also submit, with his application for leave, a statement suggesting a plan for carrying on his work during his absence.

- 13-6.4 Leaves of absence without pay for a semester or longer may be granted to a member of the faculty for good cause upon the written recommendation of the President and approval of the Board of Trustees. Application for such leaves must be made to the faculty member's immediate superior and transmitted through regular channels to the President. An application for such leave shall normally be submitted at least three months prior to the period for which such leave is requested. Normally, such leaves will not be extended beyond the one-year period.
- 13-6.5 Leaves during a state of war or declared national emergency may be granted to a member of the faculty for military service or other assistance in the national emergency, upon the written recommendation of the President and approval of the Board of Trustees. Application for such leaves must be made to the faculty member's immediate superior and transmitted through regular channels to the President. The time spent in national service shall count toward retirement as if the individual were in University service. If the faculty member has continuing tenure at the time of the national emergency, the time spent on such a leave may count toward fulfilling requirements for promotion.
- 13-7.1 Academic Rank. The University recognizes that academic rank may be granted: for teaching in the classroom; for informal teaching such as is accomplished in the library, in a personnel office, or by an extension worker; and for research. Titles designating academic rank shall be phrased to indicate the subject-matter field. Titles used in subject-matter departments and in divisions that are subordinate units of a college shall, therefore, be expressed in terms

of the academic rank and departmental or divisional field; e.g., Professor of Chemistry, Professor of Home Economics. An individual may be given the academic title, Research Professor, if his duties are accurately specified by this title. Likewise, an individual may be given the academic title, Professor of Chemistry in Agricultural Extension, or in Adult Education and Community Service if, by such designation, his duties are described accurately. Similarly, professional persons in the University Library or in the Division of Student Affairs may be given titles which describe their academic functions; e.g., Assistant Professor in the Library; Instructor in the Division of Student Affairs. If an individual has administrative status in addition to academic rank, his administrative status or specific office shall be indicated separately in his title; e.g., Professor of Chemistry, Head of the Department of Chemistry. All members of the University Faculty holding academic rank shall be designated in accordance with these specifications, but these specifications shall not be interpreted to prevent the use of titles in addition to those named, if it is desired to specify an individual's functions more completely than is accomplished by these titles; e.g., Associate Professor in Agricultural Extension, Live Stock Specialist.

13-7.2 Subject to the provisions of Article XII, Section 12-1, of the By-Laws, each major unit of the "Educational Organization" of the University is authorized to prescribe criteria for appointment and promotion in the various academic ranks of the unit. The following minimum standards for appointment and promotion on the academic staff of the University shall be complied with except in cases in

which outstanding qualifications for specific individual positions or for specific units can be demonstrated to the satisfaction of the units concerned and to the Faculty Committee Advisory to the President.

(a). Graduate and research assistants shall have a baccalaureate degree and a substantial undergraduate major in a field of specialization, and shall show clear evidence of ability to carry on superior graduate work. The rank of graduate and research assistant is distinguished from "fellow" and "scholar" by the fact that the assistant is required to render academic service to the institution while the "fellow" or "scholar" is strictly a student.

(b). The title "lecturer" shall be applied to individuals temporarily employed on the staff whose qualifications and/or conditions of employment are such as to make it inadvisable to give them regular academic titles.

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

(d). Assistant professors shall normally have the doctor's degree in course or a professional degree and shall have demonstrated ability, through appropriate experience, to perform the functions of the positions they are to hold.

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



(f). Professors shall have the qualifications of an associate professor and shall have demonstrated superior capacity for direction of graduate work and research; shall have attained recognition outside the University of Wyoming for scholarship or other creative work and thus have contributed to the influence and prestige of the University; and shall have gained recognition as teachers and as consistent contributors to the fields in which they are to render University service.

13-7.3 Procedures for Promotion. Recommendations for promotion shall normally be initiated by the immediate administrative superior of the person concerned and procedures shall be substantially the same as those described in Regulation 13-2.2.

13-7.4 No person who holds the rank of assistant professor, or a higher rank, shall be reduced to the rank of instructor for the purpose of becoming eligible for an advanced degree.

13-8.1 Salaries. Salaries for periods of annual service that are in addition to the normal period shall be computed in terms of salary for the normal period of annual service plus a fraction of such salary as determined by the Board.

13-8.2 Regular salaries shall be paid in twelve equal monthly installments without reference to the length of the period of annual service.

The regular period of annual service of the individual staff member, and the payment therefor, shall be covered by a letter to each employee. When considered desirable, "special contracts" for service in addition to that covered by regular employment may be made. In such cases, compensation shall be in addition to the compensation under regular employment.

It shall be the policy of the Board to establish a minimum salary for the normal period of annual service in each of the academic ranks. The President of the University is charged with this responsibility and with responsibility for informing the University Faculty with respect to such scale.

13-8.3 Recommendations for increase in salary shall ordinarily be made when the annual budget is prepared. Such recommendations shall be based upon evaluations of the quality and nature of the service rendered.

13-9.1 Patents and Copyrights. The policy on patents shall be administered by a Committee responsible to the President. The Committee shall be constituted as follows: the Deputy Executive Assistant for Business and Plant Affairs of the University, the Dean of the Graduate School, the Director of each of the formally organized research institutes, bureaus, or stations, and not more than three members of the faculty or staff appointed by the President. The Committee on Patents shall have authority:

- (a). To receive and consider applications from staff members desiring to secure patents at University expense and with University participation in profits and control.
- (b). To appoint subcommittees of the University staff to advise on technical phases of patent applications under consideration.
- (c). To consider the business aspects of such applications.
- (d). To consider and recommend to the President agreements covering licensing under patents secured and assigned to the University.
- (e). To consider and recommend the selection of a patent counsel for the University to make formal applications for patents.
- (f). To determine the respective interests and rights of the University and the individual in the invention.

(g). To consider and recommend to the President agreements with faculty and staff members relative to the percentage of income to be received by the individual inventor and relative to the assignment of patents by the faculty and staff members to the University.

- 13-9.2 Copyrights secured in connection with the publication of the results of research financed by University funds and the royalties derived therefrom shall be owned as agreed in each instance between the research investigator and the authorities in charge of the administration of the research funds.
- 13-10.1 In order to promote the general welfare of the University and to insure greater efficiency in the administrative and academic branches thereof, the Board of Trustees declares and adopts the retirement policies set out in the following paragraphs for all persons employed by the University.
- 13-10.2 The Board of Trustees reserves the option of retiring employees of the University under the following conditions:
- (a). On July 1 following the completion of thirty years of service;
  - (b). On July 1 following the attainment of age 65 or older up to and including age 69, but not later than July 1 following the attainment of age 70.
- 13-10.3 Prior to July 1, 1953, and each succeeding year thereafter, the President of the University shall report to the Board of Trustees the names and rank or position of all employees of the University who, prior to July 1, will have reached the age of 65 or older. Upon the basis of such information the Board will, each year, exercise its option of retaining or retiring those employees eligible for retirement under the rule stated above.

- 13-10.4 Any person entitled to receive payments in liquidation of the Limited Service Plan who remains in the employ of the University until retirement shall begin to receive such payments upon the date of actual retirement. Any person entitled to receive such payments who has left the service of the University prior to retirement at the age of 70 shall receive the first such payment for the first full month of July following his 70th birthday.
- 13-10.5 Persons entitled to the Partial Limited Service adjustments will receive such adjustment payments after retirement, or on July 1 following the 65th birthday if retirement occurs prior to age 65, or on July 1 following the 70th birthday if they leave University service prior to retirement.
- 13-10.6 Any person entitled to receive payments in liquidation of the Limited Service Plan who leaves the service of the University after June 30, 1957, and prior to actual retirement and is thus not eligible for Limited Service liquidation benefits until age 70, may elect to receive such benefits in a reduced amount beginning on July 1 following his or her 65th birthday. The formula for computing such reduced Limited Service liquidation payments shall be as follows:
- The reduced monthly benefit =  $\frac{E_{70}}{E_{65}}$  x (the monthly benefit due at age 70)
- where  $E_{70}$  = the life expectation at age 70  
and  $E_{65}$  = the life expectation at age 65.
- 13-10.7 In order that the University may retain the benefits of the specialized skills possessed by certain faculty and staff members who have reached retirement age, the following "Recall Regulations" have been adopted:

(a). Upon the initiative of the proper administrative officers of the University, with the approval of the President of the University and of the Board of Trustees, and with the consent of any retired employee of the University, such retired employee may be recalled for part-time duty. Part-time duty shall be construed to mean half-time or less, with appropriate reduction in duties and compensation.

(b). The option of recalling a retired employee is exercisable only by the University, and not by the retired employee; but the latter is in no way obligated to accept such a recall.

(c). The following special conditions shall apply to part-time recall employment:

(1). Recall appointments cannot be made for more than one year at a time.

(2). The recalled employee shall not lose any Limited Service Rights which he may have acquired, and his Limited Service Payments shall not be reduced because of his recall employment.

(3). The recalled employee shall hold no tenure rights, nor shall he be entitled to any sick-leave benefits, or to any paid annual leave.

(4). Retired academic employees who are recalled shall hold no regular academic rank, but shall be classified as "Part-time Lecturers."

(5). In order to avoid administrative confusion, embarrassment, and the perpetuation of authority exercised prior to retirement,

(i). Retired academic employees who are recalled shall retain the privileges of attending University, college,

and departmental faculty meetings, and shall have a voice therein but without vote.

(ii). Employees who have retired from administrative posts, and who have been recalled, must be assigned duties of such a nature as will not overlap or interfere with the work of their administrative replacements (if any). The administrative duties of such recalled employees shall be substantially different in character from those which they performed during the year immediately preceding their retirement.

(d). Recall is not to be considered as an indefinite postponement of retirement, but rather as a temporary expedient instituted solely for the benefit of the University.

#### Degrees and Diplomas

14-2.1 Honorary Degrees. The names for consideration for honorary degrees may be submitted by members of the Board of Trustees of the University of Wyoming, members of the faculty, and alumni.

14-2.2 The persons considered for honorary degrees shall:

(a). have achieved distinction in a field of activity which has resulted in outstanding benefit to the people of Wyoming; or

(b). be citizens of Wyoming or former students of the University of Wyoming who have made notable contributions to the welfare of the nation at large.

14-2.3 The procedure for selecting candidates for honorary degrees shall be as follows:

(a). Names of persons suggested for the honorary degree shall be submitted in writing to the President at least one month prior to

the scheduled meeting of the joint committee. No person who has not been nominated in this manner shall be considered.

(b). A Committee consisting of not more than three members chosen annually by and from the Board of Trustees, and three members of the faculty chosen annually by and from the Faculty Committee Advisory to the President, shall have the duty of canvassing fully the achievements and qualifications of persons nominated for award of an honorary degree; and such Committee shall make recommendations to the Board of Trustees in the matter.

(c). Any candidate shall be recommended to the Board of Trustees for an honorary degree if he receives an affirmative vote of two-thirds of the Trustee-Faculty Committee. The recommendations of the Committee shall be submitted by the President of the University, who shall preside as chairman of the joint Committee, but without vote.

(d). All deliberations and votes of the Committee concerning candidates shall be secret, except where necessary for official purposes.

14-2.4 The Board of Trustees, in adopting the policy and regulations above outlined will award an honorary degree only upon recommendation of the Trustee-Faculty Committee, but reserves full discretion in respect to the approval or disapproval of such recommendations.

### Students

15-1.1 Fees. All fees are payable in advance, and no student shall be admitted to classes in any school or college until the fee has been paid, except upon specific authorization of the President.

15-1.2 No exemptions from the payment of fees shall be granted unless specifically approved in advance by the Board of Trustees.

- 15-1.3 No refunds of fees shall be made except as specifically authorized by the Regulations of the Board.
- 15-2.1 Admission of Students. Requirements for admission to the University which do not contravene Article XV, Section 15-2, of the By-Laws of the Board of Trustees shall be included in the Regulations of the University Faculty.
- 15-2.2 Requirements for admission to the various courses of study and curricula of the University shall be determined by the appropriate college faculty or faculties in accordance with the Regulations of the University Faculty and of the Board.
- 15-3.1 Dismissal of Students. Such authority will be exercised by the Dean of the college or school in which the student is registered in accordance with the By-Laws and the Regulations of the college or school concerned. However, dismissals from a college or school for misconduct or moral reasons must be approved by the President of the University.
- 15-3.2 Dismissal for misconduct, as distinguished from dismissal for academic reasons, must be approved by the President of the University.
- 15-3.3 Dismissal of a student from a college of the University, but not from the University, is a prerogative of the faculty and the Dean of the college or school in which the student is enrolled.
- 15-3.4 A student who has been dropped from a college and has not been admitted to another college, shall not be permitted to register in the University.



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