

Revised
4-18-80

REGULATIONS
OF THE
TRUSTEES OF THE UNIVERSITY OF WYOMING

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CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

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Section 1. PRESIDENT OF THE UNIVERSITY, Continued

right of communication between the faculty or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Vice President for Academic Affairs, a Vice President for Finance, a Vice President for Research, and a Vice President for Student Affairs. He also shall have the following administrative officers reporting directly to him: Assistant to the President for the American Heritage Center, Assistant to the President for Development, Assistant to the President for Information, Assistant to the President for Medical Affairs, Director of Intercollegiate Athletics, and the University Architect.

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CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 2. VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off campus, offered by the University. As the principal administrative officer for academic affairs, he shall maintain administrative supervision of the colleges, the School of American Studies, the University Summer School, the Graduate School, the Divisions of Military Science and Aerospace Studies, University Library, University extension programs other than agriculture, and such other units as may be directed by the President. He shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by all units and officers of the University. He shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, faculty appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, faculty and other matters as may be determined by the President.

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CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 3. VICE PRESIDENT FOR FINANCE

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

He shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of The University of Wyoming in accordance with programs and functions of the University authorized by regulations or other directions of the Trustees.

He shall have administrative supervision over the following officers and their respective units: Director of Budget, Chief of Police, Controller, Director of Support Services, and such other units as may be designated by the President. The Director of Budget shall serve as his immediate deputy and shall be empowered to act for him in all matters in his absence or at his direction. The Director of Support Services shall be responsible for immediate supervision of the divisions of Physical Plant, Service and Auxiliary Enterprises, and Personnel Administration.

In accordance with the Bylaws, the Vice President for Finance shall serve as the Deputy Treasurer of the Trustees of The University

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CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 4. VICE PRESIDENT FOR RESEARCH

The Vice President for Research shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University, review and evaluation of proposed research projects, and continuing review of the status of existing contracts and grants to assure that they meet University objectives and comply with the terms and conditions of such contracts and grants. He shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies. He shall maintain administrative supervision of interdisciplinary research centers, the Division of Computer Services, and any such other units as may be designated by the President.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

*Revised
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changed to
General Counsel*

Section 5. VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs shall be responsible to the President for the establishment, maintenance, and coordination of the various services and practices among the various units of the University that are necessary for and concerned with the manifold aspects of student life and educational goals. He shall have administrative supervision over the following: Admissions, Registration and Records, Student Financial Aids and Scholarships, Counseling and Testing, the Dean of Students, Foreign Student Adviser, Placement Services, Wyoming Union, Housing, and such other units as may be designated by the President. The Director of Housing shall also be subject to the supervision of the Vice President for Finance for such matters as may be directed.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

*Revised
4-18-80
Obsolete*

Section 9. ASSISTANT TO THE PRESIDENT FOR MEDICAL AFFAIRS

The Dean of the College of Human Medicine shall also serve as the Assistant to the President for Medical Affairs. He shall be responsible to the President for the long-range planning and policy development with regard to Medical Education. In his capacity as Dean he shall report to the Vice President for Academic Affairs.

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CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 10. DIRECTOR OF INTERCOLLEGIATE ATHLETICS

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

The three faculty members and the appointed representative to the Western Athletic Conference shall be designated as a Subcommittee on Eligibility.

*Revised
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moved to Chapter II
Section 3*

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 11. UNIVERSITY ARCHITECT

The University Architect shall be the administrator of the Campus Planning Office and, as such, shall be responsible to the President for coordinating in consultation with the Vice President for Finance, the master planning for campus development, including space and utilization projections; developing preliminary designs and conceptual studies for proposed buildings, including cost estimates; and coordinating University relations with architects.

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CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

Section 1. THE UNIVERSITY FACULTY

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

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

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CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 3. THE GRADUATE SCHOOL

The Graduate School shall be headed by a Dean who shall be responsible for the recommendation of the Graduate School budget and for the administration of the programs and functions of the School. The Dean shall report to the Vice President for Academic Affairs.

The Graduate Faculty shall consist of appropriately qualified and selected faculty, regardless of rank, the President, the Vice President for Academic Affairs, the Vice President for Research, the deans of the colleges and schools, the heads of departments, divisions and schools in which work for graduate credit is authorized, and the Directors of the University Library and the Division of Computer Services. Persons holding faculty rank who may have occasion to direct graduate research may be members of the Graduate Faculty upon the recommendation of the Graduate Dean and approval of the Graduate Faculty. The Graduate Faculty may, at its discretion, delegate its powers to a duly constituted and representative group.

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

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CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 7. COMPUTER SERVICES

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

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CHAPTER V. FACULTY, Continued

Section 3. APPOINTMENT, Continued

period. However, in the event of appointment to a budgeted vacancy, service in a supply capacity may, on the basis of mutual agreement between the candidate and the appropriate University officers, be considered in meeting probationary requirements.

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

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

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

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CHAPTER VI. STAFF OF THE UNIVERSITY, Continued

Section 4. LEAVES OF ABSENCE

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

b. Emergency or Short-Term Leave With Pay. When a regular full time member of the staff finds it necessary to be absent from regular duties at the University for a period not exceeding two weeks, the staff member shall secure approval from his/her immediate superior for such absence. A temporary leave for more than two weeks but not to exceed four weeks may be granted, for good cause, upon written recommendation of the appropriate administrative superior and with the approval of the President. The approval of the Trustees is required for leave with pay in excess of four weeks requested by members of the staff whose appointment is approved by the Trustees.

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CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 5. VACATION, Continued

Vacation privileges accrue to eligible employees after they have been in the employ of the University for eleven months. Vacations must be taken in the year in which earned or in the following year. Dates for vacation shall be approved by the appropriate administrative superior. No additional compensation shall be paid to persons not taking the vacations to which they are entitled.

Employees whose working term is less than twelve months, irrespective of the fact that their salaries may be paid in twelve monthly installments, are not entitled to vacation with pay.

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CHAPTER VIII. STUDENTS

Section 1. ADMISSIONS

Requirements for admission to the University shall be established by regulations of the University which are in accordance with governing law. No student shall be admitted to the University as a candidate for a degree unless he is admitted to a college concurrently. The Director of Admissions, under the supervision of the Vice President for Student Affairs, shall have administrative responsibility for the admission of students in accordance with such regulations.

Admission and programs of the University are offered to all eligible people without regard to race, color, national origin, sex, religion, political belief, or handicap.

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CHAPTER VIII. STUDENTS, Continued

Section 2. FEES

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

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

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CHAPTER VIII. STUDENTS, Continued

Section 3. STUDENT CLASSIFICATION FOR FEE PURPOSES, Continued

(3) A student's residence status shall not be changed solely by reason of marriage to another student.

e. An initially assigned non-resident classification may be appealed to the Director of Admissions for decision provided the request is submitted within ten calendar days of the student's registration. The decision on the petition for reclassification made by the Director of Admissions may be further appealed to the Residence Classification Committee provided the appeal is made within twenty calendar days of the date of the Director's decision.

f. The Director of Admissions shall be responsible for the administration of these regulations.

g. There shall be a Residence Classification Committee consisting of the University Legal Counsel, a representative from Finance, and a representative from Student Affairs. The Director of Admissions shall be an ex officio (without vote) member of the Committee and shall serve as Chairperson. The duties of this Committee shall be as follows:

(1) To render interpretations and rulings at the request of the Director of Admissions.

(2) To serve as an appeals Committee for students who wish to appeal the decision of the Director of Admissions.

(3) To consider University policies in the area of residence classification and make recommendations to the Trustees of The University of Wyoming.

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CHAPTER VIII. STUDENTS, Continued

Section 5. DISMISSAL

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

Dismissal from the University for misconduct shall be effected by order of the Vice President for Student Affairs with the prior approval of the President of the University. Before recommending the dismissal of a student for such reasons, the student shall be advised of the proposed action. If the student so requests, a hearing shall be held at which time the student shall be afforded the opportunity to hear the evidence in support of the proposed action, to cross-examine witnesses, and to present evidence in his own behalf. The student may be represented in such hearing by counsel of his choice. A summary of the evidence presented at such hearing shall accompany the recommendation for dismissal. The Vice President for Student Affairs shall adopt regulations further defining the causes for dismissal and specifying the procedure to be followed in the conduct of the hearings provided for herein.

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CHAPTER VIII. STUDENTS, Continued

Section 6. STUDENT ORGANIZATIONS

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

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

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

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CHAPTER VIII. STUDENTS, Continued

Section 7. STUDENT PUBLICATIONS

Student publications may be sponsored by the Associated Students of The University of Wyoming. No other publications shall be identified as the work of or representative of University of Wyoming students unless they are sponsored by a student organization officially recognized by the Vice President for Student Affairs. All student publications supported by use of University facilities or funds shall be approved by, and subject to the direction of a Student Publications Board which shall fulfill the normal responsibilities of a publisher. The Board shall be responsible to, and established by, the President of the University.

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CHAPTER VIII. STUDENTS, Continued

Section 8. THE WYOMING UNION

The general operation and utilization of the Wyoming Union shall be conducted under the immediate administrative supervision of the Director of the Wyoming Union, who shall be responsible to the President of the University through the Vice President for Student Affairs. The Director of the Wyoming Union shall also be subject to the supervision of the Vice President for Finance with regard to the business and financial affairs of the Wyoming Union as may be directed. The Director of the Wyoming Union shall be responsible for administering and planning the affairs of the Wyoming Union after consultation with the Wyoming Union Committee with regard to general advisement on budgeting priorities for programs and services of the Wyoming Union as well as facility policies, scheduling of facilities and other similar matters involving the use and operation of the Union. The Wyoming Union Committee shall be established by regulation issued by the President of the University, approved by the Trustees.