

REGULATIONS
OF
THE TRUSTEES OF THE UNIVERSITY OF WYOMING

Revised
August 7, 1972

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REGULATIONS
OF
THE TRUSTEES OF THE UNIVERSITY OF WYOMING

PART I. OFFICERS OF THE UNIVERSITY

Section 1. DESIGNATION

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

Section 2. APPOINTMENT

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

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

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

Section 3. REMOVAL

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

PART II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

Section 1. PRESIDENT OF THE UNIVERSITY

The President shall be the chief executive officer of the University and shall be responsible for the University subject to the control of the Trustees. It shall be his duty to enforce these Regulations and other University regulations adopted pursuant to Part IV

Part II
Sec. 2

hereof, and he is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him to any other member of the faculty or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

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

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

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

Section 2. VICE PRESIDENT FOR ACADEMIC AFFAIRS

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

Section 3. VICE PRESIDENT FOR FINANCE

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

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

In accordance with the Bylaws, he shall serve as the Deputy Treasurer of the Trustees of The University of Wyoming, and shall exercise all duties and responsibilities incident to this position, to include the receipt, custody, and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments; and the disbursement or investment of such funds and monies as authorized by the Trustees such disbursements to be upon vouchers authorized and approved by him, by the Director of Finance and Budget, or by the Assistant Director of Finance and Budget when authorized in writing by the Director.

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

Section 4. VICE PRESIDENT FOR STUDENT AFFAIRS

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

Section 5. VICE PRESIDENT FOR UNIVERSITY EXTENSION

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

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

Section 6. ASSISTANT TO THE PRESIDENT FOR INFORMATION

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

Section 7. DIRECTOR OF INTERCOLLEGIATE ATHLETICS

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

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

Section 8. ASSISTANT TO THE PRESIDENT FOR DEVELOPMENT

The Assistant to the President for Development shall be responsible to the President, and through him to the Trustees, for all matters relating to private fund raising. His primary function shall be to seek and attract private financial support as a supplement to legislative and other public funds.

Section 9. UNIVERSITY ARCHITECT

The University Architect shall be the chief administrator in the Campus Planning Office and, as such, shall be responsible to the President, and through him to the Trustees, for coordinating 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.

PART III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

Section 1. THE UNIVERSITY FACULTY

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

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

Section 2. COLLEGES

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

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

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Sec 3

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

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

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

Section 3. THE GRADUATE SCHOOL

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

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

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

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

Section 4. THE AMERICAN HERITAGE CENTER

The American Heritage Center shall be composed of special programs relating to the American heritage and shall specifically include the School of American Studies and the Western History Research Center, each having its own distinct and definite academic goals and functions. The Center shall be headed by the Assistant to the President for the American Heritage Center who shall be responsible to the President, and through him to the Trustees, for developing and administering all programs within the Center. With regard to the School of American Studies, the Assistant to the President shall consult with the appropriate academic officers of the University in formulating and initiating interdisciplinary programs in American Studies. The objective of the Western History Research Center shall be the acquisition, organization, and management of all University archival collections relating to the history of American civilization, with particular emphasis on the American West.

Section 5. THE UNIVERSITY SUMMER SCHOOL

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

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

Section 6. THE UNIVERSITY LIBRARY

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

Section 7. COMPUTER SERVICES

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

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Section 8. THE OFFICE OF RESEARCH DEVELOPMENT

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

Section 9. UNIVERSITY STATISTICS

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

Section 10. OFFICE OF INTERNATIONAL PROGRAMS

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

Section 11. DIVISIONS OF MILITARY SCIENCE AND AEROSPACE STUDIES

The Divisions of Military Science and Aerospace Studies shall offer such programs in the Reserve Officer Training Corps as may be authorized by the Congress of the United States and the Department of Defense through the Secretaries of the Army and Air Force respectively and as approved by the Trustees. The Divisions shall be headed by a Professor of Military Science and a Professor of Aerospace Studies respectively who shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.

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

Section 1. REGULATIONS OF ADMINISTRATIVE UNITS

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

Section 2. REGULATIONS OF ACADEMIC UNITS

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

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

Section 3. REVIEW AND APPROVAL OF PROPOSED REGULATIONS

All proposed regulations shall be reviewed by the President of the University. Incident to such review, he shall consider the need for such regulations, the duties and authority of the officer or academic unit proposing the regulation, possible conflicts with other existing regulations, and such other matters as he may deem relevant to the best interests of the University. He may cause the proposed regulations to be reviewed by any affected units of the University, and any officers or committees concerned with the substance of the proposal in order to elicit their recommendations. In his discretion, the President may return the proposed regulation for consideration of matters requested by him. But, if in the case of a regulation which has been proposed by the Faculty Senate, the Senate, after consideration of the President's views, shall agree to repass the regulation by a three-fourths vote of the members present and voting (there being a quorum of at least two-thirds of the voting members present), the President shall refer the regulation to the Trustees, at their next regularly scheduled meeting, for final approval, disapproval or other disposition of the regulation. At this meeting, the President shall present his views on the proposed regulation to the Trustees and the Chairperson of the Faculty Senate or his designated representative shall be invited by the Trustees to represent the views of the Faculty Senate on the proposed regulation.

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

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Section 4. PUBLICATION AND EFFECT OF REGULATIONS

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

Section 5. REPEAL OR CHANGE OF REGULATIONS

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

PART V. FACULTY

Section 1. ACADEMIC FREEDOM

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

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

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties;

but research for pecuniary return should be based upon an understanding with the authorities of the institution.

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

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

Section 2. DESIGNATION

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

- a. Instructors normally shall have a master's degree and preferably at least one year of additional study or of professional experience in the field in which the instructorship is granted.
- b. Assistant professors shall normally have the doctor's degree in course, and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.
- c. Associate professors shall normally have the doctor's degree in course, shall have established a reputation in scholarship, teaching, artistic creation, or other productive activity in the field in which they are to serve.
- d. Professors in addition to having the qualifications of associate professors, shall have demonstrated superior capacity for direction of graduate work and research; shall have attained wide recognition in their professional fields for scholarship or other creative work; and shall have gained recognition as

teachers and as consistent contributors to the fields in which they are to render University service.

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

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

Section 3. APPOINTMENT

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

(1) Probationary appointments to fill a budgeted vacancy. Such appointments normally will be for one academic year. Individuals so appointed will be considered for reappointment annually for the term of the probationary period specified in Section 4 of this Part. If reappointed at the termination of such period, they normally will be granted tenure. Persons in pursuance of an academic degree will not receive a probationary appointment.

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

Persons in pursuance of a degree can be granted the supply rank of instructor when a specific need arises. However, in the event of appointment to a regularly budgeted vacancy, service in such capacity cannot be considered in meeting probationary requirements.

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

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

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

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

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

Section 4. REAPPOINTMENT AND TENURE

To hold a position with tenure means that the appointment is considered permanent and is not subject to termination or substantial reduction in status without adequate justification as outlined in Section 7 of this Part. Faculty members employed on a temporary, supply, or part-time basis, members of the athletic staff whose duties are predominantly coaching, and officers in the Divisions of Military Science and Aerospace Studies shall not be eligible for tenure. Administrative and academic officers do not have tenure in their administrative positions. If they hold concurrent faculty appointments, they may be granted tenure in the faculty position at the discretion of the Trustees. However, no one shall forfeit tenure by reason of appointment to an administrative position.

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

a. Instructors may be appointed annually for a period of six years; during the sixth year the tenure decision will be made.

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Sec. 4

b. Assistant professors may be appointed annually for a period of six years; during the sixth year the tenure decision will be made.

c. Associate professors may be appointed annually for a period of four years; during the fourth year the tenure decision will be made.

d. Professors may be appointed annually for a period of three years; during the third year the tenure decision will be made.

The probationary time for tenure decisions is based on rank at the time of the initial appointment to The University of Wyoming. In exceptional cases, and with prior consultation with the Tenure and Promotion Committee, an instructor, an assistant professor, an associate professor, or a professor may be granted tenure at less than the normal time specified above.

An individual who is not offered tenure at the end of his probationary period shall not be retained. A faculty member who has been offered tenure and who has refused to accept tenure can be reappointed annually at the discretion of the department in which this individual holds an appointment; in addition, any such person shall have all rights and responsibilities of tenured faculty members except permanent appointment.

Recommendations concerning reappointment, or tenure shall be initiated in accordance with the procedures specified in University Regulation 803. Academic and/or administrative officers shall normally initiate all recommendations concerning heads of units within their charge. The recommendation shall be contained in a written report evaluating the teaching ability, productive scholarship, and other relevant qualifications and characteristics of the faculty member under consideration.

In all tenure decisions, the President shall consider the recommendations of the University Tenure and Promotion Committee (hereinafter referred to as the Committee) before making his recommendation to the Trustees. The Committee shall be notified in writing at least two weeks prior to the meeting at which tenure recommendations are to be considered, and committee members shall have access in advance of the meetings to all reports made on the individuals. The Committee's recommendation shall be based on the majority vote of the members present, exclusive of ex officio members. When the Committee's recommendation is at variance with that of the dean or other major administrative

and/or academic officer, this officer shall be advised prior to the President's recommendation to the Trustees. If the President does not concur in the recommendation of the Committee, he shall bring to the Trustees the Committee's recommendation together with his own.

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

These changes will become effective for all faculty who begin employment on or after June 1, 1976. Any faculty member serving on probationary employment at the time these changes go into effect may elect to come under these changes by filing a written request for such treatment with the head of the unit in which such faculty member holds an appointment. Such an election shall be filed not later than sixty (60) days after these changes become effective. The unit head concerned shall give written notice of such election to all appropriate administrative and/or academic officers.

Section 5. PROMOTION

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

Recommendations for promotion shall be initiated in accordance with the procedures specified in University Regulation 803. After consultation with the University Tenure and Promotion Committee in accordance with the procedure outlined in Section 4, above, the President shall make his recommendation to the Trustees. If he does not concur in the recommendation of the Committee, he shall bring to the Trustees the Committee's recommendation together with his own.

Section 6. LEAVES OF ABSENCE

a. Emergency or Short-term Leave With Pay. When a faculty member finds it necessary to be absent from regular duties at the University for a period not exceeding two weeks, he shall secure approval from his immediate superior for his absence. A temporary leave for more than two weeks but less than four may be granted, for good cause, upon written recommendation of the appropriate administrative superior and with the approval of the President. An individual making application for such leave should submit a statement suggesting a plan for carrying on his work during his absence. Any leave in excess of four weeks, except for illness, shall require approval by the Trustees.

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

c. Sabbatical Leave. Sabbatical leave may be granted to any tenured member of the University faculty for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical leave time may be used for research, writing, and/or study at a place of the recipient's choosing. University personnel holding academic rank whose duties are primarily administrative in nature shall also be eligible for sabbatical leave. A minimum of six years of academic service at the University must precede each period of sabbatical leave although no right accrues automatically through lapse of time. The granting of such leave is, in each case, within the discretion of the Trustees upon the recommendation of the President.

Sabbatical leaves shall not be ordinarily available for the purpose of seeking an advanced degree.

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

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

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

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

Section 7. DISMISSAL FOR CAUSE

"Cause" is defined to include any conduct which seriously impairs the ability of The University of Wyoming to carry out its functions, including physical or mental incapacity, incompetency, neglect of duty, dishonesty, immorality or conviction of a felony. This provision shall not be interpreted as to constitute interference with academic freedom.

Faculty members on tenure may be dismissed only for cause or because of bona fide financial exigencies of the University. A recommendation for the dismissal for cause of a faculty member with tenure shall be made in writing by the appropriate dean or comparable administrative officer to the President of the University. If the President finds substantial basis for dismissal for cause, he shall appoint the appropriate dean or comparable administrative officer to act as charging authority for the preparation of a statement of charges and presentation of the case to a Hearing Committee, if the faculty member desires a hearing, under procedures established by University Regulation. The statement of charges shall be submitted at least twenty days prior to the date set for the hearing, and a copy shall be forwarded to the chairman of the Committee. The faculty member should state in reply whether he wishes a hearing and, if so, shall answer in writing, not less than one week before the date set for the hearing.

During the probationary period, the President of the University may dismiss a faculty member for cause prior to the expiration of the contract period after consultation with the appropriate administrative and/or academic officers. The President, prior to acting may, if he determines it to be necessary or desirable, cause an investigation to be made and may order a hearing by the appropriate faculty committee.

Section 8. EVALUATIONS OF AND RECOMMENDATIONS FOR A
FACULTY MEMBER

Evaluations and recommendations of faculty members with respect to reappointment, promotion, tenure and merit ratings upon which salary increases may be based, shall be communicated to the faculty member concerned in writing before the time of their being submitted by the dean of the college, or equivalent officer, to the general University administration. If the faculty member concerned desires to comment upon the recommendation, he may do so by forwarding his remarks in writing to the appropriate general University officers who will make the remarks a part of the official documents that will be presented to the Tenure and Promotion Committee, the President, and the Trustees.

Part VI. STAFF OF THE UNIVERSITY

Section 1. DESIGNATION

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

a. Regular Employees. Persons employed either full time on an academic or fiscal year basis or part-time where employment is twenty hours per week or more on a continuing basis.

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

- (1) Graduate assistants
- (2) Staff hourly employees working less than twenty hours per week.
- (3) Student hourly employees

Section 2. APPOINTMENT

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

- a. Key administrative and supervisory employees who report directly to University officers and professional employees who do not hold faculty rank, to include research assistants, shall be appointed by the President of the University upon the recommendation of the appropriate University officer.
- b. All other staff, exclusive of students, shall be appointed by the appropriate University officer after consultation with the Director of Personnel Administration.
- c. Graduate assistants shall be appointed by the Dean of the Graduate School upon the recommendation of the appropriate administrative and/or academic officers.
- d. All student hourly employees shall be appointed by the appropriate University officer after consultation with the Director of Student Financial Aids.

Section 3. DISCHARGE

Employees appointed under the provisions of this Part may be discharged by the appointing officers. An employee may, if he believes he was wrongfully discharged, appeal to the President of the University. Both discharge and appeal shall be in accordance with procedures established by the President.

Section 4. EMERGENCY OR SHORT-TERM LEAVE WITH PAY

Regular full time members of the staff desiring an emergency or short-term leave with pay for good cause shall direct their request in writing to their immediate superior. Leave for a period not exceeding two weeks requires only the approval of the immediate superior; leave of more than two weeks must have the approval of the President. The approval of the Trustees is required for leaves in excess of four weeks requested by members of the staff whose appointment is approved by the Trustees.

Part VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL PERSONNEL

Section 1. EQUAL EMPLOYMENT OPPORTUNITY

The University's policy is one of equal opportunity for all persons in all facets of the University's operations. Equal opportunity is offered to all officers, faculty and staff members, and applicants for employment, without discrimination on the basis of their demonstrated ability and competence and without regard to such matters as race, color, religion, sex or national origin.

Section 2. NEPOTISM

Relatives (father, husband, son, brother, grandfather, grandson, uncle, nephew, first cousin, and the corresponding feminine relationships) may not be employed within the same department in positions which place one in a supervisory relationship to the other. University employees who through marriage find themselves in violation of the foregoing statement are given the remainder of the fiscal year in which the marriage occurred to comply.

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

This regulation is not retroactive.

Section 3. COMPENSATION

a. Salary Payment. The base salary for most members of the faculty and some members of the staff is for the academic year. The base salary for certain members of the faculty performing administrative duties and other duties beyond the usual academic assignments, and for most other salaried employees is for the fiscal year. All base salaries shall be paid in twelve monthly installments. Required deductions shall be taken from salary payments for Federal withholding taxes, Social Security, retirement, and for such additional purposes as may be authorized by the individual, or as required by law.

b. Supplementary Compensation.

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

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

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

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

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

This policy shall also apply to University officers.

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

The facilities of the University may not be used for outside work without the approval of the Vice President for Finance who shall establish the compensatory schedule for facilities used.

Section 4. SICK LEAVE

For absences from duties due to illness or injury, a regular full time employee shall be granted twenty-two working days of sick leave at full pay during his current anniversary year (the nine-month period dating forward from the day and month of his current appointment for an academic year employee and, for a fiscal year employee, the twelve-month period dating forward from the day and month of his initial employment at the University). A regular part-time staff member employed for twenty or more hours per week on a continuing basis shall be granted eleven working days of sick leave with pay during his current anniversary year. During his first anniversary year an employee is not eligible for sick leave until he has been in the employ of the University for one month, and then only for that portion of the entitlement which has actually accrued; in subsequent years, the full sick-leave entitlement is available to the employee at the beginning of each anniversary year. Sick leave not used during an employee's current anniversary year cumulates and may be taken in succeeding anniversary years at forty per cent of his full pay.

Section 5. VACATION

Regular full time University staff members employed on a fiscal year basis are entitled to two calendar weeks of vacation with pay annually, not to exceed ten working days except where other specific contractual arrangements exist. Regular part-time staff members employed twenty or more hours per week on a continuing basis are entitled to five working days of vacation with pay annually.

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

At the end of the third year of continuous service, all regular full time University staff members employed on a fiscal year basis shall be entitled to three calendar weeks of vacation annually, not to exceed fifteen working days; regular part-time staff members employed twenty or more hours per week on a continuing basis shall be entitled to seven and one-half working days annually. At the end of the seventh year of continuous service, regular full time staff members shall be eligible for four calendar weeks of vacation annually, not to exceed twenty working days; regular part-time staff members employed twenty or more hours per week on a continuing basis shall be entitled to ten working days annually.

Vacation privileges accrue to all 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.

Section 6. MILITARY LEAVE

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

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

b. Active Duty for Training. Employees eligible for vacation privileges may have an additional ten working days leave with pay per calendar year for active duty for training in addition to any other leave or vacation with pay to which the employee is entitled.

Section 7. RETIREMENT

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

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

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

Section 8. POLITICAL ACTIVITIES

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

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

Any University employee seeking election to the office of State Representative or Senator in the Wyoming Legislature shall apply for earned vacation or for a leave of absence without pay beginning before or at the time of his/her filing for office, which application shall encompass and describe the periods of time the employee shall be absent from assigned duties so as to conduct activities in furtherance of election and to serve as a State Legislator, if elected. The University officer immediately responsible for the work of the applicant shall append to such application a statement setting forth his acknowledgment of the absence from duties by the applicant and the means by which the work of the applicant can be accomplished in his/her absence at no additional cost to the University, taking into consideration use of salary not paid during the period of a leave of absence without pay. The cognate principal academic or administrative officer shall forward the application to the President with such comments or recommendations as to the conditions of the vacation or the leave as are appropriate. The President

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of the University shall approve such application after assuring that the taking of vacation or the award of the leave shall not impair the functions of the affected department or division to any greater extent than other types of leave. An application shall be submitted for each term of office sought by an applicant.

Section 9. PATENTS AND COPYRIGHTS

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

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

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

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

Part VIII. STUDENTS

Section 1. ADMISSIONS

Requirements for admission to the University shall be established by regulations of the University Faculty. No student shall be admitted to the University as a candidate for a degree unless he is admitted to a college

concurrently. 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 to the University and its programs shall be based on factors which do not include race, sex, religious creed or political belief.

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.

Section 3. SCHOLARSHIPS AND FEE REMISSIONS

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

Section 4. DISMISSAL

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

Dismissal from the University for misconduct shall be effected by order of the 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.

Section 5. STUDENT ORGANIZATIONS

The organization known as the Associated Students of The University of Wyoming (ASUW) is hereby recognized as a part of the University. The

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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.

Section 6. STUDENT PUBLICATIONS

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

Section 7. 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.

Part IX. DEGREES AND DIPLOMAS

Section 1. DEGREES AND DIPLOMAS IN COURSE

All academic programs leading to the bachelor's, master's, or doctorate degrees, or to a professional diploma, must be authorized by the Trustees. Curricula and other requirements for the various degrees shall be established by regulations of the various colleges and the Graduate School. Degrees and diplomas shall be awarded by the Trustees upon recommendation of the appropriate

school or college faculty, transmitted to the Trustees by the President of the University. The following degrees are authorized:

Graduate School: Master of Science; Master of Arts; Master of Education; Master of Fine Arts; Master of Business Administration; Educational Specialist; Doctor of Education; Doctor of Philosophy.

College of Arts and Sciences: Bachelor of Arts; Bachelor of Science; Bachelor of Music; Bachelor of Fine Arts.

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

College of Engineering: Bachelor of Science in Agricultural Engineering; Bachelor of Science in Civil Engineering, (also, with Architectural Engineering option); Bachelor of Science in Electrical Engineering, (also, with Bio-Medical Electronics option); Bachelor of Science in Mechanical Engineering, (also, with either Aerospace Engineering option or Nuclear Engineering option); Bachelor of Science in Petroleum Engineering; Bachelor of Science in Chemical Engineering.

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

College of Law: Juris Doctor.

College of Commerce and Industry: Bachelor of Science.

College of Health Sciences: Bachelor of Science in Pharmacy; Bachelor of Science in Nursing; Bachelor of Science.

Section 2. HONORARY DEGREES

Nominees for honorary degrees may be submitted by members or former members of the Trustees, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University by a designated date each year. The President shall refer all nominations to a joint committee consisting of not more than three members of the Trustees appointed annually by the President of the Trustees, three members of the appropriate faculty committee chosen annually by that committee, and the President of the University who shall preside as chairman without vote.

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

a. Notable contribution to the health, education, or general welfare of the people of the State.

b. Outstanding accomplishment on either a state or national level by alumni of the University.

c. Accomplishment so outstanding as to have won recognition on a national or international level.

All deliberations and votes of the joint committee shall be secret except for official records where required. Any candidate who receives an affirmative vote of two-thirds of the joint committee shall be recommended

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by the Trustees. The Trustees will award an honorary degree only upon recommendation of the joint committee, but reserves full discretion in respect to approval or disapproval of joint committee recommendations.

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

Part X. PHYSICAL PLANT

Section 1. BUILDINGS

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

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

Section 2. MOTOR VEHICLES

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

Section 3. PURCHASES

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

For purposes of purchases described in the above paragraph a bona fide Wyoming resident shall be construed to mean an individual

or business organization that has been active for the preceding year in the conduct of activities normally associated with the making of sales of the type of articles being purchased by the University, and that maintains a permanent place of business within the State of Wyoming at which one or more persons devote full time to the activities of the business. The Vice President for Finance through his designated representative, shall determine resident classification for purposes of this paragraph and may require persons asserting a right to the preference to submit such information as he may deem necessary.

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