



College of Arts & Sciences Bylaws

I. PURPOSE

To establish the Bylaws of the College of Arts and Sciences.

II. PREAMBLE

The College of Arts and Sciences studies and celebrates humanity—our ideas, creativity, and capacities for achievement. Our interdisciplinary college aims to spark curiosity and imagination, fostering each student's unique strengths and preparing each to meet local, regional, and global challenges.

Through diverse ways of knowing and growing human ideas, creation and capacities, the College of Arts and Sciences serves as a nexus for the study, understanding, and expression of our rich and challenging world. We focus on scholarship and creativity that directly engages students in the complex problems of the world.

III. DEFINITIONS:

A. PERSONNEL

Personnel within the college include academic personnel and staff. Academic personnel are defined and governed mainly by UW Regulations 2-1, 2-7, 2-9, 2-10, and 2-15. Classified staff are defined and governed mainly by UW Regulation 5-3. Both groups are also governed by the University of Wyoming Employee Handbook.

B. STUDENTS

The College of Arts & Sciences shall conform to the UW Regulations for matters related to the admission, probation, dismissal and reinstatement of students.

IV. ORGANIZATION AND GOVERNANCE

The College of Arts & Sciences is administered by a Dean and Associate Deans. The Dean is appointed by the Provost and Vice President for Academic Affairs for a 4-year term, and the Associate Deans are appointed by the Dean for 4-year terms. The Associate Deans assist the Dean in all College matters and provide support in personnel, undergraduate and graduate education, research, and budget/finance.

Department Heads also serve as part of the leadership structure of the College. The selection and review of the Department Head is governed by UW and College Regulations/policies. The Dean of the College administers the Department Head selection process with input from the Departmental Faculty. The Head is appointed by the Dean and Provost and Vice President for Academic Affairs for a 4-year term as per Academic Affairs.

The college is comprised of academic divisions. Departments and programs are organized as follows:

A. Academic Divisions:

- 1. Fine Arts
Music, Theatre and Dance, Visual Arts*
- 2. Humanities
English, History, Modern and Classical Languages, Philosophy and Religious Studies*
- 3. Social and Behavioral Sciences
Anthropology, Communications and Journalism, Criminal Justice and Sociology, Psychology*
- 4. Interdisciplinary Programs
School of Culture, Gender, and Social Justice; School of Politics, Public Affairs and International Studies*

V. MEETINGS

The College of Arts & Sciences holds monthly Department Head meetings in addition to a College-wide meeting at the end of the fall and spring semesters. Budget meetings with individual units are typically held in January.

VI. STANDING COMMITTEES

A. Elected Committees and Appointed Committees

Standing committees are those committees in the college that are on-going from year to year and require either election or formal appointment.

Elected standing committees are: Central Committee, Curriculum Committee, and the Tenure & Promotion Committee. Election processes are described in Section A.2.

Appointed committees are: Scholarship Committee, Program Fee Advisory Committee, and the Arts and Sciences Dean's Undergraduate Advisory Council. The process for appointing members varies by committee (see Section C.1-3).

College representation on university standing committees is determined following the same procedures for nominating and electing members of elected college standing committees.

Ad-hoc college committees will be determined and formed by the Dean as needed.

1. Membership

The Dean and/or at least one Associate Dean will serve without voting rights on each standing committee. Elected committees, except for the Tenure & Promotion Committee, have representatives elected from each of the college's academic divisions, and at least one A&S student (see individual committee descriptions in Section B). All permanent full-time faculty at the associate rank or higher are eligible for nomination to the Curriculum and Central Committees. Permanent full-time faculty that have successfully completed their mid-probationary review or have achieved fixed term rolling contract can also be considered for these committees. However, all but two members of these committees need to have achieved associate rank or above. Membership of the College Tenure & Promotion Committee is described in Section B.3. Department and School Heads are not eligible for committee membership.

Department & School Heads nominate candidates for the undergraduate and graduate student representatives with appointment by the Dean. Student representatives on standing committees have the same voting rights and privileges as academic personnel committee members.

Membership of appointed committees varies by committee—see specific descriptions in Section C.1-3.

All academic personnel members of standing committees have full voting rights on their respective committees, except on the T&P Committee (see Section B.3).

2. Elections

Elections are held during the Spring Semester. Within the division where a vacancy exists, the Department and School Heads, following consultation with their eligible academic personnel, will submit a slate of names to the Dean for a college-wide vote. Many divisions rotate committee membership among departments or programs.

All permanent full-time faculty have the right to cast ballots for all elections with the following guidelines: Non-tenure track faculty vote for non-tenure track faculty on the College Tenure & Promotion Committee and tenure-stream faculty vote for college tenured faculty representatives on both the College and the University Tenure & Promotion Committee.

The Dean's Office compiles, distributes, collects, and counts the ballots. The deadline for returning ballots to the Dean's Office shall be one week from the date of transmission.

3. Committee Terms

Elected committee members serve staggered three-year terms so that one-third of the terms expires each year. Terms begin with the Fall Semester following election. Academic personnel may not serve consecutive terms on elected committees.

Appointed committee terms filled by academic personnel are normally for three years, with the possibility of reappointment.

Student members shall serve no more than two, one-year terms.

When a vacancy of a semester and/or a full year arises on any of the elected standing committees (due to a sabbatical, resignation from the committee, leave of absence, or other circumstances), the Department and School Heads within the appropriate division consult with their academic personnel and recommend to the Dean a replacement for the period of the elected member's absence. The Dean makes the appointment. When the originally elected committee member returns, they complete the term for which they were elected. If the originally elected member is unable to serve out the term, the position will be filled at the next regular election according to the process described above. Vacancies on appointed committees are filled by the Dean.

B. Description of Elected Committees:

1. Central Committee

The Central Committee serves as the primary advisory committee to the Dean. It may consider any matter of relevance to the college and advise the Dean. These matters may include but are not limited to academic policies and practices, conferring of awards, budget allocation, hiring priorities, and consideration of new majors, minors, and certificates.

The Central Committee is comprised of two members from each division, as well as one representative from the interdisciplinary section. Representatives should be permanent full-time faculty at the associate rank or higher. Permanent full-time faculty that have successfully completed their mid-probationary review or have achieved fixed term rolling contract status can also be considered. However, all but two members of these committees need to have achieved associate rank or above. Faculty nominated for this committee should have an academic record that indicates that they meet or exceed expectations in all job description categories. Nominations should be forwarded from the division for the ballot.

One undergraduate student and one graduate student shall be appointed to this committee (see Section A.1).

2. Curriculum Committee

The Curriculum Committee shall make recommendations to the Dean on matters including, but not limited to, ways to improve and assess teaching, learning, and advising, and make recommendations to the Dean for various awards. The committee approves new and revised courses as defined by university processes.

Members of this committee should have an academic record that indicates that they meet or exceed expectations in the teaching category of their job description. The Curriculum Committee is comprised of two members from each division and one representative from the interdisciplinary section. Representatives should be permanent full-time faculty at the associate rank or higher. Permanent full-time faculty that have successfully completed their mid-probationary review or have achieved fixed term rolling contract status can also be considered. However, all but two members of these committees need to have achieved associate rank or above. Nominations should be forwarded from the division for the ballot.

One undergraduate student and one graduate student shall be appointed to this committee (see Section A.1).

3. Tenure and Promotion Committee

The A&S Tenure & Promotion Committee makes recommendations on matters pertaining to tenure and promotion; reappointment for faculty; post-tenure review of faculty.

Representatives should be permanent full-time faculty that have reached the associate level rank or higher. Tenured faculty representatives review, discuss, and vote on all cases; non-tenure track faculty review, discuss, and vote only on non-tenure track cases.

The Tenure & Promotion Committee shall consist of the Dean or his/her designee as a non-voting member, two elected faculty voting members from each academic division, one representative from the interdisciplinary section, and two non-tenure track faculty. All faculty nominated for this committee should have an academic record that indicates that they meet or exceed expectations in all job description categories. All faculty voting members must have achieved the rank of associate when their terms begin.

No person may serve consecutive terms. No student serves on this committee.

C. Appointed Committees

1. Scholarship Committee

This committee selects recipients of college scholarships and student awards, including the Outstanding Graduates. The committee is composed of three academic personnel appointed by the Dean. An Associate Dean serves on the committee as a non-voting member.

2. Program Fee Advisory Committee

If recommendations are needed concerning the allocation of funds generated by Program Fees, this committee reviews the proposals and then provides recommendations to the Dean. The committee is composed of three academic personnel appointed by the Dean. An Associate Dean serves on the committee as a non-voting member.

3. Arts and Sciences Dean's Undergraduate Advisory Council

The Arts and Sciences Dean's Undergraduate Advisory Council meets with the Dean to discuss interests and issues of mutual concern. The Advisory Council members also serve as volunteers during College of Arts & Sciences' events. This group is composed of one undergraduate student from each of the college's departments and schools. Student representatives are nominated by Department and School Heads and appointed by the Dean.

VII. CURRICULUM OF THE COLLEGE

College curriculum requirements are submitted to college academic personnel for approval. Curricular matters that pertain to college requirements must be voted on and approved by majority vote of the ballots cast by the voting members of college academic personnel following the procedure detailed in Section IX.

New majors, new minors, new certificates, or changes to existing minors, majors and certificates require discussion by the Central Committee, approval by the Dean, and, in some cases, university approval. New concentrations within majors require discussion by the Central Committee and approval by the Dean. Changes in departmental curricular requirements should conform to college and university guidelines/policies and may require action at the college level.

VIII. OTHER

Several units are affiliated with the College of Arts & Sciences, including: Fine Arts Outreach, The Malcolm Wallop Civic Engagement Program, The University of Wyoming Anthropology Museum, The Wyoming Speech and Debate Team, UW Presents, The Neltje Center for Excellence in Creativity and the Arts, The University of Wyoming Western Thunder Marching Band, The University of Wyoming Archaeological Repository, University of Wyoming Psychology Center, Wyoming Center on Aging.

IX. AMENDMENT OF THE BYLAWS

Consistent with UW 2-411, Bylaws must be approved by 2/3 of faculty quorum within the college, where a quorum is defined as 50% of the faculty within the College. The Bylaws must be approved by the Provost and Vice President of Academic Affairs and must be reviewed every three years.

X. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES

University of Wyoming Regulations and Standard Administrative Policies and Procedures take precedence over College and Academic Unit Bylaws.

Exceptions to University Regulations and Standard Administrative Policies and Procedures must be approved by the Provost and Vice President for Academic Affairs and the President, and where appropriate, by the Board of Trustees.

BYLAWS ACCEPTED: February 1998; March 2001; October 2002; November 2007; April 2009; April 2014; October 2019, December 2022, April 2024

Approved by Provost:

Revised: 25 April 2024