

UW REGULATION 6-700
~~Bylaws of the~~ University Faculty

I. PREAMBLE/PURPOSE

~~The Board of Trustees, with and subject to the regulations of the Board of Trustees and the applicable provisions of law, confers responsibility for university educational and academic programs and policies to the University Faculty. These powers, subject to the authority of the Board of Trustees, are expressed through the Faculty Senate. The rights and responsibilities of the Faculty Senate are defined herein and in UW Regulation 6-701. In order to provide for the basic organization and processes through and by which the University Faculty of the University of Wyoming may function in the exercise of its authority and responsibility as prescribed by UW Regulations, these Bylaws are adopted by the University Faculty.~~

II. DEFINITIONS

~~Article I. University Faculty~~

~~A. Section 1. Membership.~~ Voting members of the University Faculty shall consist of those persons defined by UW Regulations ~~5-1~~ as members of the University Faculty and whose right to vote is not restricted therein.

~~Section 2. Officers of the Faculty~~

~~A.B. a.~~ The presiding officer of the University ~~faculty~~ Faculty shall be the President of the University of Wyoming, or, in his/her absence, his/her appointee.

~~B.C. b.~~ The Secretary of the University Faculty shall be appointed by the President annually. The Secretary shall keep the minutes of all University Faculty meetings and shall serve as custodian of all minutes and of communications to and from the University Faculty.

III. Section 3. MEETINGS OF THE UNIVERSITY AND FACULTY ACTIONS

~~A. General Meetings or Convocations.~~ Meetings shall be held at least once each spring and fall semester, on call of the President, ~~, or on call of~~ Meetings may also be held on the call of the Faculty Senate, or that of the University Faculty.

~~B. Meetings called by Faculty senate: Meetings of the~~ University Faculty may be called by not less than two-thirds majority of the Faculty Senate Executive or of the Faculty senate, followed by a written request to the President for a meeting of all the University Faculty.

Meetings called by University Faculty: A meeting of all of the University Faculty may be called by not less than twenty percent (20%) of the University

47 Faculty. If a meeting is sought in response to an action by Faculty Senate, it
48 shall be made within fifteen days of the action of the Faculty Senate. The
49 Faculty Senate or University Faculty will forward a written request for a
50 meeting to the President. Review of the matters raised shall occur at a special
51 University Faculty meeting called for that purpose by the President.

52 ~~A. The action of a majority of the members of the faculty in attendance at any~~
53 ~~such meeting, there being a quorum, shall constitute the final action of the~~
54 ~~University Faculty.~~

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56 C. b. Quorum. A majority of the duly appointed voting members of the
57 University Faculty shall constitute a quorum.

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59 ~~B.D. e.~~ Notice of Meetings. Notice shall be given to the University Faculty by
60 the President at least one week in advance of any meeting. ~~and s~~Such notice
61 shall contain a description of any matters to be presented to the faculty for
62 action.

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64 ~~C.E. d.~~ Voting. The vote of the majority of the University Faculty present at a
65 meeting at which a quorum is present shall be the act of the University
66 Faculty. Voting shall be by voice, show of hands, or by paper ballot as
67 determined by the presiding officer. ~~;~~ ~~provided, however, that i~~It shall always
68 be in order to move for a vote by ballot or by mail ballot. The University
69 Faculty may vote to order its members polled by mail to seek opinion.

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71 ~~e. Order of Business. Conduct of business shall be in accordance with the~~
72 ~~most recent revision of Robert's Rules of Order.~~

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74 ~~f. Vote by Mail Ballot.~~ If a resolution to be presented to the University Faculty
75 for action has appeared in the notice of a meeting, and if the University
76 Faculty failed to act because of lack of a quorum at a regularly called meeting,
77 then at the discretion of the President, ~~at his discretion~~ or upon written request
78 by the Executive Committee of the Faculty Senate, ~~will initiate~~ a mail ballot
79 will be initiated on said resolution within two weeks after the scheduled
80 meeting. A ~~mail ballot~~ vote may be initiated by ordering ballots sent to the
81 University mailing or other electronic address of each voting member of the
82 University Faculty, with a specified deadline for return of ballots not less than
83 two weeks from the date of issuance. Balloting may also be done via the
84 internet using a Web portal and an appropriate verification system. The ballot
85 will contain a concise explanation and a complete text of the item to be voted
86 upon, ~~with and~~ a specification of the time and place at which the ballots will
87 be opened and counted. The Secretary of the University Faculty shall be
88 present to oversee the opening and counting of the ballots to insure the
89 integrity of the balloting process and secrecy of the ballots consistent with the
90 balloting process. When ballots have been returned by a quorum of the voting
91 members, the vote of the majority shall be the act of the University Faculty.

93 F. Bills and Resolutions. Following each University Faculty meeting, the Secretary
94 of the University Faculty shall publish a summary of bills introduced, action on
95 bills, and other significant matters. All bills passed by the University Faculty shall
96 be authenticated by the Secretary of the University Faculty and transmitted to the
97 President for review and forwarded to the Board of Trustees for consideration in
98 accordance with UW Regulation 1-101. The President may elect to return a Bill or
99 a Resolution to the University Faculty for further consideration. If the University
100 Faculty passes the Bill or Resolution by a ¾ vote, the President shall refer the Bill
101 or Resolution to the Board of Trustees at their next regularly scheduled meeting.

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103 G. Order of Business. Conduct of business shall be in accordance with the most
104 recent revision of Robert's Rules of Order.

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106 IV. FACULTY SENATE

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108 ~~Section 4. Functions of the University Faculty.~~ In accordance with, and subject to, the
109 Regulations of the Trustees and applicable provisions of law, the University Faculty is
110 responsible for the establishment of educational and academic policies for the University
111 as a whole and the promotion of the general welfare of the University, its students and the
112 faculty.

113 ~~Article II. Faculty Senate~~

114 ~~Section 1. Delegation of Powers.~~ The powers conferred upon the University Faculty by
115 the Board of Trustees, subject to the limitations stated herein, shall be vested exclusively
116 in the Faculty Senate ~~established by these Bylaws~~, which body shall act for and in behalf
117 of the University Faculty in the exercise of said powers. Faculty Senate bylaws are
118 specified in UW Regulation 6-701.

119 ~~Section 2. Objects and Authority. In the exercise of its delegated powers, subject to~~
120 ~~review and approval in accordance with UW Regulations, the Faculty Senate shall seek to~~
121 ~~determine and establish educational and academic policies which promote and protect the~~
122 ~~interests and welfare of the University community and further the full and free~~
123 ~~development and preservation of scholarly learning, teaching and research, including the~~
124 ~~following:~~

125 ~~a. To establish and review policies relating to undergraduate and graduate~~
126 ~~curricula and courses of study.~~

127 ~~b. To establish and recommend policies relating to general requirements~~
128 ~~for degrees, diplomas and certificates, and honorary degrees.~~

129 ~~c. To establish policies and standards regarding the admission, registration~~
130 ~~and dismissal of students, and other matters which relate to the education~~
131 ~~of students.~~

132 ~~d. To participate in the formulation and implementation of policy~~
133 ~~governing the status of faculty, including such matters as appointment,~~

134 promotion, tenure, academic freedom, dismissal, sabbatical and other
135 leaves of absence, travel allowance, and general economic benefits.

136 e. To participate in planning for the development, allocation and
137 utilization of the University's human, fiscal and physical plant resources,
138 including the formulation of policies and procedures governing budgetary
139 priorities.

140 f. To consult with the Board of Trustees regarding the selection of a
141 President of the University whenever that office shall become vacant.

142 g. To propose amendments or additions to the Bylaws of the Trustees and
143 UW Regulations.

144 h. To provide the means through which any matter of interest to the
145 faculty or pertaining to the University and its purposes may be brought to
146 the Faculty Senate for discussion and appropriate action.

147 The listing of the foregoing objectives shall not be construed as being in
148 limitation of powers or objectives, nor as limiting the authority of any academic or
149 administrative officer, or any college, department or division, to discharge
150 responsibilities imposed by law or the Bylaws of the Trustees or UW Regulations.

151 Section 3. Review of Senate Action. Any action of the Faculty Senate on any
152 matter shall be subject to review and reconsideration by the University Faculty upon
153 written request made to the President by not less than twenty percent (20%) of the
154 members of the faculty. Such request shall be made within fifteen days of the date of
155 action by the Faculty Senate. Review of the matter shall occur at a special faculty
156 meeting called for that purpose by the President after the faculty members have been
157 given at least fifteen days notice of the meeting. The action of a majority of the members
158 of the faculty in attendance at any such meeting, there being a quorum, shall constitute
159 the final action of the University Faculty.

160 Section 4. Membership of Senate.

161 a. The Faculty Senate shall consist of elected members and ex officio
162 members. All voting members of the University Faculty shall be eligible
163 for elected membership to the Senate.

164 b. Ex officio members shall be the President of the University, the Vice
165 Presidents of the University, the Deans of Colleges, and the President of
166 the Associated Students of the University of Wyoming or his designated
167 student representative, all having the same privileges as elected members
168 except the right to vote.

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~~e. Senators shall be elected by the University Faculty in accordance with the following provisions:~~

~~1. Representative Units of the University Faculty. The elected members shall be elected by the academic departmental units of the University Faculty. The number of faculty in each department meeting the criteria for the determination of apportionment by the Senate shall be obtained from the Office of Academic Affairs. If a Dean holds status as a faculty member in a department, he is eligible to be elected and to vote. If a Dean is elected as a regular Senator, he will change in status from ex officio to voting member.~~

~~2. Apportionment. Each department of three or more regular full-time faculty members shall be entitled to one faculty senator. Those departments having twenty or more regular full-time faculty members shall be entitled to two faculty senators.~~

~~3. Election Procedures. Election of members shall be by ballot in accordance with procedures established by each department. Elections shall be held during the spring term of each academic year.~~

~~4. Term of Office. Senators shall be elected for a term of three years beginning effective with the May Trustees' meeting, with approximately one third retiring each year. Members are eligible for re-election except during the year following completion of a second consecutive three-year term.~~

~~Vacancies may be filled by special election by the affected unit for the unexpired portion of the term vacated.~~

~~Article III. Organization of Faculty Senate~~

~~Section 1. Bylaws. The Faculty Senate shall adopt bylaws establishing its internal organization and procedures as deemed necessary, subject to the following directives and limitations:~~

~~a. The Faculty Senate shall meet, at least monthly, from September through July of each year. All meetings of the Senate shall be open to attendance by any faculty member. A record of proceedings at meetings shall be kept which, upon request, shall be made available to any faculty member under reasonable conditions. The Faculty Senate shall provide for notice in a reasonable form to all the University Faculty concerning pending matters and actions taken.~~

205 ~~b. No final action shall be taken by the Senate upon any matter pertaining~~
206 ~~to the exercise of legislative powers unless the substance thereof has been~~
207 ~~formally introduced in written form for consideration at a prior meeting of~~
208 ~~the Senate, or circulated to the Faculty Senate prior to its meeting;~~
209 ~~provided, however, that this requirement may be waived by consent of~~
210 ~~three-fourths of the members of the Senate present. Normally, the Faculty~~
211 ~~Senate shall follow a bill procedure.~~

212 ~~c. The Senate shall establish and maintain reasonable procedures whereby~~
213 ~~any individual faculty member may be heard by a committee of the Senate~~
214 ~~or, at the recommendation of that committee, by the Senate.~~

215 ~~d. No vote on any matter pending before the Senate shall be taken unless~~
216 ~~at least two-thirds of the voting members be present; provided that at the~~
217 ~~June and July meetings, no vote on any matter pending before the Senate~~
218 ~~shall be taken unless at least one-half of the voting members be present.~~

219 ~~e. The Faculty Senate shall invite the President of the University to present~~
220 ~~at least once a year a general message on the state of the University. The~~
221 ~~Senate shall consider any special recommendations made at any time by~~
222 ~~the President.~~

223 ~~Section 2. Executive Committee. An Executive Committee of the Senate may be~~
224 ~~established which shall have general supervision of the affairs of the Faculty Senate~~
225 ~~between business meetings and perform such other duties as may be assigned to it by the~~
226 ~~Faculty Senate. It is subject to the orders of the Faculty Senate and none of its acts shall~~
227 ~~conflict with action taken by the Faculty Senate.~~

229 ~~V. Article IV. COMMITTEES~~

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231 ~~Section 1. All committees of the University Faculty shall be responsible to the Faculty~~
232 ~~Senate, and it shall establish or dissolve committees as it deems necessary according to~~
233 ~~UW Regulation 6-701. The Senate shall establish standing committees for identified~~
234 ~~areas of continuing faculty concern which shall have responsibility for review, study, and~~
235 ~~the initiation, or review prior to Senate action, of matters within its area of concern.~~
236 ~~Every committee shall have a charge in writing from the Senate concerning its function.~~

237 ~~Section 2. All members of the University Faculty shall be eligible for appointment~~
238 ~~to Senate committees, but at least one member shall be a senator and the Chairman of~~
239 ~~every committee shall normally be a senator. The Faculty Senate may appoint students to~~
240 ~~membership on Senate committees, and it may, upon request, appoint faculty members to~~
241 ~~other than Senate committees.~~

242 ~~Section 3. The members of standing committees shall serve three-year staggered~~
243 ~~terms and, normally, no member shall succeed himself.~~

244 ~~Section 4. When appropriate to the functions of a committee, its membership shall~~
245 ~~be chosen with regard to proportional college representation. Otherwise, committee~~
246 ~~selections shall be made on the basis of interest or qualifications. When committees are~~
247 ~~advisory to a University Service Unit, the chief administrator of the unit shall be a~~
248 ~~member without vote.~~

249 ~~Section 5. Tenure and Promotion Committee. The Faculty Senate shall establish a~~
250 ~~promotion and tenure committee to advise the President of the University on matters~~
251 ~~pertaining to tenure, promotion, reappointment and other related matters.~~

252 ~~Section 6. In extraordinary circumstances, the makeup and tenure of committees~~
253 ~~may deviate from Sections 1-5 of Article IV. Such deviation shall be addressed in the~~
254 ~~definition of a specific committee.~~

255 ~~Article V. General Provisions~~

256 ~~Section 1. In the exercise of its delegated powers, the Faculty Senate shall~~
257 ~~endeavor to provide the means by which the governing authorities of the University may~~
258 ~~be apprised of representative opinion of the University Faculty with due regard given to~~
259 ~~the general welfare of all elements of the University community. It shall strive to develop~~
260 ~~and maintain channels of communication between the faculty, administration and~~
261 ~~students.~~

262 ~~Section 2. Any legislation previously enacted by the University Faculty shall~~
263 ~~remain in full force and effect until such time as the Faculty Senate repeals or amends~~
264 ~~such prior acts, except prior actions of the University Faculty inconsistent with these~~
265 ~~Bylaws.~~

266 ~~VI. AMENDING THESE BYLAWS~~

267 ~~Section 3. These bylaws may be amended by act of the University Faculty Senate at a~~
268 ~~duly called meeting or by mail or electronic ballot.~~

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270 Source:

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272 University Regulation 700, Revision 2, Changes 1 and 2; adopted 7/17/08 Board of
273 Trustees meeting