



UNIVERSITY OF WYOMING REGULATIONS

Subject: Procedures for Reappointment, Tenure, Promotion and Fixed-Term

Number: UW Regulation 2-7^[BS1]

I. PURPOSE

To define university-level standards and procedures for reappointment, tenure, fixed-term [TBB2] and promotion for faculty.

II. DEFINITIONS

Academic Unit of Record: The academic department that serves as the tenure and fixed-term home for the faculty member. In the case of a joint appointment, the academic unit of record is the academic unit to which the largest share of the workload is distributed. For School of Energy (SER) faculty, the unit of record is the academic department, school or college.^[BS3]

College^[BS4] Reappointment, Tenure and Promotion Committee: Each college or college-type unit will usually form a committee composed of faculty from multiple academic units who will review reappointment, tenure, fixed term, and promotion cases following reviews at the level of individual academic units.

University Reappointment, Tenure and Promotion Committee: The university will form a committee to review reappointment, tenure, fixed term, and promotion cases and advise the Provost about these decisions. The committee will be composed of faculty representative of the different colleges and schools as well as types of activities conducted on campus.

Performance expectations: Reappointment, tenure, fixed term, and promotion decisions for faculty relate to performance expectations described in the individual's *job description*, which shall be established in coordination with the unit head as determined by UW Regulations and Standard Administrative Policies and Procedures^[TBB5]. The performance expectations shall make explicit the standards of the unit and discipline and incorporate the individual's workload distribution; they may change through time. Reappointment, tenure, fixed term, and promotion decisions depend upon *satisfactory* reviews indicating that the individual has met the overall expectations, even if improvement could be made in individual areas. *Unsatisfactory* reviews indicate that the individual has not met the overall expectations.

III. REAPPOINTMENT, TENURE, FIXED-TERM AND PROMOTION POLICY

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48 The University is committed to retaining and promoting faculty whose work achieves a
49 high standard of excellence and who demonstrate through the performance of their duties
50 a commitment to professionalism and to the core university mission.

51
52 One of the purposes of academic *tenure* is to retain a faculty best qualified to help execute
53 the core university mission of advancing knowledge and educating students on campus and
54 beyond^{BS6}. The purpose of *promotion* is to recognize and reward faculty with records of
55 sustained professional accomplishment that contribute to that mission. *Term contracts*
56 provide stable, long-term employment with opportunities for promotion for non-tenure
57 track faculty ~~and other academic personnel~~ who support specific aspects of the teaching,
58 research, extension and service missions of the University. [TBB7]

59
60 Candidates^{TBB8} for reappointment, tenure, promotion and fixed-term contracts are
61 evaluated on the academic functions they are expected to perform and the evaluations will
62 appropriately recognize the proportion of time allocated and expected for the particular
63 functions by the candidates at each academic rank. Evaluations will account for changes in
64 expected functions over time. ^{BS9}In addition, the programmatic needs and directions of the
65 University will also be considered for reappointment, tenure, and fixed-term.

66
67 The main criteria for reappointment, tenure, promotion, and fixed-term decisions are
68 creative development, advancement of knowledge, and dissemination of knowledge. These
69 criteria may be demonstrated in the University's functions of teaching, research, creative
70 contributions, extension, outreach/engagement, service to the state of Wyoming,
71 professional service, and other University-related activities and services.[TBB10]

72
73 Academic units and colleges have the authority and responsibility to develop College or
74 Unit Policy and Procedures that specify performance standards for their tenure-track
75 faculty, ~~and non-tenure track faculty and other academic personnel.~~ These standards shall
76 be consistent with UW Regulations and Standard Administrative Policies and
77 Procedures[TBB11].[TBB12]

78
79 All judgments and recommendations about reappointment, tenure, promotion, and term
80 contracts rest upon objective and ~~transparent~~ ^{BS13}~~honest~~ evaluation of the faculty
81 member's performance of his or her teaching, research and creative activity, extension and
82 service responsibilities. The function of the University's systematic, multi-phased review
83 process, is to:

- 84
85 A. Ensure quality of faculty performance ~~among faculty,~~
86
87 B. Protect faculty against ~~arbitrary~~ dismissal without cause ~~or,~~ due process, or peer
88 evaluation^{BS14},
- 89
90 C. Prevent intrusion of inappropriate influence into the review and decision-making
91 processes, and
92

- 93 D. Provide actionable, formative feedback to faculty as they advance through their
94 careers at the University.[TBB15]
95 [[TBB16]]
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97 **IV. REAPPOINTMENT, TENURE, FIXED-TERM AND PROMOTION REVIEW**
98 **PROCESS**
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100 Decisions about reappointment, tenure, fixed-term and promotion are reached through a
101 comprehensive and rigorous peer and administrative review of achievements and promise.
102 The review process begins in the candidate's academic unit of record. Each case moves
103 through a sequence of reviews, from the academic unit to the college and then to the
104 university level, whereby at each level a duly appointed officer of the University as defined
105 in Regulation 1-1 is to make a recommendation after having been advised by an appropriate
106 faculty committee or group. Specific procedures for reappointment, tenure, fixed-term and
107 promotion processes, including timelines, duties and responsibilities of the candidate,
108 faculty and administrators, and procedures for external review, shall be specified in
109 Standard Administrative Policy and Procedures (SAPPs).
110

111 A. Annual review [BS17]
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113 The university recognizes that people are the university's most important resource
114 for achieving and sustaining excellence in teaching, research and creative activity,
115 service, extension, and outreach. All academic personnel, except those faculty
116 members who are appointed under UW Regulation 2-1 Sections II.D-F, shall be
117 reviewed annually by the academic unit head in accordance with guidelines and
118 procedures established by the Office of Academic Affairs as well as the unit and
119 college. The annual review procedures shall be fair and impartial and shall
120 incorporate the performance expectations and the allocation of effort.
121

122 These reviews contribute to the probationary review processes of tenure-track
123 faculty, but are a parallel process that continues for all faculty regardless of rank.
124

125 A.B. Probationary Period for Tenure Track Faculty and Progress to Tenure and
126 Promotion
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128 Tenure is normally obtained after a six-year period of successful probationary
129 service; tenure-track faculty are those eligible for tenure who have not yet
130 completed their probationary period. The length of the probationary period is based
131 on written terms and conditions indicated in the faculty member's letter of
132 appointment to a tenure-track rank.[BS18] As with annual reviews, the probationary
133 reviews will consider faculty activities in accordance with the performance
134 expectations and allocation of effort and accounting for potential changes in the
135 allocation over time.[BS19]
136

137 Tenure and promotion in rank shall follow a thorough performance review, the
138 general features of which include a review by peers and administrators at the

139 academic unit, college, and university levels, and external peer reviews. Tenure and
140 promotion reviews are described in SAPPs.
141

142 ~~1. Annual review. During the probationary period all tenure-track faculty shall be evaluated~~
143 ~~on their performance annually and in accordance with the allocation of effort in their job~~
144 ~~description. These reviews will occur in accordance with guidelines and procedures~~
145 ~~established by the Office of Academic Affairs.~~

146
147 **2.1. First-year review.** All tenure-track faculty shall have their first year review
148 after they have been employed through a fall semester.

149
150 **3.2. Mid-probationary review.** All academic units shall have in place procedures
151 for a mid-probationary review, generally in the third or fourth year, [BS20]which
152 is to include a written assessment and recommendation regarding the faculty
153 member's progress toward tenure. This review is an opportunity for academic
154 personnel to receive feedback on their performance and progress toward tenure
155 and promotion.
156

157 **3. Mandatory tenure and promotion review.** Mandatory tenure and promotion
158 reviews shall be conducted in accordance with the schedule specified in the
159 initial appointment letter or in a subsequent letter from the relevant unit head
160 modifying the time to tenure or promotion (see section V below). [BS21] granting
161 a clock stop. Generally, review for promotion occurs simultaneously with the
162 mandatory tenure review.
163

164 ~~4. Procedures for promotion to professor review. Promotion to professor~~ shall
165 be consistent with the mandatory tenure and promotion review.

166 ~~4. and must also follow a thorough performance review by peers and~~
167 ~~administrators at the academic unit, college and university level as described in~~
168 ~~SAPPs.~~

169
170 **B.C. Probationary Period for Non-Tenure Track Faculty and Progress to Fixed-**
171 **Term with Rolling Contract and Promotion**
172

173 Fixed-term is normally obtained after serving a probationary period of three
174 consecutive years. The length of the probationary period is based on written terms
175 and conditions indicated in the faculty member's letter of appointment to a fixed-
176 term-track rank.
177

178 Decisions regarding fixed-term with rolling contract and promotion in rank shall
179 follow a thorough performance review as described in SAPPs. ~~The probationary~~
180 ~~period review shall be waived for academic personnel previously appointed to an~~
181 ~~extended term who have converted to a fixed term with rolling contract.~~

182 ~~1. Annual review. During the probationary period all non-tenure track faculty shall be~~
183 ~~evaluated on their performance annually and in accordance with the allocation of effort in~~
184 ~~their job description. These reviews will occur in accordance with guidelines and~~
185 ~~procedures established by the Office of Academic Affairs.~~

186
187 **2.1. Fixed-term review.** All academic units shall have in place procedures for a
188 fixed-term review. Mandatory fixed-term review shall be conducted in
189 accordance with the schedule specified in the initial appointment letter or in a
190 letter ~~granting a clock stop~~ modifying the schedule (see section V).

191
192 **3.2. Review for rolling term.** ~~Annual performance procedures are integrally~~
193 ~~related to the decision to grant a Fixed-Term Rolling Contract and to roll~~
194 ~~forward on an annual basis. A fixed-term will roll forward one year after each~~
195 ~~satisfactory (meet expectations) annual review~~^[BS22]. The programmatic needs
196 and directions of the University will also be considered when determining if the
197 contract will roll forward. ^[BS23]

198
199 **a.** In the event of an unsatisfactory (does not meet expectations) annual review
200 (by the unit head), all units should have procedures in place for unit-level
201 faculty to also review the case. ~~the~~ If the unit-level review agrees that
202 performance has been unsatisfactory, the ^[BS24] contract is deemed not to roll.
203 Colleges shall have procedures for reconciling the recommendations if the
204 unit-level peer review disagrees with the recommendation by the unit head;
205 the faculty member may appeal the termination of a rolling fixed-
206 term contract through procedures consistent with regulation 2-14. The
207 rolling nature of the contract can be restored only after obtaining two
208 successive years of satisfactory (meets expectations) annual reviews.

209
210 **b.** If an individual receives two annual reviews with an unsatisfactory rating
211 (does not meet expectations) within a three-year fixed contract, then the
212 contract is deemed not to roll and the faculty member is ineligible for a
213 rolling contract. All compensation and benefits and requirements of the
214 contract will remain in effect until the expiration of the then current term of
215 the contract.

216
217 **b.c.** Units may have additional review procedures such as faculty rolling term
218 evaluation committees to ensure objective and transparent evaluation.

219
220 **3. Promotion review.** Promotion in rank ~~must~~ shall follow a thorough
221 performance review, the general features of which include review by peers and
222 administrators at the academic unit, college and university level. Procedures
223 for promotion reviews are described in Standard Administrative Policies and
224 Procedures.

225
226 **4. Replacement of Extended-Term Positions: Extended-term contracts are**
227 **being replaced by the fixed-term rolling contracts (regulation 2-1, section II).**

Therefore, faculty currently on an extended-term track appointment that are still in their probationary period shall be converted to the process for a Fixed-Term Rolling Contract with credit for the completed probationary period they have successfully completed. The probationary period review shall be waived for academic personnel previously appointed to an extended-term who have converted to a fixed-term with rolling contract.

C.D. Review of Faculty Holding Joint Appointments

1. Joint appointments within or between colleges (or college-type units such as the American Heritage Center and the School for Energy Resources^[BS25], SER) cause special problems insofar as time allocations derived from monetary or other administrative concerns may not correspond to a description of the faculty member's total role in the University; such a role may include responsibilities that are not specific to any one of the supporting administrative units. In the evaluation of candidates holding joint appointments, close attention shall be given to the candidate's total job description.
2. In the case of a joint appointment involving two academic units within one college (or college-type units such as ~~the American Heritage Center~~), the candidate's materials will be reviewed by both academic units, ~~beginning with the academic unit of record and unit heads or directors.~~ ^[BS26] The materials will then be reviewed by the College Reappointment, Tenure and Promotion Committee and the Dean, before being submitted to the Provost and Vice President of Academic Affairs.
3. In the case of a joint appointment involving two or more colleges (or college-type units), the candidate's materials will be reviewed by each Academic Unit^[BS27] Head, ~~beginning with the academic unit of record.~~ ^[BS28] ~~The college level review will be conducted by a subcommittee made up of one or more members from each College Reappointment, Tenure and Promotion Committees and the Deans from the respective colleges, before being submitted to the Provost and Vice President of Academic Affairs~~

~~D. Review of Faculty Holding Appointments in the School of Energy Resources (SER)~~

~~Review will begin with the SER faculty (excluding any faculty member in the candidate's academic unit of record), who will discuss the candidate's reappointment, tenure and promotion materials and contributions to the SER mission, followed by the Executive Director of SER. Review materials will then be reviewed by the candidate's academic department, Unit Head, College Tenure and Promotion Committee, and Dean, before being submitted to the Provost and Vice President of Academic Affairs.~~

V. FLEXIBILITY IN TENURE-TRACK

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A. Extension of the Probationary Period[TBB29]

In exceptional cases, it is possible to increase the length of the probationary period from that specified in the official letter of appointment, via a hiatus in the schedule toward tenure (a “clock stop”). A clock stop postpones, by one year, the next scheduled reappointment review and the date for the tenure or a fixed-term decision. ~~An extension may be granted up to two times. Exceptions to this limit can be made under extraordinary circumstances if approved by the Provost and Vice President of Academic Affairs.~~ Candidates must be held to the same standards of performance when the probationary period has been extended as candidates whose probationary period was not extended.[BS30]

B. Faculty hired with tenure-track experience

Many faculty are hired from other academic institutions after several years in a tenure-track probationary position. For this reason, the length of the probationary period at UW may be shortened in the official letter of appointment. [BS31]

B-C. Faculty Request for Early Tenure Review

A faculty member must be considered for reappointment, tenure and/or promotion after having served the time period required by existing regulations. A faculty member with an exceptional record in all the major dimensions of the candidate’s professional responsibilities may apply for early tenure. The determination of an exceptional record is grounded in the performance standards and expectations of the discipline as evaluated by departmental colleagues, external peer reviews, the Unit Head, the college committee, ~~and the Dean,~~ and the university committee[BS32]. A tenure decision is considered to be early if it takes place before the probationary period has come to conclusion. If one receives a negative decision in an application for early tenure, the candidate shall continue on the original timetable.

VI. TENURE, ROLLING TERM AND PROMOTION DECISIONS

A. Tenure Decisions

The reappointment procedures are integrally related to the tenure and promotion decisions of those tenure-track faculty serving probationary appointments. A tenure decision is normally based on rank at the time of initial appointment to the University of Wyoming (with the exceptions of Section V) as set forth below:

1. For untenured assistant professors, including those who were initially designated as instructor,[TBB33] the tenure decision will be made no later than the sixth year.

319 2. For untenured associate professors, the tenure decision will be made no later
320 than the fourth year.
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322 3. For untenured professors, the tenure decision will be made no later than the
323 third year.
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325 3.4. Tenure decisions will be considered "early" if the candidate has served fewer
326 years than specified above as described in Section V.C.

327 Only those tenure-track faculty who successfully complete this—the relevant
328 probationary period and are approved by the Trustees, will receive tenure. An
329 individual who is not offered tenure at the end of the probationary period shall not
330 be retained as a tenure-track faculty member.[TBB34][TBB35]
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332 B. Rolling Term Decisions

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334 The reappointment procedures are integrally related to the decision to grant a fixed-
335 term contract and to roll it forward on an annual basis. A fixed-term decision is
336 normally made based on regardless of rank at the time of initial appointment to the
337 University of Wyoming as set forth below:
338

339 1. Three-year rolling contracts are issued to non-tenure track faculty who have
340 successfully served three one-year term contract appointments. Full-time
341 faculty members appointed to a three-year rolling contract have a three-year
342 term of employment, which is eligible to be renewed annually.
343

344 2. Upon promotion to the highest rank, a non-tenure track faculty member is
345 eligible for a rolling five-year contract. Only those non-tenure track faculty
346 recommended by the President of the University based upon the peer and
347 administrative review at the academic unit, college and university level (section
348 IV.C.3.), and approved by the Board of Trustees will receive a rolling five-
349 year contract must be recommended by the President of the University and
350 approved by the Board of Trustees.
351

352 Only those non-tenure track faculty who successfully complete the probationary
353 period and are approved by the President, will receive a fixed-term. An individual
354 who is not offered a fixed-term at the end of the probationary period for reasons
355 other than merit may be reappointed to an annual appointment.
356

357 C. Promotion Decisions

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359 The promotion of faculty shall also be initiated in accordance with the procedures
360 specified in UW Regulations and criteria outlined in Standard Administrative
361 Policies and Procedures. Only those faculty recommended by the President of the
362 University based upon the peer and administrative review at the academic unit,

college and university level (section IV.B.3.), and approved by the Board of Trustees will receive promotion.

1. Tenure-Track and Tenured Faculty

Promotion decisions for assistant professors being considered for associate rank will normally occur during the sixth year of service; decisions prior to the sixth year will be considered "early." Promotion decisions for associate professors being considered for the rank of professor are not tied to years of service. Instead, they hinge on the depth, level, and national or international scope and recognition of the candidate's contributions to the discipline and the University's mission. Associate professors seeking promotion to professor normally undergo a period of additional growth that results in a greater level of accomplishment and intellectual leadership.

[TBB36]

2. Non-Tenure Track Faculty

Promotion decisions for entry level non-tenure track faculty being considered for the next academic rank will normally occur during the sixth year of a rolling term; decisions prior to the sixth year will be considered "early." Promotion to the highest rank is not tied to years of service. Instead, promotion decisions hinge on scope and recognition of the candidate's contributions to the discipline and the University's mission. Non-tenure track faculty seeking promotion to the highest academic rank normally undergo a period of additional growth that results in a greater level of accomplishment and intellectual leadership.

D. Decisions Regarding Administrators Holding Tenure^[BS37]

1. Administrators Holding Tenure

Administrative and academic officers do not have tenure in their administrative positions and shall serve in such capacity at the pleasure of the President and/or the Board of Trustees. If they hold concurrent tenure-track faculty appointments, they may be granted tenure in the faculty position at the discretion of the Board of Trustees if such as decision is supported by the academic unit. However, no one shall forfeit tenure by reason of appointment to an administrative position.

2. Promotion in Rank of Administrators

Expectations related to promotion in rank for both tenure and non-tenure faculty in administrative positions shall accommodate the workload adjustments consistent with the position. Promotion may be granted at the discretion of the Board of Trustees usually upon recommended by the President of the University following the peer and administrative review at the academic unit, college and university level as described in Section IV.

[TBB38]

409 VII. [TBB39]OUTCOMES

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A. Notification of Reappointment and Tenure

1. If the decision is to reappoint during the probationary period or award tenure, the Provost and Vice President of Academic Affairs will send an appointment letter to the candidate, with a copy to Dean or comparable administrator and the Academic Unit Head.
2. If the decision is to not reappoint during the probationary period or award tenure, the Provost and Vice President of Academic Affairs will provide written notice to the candidate.

B. Notification of Promotion[TBB40]

1. If the decision is in favor of promotion, the effective date is at the beginning of the next contract term (i.e., July 1 for fiscal year appointments, September 1 for academic year appointments).
2. If the decision is in favor of promotion, it shall be the policy of the university that all promotions shall include a salary increase of 10 percent of the base salary, irrespective of other salary increases.
3. If the decision is not in favor of promotion, the Provost and Vice President of Academic Affairs will inform the candidate in writing.

C. Notification of Non-Renewal[TBB41]

1. Tenure-track faculty and non-tenure track faculty in their first year whose probationary contract is not renewed shall be notified not later than March 15 of that academic year.
2. Tenure-track faculty and non-tenure track faculty ~~and other academic personnel~~ on *extended* term in their second years through final year of the probationary period whose contract is not renewed or when tenure is not awarded shall be notified at least 12 months before the expiration of an appointment, which for academic year appointments is typically the end of May.
3. Non-tenure track faculty on *fixed* term with rolling contracts will be notified that his/her appointment will not be renewed and the faculty member will be allowed to finish the remainder of the rolling contract or given a 12-month notice of non-reappointment, whichever is longer.

VIII. WITHDRAW OF PACKET BY CANDIDATE FROM FURTHER CONSIDERATION

455 Candidates not recommended for reappointment, tenure, or promotion at the department
456 and college level shall be notified of the decision. Their materials will be forwarded to the
457 University Reappointment, Tenure and Promotion Committee or the Provost and Vice
458 President for Academic Affairs for review, unless the candidate concerned requests the
459 packet be withdrawn from consideration. If the candidate makes such a request, the
460 decision will be final. A person turned down for reappointment or tenure will have the right
461 at this time to resign and the personnel file will state only that he/she resigned.
462

463 **IX. RIGHT TO REVIEW AND HEARING FOR VIOLATION OF EVALUATION,**
464 **PROMOTION OR TENURE PROCEDURES.**
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466 A faculty member who believes that the university, college or department's tenure and
467 promotion policy or procedures have been violated, adversely affecting the faculty
468 member's tenure or promotion may file a grievance pursuant to University Regulation 2-
469 2.
470

471 **X. CORE MATERIALS**[TBB42]
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473 In accordance with academic unit, college and university guidelines, the candidate and unit
474 head are responsible for submitting a core set of reappointment, tenure and promotion
475 materials by the required deadline, including:
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- 477 A. Curriculum vitae;
- 478
- 479 B. Job description(s);
- 480
- 481 C. Self-reflection essay; and
- 482
- 483 D. Supporting documents for teaching, research and/or creative contributions,
- 484 extension, professional services, and University-related activities.
- 485

486 External letters of recommendation are required for all tenure and promotion cases for
487 tenure-track and tenure faculty.
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490 **XI. ADMINISTRATIVE PROCEDURES**
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492 In addition to the roles and responsibilities described ~~in Section XX above~~herein, the
493 Provost and Vice President for Academic Affairs shall have the authority and responsibility
494 to:
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- 496 A. Initiate directives to deans and department/division heads providing for the
497 development of all procedures necessary for the complete and uniform
498 implementation of the reappointment, tenure and promotion procedures specified
499 in UW Regulations.
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- 501 B. Establish the calendar for the submission of reappointment, tenure and promotion
502 materials; the meetings of the University Reappointment, Tenure and Promotion
503 Committee to consider the candidates for reappointment, tenure and promotion; the
504 submission of the recommendations of the University Reappointment, Tenure and
505 Promotion Committee to the President of the University for the President's review
506 and consideration.
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508 C. Take any and all action necessary to coordinate and monitor the implementation of
509 the reappointment, tenure and promotion procedures specified in this UW
510 Regulation at the University.
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512 XII. UNIVERSITY REAPPOINTMENT, TENURE AND PROMOTION COMMITTEE

513
514 A-~~second~~ function of the University Reappointment, Tenure and Promotion Committee
515 shall be to determine if the standards enumerated in Section III above are being consistently
516 applied campus-wide by examining the procedures and general eligibility qualifications of
517 candidates recommended and not recommended by the college committees for promotion,
518 tenure, or reappointment. In order to make this determination, the University
519 Reappointment, Tenure and Promotion Committee shall ~~sample~~consider the
520 recommendations from colleges. Apparent policy inconsistencies will be described in
521 writing, and returned to the college committee and the dean for future assessment, and/or
522 the Committee may make recommendations to the ~~Vice President for Academic~~
523 ~~Affairs~~Provost for other appropriate action.

524
525 Further, the reappointment, tenure and promotion committees of the college and University
526 should be alert to possible irregularities at whatever level in following these procedures
527 and should investigate and make appropriate recommendations wherever procedural
528 integrity is not maintained. Should this procedure not lead to corrections the committees
529 should make a full report of violations to the Faculty Senate and the Faculty Academic
530 Standards, Rights, and Responsibilities Committee.

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 803; adopted May 6-8, 2009 Board of trustees meeting

Revisions adopted 5/13/2015 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 5-803, now UW Regulation 2-7