I. PURPOSE.

To provide regulations for the Outreach School (“School”), as adopted by the faculty, academic professionals, administrators, and benefitted staff of the School, and approved by the Board of Trustees. The Board of Trustees has established the School as an administrative unit of the University with major outreach responsibilities.

II. ADMINISTRATIVE ORGANIZATION OF THE SCHOOL.

A. Divisions and Units

The Dean’s Office is at the core of the School and contains units to assist in providing unity, interconnectivity and coordination of services to the Divisions of the School. The units of the Dean’s Office are the Business Center, English Language Center, Marketing, Regional Centers, Saturday U and Summer Session. The divisions of the School consist of the International Programs Office (IPO), Outreach Credit Programs (OCP), Outreach Technology Services (OTS) which includes UWTVC, University of Wyoming at Casper (UWC), and Wyoming Public Media (WPM).

B. Dean

The Dean shall be the chief administrative officer of the School, nominated by the President and appointed by the Board of Trustees in accordance with UW Regulations. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the School and will report to the Vice President for Academic Affairs. The Dean holds the administrative office at the pleasure of the Vice President for Academic Affairs, the President and the Board of Trustees. The Dean shall preside at meetings of the School's faculty and staff, recommend the School budget in consultation with Division and Unit Heads of the School, transmit and recommend appointments and promotions with respect to personnel of the School, and exercise general administrative supervision over the operations of the School. To discharge official duties, the Dean shall have supervisory access to all areas and records relating to programs of the School. The Dean or his/her designee shall also be responsible for maintaining the University’s cooperative agreements with the Wyoming community colleges.

C. Associate Deans

Associate Deans shall be recommended by the Dean to the Vice President for Academic Affairs. The Associate Deans assist and act in the absence of the Dean when required. This includes representing the School at University administrative meetings, as designated by the Dean. The Associate Deans also facilitate
programs and projects involving personnel from all divisions of the School and perform other appropriate duties as delegated by the Dean.

D. Division Heads

Division Heads shall be the chief administrative officers of their Division. They shall hold administrative office at the pleasure of the Dean, the President and the Board of Trustees. After recommendation by the Dean, and upon nomination by the President, Division Heads shall be appointed in accordance with UW Regulations. The Dean shall make an appointment recommendation after consultation with full-time members of the appropriate Division and other Division Heads of the School. Division Heads may hold the titles of Associate Dean, Director or Manager, as appropriate to the Division.

Division Heads shall be responsible for all matters relating to the educational and administrative affairs of their division and shall preside at meetings of personnel, recommend and transmit the division budgets, and transmit and recommend appointments and promotions for all personnel of the division.

E. Unit Heads

Unit Heads are appointed by the Dean of the School.

Unit Heads shall be responsible for all matters relating to the educational and administrative affairs of their unit and shall preside at meetings of personnel, recommend and transmit the unit budgets, transmit and recommend appointments and promotions for all personnel of the unit.

F. Other Administrative Officers

With the approval of the President and the Board of Trustees, Associate Directors, Assistant Directors, or other administrative assistants as may subsequently be authorized, may be appointed in accordance with UW Regulations.

III. COMMITTEES.

A. Standing Committees

The Division Heads and others appointed by the School Dean shall constitute an administrative committee, which shall be advisory to the Dean.

B. Other Committees

The Dean may appoint ad hoc committees as needed.
IV. FACULTY.

A. Membership

The following are the faculty of the School:

1. The Dean, the Associate Dean(s), Division Heads, or a unit administrator may hold a tenure-track faculty or extended term academic professional appointment in an academic department of the University.

2. Faculty of the School also includes faculty members with appointments in academic departments but who are assigned to teach full-time at locations outside Laramie.

   a. The Outreach School shall be entitled to two representatives on the Faculty Senate. One representative shall come from the eligible Outreach School faculty assigned anywhere in the state, except Casper. One representative shall come from the eligible faculty assigned to the University of Wyoming at Casper.

3. Academic Professionals shall consist of those so designated by the Outreach School and serving full-time in the School.

4. The School may from time-to-time appoint temporary faculty or academic professionals to provide academic instruction to meet needs of specific grant or Section II funded programs. Based upon academic training and experience, these individuals will be appointed only after the approval of the Division Head and Dean who hold academic responsibility for the course content. Once identified as a potential instructor, the individual will submit current credentials as per UW policy.

5. Ex officio faculty members include the President of the University and the Vice President of Academic Affairs. The President and the Vice President for Academic Affairs shall be ex officio members without vote.

B. Powers and Duties

The faculty and academic personnel shall have the powers and duties set forth in the UW Regulations.

C. Appointments, Reappointments, Promotions and Tenure

1. The criteria and procedures for appointment, reappointment, extended term and promotion of full-time and part-time academic professionals of the School shall conform to those listed in UW Regulations. All college faculty members are subject to the employment provisions provided in UW Regulations.
D. Faculty and Academic Professionals Service

Any assignment of faculty or an academic professional budgeted in the School to an instructional or service unit outside the School shall be approved by the Supervisor, Director, Division Head, Associate Dean and the Dean.

V. STAFF.

Persons employed by the School and not designated officers, members of the School faculty or student employees shall be appointed and function in accordance with UW Regulations. Any assignment of staff budgeted in the School to an instructional or service unit outside the School shall be approved by the Dean.

A. Staff Senate

Regular staff employees working at least twenty hours per week shall be eligible for elected membership to the Staff Senate in accordance with UW Regulations.

B. Staff Meetings

Staff meetings may be convened as necessary for designated persons within defined areas of responsibility, activity or function, by the Dean, Associate/Assistant Deans, Department Heads, committee chairpersons or other appropriate authority.

The Dean or the Dean’s designee may convene general meetings for all officers, faculty and staff for the purposes of providing a forum for the discussion of issues within the School’s organization and programs, for sharing information generally, and for encouraging consultation.

VI. MEETINGS.

A. The full-time faculty, academic professionals, administrators, and benefitted staff shall meet annually or biannually on call of the Dean, and at other times when appropriate. Meetings shall be called by a written notice, which shall state the time, place and agenda of the meeting.

B. The Dean shall call a meeting whenever five full-time faculty, academic professionals, and/or benefitted staff of the School request one. This request shall be in writing, shall be signed by the members so requesting, and shall state the matters to be considered at the requested meeting.
C. A simple majority of the School's voting members constitute a quorum for the conduct of business, which shall be conducted in accordance with Robert's Rules of Order, as most recently revised.

VII. VOTING

All administrators, academic personnel and benefited staff have voting privileges consistent with university regulations and may vote on matters with the Outreach School policies and procedures.

A. Voting members of the School shall consist of:

1. The Dean, Associate Dean(s), Division Heads, Unit Heads, extended-term academic professionals assigned to the School, and benefited staff budgeted in programs under the administration of the School.

2. UWC Faculty vote on matters related to Outreach School governance that concern them, including University Regulations. They report to their academic department and colleges throughout the university to vote on reappointment, tenure, extended term, promotion, and governance matters within the units to which they report.

3. Temporary faculty and academic professionals will be voting members in the School on School-related matters.

4. The President and the Vice President for Academic Affairs shall be ex officio members without vote.

VIII. STUDENTS.

A. Students participating in School courses and/or programs shall be subject to regulations of the University and College or School responsible for the particular curriculum.

B. Students taking courses and completing University degrees delivered through the School receive their degrees from the academic College or School in which they complete the required course of study.

IX. OUTREACH EDUCATIONAL PROGRAMS AND EQUIVALENCY OF CREDITS.

A. Outreach School Educational Programs

1. The Vice President for Academic Affairs and the Dean of the Outreach School and their designees shall be charged with making contacts, assessing needs and representing the University in establishing agreements
necessary to outreach educational programs that require cooperation with Wyoming community colleges or other state and local agencies. Inquiries concerning the development of or participation in outreach educational programs shall be directed to the Vice President for Academic Affairs or the Dean of the Outreach School.

2. The procedures and responsibilities established for proposing and approving off-campus and distance-delivered programs of study shall be the same for the Laramie-campus programs. Academic program administrators and appropriate Faculty Senate committees must consult with the Dean of the Outreach School regarding proposed changes to off-campus and distance-delivered programs. No academic program (including minors, certificates, etc.) shall be offered through the Outreach School without first receiving approval by the Vice President of Academic Affairs.

3. Under the supervision of the Vice President for Academic Affairs, the Dean of the Outreach School shall coordinate all academic (J-term, Winter Break, etc.) and non-credit (Saturday U, English Language Center, professional development, etc.) programs approved for delivery through the Outreach School’s established outreach educational programs, including those in which University credits are offered and shall determine the nature, feasibility and extent of all proposed additions or changes. In these matters, the School Dean or his/her designee shall consult with the academic Deans, department heads and other administrative units of the University as deemed necessary.

B. Equivalency of Credits

1. All academic programs and courses approved for delivery through the Outreach School shall be equivalent in content and quality of instruction to programs and courses delivered on the UW-Laramie campus. In the event that the School delivers a degree or certification program which is not offered on the UW Laramie campus, courses and credits shall be approved according to University regulations for academic programs.

2. In establishing University of Wyoming degree requirements and determining whether they have been met, no distinction may be made between credits earned in University of Wyoming courses taught through the Outreach School and those taught on the UW Laramie campus.

X. SUMMER SCHOOL SESSION.

A. In addition to other duties, the Outreach School has responsibility for overseeing the Summer Session. The Summer Session is authorized to organize and
supervise the resident instructional programs offered between the end of the spring semester and the beginning of the ensuing fall semester.

B. The Dean of the Outreach School or his or her designee shall have the following duties with regard to the Summer Session:

1. Plan and coordinate the courses and programs to be offered, in consultation with the department or division heads, academic Deans, and the Vice President for Academic Affairs.

2. Recommend to the Vice President for Academic Affairs a budget, which shall include funds for instructional services in the summer and for operation of the Summer Session Office. The Vice President for Academic Affairs will consult with the Summer Session Director on proposed changes to the Summer Session calendar.

3. Make or initiate such studies as seem pertinent to the decisions which affect operation of the Summer School.

XI. ADMINISTRATION OF THE REGULATION.

Regulations limited to the administration and operation of the School may be changed or amended and additional regulations may be adopted at any called meeting of the full-time faculty, academic professionals, administrators, and benefitted staff of the School by an affirmative vote of two-thirds of all members, provided that the members shall have been given written notice of the meeting at least ten calendar days prior to the date of the meeting. The call for the meeting at which the proposal is to be acted upon shall include the exact wording of the proposed change, amendment, or addition to these Regulations.

Any changes, amendments or additions to these Regulations shall become effective upon recommendation of the voting members of the School, the Dean of the School, and approval by the Board of Trustees.

Source:
University Regulation 620, Revision 3; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting
Revisions adopted 1/17/14 Board of Trustees meeting
Revision adopted 2/17/16 Board of Trustees meeting