1. PURPOSE.

To promulgate the regulations of the College of Law, as adopted by the College Faculty and the Trustees.

2. OBJECTIVES AND ADMINISTRATIVE ORGANIZATION

   a. Objectives. The College of Law shall have as its principal objective the preparation of students for the legal profession. In addition, it shall seek to prepare students for public service at local, state and federal levels, in and out of public office, and through faculty and student research and activities, to serve the community, the state and the nation in the improvement of the law and the administration of justice.

   b. Accreditation. The College of Law shall at all times be guided by the accreditation standards of the Association of American Law Schools and the American Bar Association.

   c. Administrative Unit. The College of Law shall operate as a single administrative unit, without subdivisions or departments. Areas of faculty and student activity such as the Law Library, the Land and Water Law Center, the Land and Water Law Review and the Defender and Legal Aid Programs may be conducted under the direction of a faculty member, but all budget, personnel and other administrative functions shall be the responsibility of the College administration.

   d. Office of the Dean. The College of Law shall be headed by a Dean appointed in accordance with the UW Regulations. The Dean, in accordance with these Regulations, shall be responsible for all matters relating to the educational and administrative affairs of the College, shall transmit and recommend appointments and promotions with respect to Faculty and Staff and shall exercise general administrative supervision over the educational programs and operations of the College. The Dean shall have power to appoint an Assistant Dean or Associate Dean, as authorized, and to assign or delegate administrative duties to him/her. The Dean may assign specific administrative functions to members of the faculty with their consent.

   e. Administrative Staff. The College shall employ an Administrative Secretary who, at the direction of the Dean, shall supervise the daily operations of the Office of the Dean and the general secretarial staff of the College. The secretarial staff of the College shall be determined and assigned as needs require and resources permit.

   f. Library. The College shall maintain a Law Library containing a collection of legal and related materials sufficient to permit general and basic research, as well as specialized research in areas of particular interest to the College. The library shall be
under the direction of a full-time professional Law Librarian who shall have the position of Director. The staff of the Library shall also include other professional law librarians, who shall make up the law library faculty, and other such staff as may be necessary or desirable.

3. FACULTY.

   a. Membership. The Faculty of the College of Law shall consist of the President of the University and the Vice President for Academic Affairs, ex officio without vote; the Dean of the College, and all persons serving in the College who are permanent full-time members of the Law Faculty. Persons serving full time in the College who have University faculty, assistant dean or visiting status but no law faculty status, shall be eligible to participate in Faculty matters without vote.

   b. Powers and Duties. Subject to the authority of the President and the Board of Trustees, and 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, the Faculty of the College of Law shall have jurisdiction in all matters within the scope of the College, including the determination of curricula, the standards for admission to, continuation in, and graduation from the College, and the scheduling of classes and exams within the College. The faculty, or any member thereof, or the student delegate to the faculty, may, on matters of selection, tenure and promotion of faculty members, submit to the Dean advice and recommendations as they may deem desirable. The Dean shall receive and consider such advice and recommendations and may consult such of the above and other persons as he/she may deem appropriate. The Faculty, through the Dean, shall recommend candidates for diplomas and degrees in course to the President and the Board of Trustees.

   c. Delegation of Authority. Any authority or responsibility of the Faculty may, with the approval of the Dean, be delegated to an individual member of the Faculty or a committee of Faculty members.

   d. Faculty Action. Three-fourths (3/4) of the voting members of the Faculty shall constitute a quorum for the consideration of matters within the jurisdiction of the Faculty. The vote of the majority of Faculty members present at a meeting at which a quorum is present shall be the act of the Faculty. The Dean may, at his/her discretion, circulate among the faculty a written proposal for action which will be adopted if it receives the endorsement of a majority of the members of the faculty.

   e. Meetings. The Faculty shall meet at the beginning of each semester of the academic year at a time to be fixed by the Dean, and at such other times as may be designated by the Dean. The Dean shall be responsible for the giving of notice of Faculty meetings. The conduct of business shall be in accordance with the most recent revision of Robert’s Rules of Order.
f. **Student Delegate.** A student delegate to the faculty shall be elected by the student body in the fall of each year. The student delegate, or an alternate designated by him/her, shall receive the same notice of meetings as does the faculty and shall have the right to attend all meetings and speak on all matters, without vote, except that he/she shall not attend the discussions and voting in cases of probation, scholarships and awards, admissions, graduation of students, disciplinary action under the Honor Code, similar matters relating to individual students, and faculty personnel matters. When broader student information and opinion is desirable, the Dean and the student delegate may agree to invite up to two additional students to a particular meeting or a part thereof.

g. **Committees and Assignments.** Committees may be appointed by the Dean to assist him/her in the performance of administrative duties, or may be constituted by faculty action. Either the Dean or the Faculty may establish or dissolve committees as deemed necessary. The Dean shall appoint at least three members of the Faculty to constitute a standing Admissions and Scholarship Committee, which committee shall act upon requests for admission to the College and requests for scholarships and other financial assistance. This committee shall meet at the call of the Chairman. The full Faculty shall act on all petitions of students seeking academic reinstatement to the College.

h. **Appointment, Tenure, Promotion.** Members of the Faculty of the College of Law shall be appointed, awarded tenure and promoted in accordance with UW Regulations, except that since the professional degree of LL.B. or J.D. is the basic requirement, time spent in graduate law study or legal practice or employment contributing to professional competency shall all be included in computing years of relevant experience required for upper ranks.

i. **Rules and Standards.** The Faculty of the College of Law shall adopt rules governing admission to the College, scholarship requirements, attendance requirements and requirements for graduation. Such rules shall be in force from the time they are printed in the official bulletin of the College of Law or are posted on the official bulletin board of the College. The Faculty shall have the right to revise such rules at any time.

j. **Election of Senator.** All voting members of the Faculty and Law Library Faculty shall be eligible for elective membership to the University Senate and eligible for re-election except during the year following completion of a three-year term. Elections to regular or partial terms shall be held at a faculty meeting, nominations shall be made at the meeting and voting shall be by ballot. A majority of those voting shall be required to elect a nominee. If a majority is not obtained upon a ballot, the name of the person receiving the lowest number of votes shall be stricken and another ballot taken.

k. **Grading System.** Final grades in grades courses taught in the College of Law shall be on a +/- system. The grades and the relevant grade points and their relevant grade points which are available to faculty in reporting final grades for courses are as follows:

\[
A = 4.00 \quad C = 2.00
\]
This grading system will apply to all courses taught in the College of Law beginning with the Fall 1995 semester.

4. LAW LIBRARY FACULTY

a. Membership. The Faculty of the Law Library shall include the President of the University, the Vice President for Academic Affairs, the Dean of the College of Law and the College of Law Faculty, ex officio without vote; the Director of the Law Library in the capacity of a dean, and all members of the University faculty serving in the Law Library at the rank of assistant law librarian, associate law librarian and law librarian as defined by this regulation.

b. Appointment, Reappointment, Promotion, and Extended Term Appointment-Criteria and Procedures

i. General Information

Law Librarians contribute to the teaching, research and service missions of the College, and they share the goal of the College to achieve excellence. Accordingly, the criteria for evaluating law librarians are designed to contribute to the achievement of this goal by the maintenance of high standards of law librarianship.

The main criteria for appointment, promotion and extended term appointment decisions for the law library faculty at the College of Law are creative development, advancement and dissemination of legal and law-related information. These criteria may be demonstrated in the main functions of teaching and contributing to and support of the educational process, administration, extension, scholarship and other College related activities and services. In applying these criteria, however, it is essential to recognize the diversity which exists among the law library faculty. The demand for excellence should be equally stringent for all law library faculty, but flexibility is necessary in defining the specific areas for achievement.

The mission of the College of Law and individual assignments and responsibilities should determine the emphasis given to each criterion. Law librarians are responsible for acquiring materials in support of the College's programs, organizing them physically and bibliographically, and teaching faculty, students and others to use these materials and
services to meet their instructional and research needs. The successful performance of these roles requires that law librarians be informed of, involved in, and responsive to the legal information needs of the academic community. In supporting teaching and research and promoting learning, law librarians act in a distinctive role which is part educational, part scholarly, part technical, and part administrative. The criteria for evaluating law librarians reflects this complex role.

ii. Ranking System

(1) Ranks

(a) The ranking structure for the law library faculty is as follows:

ASSISTANT LAW LIBRARIAN

ASSOCIATE LAW LIBRARIAN

LAW LIBRARIAN

Members of the law library faculty who hold the rank of Assistant Law Librarian shall be appointed on an annual basis, with the annual decision as to reappointment being based upon peer review and evaluation, utilizing the criteria set forth in this regulation. Members of the law library faculty who hold the ranks of Associate Law Librarian and Law Librarian shall be eligible for extended term appointments, as defined in this regulation.

(b) Criteria for Law Library Faculty Rank

Appointment as a member of the law library faculty requires that an individual have the appropriate terminal professional degree: a master's degree in library science (MLS) from a program accredited by the American Library Association (ALA), or an appropriate equivalent.

Experience must be of a type and length appropriate for the particular position or rank.

(i) Assistant Law Librarian. This rank designates the beginning level of law librarianship and generally requires little or no pertinent experience.

1) Master's degree from an ALA accredited program, or an appropriate equivalent.

2) Demonstration of solid professional knowledge.

3) Promise as a law librarian.

4) Promise as a teacher.
5) Promise as a scholar.

6) Individuals must be promoted from this rank by the end of the sixth year in rank, effective no later than the beginning of the seventh year of appointment, or be subject to a terminal contract in the seventh year.

(ii) Associate Law Librarian

1) Advanced education or experience beyond the terminal degree such as juris doctorate, a second master's degree, a sixth year certificate in library science, or an acceptable equivalent combination of library experience, continuing education courses, and related law library experience.

2) Demonstration of professional expertise and a high level of creative and analytical ability in performing job responsibilities.

3) Evidence of effective teaching performance.

4) Evidence of sustained scholarship.

5) Leadership in the activities of professional or scholarly organizations, University committees, or civic community groups.

6) Six years of experience as an Assistant Law Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.

7) Individuals who achieve this rank are eligible for extended term appointments as defined by this regulation.

(iii) Law Librarian. Appointment or promotion to this rank is reserved for individuals who have made distinctive contributions over a significant period of time.

1) Advanced education or experience beyond the master's degree such as a second master's or a doctorate, or an acceptable equivalent combination of library experience, continuing education courses, and related law library experience.

2) Outstanding achievements in areas of professional responsibility.

3) Evidence of superior teaching experience.

4) Evidence of significant scholarship.

5) National or regional recognition for leadership in professional or scholarly organizations.
6) Seven years of experience as an Associate Law Librarian at the University of
Wyoming, or its equivalent, is normally required for appointment or advancement to this
rank.

7) Individuals who achieve this rank are eligible for extended term appointments as
defined by this regulation.

   iii. Criteria for Reappointment, Promotion and Extended Term
   Appointment

In all cases, reappointment, promotion and extended term appointment will require
excellence in performance, not merely time in rank. Evidence of achievement since the
last advancement in rank is required in each case.

Reappointment, promotion and extended term appointment will be based on the rank
requirements defined in this regulation, and in the "Guidelines for Evaluation of
Teaching" (Adopted by the College of Law faculty 1994) and "Guidelines for Research
and Service" (Adopted by the College of Law faculty 1994). In addition to primary job
responsibilities, requirements for the various ranks are listed in Section 5.b.ii. hereof. The
weight given to each criterion will vary on an individual basis and will be in accordance
with an individual's assignments and responsibilities. Professional talents and
inclinations, demands of appointment, and opportunities vary.

   (1) Teaching and Contributing to the Support of the Educational Process:
The law library is a teaching unit and law librarians should demonstrate
professional and intellectual competence, creativity and initiative in areas such as
the teaching of legal research as governed by the law library faculty "Guidelines
for Evaluation of Teaching."

   (2) Scholarship: Law librarians should demonstrate a thorough
understanding and commitment to the field of law librarianship and continued
intellectual growth in their area of specialization. They should demonstrate
creative and analytical abilities in developing, evaluating and documenting law
library programs, systems, theories and procedures. Achievement will be assessed
in accordance with the law library faculty "Guidelines for Research and Service."

   (3) Service: Law librarians should show evidence of participation in
University affairs. They should provide leadership in their areas of expertise to
the College, the University, the community and the profession. Achievement will
be assessed in accordance with the law library faculty "Guidelines for Research
and Service."

   (4) Administration

      (a) General Criteria
Law librarians should demonstrate leadership and sound organizational skills in planning, developing and coordinating library activities and programs. They should also demonstrate expertise in motivating and guiding the work of others, in delegating authority and responsibility, and in fairly and judiciously evaluating personnel.

(b) Representative Measures

(i) Identification of law library problems and the successful promotion of solutions.

(ii) Demonstrated ability to set goals and objectives, express them in meaningful documentation, and plan their execution.

(iii) Demonstration of effectiveness in decision-making and execution of policy decisions.

(iv) Demonstration of ability to prepare budgets for the wise use of limited resources.

(v) Demonstration of ability to encourage outstanding performance.

(vi) Development of impartial and sensitive treatment of staff.

(vii) Establishment of effective professional or clerical training programs.

(viii) Demonstration of ability to communicate effectively with administrators, colleagues and staff.

(ix) Demonstrated awareness of new methods and technological changes.

(x) Service on University or College administrative committees.

(5) Extension

(a) General Criteria

Law librarians should demonstrate involvement in outreach services by assisting in making the Libraries' resources, both human and material, available off campus to the people of the State.
(b) Representative Measures

   (i) Planning and implementation of successful outreach programs in support of University outreach programs.

   (ii) Performance of representative measures as they are cited from the areas of contribution to and support of the educational process, administration, scholarship and service.

iv. Extended Term Appointments

Extended term appointments, as defined below, may be granted to law librarians who consistently perform the responsibilities outlined in their individual job descriptions in a competent, creative and professional manner; who develop a record demonstrating professional growth in the law library, the University and in law librarianship; and who are promoted to the ranks of Associate Law Librarian or Law Librarian. In the case of an individual being appointed initially to the rank of Associate Law Librarian or Law Librarian, a minimum of three years in rank is normally required before becoming eligible for extended term appointment. The criteria that apply to appointment, reappointment, and promotion, as well as the programmatic needs of the law library, form the basis for the granting of extended term appointments. In keeping with the importance of this decision, the law librarian's entire career is examined. An accumulation of accomplishments and evidence of potential are both required.

Promotion to the ranks of Associate Law Librarian or Law Librarian carries with it the automatic award of an extended term appointment of five (5) years. When an extended term appointment is granted, a peer review and evaluation will be held in the fifth year of such appointment, for the purpose of determining whether such extended term appointment shall be renewed. In the event that a member of the law library faculty holding the rank of Associate Law Librarian is promoted to Law Librarian prior to the fifth year of his/her extended term appointment, his/her next peer review and evaluation shall occur in the fifth year following the date of promotion. If renewal of an extended term appointment is not recommended, a terminal one year contract will be granted in the sixth year.

Associate Law Librarians and Law Librarians holding extended term appointments may be terminated prior to the expiration of said extended term only for cause or due to bona fide financial exigencies of the College of Law. "Cause" shall be defined to include any conduct in the nature of incompetency, neglect of duty, dishonesty, immorality, or conviction of a felony, which conduct impairs the ability of the College of Law or the University to carry out its functions. A recommendation for the dismissal for cause of a Law Librarian holding extended term appointment shall be made in writing by the Dean of the College of Law to the President of the University. If the President finds substantial basis for dismissal for cause, he/she shall appoint the Dean 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 requests a hearing under procedures established by UW Regulations.

v. Procedures

All reappointment, promotion and extended term appointment decisions for law library faculty shall be made in accordance with a peer review procedure adopted by the law library faculty and the College of Law faculty. Pursuant to these procedures, a law library review committee, made up of the law library faculty and the College of Law faculty, will make written recommendations to the Director of the Law Library who will, in turn, forward his/her recommendations along with the review committee's recommendations and supporting data to the Dean of the College of Law. The Dean will, in turn, forward his/her recommendation and the recommendation of the law library review committee and the Director of the Law Library to the Provost and Vice President for Academic Affairs. In the event of disagreements at any level within the law library review, the Vice President for Academic Affairs may request an advisory opinion from the University Tenure and Promotion Committee. The cases reviewed by the Vice president for Academic Affairs will be submitted to the President and ultimately to the Board of Trustees for their action.

vi. Implementation

Law library faculty who have been granted tenure as of the effective date of this regulation, or who are granted tenure after following the procedures outlined in this section, shall be subject to all UW Regulations pertaining to tenured faculty.

c. Faculty Meetings

i. Time

Meetings of the law library faculty shall be called as necessary by the Director of the Law Library acting in the capacity of a dean, or on request of the Dean of the College of Law or by written request of one member of law library faculty.

ii. Secretary

The Director acting in the capacity of a dean will appoint a secretary whose duties shall be to maintain and to disseminate records and other information as may be important for the orderly conduct of faculty business in accordance with UW Regulations.

iii. Presiding Officer

The Director acting in the capacity of a dean shall preside at all meetings of the law library faculty or shall appoint a presiding officer.

iv. Quorum
A simple majority of the members of the law library faculty shall constitute a quorum.

v. Rules of Order

Formal business of the law library faculty shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.

d. Staff

Persons employed by the law library and not designated as officers, members of the law library faculty or student employees shall be appointed and function in accordance with the UW Regulations.

Staff meetings may be convened as necessary for designated persons within defined areas of responsibility, activity or function, by the Director, line officers, committee chairpersons or other appropriate authority.

General meetings for all officers, faculty and staff may be convened by the Director or the Director's designate for the purposes of providing a forum for the discussion of issues within the Law Library's organization and programs, for sharing information generally, and for encouraging consultation.

6. STUDENTS

a. Honor Code. Because the students enrolled in the College of Law are engaged in a course of study leading to membership in the legal profession, an Honor Code shall govern the conduct of examinations and the preparation of work projects. The Honor Code shall be published and distributed to all students at the beginning of the fall semester each year, at which time an orientation program for new students in the Honor System shall be conducted. Alleged violations of the Honor Code shall be handled in accordance with the procedure described in the Code.

b. Student-Faculty Discussion Committee. At least once each semester the Dean and the student delegate to the faculty shall call a meeting of the Student-Faculty Discussion Committee, which shall consist of the Dean and two members of the faculty appointed by the Dean, the student delegate to the faculty, the Chancellor of the Potter Law Club and one member of each class, selected as the class may desire. The meetings shall be open to all interested members of the Faculty and student body and may include discussions with respect to problems of mutual interest in the operation of the College. In particular, the students shall be provided an opportunity to express their views on curriculum and the general academic program of the College.

c. Degrees. The College of Law shall grant the Juris Doctor (J.D.) degree to candidates who have met the established requirements for said degree. The Faculty of the College, through the Dean, shall recommend candidates for diplomas and degrees in course to the President and the Board of Trustees.
7. RELATED SERVICES.

a. Land and Water Law Review. The College of Law shall maintain the Land and Water Law Review as a vehicle for teaching, publishing scholarly and practical materials and enhancing the prestige of the College. The Review shall specialize in the development of issues relating to the law of natural resources and shall include a section which explores problems of Wyoming law and legal topics of general interest. The Review shall be the responsibility of a faculty editor who shall be selected by the Dean. The faculty editor shall with the approval of the Faculty promulgate regulations for the selection of the staff and editorial board and the efficient administration of the Review.

b. Land and Water Law Center. The College of Law shall maintain the Land and Water Law Center of the College of Law, affiliated with the Wyoming Water Resources Research Institute, in order to facilitate Faculty and student research in the natural resources area. The Center shall act as the legal staff of the Institute and shall participate in interdisciplinary studies of legal and institutional problems of water resources development. Law students shall be encouraged to participate in the research and publication activities of the Center. A member of the Faculty shall be appointed by the Dean to act as Director of the Center.

c. Clinical Legal Education, Legal Aid and Defender Services. For the purposes of imparting an understanding of the practical application of classroom instruction, giving training in discovery and presentation of facts, instilling a sense of responsibility to people, to the community and to the profession, and promoting an understanding of the ethics of the profession, the College of Law shall undertake and carry out programs of internships with private law offices, government bureaus and officials, legal services offices, judges and others, and may, with the permission of the Board of Trustees, undertake and maintain legal aid and defender offices, programs and services, under the direction of one or more members of the faculty.

8. GENERAL PROVISIONS.

a. Amendments. These regulations may be amended at any meeting of the Faculty by a majority of the voting Faculty, provided that notice of the proposed amendment shall have been given with the notice of meeting.

b. Effective Date. These regulations and any amendment or addition thereto shall become effective immediately after adoption by the Faculty and upon approval by the Board of Trustees.

Source:

University Regulation 570, Revision 2; adopted 7/17/08 Board of Trustees meeting