UW REGULATION 7-620
Regulations of the Outreach School

1. PURPOSE

To promulgate and amend the regulations of The Outreach School, as adopted by the Faculty, Academic Professionals and Professional Staff of that School and approved by the Trustees which sets forth the basic organization and processes through and by which the The Outreach School may function in the exercise of its authority and responsibility as prescribed by UW Regulations.

2. GENERAL INFORMATION

These regulations were adopted by the Faculty, Academic Professionals, and Professional Staff of the School.

3. DIRECTIVE

The Board of Trustees of the University of Wyoming has established The Outreach School as an administrative unit of the University with major outreach responsibilities. The School shall be administered by a Dean, who shall report to the Vice President for Academic Affairs. The Dean is nominated by the President and appointed by the Board of Trustees.

4. ADMINISTRATIVE ORGANIZATION OF THE SCHOOL (see attached diagram)

a. Academic and Service Units -- The divisions of the School are the University of Wyoming at Casper (UW-Casper), the Division of Outreach Credit Programs, the Division of Community Services Education, University of Wyoming Television (UW/TV), Wyoming Public Radio, and Broadcast and Media Engineering, and Computer Support.

b. Dean -- Duties and Responsibilities -- The Dean shall be the chief administrative officer of the School, appointed in accordance with UW Regulations, and shall be responsible for all matters relating to the educational and administrative affairs of the School. He/she shall hold 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 the 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 educational programs and 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 and which are in the custody of University personnel, both on-campus and in outreach locations. The Dean shall also be responsible for maintaining the University’s articulation agreements and other cooperative agreements with the Wyoming community colleges.
c. **Associate Dean -- Duties and Responsibilities** -- The Associate Dean assists, and acts in the absence of, the Dean when required. This includes exercising signature authority for the School, and representing the School at University administrative meetings as designated by the Dean.

The Associate Dean also facilitates programs and projects involving personnel from both divisions of the School and performs other appropriate duties as delegated by the Dean.

d. **Other Administrative Officers -- Duties and Responsibilities** -- 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.

e. **Division Heads -- Duties and Responsibilities** -- A Division Head shall be the chief administrative officer of each Division of the School. He/she 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, the Division Head 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, division head, director or manager, as appropriate to the unit. The unit administrator of the University of Wyoming at Casper (UW-Casper) may hold the title of Dean or Associate Dean.

The Division Head shall be responsible for all matters relating to the educational and administrative affairs of the unit. This person shall preside at meetings of the division personnel, recommend the unit budget, transmit and recommend the division budget, transmit and recommend appointments and promotions with respect to the academic personnel and staff of the division, and exercise general administrative supervision over the educational and service programs and operations of the division.

f. **Standing Committees** -- The Division Heads shall constitute an administrative committee which shall be advisory to the Dean.

g. **Other Committees** -- The Dean may appoint ad hoc committees as needed.

h. **Academic Coordinators--Duties and Responsibilities** -- Academic Coordinators and the UW-Casper unit administrator represent the off-campus administrative arm of the Outreach School and report directly to the Dean of the School. These individuals are responsible for administering regional offices located at specific sites in Wyoming facilitating the regional delivery of the School’s programs and services and other appropriate duties as delegated by the Dean. The criteria and procedures for appointment and promotion of Academic coordinators shall conform to those listed in UW Regulations. Criteria and procedures for appointment and promotion of the UW-Casper unit administrator shall conform to those listed in UW Regulations.
5. FACULTY, ACADEMIC PROFESSIONALS AND PROFESSIONAL STAFF

a. Composition of the Faculty of The Outreach School -- The following are the faculty of the School:

i. The Dean, the Associate Dean, Division Head, or a unit administrator may hold a tenure-track faculty appointment in an academic department of the University. Voting faculty of the School are those holding full-time tenure track appointments in an academic department and administrative appointments in the School. 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/Casper College Center.

ii. Non-voting, adjunct faculty members are regular University faculty and extended term academic professionals teaching in Outreach Credit Programs on a part-time basis; and

Once it is determined that adjunct faculty qualifications meet a particular outreach credit academic need, and those adjunct faculty or academic professionals are approved by the appropriate academic departments, the School will employ adjunct faculty through the regular payroll procedure to undertake the specific task required. These adjunct faculty will be paid from funds in the appropriate office. Normally, compensation is made after final grades are submitted, or in the case of Flexible Enrollment, after a course is developed and accepted, or following the submission of graded lessons or tests. At UW-Casper, adjunct faculty and UW faculty teaching on overload will be paid on a prorated monthly basis, at the outreach School rates, during the semester they are teaching.

iii Ex officio faculty members are the President of the University and the Vice President for Academic Affairs.

b. Composition of Academic Professionals -- Academic professionals shall consist of those so designated by the Office of Academic Affairs and serving full-time in the School.

c. Composition of Professional Staff -- Professional staff shall consist of those so designated by the Office of Human Resources and/or serving full-time in the School.

d. Membership in the School -- Voting members of the School shall consist of the Dean, Associate Dean, Division Heads, extended-term academic professionals, professional staff budgeted in programs under the administration of the School, and full-time faculty and academic professionals assigned to the UW-Casper Center. The President and the Vice President for Academic Affairs shall be ex officio members without vote.

e. Meetings -- The full-time faculty, academic professionals and professional staff shall meet annually 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.
The Dean shall call a meeting whenever five full-time faculty, academic professionals, and/or professional 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. A 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.

f. **School Secretary** -- The Dean shall appoint a secretary whose duties shall be to make, keep, and where pertinent, to disseminate such records or other information as may be necessary for the orderly conduct of business.

g. **Faculty, Academic Professionals and Professional Staff Service** -- Any assignment of a member budgeted in the School to an instructional or service unit outside the School shall be approved by the supervisor, division head, and the Dean.

h. **Powers and Duties** -- The full-time faculty and academic professionals in the School, with the School's adjunct appointees, shall have jurisdiction over all academic degree matters within the scope of the School, as set forth in UW Regulations.

The Professional Staff of the School shall have the power and duties set forth in UW Regulations.

i. **Appointment, Promotion and Extended Terms** -- The criteria and procedures for appointment, reappointment, extended term and promotion of full-time academic professionals of the school shall conform to those listed in UW Regulations.

Questions of appointment, reappointment, tenure or extended terms for full-time faculty or academic professionals teaching part-time or having administrative appointments for the School will be determined within their respective academic departments. The quality of the service for the School will be communicated to the respective department heads for consideration in reappointment, tenure or extended term, promotion and merit decisions.

The criteria for appointment and classification for Professional Staff will be determined by the Dean of the School and the Office of Human Resources. In Casper, this will be done in consultation with the UW-Casper unit administrator.

6. **ROLE OF TEMPORARY FACULTY OR ACADEMIC PROFESSIONALS**

The School may from time-to-time appoint temporary faculty or academic professionals to provide academic instruction. Based upon academic training and experience, these individuals will be appointed only after the approval of the department head and dean who hold academic responsibility for the course content. Once identified as a potential teacher for a course, the individual will submit a current official transcript, a current vita and three recent (no older than six months) letters of recommendation. Once receiving approval of the appropriate department, and/or college the individual will be employed at the stipulated rate and paid for his/her services following submission of final grades. Temporary faculty and academic professionals will not be voting members in the School nor will they be entitled to consideration for promotion, tenure, or extended term appointment in the University.
7. STUDENTS

a. Admissions -- Students enrolling in credit classes and degree programs through the School shall be subject to regulations of the University and College or School responsible for the particular curriculum.

b. Probation, Dismissal, Reinstatement -- The School shall be guided in its probation and dismissal policies by the regulations of the University faculty governing academic probation and dismissal.

8. DEGREES AND DIPLOMAS

Students registered through the School receive their degrees from the academic College or School in which they complete the required course of study for their degrees resides.

9. AMENDMENTS TO THE REGULATIONS

Regulations limited to the administration and operation of The Outreach School may be changed or amended and additional regulations may be adopted at any called meeting of the full-time Faculty, Academic Professionals and Professional Staff of the School by an affirmative vote of two-thirds of all members present, provided that the members shall have been given written notice of the meeting at least ten 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.

10. EFFECTIVE DATE

a. School Regulations -- 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