

**UW REGULATION 1–2**  
**Establishment of University Administrative Committees**

**I. PURPOSE**

To establish the standing administrative committees of the University of Wyoming, with specific duties and structure for the individual committees as outlined below.

**II. GENERAL INFORMATION**

All administrative committees established under the authority of the President shall be responsible and advisory to him/her. For the purposes of general administration, a University Vice President is designated for each committee. The designated Vice President shall provide administrative support, receive recommendations, and otherwise assist in effectuating the purposes and functions of the committee.

The applicable Vice President or designee shall appoint a chairperson (or co-chairpersons) and members of the committee. Appointed members and ex officio members of each committee shall have the same privileges of participation unless otherwise stated. If applicable, copies of minutes of all committee meetings shall be sent to the designated Vice President who shall maintain such minutes. These minutes shall be available for review by the President.

**III. UNIVERSITY ADMINISTRATIVE COMMITTEES**

**A. Animal Care Committee**

**1. Rationale**

The Health Research Extension Act (HREA) of 1985 and the Animal Welfare Act require the University to appoint an Institutional Animal Care and Use Committee (IACUC), whose responsibilities are delineated by federal law and policy.

**2. Functions**

The IACUC is responsible for overseeing the care and well-being of animals used for research and educational purposes at the University and serves the public by ensuring compliance with all legal and ethical standards regarding the use of vertebrate animals in research and teaching at the University.

### **3. Composition**

The composition of the Committee shall be determined as outlined in the Public Health Service Policy on the Humane Care and Use of Laboratory Animals. The Associate Vice President for Research and Economic Development and the Veterinary Officer shall serve as *ex officio* members of the Committee. Administrative responsibility is assigned to the Vice President for Research and Economic Development.

## **B. Athletics Planning Committee**

### **1. Rationale**

As a result of Trustee action authorizing the University to subscribe to the Knight Foundation Commission "one-plus-three" model for Intercollegiate Athletics -- presidential control directed toward academic integrity, financial integrity, and independent certification, the Committee shall be advisory to the President for the formulation of intercollegiate athletics planning and policy.

### **2. Functions**

The Committee shall review, formulate and initiate general and long-range goals, plans and policies pertaining to the Division of Intercollegiate Athletics. In addition, the committee shall review and assess matters pertaining to NCAA compliance and the application of University rules and regulations for eligibility, scholarships and equity; review annually the status of the Division of Intercollegiate Athletics to determine needs, and submit findings to the President; review regularly the academic issues, policies and progress associated with student-athletes in the Division; meet at least quarterly at the discretion of the Chairperson or President; report to the University Faculty Senate in general Senate meetings at least once annually and, upon request, to Staff Senate and Student Senate; and assume other duties as directed by the President.

### **3. Composition**

The Committee shall consist of the faculty representative to the Mountain West Conference and National Collegiate Athletic Association, eight other faculty members from degree granting colleges, two deans, four administrators (*ex officio*), two staff members, two students, and the Director of Intercollegiate

Athletics, all appointed by the President of the University. The Faculty Athletic Representative will serve as the Committee chair.

**C. Controlled Substances Use Committee**

**1. Rationale**

The Committee is required to ensure the proper handling of controlled substances under the jurisdiction of the University.

**2. Functions**

The Committee shall develop policies and practices for the handling of controlled and dangerous substances consistent with applicable Federal and State regulations and shall submit its recommendations to the Vice President for Research and Economic Development.

**3. Composition**

The Committee shall consist of at least five faculty members including at least three biological scientists and with representation from the Colleges of Agriculture and Natural Resources, Arts and Sciences, Health Sciences, or the Division of Medical Education and Public Health (a physician). The Safety Officer and the Vice President for Research and Economic Development shall be *ex officio* members of the Committee. Administrative responsibility is assigned to the Vice President for Administration.

**D. Employee Benefits Committee**

**1. Rationale**

The University, on as needed basis, should have a mechanism to review and develop economic benefits for the faculty and staff.

**2. Functions**

It shall be the primary function of this Committee to formulate, propose and review programs of fringe benefits relating to the economic status of faculty and staff, and to make recommendations to the Vice President for Administration concerning the same. The Committee shall provide recommendations on the development of economic benefits for the faculty and staff in the broad areas of insurance, group investments, social security and retirement.

### **3. Composition**

The Committee shall be composed of four faculty members, one of whom shall be a retiree, selected by the Faculty Senate; four staff members, one of whom shall be a retiree, selected by the Staff Senate; and one staff officer and one academic officer of the University, chosen by the Vice President for Administration. The Director of Human Resources shall be an ex officio member without vote. Administrative responsibility is assigned to the Vice President for Administration.

## **E. Environmental Health, Safety, and Risk Management Committee**

### **1. Rationale**

Sound policies and practices regarding environmental health, safety, and risk management are essential: 1) to ensure the well-being of students, employees, and visitors to the campus, and 2) to attain the most cost-effective methods for safeguarding University assets. A committee drawn from diverse areas of the University is vital to the process of evaluating safety practices and risk exposure and formulating relevant policy recommendations.

### **2. Functions**

The Committee shall review incidents and situations related to safety or risk concerns and make policy or action recommendations to the appropriate Vice President or relevant division/department administrators. The Committee shall assist University offices to: 1) formulate recommendations to the appropriate Vice Presidents regarding the allocation of resources for environmental health, safety, and risk management purposes, and 2) ensure compliance with policies and practices.

The Committee also provides the University community a forum for expression of health, safety, and risk concerns.

### **3. Composition**

The committee membership includes representatives from the offices of Agriculture Research Service, Athletics, Facilities Planning, Financial Services, Residence Life and Dining Services, Human Resources, Kinesiology and Health, Physical Plant, Campus Police, Risk Management, Environmental Health and Safety, and Dean of Students, as well as three members of the faculty, one student, and one staff member at-large.

The faculty members are appointed by the Faculty Senate for three-year terms on a rotating basis from the various colleges with representation to include physical and biological sciences; the student member is appointed by the ASUW for a one-year term; and the staff member at-large is appointed by the Staff Senate for a three-year term. Administrative responsibility is assigned to the Vice President for Administration.

**F. Facilities and Space Allocation Committee**

**1. Rationale**

The University must sustain its programs and respond to emerging needs within the constraints of existing space and available resources. Establishing this committee will promote the allocation of these limited resources in a manner consistent with overall program goals.

**2. Functions**

It shall be the function of the Committee to determine the allocation of space not assigned to colleges and determine the reassignment of space among colleges and other units in accordance with University program requirements.

**3. Composition**

The Committee shall consist of the Vice Presidents of the University and the Director of Intercollegiate Athletics as needed. The Committee shall be co-chaired by the Vice President for Academic Affairs and the Vice President for Administration. This Committee is assisted by the Office of Space Management.

**G. Institutional Biosafety Committee**

**1. Rationale**

The University shall ensure biological safety through prudent practices necessary to protect people and the environment from hazardous biological materials and through conformance with biological safety directives and federal and state guidelines.

**2. Functions**

The Committee shall make recommendations and proposals on matters pertaining to the use of biological agents in research and

teaching, including toxins, bacteria, viruses, fungi, parasites, infected or potentially infected human, animal or plant cells, recombinant DNA, infectious nucleic acids and toxin producing agents. Such matters shall include but are not limited to research, sanitation, treatment and disposal of hazardous biological materials. The Committee shall recommend such regulation as may be necessary for assuring the proper handling of biohazardous materials. The Biological Safety Specialist shall have the responsibility to provide the professional expertise needed in carrying out the charge of the Committee, and shall interpret, upon consultation with the Office of General Counsel, federal and state regulations regarding biological agents for the committee.

### **3. Composition**

The Institutional Biosafety Committee shall be comprised of at least one representative from each academic unit interested and involved in research related to biological agents, the Biological Safety Specialist, and at least two qualified individuals not affiliated with the University to represent the interest of the community with respect to health and protection of the environment. The Biological Safety Specialist shall be a permanent voting member of the committee. Members shall be appointed by the Vice President for Research and Economic Development and the Committee shall select a chairperson annually. A quorum will consist of a simple majority. A passing vote will be a simple majority of the members present. Administrative responsibility is assigned to the Vice President for Research and Economic Development.

## **H. Institutional Review Board for Projects Involving Human Subjects**

### **1. Rationale**

The Department of Health and Human Services Policy for Protection of Human Research Subjects requires the University to appoint at least one Institutional Review Board (IRB), whose responsibilities are delineated by federal law and policy.

### **2. Functions**

The IRB is responsible for conducting initial and continuing reviews and providing oversight for all research activities involving the use of human subjects performed by any employee or student of the University.

### **3. Composition**

The composition of the Committee shall be determined as outlined in the Department of Health and Human Services Policy for Protection of Human Research Subjects. The Associate Vice President for Research and Economic Development shall serve as an *ex officio* member of the Committee. Administrative responsibility is assigned to the Vice President for Research and Economic Development.

## **I. Parking Advisory Committee**

### **1. Rationale**

Staff, students and faculty should have the opportunity to participate in the formulation of traffic and parking regulations and to address the special traffic and parking needs of those in the University community.

### **2. Functions**

The committee shall make recommendations to the administration concerning general traffic and parking regulations, assign special and reserve parking spaces, act on written appeals for special parking permit considerations, and work with the Manager of Transportation and Parking to implement minor changes in the traffic patterns and parking.

### **3. Composition**

The committee shall include six representatives appointed by the Vice President for Administration. Administrative responsibility is assigned to the Vice President for Administration.

## **J. Radiation Safety Committee**

### **1. Rationale**

The University, operating under a type A broad scope byproduct (radioactive materials) license, is required under the United States Nuclear Regulatory Commission (NRC) to appoint a radiation safety committee.

### **2. Functions**

The Committee shall develop, administer and periodically review policies and procedures to assure control of procurement and use

of radioactive materials, and enforce the radiation safety program by advising and directing personnel regarding the applicable policies and procedures of the NRC.

**3. Composition**

The Committee shall consist of the Associate Vice President for Research, the Radiation Safety Officer/Health Physicist, at least one administrative representative appointed by the Vice President for Administration, and at least one technical representative from each college, group or activity using ionizing radiation sources under the University's license. Appointments will be for a one-year term. Administrative responsibility is assigned to the Vice President for Research and Economic Development.

**K. Traffic Appeals Committee**

**1. Rationale**

Staff, students and faculty should have the opportunity to appeal traffic citations issued to them by the University.

**2. Functions**

The Committee shall (1) act on all written appeals made within fifteen days of the date of violation; (2) grant, deny, reduce or alter the appeal; and (3) make recommendations concerning general traffic and parking regulations to the Parking Advisory Committee.

**3. Composition**

The Committee shall include a representative of the Vice President for Administration and one representative each from the faculty, staff, and ASUW. The Chief of the University Police Department or designee shall be an ex officio member without vote. Administrative responsibility is assigned to the Vice President for Administration.

**Source:**

University Regulation 2; adopted 1/22/2010 Board of Trustees meeting  
Revisions adopted 3/23/2012 Board of Trustees meeting  
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