



May 24, 2016

Effective this date, I am rescinding Presidential Directive 6-1993-2 (Financial Exigency).

*Laurie S. Nichols*

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Laurie S. Nichols  
University President

*5-25-2016*

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Date

**Presidential Directive 6-1993-2**

**Financial Exigency**

The purpose of this Directive is to describe the manner in which the President would intend to administer UW Regulation consistent with the shared values and customary usages of the University.

**1. PLANNING.**

Application of planning principles should be on-going at the University. Essential factors relating to establishment, expansion, reduction or elimination of any University program should be examined when relevant through a consultative process appropriate to the decision to be made. University planning principles, including but not limited to the following shall be observed as applicable in the development of any University Financial Crisis Plan:

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|---|--|
| Mission of the Program                    | Generation of Revenue by the Program   |
| Quality of the Program                    | Investment in the Program              |
| Cost of the Program                       | Responsibilities of the University     |
| Effect on Mission of the University       | Support for Program                    |
| Primacy of Academic Programs              | Relation to Other University Programs  |
| Commitment to Academic Freedom            | Personnel Structure of Program         |
| Obligations to Students                   | Cause/Duration of Financial Deficiency |
| Loss of Students if Program Is Eliminated | Privatization of the Program           |
| Service of Program to State               |  |
| Strength and Efficiency of the Program    |  |

**2. FINANCIAL CRISIS ADVISORY COMMITTEE.**

The Financial Crisis Advisory Committee described in UW Regulations shall be organized as follows:

The terms of the Deans, and members of the Faculty Senate Executive Committee, Academic Planning Committee, Budget Planning Committee, and Staff Council shall be two years, with one member from each of these bodies initially to serve for one year. Selection of members of the Committee shall take place in the spring semester of the year. Terms shall commence on August 1, and shall continue until the selection and qualification of a successor. An organizational meeting of the Committee shall be held during the last week of August of each year. Other meetings of the Committee may be called by the Chair or by any four members of the Committee. A majority of the members of the Committee shall constitute a quorum for the transaction of Committee business. Meetings of the Committee shall be closed to the public, unless an open meeting is specified by the Committee or required by law.

At the request of the President of the University, the Committee shall consult with and advise the President concerning matters of impending or existing financial crisis affecting the University, and

shall take part in the development of a Financial Crisis Plan. The Committee shall also consult with and inform deans, Vice Presidents, Assistants to the President, the Faculty Senate, the Staff Council, and the Associated Students of the University of Wyoming concerning the financial condition of the University and the activities of the Committee.

The Committee shall consider the effect upon the University of reduction in financial resources, and at the request of the President shall make recommendations concerning the appropriateness of proposed responses to reductions in financial resources, including any modification of the mission and objectives of the University, the centrality of various programs to the University and the allocation of budgetary reductions within the University.

The Committee may recommend remedial measures for University personnel who are terminated or transferred due to financial crisis or financial exigency. These recommendations may address provisions for retraining, early retirement, voluntary leaves of absence, assistance in finding other employment, and extension of University insurance coverage for a reasonable time. The Committee shall have access to information necessary to the performance of its functions, and shall inform itself concerning the financial condition and financial prospects of the University. The President shall assign appropriate staff to assist the Committee. The President may delegate to the Committee other functions concerning matters of financial crisis.

### **3. FINANCIAL CRISIS PLAN.**

Whenever it appears to the President that there is a substantial likelihood that the University will experience a financial crisis, the President may after consultation with the Financial Crisis Advisory Committee announce an Impending Financial Crisis. In the announcement of Impending Financial Crisis, the President shall give a general estimate of the nature and extent of the anticipated financial deficiency.

The President shall inform the Principal Officers of the University of the potential financial impact of the financial deficiency upon those programs for which the Principal Officer is administratively responsible. Each Principal Officer shall, following appropriate consultation, report to the President an estimate of the general consequences of the projected financial reductions upon those programs, and may suggest alternative measures of cost saving and revenue enhancement. Reports on the effect of projected financial reductions shall be submitted pursuant to a schedule established by the President. The President may consult with the Committee concerning the reports.

Upon declaration of Financial Crisis, the President shall direct each Principal Officer to prepare budgetary reduction plans for each area or program over which the respective Principal Officer has administrative supervision. The budgetary reduction plans shall conform to Presidential direction with respect to meeting designated budgetary reductions and reporting format requirements and shall be prepared in accordance with established University budgeting procedures, in consultation with personnel within the affected areas or programs.

Budgetary reduction plans shall be prepared in accordance with the principles and guidelines set forth for academic planning in Section I PLANNING, above. Budgetary reduction plans may include, but not be limited to:

- a) Reduction or elimination of expenses, including travel, supplies, equipment, publications and other expenses.

- b) Reorganization or reduction of programs, which may include:
  - i) Merger of programs
  - ii) Reduction of curriculum
  - iii) Reduction of services
  - iv) Reduction of number of students
  - v) Downsizing summer programs
  - vi) Reduction of co curricular activities
  - vii) Not filling vacancies in positions
  - viii) Increased workloads
  - ix) Reduction of salaries and benefits
  - x) Leaves of absence
  - xi) Early retirement
  - xii) Termination of personnel
  - xiii) Other actions to reduce expenditures
- c) Contracting for services with non-University entities.
- d) Increased use of part-time personnel or adjunct faculty.
- e) Other actions which will reduce expenditures.
- f) Elimination of programs, including academic programs, co curricular activities and service programs, and termination of personnel within those programs.

Based upon the budgetary reduction plans submitted by the Principal Officers and following appropriate consultation with the Financial Crisis Advisory Committee, the Executive Council, the Executive Deans' Council, the Faculty Senate, the Staff Council, and Associated Students of the University of Wyoming, the President shall develop a proposed Financial Crisis Plan to meet the financial shortfall.

The President shall announce the proposed Financial Crisis Plan to the University community and to the public. A public meeting shall be conducted, at which the President shall explain the proposed Plan and receive questions and comments concerning the Plan. Comments upon the proposed Financial Crisis Plan will be invited from all interested persons for a period of time as determined by the President. Comments shall be in writing, except that in the discretion of the President one or more public hearings may be conducted to receive oral and written commentary.

The President shall take into consideration comments and suggestions relating to the proposed Financial Crisis Plan, and the results of all consultation to develop the final proposed Financial Crisis Plan. The President shall submit the final proposed Financial Crisis Plan to the Board of Trustees. If the Plan as submitted requires termination of the employment of tenured faculty members, the President shall request that the Board of Trustees declare Financial Exigency.

Approved December 8, 1993