
UNIVERSITY OF WYOMING REGULATIONS

Subject: Organization of the University

Number: UW Regulation 1-1



I. OFFICERS OF THE UNIVERSITY

A. Designation

Officers of the University are: The President; Administrative Officers, to include the Vice Presidents, the Chief Diversity Officer, the General Counsel, the Director of Government Relations and the Director of Intercollegiate Athletics as set forth in section II of this regulation, and the Vice Provost, Associate Vice Provosts and Associate Vice Presidents; and Academic Officers, to include Deans, Directors, Associate and Assistant Deans and Department and Division Heads, of the organized education units specified in UW Regulation 2-411 (Academic Organization).

B. Appointment

The President of the University shall be appointed by the Trustees as provided in the Bylaws of the Trustees of the University of Wyoming. Nine affirmative votes of the Trustees shall be required for appointment. The following Officers shall be appointed by the Trustees upon the recommendation of the President following consultation with the appropriate University Officers and faculty: Vice Presidents, the Chief Diversity Officer, General Counsel, the Director of Government Relations, the Director of Intercollegiate Athletics, Deans, and the Executive Director of the School of Energy Resources. All appointments under this paragraph shall be on such terms with respect to salary, terms of employment and like matters as the Trustees may determine.

C. Search Committees

Whenever the appropriate appointing authority appoints a Search Committee with regard to the selection of an administrative officer (as defined below), the following shall apply:

1. The President of the Board of Trustees shall appoint a committee of three (3) members of the Board to serve as the Board of Trustees Vice President and Dean Search Committee to allow the Board of Trustees to be kept fully informed without interfering with the process.

2. The Chair of the University's Search Committee shall provide the Vice President and Dean Search Committee with a copy of the statement of qualifications the Search Committee will use during its recruitment process.
3. The Chair of the Search Committee shall regularly inform the Vice President and Dean Search Committee of the progress of the search, recognizing that the Vice President and Dean Search Committee can provide nonbinding feedback.
4. After the Search Committee has identified the final candidates, the Chair of the Search Committee will recommend the final candidates to the appropriate appointing authority and the Vice President and Dean Search Committee. The Chair of the Search Committee, and such other members of the Search Committee deemed advisable, shall confer with the appointing authority and the Vice President and Dean Search Committee, solely for the purpose of the Vice President and Dean Search Committee receiving information.
5. The Vice President and Dean Search Committee may communicate with the full membership of the Board of Trustees as it determines. All communications to and from the Vice President and Dean Search Committee under this regulation shall be treated in a confidential manner.
6. When the President of the University has determined the top 2-3 candidates for a position to which this Paragraph P applies, prior to the University commencing negotiations with the person to whom the offer will be made, the President of the University shall advise the Board of Trustees of the intention to make an offer of employment to the top candidate or the other candidates, if applicable, should negotiations with the top candidate be unsuccessful. The President shall do so in an executive session of a meeting of the Board of Trustees and shall provide such information to the Board as the Board may require. Negotiations with the candidate shall not commence prior to the Board's executive session. If the negotiations are successful with any of the top candidates, the President of the University shall recommend the Board approve appointment of the candidate but all matters shall remain confidential pending the Board's final approval.
7. In establishing their time frames applicable to the search process, the President, working with the Search Committee, shall take into consideration the Trustees' regularly scheduled monthly meetings in an effort to coordinate the approval/hiring process with such Trustee meeting schedule so as to reduce the number of special meetings which would otherwise have to be held to assure compliance with this Regulation.

This process applies to the selection of the following administrative officers (as well as any additional vice president or dean positions that may be established in the future):

- a. Provost and Vice President for Academic Affairs
- b. Vice President for Finance and Administration
- c. Vice President for Information Technology
- d. Vice President for Institutional Advancement
- e. Vice President for Research and Economic Development
- f. Vice President for Student Affairs
- g. Chief Diversity Officer
- h. Director of Government Relations
- i. Director of Intercollegiate Athletics
- j. General Counsel
- k. Dean of College of Agriculture and Natural Resources
- l. Dean of College of Arts and Sciences
- m. Dean of College of Business
- n. Dean of College of Education
- o. Dean of College of Engineering and Applied Science
- p. Dean of College of Health Sciences
- q. Dean of College of Law
- r. Dean of Haub School of Environment and Natural Resources
- s. Dean of Honors College
- t. Dean of Libraries
- u. Executive Director of SER

D. Removal

Any person appointed to an office or position pursuant to this section may be removed by the Trustees whenever in their judgment the best interests of the University will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Likewise such removal shall be without prejudice to the rights, if any, of such person as a tenured member of the faculty.

II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

A. President of the University

Subject to control of the Board of Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided by laws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce UW Regulations as adopted hereof, and the President is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees. The President shall establish standing administrative

committees of the University. All administrative committees established under the authority of the President shall be responsible and advisory to the President. The President is authorized to settle claims against the University up to \$100,000.

In the event of the termination, resignation, death or incapacity of the President, the Trustees may appoint an acting President who shall perform the duties and have the powers of the President during such time as the Board of Trustees may direct. If no acting President has been appointed by the Board of Trustees, the duties of the President shall be performed by the Provost and Vice President for Academic Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Provost and Vice President for Academic Affairs, a Vice President for Student Affairs, a Vice President for Finance and Administration, a Vice President for Research and Economic Development, a Vice President for Institutional Advancement, a Vice President for Information Technology, a General Counsel, a Director of Government Relations, a Director of Intercollegiate Athletics and a Chief Diversity Officer. The Chief Diversity Officer shall, at the direction of the President and in collaboration with the other principal administrative officers of the University, lead the development and implementation of the University diversity plan. The President also may have other assistants as are authorized from time to time and may also authorize the appointment of a Vice Provost, Associate Vice Provosts and Associate Vice Presidents for each of the principal administrative officers, who shall perform such duties as specified.

B. Provost and Vice President for Academic Affairs

As the principal administrative officer for academic affairs, the Provost and Vice President supervises the academic colleges and schools; academic personnel; academic centers and institutes; the Art Museum; the University of Wyoming at Casper; enrollment management; international programs; the University Libraries; and undergraduate and graduate education.

The Provost shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University, including accreditation. The Provost shall consult with and advise the President on the recommendations of the heads of the various academic units concerning organization, development of programs, appointment of academic personnel, promotions, leaves of

absence, salaries, and the commission of special studies relating to curriculum, instruction, academic personnel and other areas as needed.

Additional administrative units may be assigned to the Provost by the President. The Provost may be assisted by a Vice Provost, one or more Associate Vice Provosts, and such other assistants as are authorized by the President from time to time.

C. Vice President for Finance and Administration

The Vice President for Finance and Administration is the principal financial officer of the University and shall be responsible to the President for the administration of all the business and financial affairs and UW Operations, including business and capital planning, preparation and administration of the University budget and development of long-term financing strategies to support implementation of the Capital Facilities Plan. The Vice President for Finance and Administration serves as the principal advisor to the President on the status of the University budget, and shall perform such duties as are required by statute or by UW Regulations.

The Vice President for Finance and Administration, in consultation with General Counsel, shall prepare such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University in accordance with UW Regulations or other directions of the Board of Trustees. The Vice President for Finance and Administration shall have administrative supervision over the following units: Campus Police, Financial Affairs, Human Resources, University Operations and such other units and personnel as may be designated by the President.

In accordance with the Bylaws, the Vice President for Finance and Administration shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, including the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments and the disbursement or investment of such funds and monies as authorized by the Trustees.

D. General Counsel

The General Counsel provides legal advice to the University, supervises the General Counsel's Office, and coordinates communications with the state's Attorney General. The General Counsel is responsible for administration of UW Regulations, procedures related to risk management, and review of discrimination, harassment, and workplace violence complaints. The General Counsel has administrative responsibility for the Equal Opportunity Report and Response Unit and the Risk Management Office.

E. Vice President for Information Technology

The Vice President for Information Technology shall be responsible to the President for the general information technology functions of the University. As the chief information officer of the University, the Vice President shall oversee and manage the elements of Information Technology, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

The Vice President shall advise the President and the University community on issues involving Information Technology and data privacy; develop and manage computing standards, network architecture and security; determine information integration methodologies; and work with internal and external constituents to support diverse technology needs and build consensus on information technology issues. The Vice President shall be an advocate for the development and use of technology in instruction, academic support, research, social media, and institutional support.

The Vice President shall evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

F. Vice President for Institutional Advancement

The Vice President for Institutional Advancement shall be responsible to the President and the Board of Trustees for private fundraising and relations with donors, and shall maintain administrative supervision of the Office of Institutional Advancement. The Vice President's primary functions shall include seeking private financial support for the University, coordinating private development and fundraising activities, and communicating with the University of Wyoming Foundation.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to ensure that development and donor relations are properly implemented and coordinated, and shall consult with, engage and advise the President and the Board of Trustees on all development and donor relations.

G. Vice President for Research and Economic Development

The Vice President for Research and Economic Development shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University. The Vice President shall be responsible for reviewing and evaluating proposed research and economic development programs; continuing review of existing contracts and grants; and maintaining research compliance, including oversight of the Institutional Review

Board (IRB), the Institutional Animal Care and Use Committee (IACUC), the Institutional Biosafety Committee (IBC), the Radiation Safety Committee, conflict of interest in research, and export control. The Vice President shall also be responsible for responding to allegations of research misconduct and shall serve as the Research Integrity Officer for the University.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall have administrative supervision over the following research units: Research Services, the Science Initiative, the Advanced Research Computing Center (ARCC), the Wyoming IDeA Networks for Biomedical Excellence (INBRE) Program, the Stable Isotope Facility, the Wyoming Survey and Analysis Center (WYSAC), the University of Wyoming-National Park Service Research Center, the Neuroscience Center, the Water Research Program/Office of Water Programs, Wyoming EPSCoR/IDeA, the Wyoming Natural Diversity Database (WYNDD), the High Plains American Indian Institute (HPAIRI), the offices of Undergraduate Research, UW/Community College Research Network, Research Resources, Research Coordination and Stimulus, the Humanities Institute, and any such other units as may be designated by the President.

The Vice President shall have administrative supervision over the following economic development units: the Institute for Innovation and Entrepreneurship, the Wyoming Procurement Technical Assistance Center (PTAC), the Research Products Center and Technology Transfer Office, Manufacturing Works, the Market Research center, the Wyoming SBIR/STTR Initiative (WSSI), the Wyoming Small Business Development Center (SBDC), the Wyoming Technology Business Center (WTBC), Wyoming Public Media, and any such other units as may be designated by the President.

H. Vice President for Student Affairs

The Vice President for Student Affairs shall be responsible to the President for the general administrative leadership and coordination of programs and services designed to support the learning and development of UW students.

The Vice President shall develop and deliver services, programs and facilities that promote the intellectual, personal, cultural and civic development of students; coordinate efforts to create a caring community in which individuals are respected, encouraged to pursue excellence, and assisted in achieving their potential; and foster the celebration of diversity of individuals and cultures.

The Vice President for Student Affairs shall have administrative supervision over the following units: Alumni Relations; the Associated Students of the University

of Wyoming (ASUW); Cowboy Parents; Campus Recreation; Dean of Students; Multicultural Affairs; Residence Life and Dining Services; the University Disability Support Services; Student Health Service; University Counseling Center, which includes the AWARE program; Wyoming Union and the Center for Student Involvement and Leadership; UW Catering and Events; the Wyoming Conservation Corp; and any other such units or responsibilities as may be designated by the President. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

I. Director of Intercollegiate Athletics

The Director of Intercollegiate Athletics shall be responsible to the President for the planning, direction and management of the Athletics Division.

Athletic coaches shall not be considered Officers of the University but shall be contractual employees. The President shall have the authority to appoint any athletic coach with a one-year contract and shall consult with the Executive Committee of the Trustees prior to appointing any coach with a multi-year contract.

J. Director of Government Relations

The Director of Government Relations is responsible to the President for coordinating the efforts to engage policy makers at the federal and state level to promote the University and enhance the University's ability to meet its mission and goals. The Director for Government Relations represents the University in its communications with elected officials at all levels, including all federal and state legislation. The Director provides advice, assistance, and information to the Board of Trustees, the President, and other University units with respect to government relations.

Responsible Division/Unit: Office of the President

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: Bylaws of the Trustees of the University of Wyoming, Article IX

History:

Trustee Regulations I, II, III, and IX.B; adopted 1/22/2010 Board of Trustees minutes

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