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# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Organization of the University

**Number:** UW Regulation 1-1

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## I. OFFICERS OF THE UNIVERSITY

### A. Designation

Officers of the University are:

1. The President;
2. Administrative Officers, to include the heads of the divisions as set forth in section II of this regulation (Academic Affairs, Diversity, Equity and Inclusion, Finance and Administration, General Counsel, Information Technology, Institutional Advancement, Research and Economic Development, Student Affairs, Intercollegiate Athletics, and Government and Community Affairs);
3. Vice provosts, associate vice provosts, deputy vice presidents, and associate vice presidents, if any;
4. 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: the heads of the divisions as set forth in section II of the regulation, deans, and the Executive Director of the School of Energy Resources. When the President of the University has determined the top 2-3 candidates for one of these Officer positions, 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.

In establishing their time frames applicable to the search process, the President, 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.

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. 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 head of 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 head of each unit as set forth in section II of the regulation. 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, senior vice presidents, deputy vice presidents, and associate vice presidents for each of the principal administrative officers, who shall perform such duties as specified.

## **B. Academic Affairs**

Academic Affairs oversees the academic colleges and schools; academic personnel; academic centers and institutes; the University of Wyoming at Casper; enrollment management; international programs; the University Libraries; and undergraduate and graduate education.

Academic Affairs 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. Academic Affairs 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 Academic Affairs by the President. Academic Affairs may be supervised by a provost, a senior vice president, or a vice president and may be assisted by a vice provost, associate vice provosts, senior vice presidents, deputy vice presidents, associate vice presidents, and such other assistants as are authorized by the President from time to time.

## **C. Diversity, Equity, and Inclusion**

The Office of Diversity, Equity, and Inclusion advises the President on organizational and transformational change related to diversity, equity, and inclusion, and in collaboration with the other principal Administrative Officers of the University, leads the development and implementation of the University diversity plan.

**D. Finance and Administration**

Finance and Administration is responsible for the administration of all the business and financial affairs of the University 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. Finance and Administration advises the President on the status of the University budget and oversees such duties as are required by statute or by UW Regulations.

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.

In accordance with the Bylaws, the head of 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.

**E. General Counsel**

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

**F. Information Technology**

Information Technology is responsible to the President for the general information technology functions of the University, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

Information Technology shall advise the President and the University community on issues involving 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. Information Technology shall be an

advocate for the development and use of technology in instruction, academic support, research, social media, and institutional support; evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

#### **G. Institutional Advancement**

Institutional Advancement is responsible to the President and the Board of Trustees for private fundraising and relations with donors. Institutional Advancement's primary functions include seeking private financial support for the University, coordinating private development and fundraising activities, and communicating with the University of Wyoming Foundation.

Institutional Advancement 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.

#### **H. Research and Economic Development**

Research and Economic Development, which can be one combined unit or two separate units, is responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University. Research and Economic Development is 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, and conflict of interest in research. Research and Economic Development is also responsible for responding to allegations of research misconduct and the head or designee shall serve as the Research Integrity Officer for the University.

Research and Economic Development is responsible for maintaining an assessment of the available research capabilities of the University, interacting with governmental agencies or other entities sponsoring or seeking research or investigatory studies, and overseeing economic development and innovation initiatives.

#### **I. Student Affairs**

Student Affairs is 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.

Student Affairs 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.

**J. Intercollegiate Athletics**

Intercollegiate Athletics is 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.

**K. Government and Community Affairs**

Government and Community Affairs 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. Government and Community Affairs represents the University in its communications with elected officials at all levels, including all federal and state legislation. Government and Community Affairs provides advice, assistance, and information to the Board of Trustees, the President, and other University units with respect to government relations.

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**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

Revisions adopted 11/18/2010 Board of Trustees meeting

Revisions adopted 3/23/2012 Board of Trustees meeting

Revisions adopted 1/17/2014 Board of Trustees meeting

Revisions adopted 6/16/2014 Board of Trustees meeting

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Revisions adopted 7/17/2014 Board of Trustees meeting

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Revisions adopted 11/18/2016 Board of Trustees meeting

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Revisions adopted 9/15/2017 Board of Trustees meeting

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Revisions adopted 11/15/2018 Board of Trustees meeting (effective 7/1/2019)

Revisions adopted 2/17/2021 Board of Trustees meeting

Revisions adopted 5/12/2022 Board of Trustees meeting

UW Regulation 1-102(I)(A) adopted Minutes of the Trustees, March 3-4, 2000, Budget Committee  
Moved to UW Regulation 1-1 on 11/15/2018 Board of Trustees meeting (effective 7/1/2019)

UW Regulation 1-102(I)(P) adopted Minutes of the Trustees, January 16, 2015, Work Session  
Revisions adopted and moved to UW Regulation 1-1 on 11/15/2018 Board of Trustees meeting  
(effective 7/1/2019)