

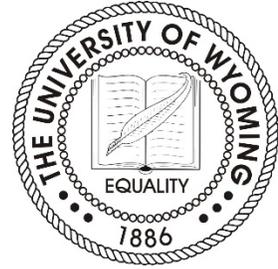
---

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Board of Trustees Directives

**Number:** UW Regulation 1-102

---



### I. DIRECTIVES OF THE BOARD OF TRUSTEES

#### A. Settlement Authority

(Minutes of the Trustees – March 3-4, 2000, Budget Committee). The President is authorized to settle claims against the University up to \$100,000.

#### B. Change Orders for Construction

(Minutes of Trustees – September 14-16, 2006 – Consent Agenda, p. 35). The Director of Physical Plant is authorized to approve change orders for construction or major maintenance projects up to \$50,000. The Vice President for Administration is authorized to approve change orders for construction or major maintenance projects up to 20% of the total project amount approved by the Trustees. All change orders will be reported to the Trustees.

(Minutes of the Trustees – July 16, 2015, revised September 10, 2015 and January 21, 2016). Approval of Change Orders for capital construction projects shall comply with the Project Development Policy and Procedure for UW Capital Construction for Major Projects. All change orders will be reported to the Trustees. Attachment H is the Project Development Policy and Procedure for UW Capital Construction for Major Projects.

#### C. Retention or Disposal of Real Property

(Minutes of the Trustees – July 25, 1998, Physical Plant & Equipment Committee). Attachment A is the policy for retention and disposal of real property.

#### D. Graduate Faculty

(Minutes of the Trustees – December 8, 1990, Item #10, p. 45 & December 14, 1991, p. 30). The Graduate Faculty of a department will be reviewed for participation in graduate committees and the quality of supervised graduate student degree programs. Any member of the Graduate Faculty who has not served on any graduate committee since the last review period will have the designation of “Graduate Faculty” terminated.

**E. President's Authority to Appoint Certain Faculty**

(Minutes of the Trustees – March 3-4, 2000, Personnel Committee). The President of the University may approve gratis, adjunct, temporary, clinical, and visiting academic appointments, whether full- or part-time. The President shall report all such personnel actions to the Trustees annually.

**F. Emeritus Status and Board Retirement**

(Minutes of the Trustees – January 9-11, 2003, Work Session). Emeritus faculty and academic professionals shall receive Board retirement benefits whether or not they meet the University service requirements for eligibility for Board retirement contained in UW Reg 5-2.

**G. Authorization for Stock Transfers**

(Minutes of the Trustees – July 25, 1998, Budget Committee).

The President of the University and Treasurer of the Board are authorized to:

1. Sell, assign, and transfer stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by this corporation in its own right or in any fiduciary capacity, and to execute any and all instruments necessary, proper or desirable for the purpose, and to ratify any past actions;
2. Act as agents of UW and to sign agreements, resolutions and any other documentation required to establish, maintain, and terminate security cash accounts with security dealers and brokers for the purpose of taking ownership and possession of cash, bonds, stocks and other securities held by such dealers and brokers which have been directed to the University by gift, bequest or any other act of transfer; and as agents they are fully authorized to sell, assign and transfer stocks, bonds, evidence of interest, etc. and all other securities, corporate or otherwise, now or hereafter held by the corporation its own right or in any fiduciary capacity pursuant to this authorization and to execute any and all instruments necessary, proper or desirable for the purpose.

**H. University of Wyoming Investment Policy**

(Minutes of the Trustees – March 12, 2007, Audit and Fiscal Integrity Committee). Attachment B is the Investment Policy of the University of Wyoming which establishes the general guidelines and procedures for the investment of University funds.

**I. Evaluation of Unoccupied Facilities**

(Minutes of the Trustees – July 25, 1998). It is the policy of the University that when a facility is no longer occupied, or upon request of the University administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land. The Vice President for Administration shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation.

**J. Master List of Degrees**

(Minutes of the Trustees – March 1983). At its annual meeting in May, the Board of Trustees shall approve the master list of degrees offered by the University of Wyoming. The list may be amended by the Board at any meeting.

**K. Trustees Serving on Boards**

(Minutes of the Trustees – March 5, 2010, Consent Agenda) If the Board of Trustees agrees to appoint Board members to the governing bodies of University related organizations, such appointments shall be for service only as non-voting members.

**L. School of Energy Resources**

(Minutes of the Trustees – January 17, 2014). The Division of Academic Affairs shall establish and provide for the implementation of the following:

1. For any performance evaluation of an employee in a non-classified administrative position within the School of Energy Resources, there shall be an opportunity for the Energy Resources Council to provide input and there shall be a report to the Energy Resource Council regarding the outcome of the performance evaluation.
2. The search committee established for the selection of any deputy director position within the School of Energy Resources shall include at least one member of the Energy Resources Council who is not an employee of the University.
3. The process for selecting the director of the School of Energy Resources shall include the following:
  - a. The chairman of the Energy Resources Council, or the Chairman's designee, shall be a member of the search committee.

- b. The search committee member in subparagraph 3.a. shall consult with the other members of the Energy Resources Council during that member's service on the search committee.
- c. The Vice President for Academic Affairs shall consult with the Energy Resources Council before recommending a candidate to the President for consideration by the Board of Trustees.

**M. Public Art Policy**

(Minutes of the Trustees – January 17, 2014). Attachment C is the University of Wyoming Public Art Policy which outlines the roles of the President's Public Art Committee.

**N. Policy for Performance and Payment Bonds for Construction Work at UW**

(Minutes of the Trustees – July 17, 2014). Attachment D is the Policy for Performance and Payment Bonds for Construction Work at UW, which provides the amounts, process and delegations of authority for bonds required by statute for construction work.

**O. New Student Live-In Policy**

(Minutes of the Trustees – September 12, 2014). Attachment E is the New Student Live-In Policy, which was approved by the Board in 1996 and establishes the policy requiring all new incoming students to live in the residence halls for their first two semesters unless one of the articulated exceptions applies.

**P. Search Committees**

(Minutes of the Trustees- January 16, 2015, Work Session, revised x-x-xx). 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 Administration
- c. Vice President for Governmental and Community Affairs
- d. Vice President for Information Technology

- e. Vice President for Institutional Advancement
- f. Vice President for Research and Economic Development
- g. Vice President for Student Affairs
- h. Chief Diversity Officer
- 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. Executive Director of SER

**Q. Indirect Cost Policy**

(Minutes of the Trustees- January 22, 2016). Attachment F is the University Indirect Cost Policy.

**R. Gifts and Celebratory Events for Employees Policy**

(Minutes of the Trustees – May 12, 2016). Attachment G is the University of Wyoming Gifts and Celebratory Events for Employees Policy which outlines the circumstances where University funds may be used to purchase gifts and/or host celebratory events for employees.

**Responsible Division/Unit:** Office of the President

**Source:** Bylaws of the Trustees of the University of Wyoming; Minutes of Board of Trustees Meetings

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

**Associated Regulations, Policies, and Forms:** Attachment A to UW Regulation 1-102: Policy for Retention or Disposal of Real Property; Attachment B to UW Regulation 1-102: Investment Policy; Attachment C to UW Regulation 1-102: Public Art Policy; Attachment D to UW Regulation 1-102: Policy for Performance and Payment Bonds for Construction Work at UW; Attachment E to UW Regulation 1-102: New Student Live-In Policy; Attachment F to UW Regulation 1-102: Indirect Cost Policy; Attachment G to UW Regulation 1-102: Gifts and Celebratory Events for Employees; Attachment H to UW Regulation 1-102: Project Development Policy and Procedure for UW Capital Construction Projects

**History:**

Adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 3/5/2010 Board of Trustees meeting  
Revisions adopted 1/17/2014 Board of Trustees meeting  
Revisions adopted 7/17/2014 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Revisions adopted 1/16/2015 Board of Trustees meeting  
Revisions adopted 3/27/2015 Board of Trustees meeting  
Revisions adopted 5/13/2015 Board of Trustees meeting  
Revisions adopted 1/22/2016 Board of Trustees meeting  
Revisions adopted 5/12/2016 Board of Trustees meeting  
Reformatted 7/1/2018