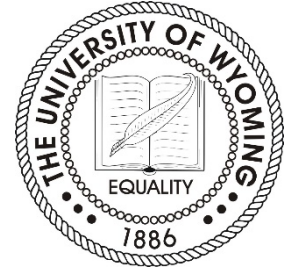

UNIVERSITY OF WYOMING REGULATIONS

Subject: Regulations of the American Heritage Center

Number: UW Regulation 2-400



I. PURPOSE

To establish the regulations of the American Heritage Center (AHC).

II. MISSION

The AHC is the repository for the University of Wyoming's rare books library, a large manuscript collection, and the university's archives. The AHC acquires and manages its collections in accordance with applicable professional standards, federal and state laws, and UW Regulations. Among the guiding standards and practices are those defined by the Society of American Archivists, the American Library Association (and in particular its Rare Books and Manuscripts Section and Association of College and Research Libraries Division), the Association of Research Libraries, the American Association of Museums, the Oral History Association, and the National Association of Government Archivists and Records Administrators. The AHC adheres to a written collection management policy and a written collecting policy, both of which are available for review by the public on the AHC web site. The AHC cooperates with other collecting units on campus (particularly the Libraries and Art Museum), in the state (particularly the Wyoming State Archives and the Buffalo Bill Historical Center), in the region (particularly the major manuscript repositories in Colorado), and in the nation.

The AHC's mission is twofold: (1) to preserve a clearly defined set of primary sources and rare books reflecting the written, image, and audio history of Wyoming, the Rocky Mountain region, and aspects of the American past and (2) to make these resources accessible to all. Through this mission, the AHC plays an active and creative role in the teaching, research, and service mission of the University.

III. ADMINISTRATIVE ORGANIZATION

A. Director

The AHC shall be headed by a Director. The Director shall report to the Vice President for Academic Affairs and shall be responsible for all matters related to the administration of AHC programs.

The Director shall have oversight of the AHC Faculty. In this capacity, the Director shall preside at special meetings of the AHC Faculty, encourage Faculty

development, and make recommendations to the Vice President for Academic Affairs concerning initial appointments, reappointments, extended term appointments and promotions. The Director shall be the Records Officer for the University.

The Director or the Director's designee may convene general meetings for all officers, Faculty, and staff for the purposes of providing a forum for the discussion of issues within the AHC's organization and programs, for sharing information generally, and for encouraging consultation.

B. Associate and Assistant Directors

The Director may appoint Associate or Assistant Directors in accordance with UW regulations. They shall perform such functions as the Director of the AHC may assign.

C. University Archivist

The Director may appoint a member of the AHC Faculty, with specific knowledge and skills relating to records management, to the position of University Archivist. The University Archivist will assist in assessing functions related to managing information at the University, particularly electronic data, to make certain that departments and programs are 1) consistent in following procedures for managing information, 2) complying with state public record laws, and 3) ensuring long-term preservation of administratively and historically valuable material by verifying completion and fulfillment of records retention schedules. The University Archivist shall participate in the decision-making process for different University electronic information management systems to ensure the systems meet legal and administrative requirements and best practices for recordkeeping.

D. Department Heads

The Director may appoint department heads in accordance with UW Regulations. The primary role of a department head is that of a manager responsible for planning, organizing, staffing, directing, coordinating, budgeting and evaluating within an assigned area.

IV. COMMITTEES AND TASK FORCES

- A.** The Director will designate appropriate AHC personnel to form an advisor's committee, which shall be convened by the Director on a regular basis to advise the Director and to disseminate information passed on by the Director.
- B.** AHC Faculty shall elect representatives for three-year terms to the University Tenure and Promotion committee. Members of this committee must hold an extended term appointment.

The AHC Faculty may establish standing committees and task forces to manage Faculty issues and to contribute professional expertise to the management of the AHC and the University. The Faculty may also nominate and/or elect members for AHC-wide or University-wide committees where membership is restricted to either the AHC Faculty or University Faculty.

- C. The Director of the AHC may appoint standing or ad hoc committees and task forces as necessary. Committees required within departments of the Center may be appointed and charged by appropriate department heads. Committee functions shall not usurp the functions, duties or responsibilities of administrative officers, managers or supervisors.

V. FACULTY

A. Membership

1. The Faculty of the AHC shall include the President of the University and the Vice President for Academic Affairs, ex-officio without vote; the Director, and all members of the AHC Faculty serving at the ranks of assistant archivist, associate archivist and archivist.
2. Filling an AHC Faculty position requires a request and authorization by the Vice President for Academic Affairs, as well as approval by the AHC Director. The request must describe (1) whether the position is to be temporary or extended-term-track, (2) the proposed starting rank and salary, (3) the length of the probationary period if the position is on the extended-term track, (4) the source of funding for the position if it is temporary, and (5) the duties and responsibilities associated with the position. AHC Faculty searches shall be conducted in accordance with UW regulations and policies.
3. Appointment as an AHC Faculty member requires a master's degree in library science and/or information science from a program accredited by the American Library Association (ALA), or a master's degree in history, American studies, or related field, typically including at least four graduate courses in archives administration, rare books curatorship, or special collections librarianship, or an appropriate equivalent. In special cases, the Director, in consultation with the Vice President for Academic Affairs, may consider professional experience as an additional requirement or as a requirement in lieu of formal academic degrees.
4. The appointing authority for AHC Faculty positions is the AHC Director. Appointments require approval by the Vice President for Academic Affairs and authorization by the Board of Trustees. The appointment letter will specify the initial conditions of employment, including the rank, salary, benefits, and status as an extended-term-track or temporary employee.

B. Powers and Duties

1. Each AHC Faculty member will have a job description that includes a description of duties, proportion of time allocation, and standards expected of the Faculty member. Job descriptions may vary among employees. Development of and changes in job descriptions are the responsibility of the department head but will include consultation with the incumbent and approval by the Director. Job descriptions may be revised at any time during the appointment period. All changes in a job description will be reported to the office of the Vice President for Academic Affairs.
2. As a part of their job responsibilities, members of the AHC Faculty are expected to demonstrate continuing professional development.
3. Members of the AHC Faculty shall be eligible for nomination and election to the Faculty Senate in accordance with UW Regulation 2-300.

C. Ranks

1. There are three ranks of Faculty in AHC (1) Assistant Archivist, (2) Associate Archivist, and (3) Archivist.
2. The assistant archivist rank is the beginning level of archives administration and special-collections curatorship and generally requires little or no professional experience. It requires performance according to expectations of assigned archives administration, special collections curatorship, scholarship, extension, service, and all the other obligations of an AHC Faculty member.
3. The associate archivist rank designates a Faculty member who has established a reliable track record and demonstrates commitment to continued excellence. This rank carries the expectation of continuing professional development or experience (though additional degrees are not required). Five full years of experience as an Assistant Archivist at the University, or its equivalent, is normally required for appointment or advancement to this rank.
4. The archivist rank is reserved for individuals who have made distinctive contributions. Promotion to this level is contingent on the scope, depth, and level of national or international recognition of the candidate's contributions to archives administration and special collections curatorship, teaching, service, or scholarly or creative work. Associate Archivists seeking promotion to archivist normally undergo professional growth commensurate in significance with that required to earn extended term appointment but demonstrating a substantially greater level of professional and scholarly accomplishment.

D. Performance Reviews

Each archivist, whether on temporary, probationary, or extended term appointment, will undergo periodic performance reviews. Each such review will include a review of the job description. The purposes of performance review are 1) to evaluate the employee's effectiveness in fulfilling the responsibilities in the job description, 2) to document professional growth and development, and 3) to establish goals for the future.

E. Criteria for Appointments

The main criteria for appointment, reappointment, and extended term appointment for AHC Faculty members are contributions to the main functions of academic archives: administration and special collections curatorship; teaching and instructional support; scholarship; service to the university, the state of Wyoming, and the archival and related professions; and professional development. Additional details regarding criteria for promotion or appointment can be found in the AHC's "Guidelines For Reappointment, Extended Term, and Promotion: An AHC Faculty Supplement To UW Regulation 7-490."

F. Temporary AHC Faculty appointments

Temporary AHC Faculty appointments may be full-time or part-time. They are for at most one year, but may be renewed.

1. Review and Reappointment

At the end of the term of temporary employment, a temporary AHC Faculty member may be reappointed to a subsequent temporary appointment. The review process for temporary AHC Faculty will be similar to that used for tenured Faculty's post-tenure review. Appointment or reappointment as a temporary AHC Faculty member confers no right to an extended-term-track or extended-term appointment, nor does it preclude subsequent consideration for an extended-term-track appointment through the normal search procedures.

2. Promotion

Since temporary AHC Faculty members hold appointments for at most one year at a time, there is no formal promotion review procedure. Instead, if a promotion is appropriate according to the expectations for the category of appointment, the AHC Director may propose one at the time that the appointment is renewed.

3. Termination

If a temporary AHC Faculty member is not reappointed at the end of the appointment period, his or her employment will cease at the end of the

appointment period. Either the temporary AHC Faculty member or the appointing authority may initiate termination of employment before the end of a period of temporary appointment. Such termination requires written notice of the intention to terminate employment and the date of termination. The AHC Director shall forward notice of intent to terminate, with appropriate forms, to the Vice President of Academic Affairs.

G. Extended-term-track appointments

Extended-term-track appointments include extended-term appointments which last five years as well as probationary appointments (of a single year, totaling no more than six years) that may lead to extended-term appointments. They may be full-time or part-time.

1. Extended term appointments

Extended term appointment may be granted to AHC Faculty members who consistently perform the responsibilities as outlined in this regulation and applicable policies. In the case of an individual being appointed initially to the rank of Associate Archivist or Archivist, a minimum of three years in rank is normally required before becoming eligible for extended term appointment.

2. Probationary Period

An AHC Faculty member hired on an extended term track appointment must successfully complete a probationary period, no longer than six years in length, before being eligible to receive an extended term appointment. Credit to be applied toward the probationary period must be specified in writing at the time of initial appointment and approved by the Vice President for Academic Affairs. Probationary periods shorter than five years will be rare. In no case shall credit toward the probationary period exceed three years. In exceptional cases, with the approval of the AHC extended-term and promotion committee, the AHC Director, the Vice President for Academic Affairs, the President, and the Board of Trustees, AHC Faculty may begin their employment with extended term appointments. During their probationary period Faculty members shall be appointed on an annual basis. Mandatory reviews will occur annually through the first five years of employment. Reappointment reviews will involve detailed, documented assessments of the Faculty member's performance in all elements of the job description. If the annual probationary review results in a decision not to reappoint, the Faculty member shall receive notification of this decision from the Vice President for Academic Affairs.

3. Review and Reappointment

Faculty members with probationary appointments are subject to reappointment reviews every year; Faculty members on extended-term appointments are

subject to reappointment every five years. Within the contract period, extended-term-track appointments are terminable only for cause, as defined in UW Regulation 2-1, or for reasons of budget or program modification or reduction. The process will follow that outlined in University Regulation 2-6 for non-tenured Faculty. Archivists and librarians at the AHC are members of the university Faculty, typically holding fiscal-year appointments.

4. Promotion

Although it will often happen that promotion reviews are conducted at the same time as reviews for extended term or extended-term renewal, these types of review need not be simultaneous. The attainment of Associate rank is no guarantee of probationary reappointment, extended-term appointment, or extended-term renewal. The AHC Director shall notify any candidate who receives a negative recommendation for reappointment, promotion, or extended-term appointment or renewal and shall discuss the rationale for the recommendation with the candidate.

5. Appointment, reappointment, and promotion procedures

All reappointment, promotion, and extended term appointment decisions for AHC Faculty shall be made in accordance with a peer review procedure adopted by the AHC Faculty and having at least the following elements:

- a. The AHC Faculty as a whole shall perform the departmental peer review.
- b. Every Faculty member undergoing review will be invited to submit comments to the review committee.

6. Sabbatical

Sabbaticals may be granted to any member of the AHC Faculty with extended term appointment for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical time may be used to enhance the practice of AHC administration, research, writing, or study at a place of the recipient's choosing. AHC Faculty whose duties are primarily administrative in nature shall also be eligible for sabbatical.

A minimum of six years of academic service at the University must precede each period of sabbatical although no right accrues automatically through lapse of time. A research leave must meet with approval from the Faculty member's supervisor and the Associate Director. In addition, the granting of such sabbatical is, in each case, within the discretion of the Trustees upon the recommendation of the President.

The process, and matters concerning the compensation of Faculty members while on sabbatical leave is detailed in UW Regulations 2-1 and 2-3. An AHC Faculty member who fails to return to the University for at least one calendar year immediately following sabbatical shall be obligated to repay the amount of compensation received from the University during the period of her/his leave.

7. Termination

If an annual review results in a rating of “performing below expectations,” the AHC Faculty member will be required to develop and implement a performance improvement plan, subject to the approval of the Director. Failure to implement such a plan successfully can constitute grounds for dismissal. This provision shall not be interpreted in a manner that violates academic freedom.

Aside from non-renewal of extended terms, AHC Faculty members on extended-term appointments may be terminated for cause and due to bona fide financial exigencies of the University as defined in UW Regulation 2-11.

An extended-term-track Faculty member who is not reappointed shall not be retained. In such cases, the individual shall have the right to resign before the end of his or her employment, with the record reflecting only that the employee resigned. Extended-term-track AHC Faculty are entitled to continued employment for a specified period after notification of non-reappointment is sent. This period shall be three months if the employee is in the first year of service, six months if the employee is in the second year of service, and 12 months if the employee has two or more full years of service.

8. Meetings

- a.** Meetings of the AHC Faculty shall be held on a regular basis. Special meetings may be called as necessary by the Director on request of the President of the University or the Vice President for Academic Affairs, or by written request of a quarter of the AHC Faculty.
- b.** The chair of the AHC Faculty extended-term and promotion committee, elected by the full Faculty for a two-year term, will preside at all regular meetings of the Faculty. The Director shall preside or appoint a presiding officer for all special meetings of the AHC Faculty. The presiding officer will vote only to break a tie.
- c.** The vice-chair/chair elect of the AHC Faculty T&P committee will serve as secretary. The secretary’s duties shall be to maintain and to disseminate records and other information as may be important for the orderly conduct of Faculty business in accordance with UW Regulations.

- d. A simple majority of the voting members of the AHC Faculty shall constitute a quorum.
- e. When appropriate, normal business of the AHC Faculty shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

VI. STAFF

A. Membership

Persons employed by the AHC who are not (1) designated officers, (2) members of the AHC Faculty, or (3) student employees shall be appointed in accordance with UW Regulations. Staff employees working at least twenty hours per week shall be eligible for elected membership to the Staff Senate.

B. Meetings

Staff meetings may be convened as necessary for designated persons within defined areas of responsibility, activity, or function, by the Director, associate or assistant directors, department heads, committee chairpersons, or other appropriate authority.

VII. ADMINISTRATION OF THE REGULATION

The AHC Faculty at any meeting convened and conducted in accordance with Part (V)(G)(8)(a) of this regulation may propose amendments to this regulation except to Part VI. In addition, amendments to these regulations, except to Part V, may be proposed by written request of at least three members of the AHC staff, as defined herein. Any changes or revisions shall become effective immediately upon approval by the Trustees of the University.

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

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

Associated Regulations, Policies, and Forms: None

History:

University Regulation 490, Revision 1; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 5/13/2015 Board of Trustees meeting
Reformatted 7/1/2018: previously UW Regulation 7-490, now UW Regulation 2-400