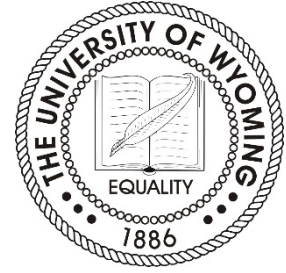

UNIVERSITY OF WYOMING REGULATIONS

Subject: Regulations of the College of Arts and Sciences

Number: UW Regulation 2-402



I. PURPOSE.

To establish the regulations of the College of Arts and Sciences.

II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.

A. Academic Departments

The College of Arts and Sciences shall consist of the following academic departments:

1. African American and Diaspora Studies
2. American Indian Studies
3. American Studies
4. Anthropology
5. Art
6. Botany
7. Chemistry
8. Communications and Journalism
9. Criminal Justice
10. English
11. Gender and Women's Studies
12. History
13. Latina/o Studies

14. Life Sciences Program
15. Mathematics
16. Modern and Classical Languages
17. Music
18. Philosophy
19. Physics and Astronomy
20. Political Science
21. Psychology
22. Religious Studies
23. Sociology
24. Statistics
25. Theatre and Dance
26. Zoology and Physiology

Support and Outreach Units

1. Fine Arts Outreach
2. Cultural Programs
3. Research Support (“Shops”)
4. Wyoming Survey and Analysis Center (WySAC)
5. Science Math Teaching Center (SMTC) [a joint unit of the College of Education and the College of Arts and Sciences]

B. Divisions of the College

Through its Bylaws, the College may establish Divisions of allied departments to promote effective and representative governance.

C. Dean

The Dean is the chief administrative officer of the College and shall be appointed to a term of five years and shall be appointed in accordance with UW Regulations. The Dean shall exercise general administrative supervision over the educational programs and operations of the College, appoint members to committees discussed in Section IV, and preside at Faculty meetings. In addition, in consultation with Department Heads the Dean shall determine, the College budget, Faculty and staff appointments, Faculty and staff salaries, and actions concerning Faculty promotion and tenure in accordance with UW Regulations

The appointment as Dean shall be considered an assignment of duties. Being appointed as Dean shall not be considered a promotion and relinquishing the deanship shall not be considered a demotion. If the Dean is tenured in a department, the person retains that tenure during the period of deanship. A Dean selected from outside the College must be approved by a department of the College as a member of that department.

D. Associate Deans and Assistant Deans

Associate or Assistant Deans shall be recommended by the Dean to the Vice President for Academic Affairs.

E. Assistant to the Deans

Assistants to the Dean shall be recommended by the dean to the Vice President for Academic Affairs.

F. Department Head and Chairs

Department Heads and Chairs shall be appointed to a term of three years. Appointment as a Department Head or Chair shall not be considered a promotion and relinquishing the position shall not be considered a demotion, but rather as a partial reassignment of duties. Performance as a Department Head or Chair shall be considered in evaluation for merit salary raises and such raises shall become a permanent part of the person's base salary. Performance of administrative duties as a Department Head or Chair shall not of itself constitute sufficient grounds for promotion or tenure.

Department Heads and Chairs shall have general administrative supervision over the conduct of their respective departments, exercising this authority in consultation with members of their departments and when appropriate with the Dean(s) of the College. The Department Heads and Chairs responsibilities shall include, but not be limited to: (1) the recruitment and assignment of personnel in the department; (2) recommendations concerning the retention and dismissal of personnel; (3)

preparing and forwarding recommendations on promotion and tenure matters; (4) formulation and implementation of the academic program in the department; (5) the development of departmental facilities and support; (6) the promotion and encouragement of academic excellence within the department; and (7) the development of department budgets.

G. Directors and Managers

Multidisciplinary units and non-academic units housed in the College are managed by a Program Director or Manager. Directors and Managers shall be appointed to a term of three years. Appointment as a Director or Manager shall not be considered a promotion and relinquishing the position shall not be considered a demotion, but rather as a partial reassignment of duties. Performance as a Director or Manager shall be considered in evaluation for merit salary raises and such raises shall become a permanent part of the person's base salary.

Directors and Managers have general administrative supervision over the conduct of their respective units, exercising this authority in consultation with members of their units and when appropriate with the Dean(s) of the College. The Directors and Managers responsibilities shall include, but not be limited to: (1) the recruitment and assignment of personnel in the unit; (2) recommendations concerning the retention and dismissal of personnel; (3) preparing and forwarding recommendations on promotion and tenure matters (if applicable); (4) the development of unit facilities and support; and (5) the development of unit budgets.

III. COMMITTEES.

A. Standing Committees

Through its bylaws, the College may establish standing committees. The membership, duties, and governing procedures of such committees shall be defined in the bylaws and in accordance with any relevant UW Regulations. At least one standing committee shall be established that provides recommendations to the Dean.

B. Other Committees

Ad hoc committees may be established by the Dean.

IV. FACULTY.

A. Membership

The voting membership of the College Faculty shall include, (1) all tenure-track professors, associate professors, assistant professors, instructors and extended-

term-track academic professionals in the departments and divisions within the College, (2) heads of administrative units having degree programs in the College, and (3) joint appointees between departments/colleges (except that interdepartmental appointees will choose the department they will represent).

The ex officio membership of the College shall have no voting privileges and shall include (1) the President of the University, Vice President for Academic Affairs, Vice President for Student Affairs, the Vice President for Research, and the Dean of the University Library, (2) official representatives to the College from the Army and Air Force ROTC units on campus, (3) official representatives to the College from other colleges in the University, and (4) Faculty emeriti, visiting and adjunct professors, all those holding temporary Faculty and academic professional appointments.

B. Powers and Duties

Powers and duties of the Faculty shall be as defined in the UW Regulations. The Faculty of the College may establish Bylaws to implement and specify the Regulations of the College and to provide for such other matters as may not be appropriately included in the College Regulations.

The Faculty shall meet regularly once each semester. Special meetings may be called by the President, the Dean, or that of ten percent of voting members of the Faculty. Those Faculty members present at any regular or special meeting shall constitute a quorum.

C. Office Hours

It is the goal of the College of Arts and Sciences to provide students with maximum direct access to all faculty. To achieve this goal, faculty are available for consultation during office hours or by appointment. Students may arrange appointments directly with faculty or through the departmental clerical staff. In addition, faculty will include office hours on each syllabus and hours will be posted on or about faculty office doors. Although the great majority of faculty maintain far more, the minimum number of office hours shall be three hours a week, hours which must be spread across at least two days of the week. When a faculty member cannot meet regularly scheduled hours, the departmental secretary will be notified of when the announced schedule will be resumed.

D. Appointment, Promotion, and Tenure

Appointment, promotion, and tenure shall be in accordance with UW Regulations.

V. STUDENTS.

A. Admission

Any undergraduate student accepted by the University will be accepted by the College. Graduate student applications will be reviewed by the appropriate academic department for admission decision.

B. Advisement

The advising program of the College shall be defined and shaped by the following objectives, (1) to guide the student to a wise choice of educational objectives, (2) to assist the student to select proper courses to meet the requirements of the student's choice of program, and (3) to counsel the student on problems of academic progress and adjustment.

C. Probation, Dismissal, Reinstatement

In matters of student probation, dismissal, and reinstatement, the College shall conform to the UW Regulations.

VI. DEGREES.

The degrees offered by the College are those authorized under UW Regulation 2-119. Curricula and requirements for the degrees shall be set forth annually in the University Catalog.

VII. THE UNIVERSITY OF WYOMING INFRARED OBSERVATORY.

A. Description

The UWIRO shall include the property and facilities designated as UWIRO on Jelm Mountain, on campus, and elsewhere. The Department of Physics and Astronomy in the College of Arts and Sciences shall operate the observatory in the interest of the entire University for recognized astrophysical research by the faculty and by approved visitors.

B. Director

The Chairman of the Department of Physics and Astronomy shall recommend a candidate for UWIRO Director to the Dean of the College of Arts and Sciences who shall nominate to the President a Director for a term of two years, in consultation with the Vice President for Research and Economic Development. A candidate for UWIRO Director must be a member of the faculty with demonstrated expertise in astrophysics, in instrumentation, and in leadership and with an intense

interest in the welfare of the UWIRO. The Director shall serve at the pleasure of the Dean.

The UWIRO Director is responsible for all facets of daily operation of the UWIRO and shall report directly to the Chairman of the Department of Physics and Astronomy. Specifically, the UWIRO Director shall have administrative and supervisory authority over the budget, property, premises, and personnel assigned to the UWIRO. He/she may exercise this custodial authority through other employees of the University. The UWIRO Director, shall recommend to the Chairman of the Department of Physics and Astronomy and to the Dean of the College of Arts and Sciences candidates for staff positions at the UWIRO, who may be appointed by the Dean.

VIII. ADMINISTRATION OF THE REGULATION.

A tentative draft of any proposed amendments to this regulation shall be circulated to the members of the Faculty of the College at least two weeks before a Faculty meeting, either regular or called, at which they are introduced, discussed, and may be amended. The final version as arrived at by the meeting shall then be circulated to all voting members of the College's academic personnel in residence in the form of a ballot for voting for or against each proposed change. The deadline for return of the ballots to the Office of the Dean shall be not less than two administrative working days after the ballots are sent out from the office. If two-thirds or more of the ballots returned by the deadline favor the amendment, the amendment shall be considered as passed and shall be forwarded to the Office of the President for approval by the Trustees. If less than two-thirds of the returned ballots favor the amendment, the amendment has failed and no further action is called for. This regulation may only be amended following the above process.

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 510, Revision 6; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 11/18/2010 Board of Trustees meeting
Revisions adopted 5/13/2015 Board of Trustees meeting
Revisions adopted 8/24/2016 Board of Trustees meeting
Reformatted 7/1/2018: previously UW Regulation 7-510, now UW Regulation 2-402