

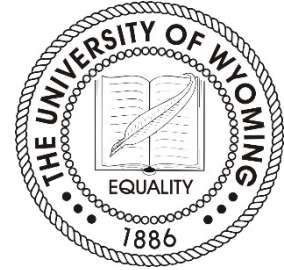
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Regulations of the College of Business

**Number:** UW Regulation 2-403

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### I. PURPOSE

To establish the regulations of the College of Business.

### II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

#### A. College Units

The College shall consist of the following units:

1. The academic departments of Accounting, Economics and Finance, and Management and Marketing.
2. The Peter M. and Paula Green Johnson Career Center, which provides career and internship services to students in the College of Business.
3. The Business Academic Advising Office, organized to provide centralized academic advising to undergraduate students and to provide assistance to the Director of Graduate Business Programs. The College Academic Advising Office also functions as a central source of student information in the College.

#### B. Dean

The appointment, review and reassignment of College Deans shall be in accordance with UW Regulations. The Dean shall be appointed to a term of five years. The appointment as Dean shall be considered an assignment of duties. 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.

The Dean, as chief administrative officer of the College, shall, (1) be responsible for all matters relating to the educational and administrative affairs of the College, (2) preside at meetings of the College faculty, (3) recommend the College budget in consultation with the Department Chairs, (4) recommend appointments, promotions, and salaries with respect to the faculty and staff of the College, (5) exercise general administrative supervision over the educational programs and

operations of the College, and (6) appoint, in consultation with the Executive Committee, members of appointive committees.

**C. Assistant Administrative Officers**

Associate Deans, Assistant Deans, Program Directors, Assistants to the Dean, or other administrative assistants as may be authorized or may be appointed in accordance with UW Regulations.

**D. Department Chairs**

Department Chairs shall be nominated by each Department's tenured and tenure-track faculty with professorial rank (i.e., above instructor) and shall be appointed by the Trustees following the initial recommendation of the Dean; they shall serve at the pleasure of the Dean.

Department Chairs shall be appointed to a term of three years. It shall be considered neither a promotion to be appointed Chair nor a demotion to relinquish the office; rather, it shall be considered a partial reassignment of duties. Chairs shall serve as department administrators for the nine-month academic year unless remuneration is provided for service in addition to their normal nine-month academic appointments. Performance as department 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 Chair shall not of itself constitute sufficient grounds for promotion or tenure.

The Department Chair shall have general administrative supervision over the conduct of his/her respective Department, exercising this authority in consultation with members of the Department and when appropriate with the Dean. The Department Chair shall be responsible for, (1) recruiting and assigning personnel in the Department, (2) recommending the retention and dismissal of personnel, (3) preparing and forwarding recommendations on promotion and tenure matters, (4) formulating and implementing the academic program in the Department, (5) presiding over Department Faculty meetings, (6) developing and administering Department budgets, and (7) Representing the Department on the College Executive Committee.

**III. COMMITTEES**

**A. Standing Committees**

Standing committees shall be governed by College By-Laws. By-Laws shall be maintained by the Dean.

**B. Other Committees**

Ad Hoc Committees may be established by the Dean as needed.

**IV. FACULTY**

**A. Membership**

The voting membership of the College faculty shall include, (1) all professors, associate professors, assistant professors and instructors in the Departments within the College, (2) all individuals holding full-time, temporary, or lecturer faculty positions after employment for two consecutive academic years, 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, the Vice President for Academic Affairs and Student Affairs, the Vice President for Research and Economic Development, and the Director of the University Libraries, (2) official representatives to the College from other colleges in the University, (3) Official representatives to the College from the Army and Air Force ROTC units on campus, and (4) Faculty emeriti; visiting and adjunct professors; all those holding part-time faculty appointments; and those holding appointment as full-time temporary, supply, or lecturer faculty positions who have held the position for less than two consecutive years.

**B. Powers and Duties**

Changes to the By-Laws of the College shall be made by majority vote of the faculty of the College. Additional powers and duties of the faculty shall be defined in UW Regulations.

**C. Office Hours**

Faculty are available to their students outside of regularly scheduled classes for at least three scheduled hours over at least two separate weekdays and otherwise by appointment. Office hours of each faculty member will be posted on his/her respective office door and stipulated in the course syllabus (or other written form) which will be handed out during the first week of the semester. If it is not possible for a faculty member to be available during a given Office Hour, he/she will announce this in class if possible and, if not, will, to the extent feasible, arrange to have a notice posted on his/her door.

**D. Appointment, Promotion, and Tenure**

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

**E. Meetings**

The faculty shall meet regularly at least once each semester. Special meetings may be called by the President, the Dean, or that of five or more voting members of the faculty. Request for a faculty meeting convened by the faculty, shall be in writing to the Dean, shall be signed by the faculty requesting the meeting, and shall state the matters to be considered at the requested meeting.

Those faculty members present at any regular or special meeting shall constitute a quorum except on those voting issues which affect the structure, academic programs, or faculty rights and responsibilities in the College, in which case all eligible voting members of the College shall receive a ballot.

**V. STUDENTS**

**A. Admission**

Any undergraduate or graduate student who is accepted by the University and who meets the prerequisite requirements that have been or may be established by the College faculty to take courses in the College will be accepted by the College.

**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. In curricular matters, undergraduate students in the business programs of the College shall be advised centrally by personnel in the College of Business Academic Advising Office. Faculty are responsible for providing career advising.

**C. Probation, Dismissal, Reinstatement**

In matters of student probation, dismissal, and reinstatement, the College shall conform to the regulations of the University.

**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. ADMINISTRATION OF THE REGULATION**

A draft of proposed amendment(s) shall be circulated to the members of the College faculty at least two weeks before a faculty meeting where the regulation will be discussed. The final version approved by a majority of the faculty in attendance shall then be circulated to all voting members of the College faculty in the form of a ballot for voting for or against each proposed change. The deadline for return of the ballots to the Dean shall be not less than three working days after the ballots are sent out. If two-thirds or more of the ballots returned by the deadline favor the amendment(s), the amendment(s) 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(s), the amendment(s) has failed and no further action is called for.

To satisfy a temporary condition for a specified time period, a change to this Regulation may be passed by the College faculty unless otherwise prohibited by another UW Regulation.

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**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 530, Revision 2; 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 7-530, now UW Regulation 2-403