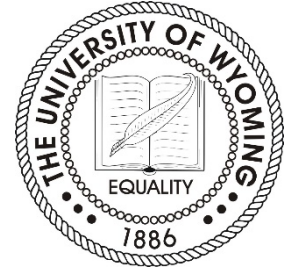

UNIVERSITY OF WYOMING REGULATIONS

Subject: Regulations of the College of Education

Number: UW Regulation 2-404



I. PURPOSE.

To establish the regulations of the College of Education.

II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.

A. Academic Departments

The College is organized into four departments and the UW Lab School, the Science and Mathematics Teaching Center which is jointly operated between the Colleges of Education and Arts and Science; the Wyoming School/University Partnership which is supported by the College of Education, the Wyoming State Department of Education, Wyoming Community Colleges, and Wyoming public school districts; the Literacy Research Center and Clinic; and the Counselor Education Training Clinic. The departments in the College are, as follows: Educational Studies, Elementary and Early Childhood Education, Professional Studies, and Secondary Education.

B. Dean

The chief administrative officer of the College shall be a Dean appointed in accordance with UW Regulations. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College. Specific job description responsibilities are included in the College By-laws.

C. Associate Deans

The Associate Dean for Undergraduate Programs and the Associate Dean for Graduate Programs shall be appointed by the Dean in consultation with Department Heads and the faculty and shall assist the Dean in all matters relating to the educational and administrative affairs of the college. Specific job description responsibilities are included in the By-laws.

D. Department Heads

Department Heads shall be appointed to a term of three years in accordance with UW Regulations. Department Heads shall have general administrative supervision over the conduct of their respective department, exercising this authority in consultation with members of their departments, and when appropriate, with the Dean. Job description responsibilities are included in the By-laws.

E. Directors

Directors in the College will have general administrative and supervisory responsibilities for their respective units, exercising this authority in consultation with members of their units and, when appropriate, with the Dean of the College. Job description responsibilities are included in the By-laws.

F. Evaluation

The Dean shall be responsible for providing a system to annually evaluate the performance of each administrative officer of the College. This evaluation shall be conducted in accordance with established job descriptions and shall include written input from the Faculty for which the administrator has responsibility. These evaluations shall be considered in any reappointment procedures.

III. COMMITTEES.

A. Standing Committees

The College may establish standing committees. The membership, duties, and governing procedures for committees shall be defined in the By-laws in accordance with any relevant UW Regulations.

B. Other Committees

Ad hoc committees may be established by the Dean following consultation with Leadership Council. The Dean shall have the responsibility of appointing other committees as he/she deems necessary to assist him/her in performing the administrative functions of the College.

IV. FACULTY.

A. Membership

The voting membership of the College shall include the Dean and all members of the College Faculty, whether full-time or sharing an appointment in another college.

The College faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor, lecturer, or instructor. All individuals holding full-time temporary or lecturer positions become voting members of the faculty after employment for two consecutive academic years or longer.

The ex officio membership of the College shall have no voting privileges and shall include the (1) the President of the University and the Vice President for Academic Affairs, (2) Faculty Emeriti, (3) visiting and adjunct professors; and (4) all individuals holding temporary or part-time faculty appointments of less than two consecutive academic years.

C. Powers and Duties

The faculty of the College shall have the powers and duties set forth in the UW Regulations.

D. Office Hours

Faculty are expected to be available to students outside of class, both by appointment and during regularly scheduled office hours. Before each semester, unit heads will ask each faculty member to post on his/her office door and/or in online courses, as well as include on syllabi, a minimum of three specified hours each week, not all on the same day, that the faculty member will be available for the purpose of meeting with students. In addition, the faculty member will be available to meet with students by appointment. Students should be informed of any necessary deviations from posted office hours.

E. Appointment, Promotion, and Tenure

The criteria and procedure for appointment, reappointment, tenure, and promotion within the College shall conform to those defined in the UW Regulations. All College faculty members are subject to the employment provisions provided in UW Regulations. Faculty members shall be assigned to appropriate departments by the Dean on recommendation by the Department Head(s).

F. Meetings

The faculty of the College shall meet at the request of the Dean who shall preside, or on request of at least ten percent of voting members of the faculty. These meetings shall be conducted using Robert's Rules of Order. A quorum is achieved when 50 percent of the voting members of the Faculty are present. Proxy votes shall be accepted from voting members of the Faculty who are unable to attend meetings due to professional obligations; attending Faculty members may carry no more than

one proxy each. All faculty voting by proxy shall be used to reduce the quorum count.

V. DEGREES AND PROGRAMS.

A. Degrees

The degrees offered by the College shall be those specified in the UW Regulations.

B. Programs

The academic programs offered by the college and the requirements thereof are approved by the departments, the appropriate standing committees (such as Advisory Council on Graduate Education or Advisory Council on Teacher Education), and the University Course and Curriculum Committee, and are printed in the University Catalog.

VI. ADMINISTRATION OF THE REGULATION.

This regulation may be changed at any official meeting of the faculty of the College by an affirmative vote of two-thirds of members present (with a quorum), provided that the members shall have been given written notice of the meeting at least seven days prior to the date of the meeting. A paper or electronic ballot to change this regulation requires an affirmative vote of two-thirds of the ballots returned, provided that ten working days have been afforded for ballots to be submitted.

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 540; adopted May 6-8, 2009 Board of Trustees meeting

Revisions adopted 11/18/2010 Board of Trustees meeting

Revisions adopted 6/16/2015 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 7-540, now UW Regulation 2-404