

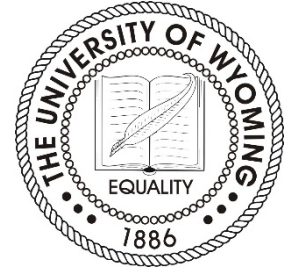
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# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Regulations of the College of Health Sciences

**Number:** UW Regulation 2-406

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## I. PURPOSE

To provide regulations for the College of Health Sciences and set forth the basic organization and processes for the College.

## II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

### A. Academic Units

The College shall consist of the following academic units:

1. Division of Communication Disorders
2. Division of Kinesiology and Health,
3. Division of Social Work
4. School of Nursing
5. School of Pharmacy
6. Wyoming Institute for Disabilities.
7. The Division of Medical Education, which is composed of (1) the Family Medicine Residency Program at Casper, (2) the Family Medicine Residency Program at Cheyenne, and (3) the WWAMI Medical Education Program.

### B. Dean

The Dean is the chief administrative officer of the College, appointed in accordance with UW Regulations. The Dean is responsible for all matters relating to the educational and administrative affairs of the College; presides at meetings of the College academic personnel; makes recommendation for the College budget, in consultation with the unit directors; transmits and recommends appointments and promotions for academic personnel and staff; and exercises general administrative supervision over the educational programs and operations of the College.

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

**C. Associate and Assistant Deans**

The Dean may recommend and appoint Associate or Assistant Deans in consultation with the Vice President for Academic Affairs.

**D. Directors**

Unit Directors are assigned the chief administrative officers of a unit of the College and are responsible for all matters relating to the educational and administrative affairs of their unit. The Unit Director or designee presides at all academic personnel meetings of the unit; recommends appointments and promotions with respect to the faculty, academic professionals and staff of the unit; and exercises general administrative supervision over the educational programs and operations of the unit. Directors in the Fay W. Whitney School of Nursing and the School of Pharmacy also hold the title of Dean of the School.

Unit Directors hold administrative office at the pleasure of the Dean, the Vice President for Academic Affairs, the President, and the Board of Trustees. The Dean recommends such appointments. They are subject to approval by the Vice President for Academic Affairs and the President. The Dean's recommendation is made after consultation with academic personnel members of the appropriate unit and the academic leadership of the College.

**E. Academic Leadership**

The academic leadership structure for the College will be described in the College Bylaws.

**III. COMMITTEES**

**A. Standing Committees**

Through its bylaws, the College may establish standing committees as are necessary for effective and representative governance. The membership, duties, and governing procedures of such committees shall be defined in the College Bylaws in accordance with UW Regulations. Among the standing committees shall be one that formulates recommendations to the Dean on cases involving the

reappointment, tenure, promotion, and extended-term appointments of academic personnel.

**B. Other Committees**

Ad hoc committees may be established by the Dean, as necessary for the administrative and academic welfare of the College.

**IV. FACULTY**

**A. Membership**

1. The academic personnel and membership of the College consist of the Dean, all members of the tenured and tenure-track faculty, clinical track faculty, instructors and academic professionals, serving in the College. Additionally, faculty emeriti and visiting professors are considered nonvoting members, and the President of the University and the Vice President for Academic Affairs are ex-officio members without vote.
2. The academic personnel of the College may also include representatives from other Colleges of the University, when the academic personnel of the College determine the representatives have a major role in the programs of the College. Such representatives shall be appointed by the Dean of the Colleges in which the representatives are budgeted, and shall not vote. Such appointments shall be reported to the Office of Academic Affairs.

**B. Powers and Duties**

Powers and duties of the academic personnel shall be as defined in the current UW Regulations.

**C. Office Hours**

Faculty are required to hold office hours at least three hours per week. Office hours for individual faculty are posted in the respective departments and are listed on syllabi and/or other literature regularly distributed to students. In addition, all faculty are available by appointment. (Office hour requirements for part-time faculty may be prorated.)

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

Procedures for appointment, promotion, and tenure within the College shall be in accordance with current UW Regulations.

**E. Meetings**

Meetings of the academic personnel will be described in the Bylaws.

**V. STUDENTS**

**A. Admission**

The College academic personnel, subject to the limitations contained in the UW Regulations and in accordance with national accreditation standards, has the power to determine the minimum standards for admission to the programs of the College. In the absence of such College standards, any student who qualifies for admission to the University will be admitted to the College.

**B. Advisement**

Advisement of students is the responsibility of the academic units and the office of the Dean. The unit or department director designates advisors, facilitates assignment of students, and supervises the maintenance of student records. Students in the College who are in an undeclared status shall be advised by designees of the Dean, who shall ensure the maintenance of appropriate advising records for each student's term of undeclared status.

**C. Probation, Dismissal, Reinstatement**

In matters of student probation, dismissal, and reinstatement, the College and its departments, units and divisions shall conform to the published codes of the academic units (if any) and the UW Regulations.

**VI. DEGREES AND DIPLOMAS**

**A. Degrees**

The degrees offered by the College are those authorized under UW Regulations.

**B. Programs**

Academic programs offered by the College and the requirements for those programs must be approved by the units of the College, the College academic personnel, and the appropriate University committee, and are published or made available online in the University Catalog.

## **VII. ADMINISTRATION OF THE REGULATION**

These regulations may be changed or revised in accordance with University policy. A copy of the intended change or revision shall be presented in writing to the College's academic personnel at least one month prior to any action being taken on the regulations.

These regulations and any changes or revisions thereto shall become effective immediately upon the approval of (1) a majority of those academic personnel of the College voting by electronic or written ballot, and (2) the President of the University and the Board of Trustees.

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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 560, Revision 3; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 9/17/2010 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 7-560, now UW Regulation 2-406