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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Regulations of the College of Law

**Number:** UW Regulation 2-407

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### I. PURPOSE

To provide for regulations of the College of Law, as adopted by the College faculty and the Trustees.

### II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

#### A. Objectives

The College shall have as its principal objective the preparation of students for the legal profession. In addition, it shall seek to prepare students for public service at local, state and federal levels, in and out of public office, and, through faculty and student research and activities, to serve the community, the state and the nation in the improvement of the law and the administration of justice.

#### B. Accreditation

The College shall at all times be guided by the accreditation standards of the Association of American Law Schools and the American Bar Association.

#### C. Administrative Unit

The College shall operate as a single administrative unit, without subdivisions or departments. Areas of faculty and student activity, such as the Law Library, the Academic Centers, the Law Review and the Clinics, may be conducted under the direction of a faculty member, however, all budget, personnel and other administrative functions shall be the responsibility of the College administration.

#### D. Dean

The College shall be headed by a Dean appointed in accordance with the UW Regulations. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College, transmit and recommend appointments and promotions with respect to faculty and staff, and exercise general administrative supervision over the educational programs and operations of the

College. The Dean may assign specific administrative functions to members of the faculty with their consent.

**E. Assistant or Associate Dean**

The Dean shall have power to appoint an Assistant Dean or Associate Dean and to assign or delegate administrative duties to him/her.

**F. Library**

The College shall maintain a Law Library containing a collection of legal and related materials sufficient to permit general and basic research, as well as specialized research in areas of particular interest to the College. The library shall be under the direction of a full-time professional Law Librarian, who shall have the position of Director. The staff of the Library shall also include other professional law librarians, who shall make up the law library faculty, and other such staff as may be necessary or desirable.

**III. COMMITTEES**

Committees may be appointed by the Dean to assist him/her in the performance of administrative duties, or may be constituted by faculty action subject to approval by the Dean. The membership, duties and governing procedures of such committees shall be defined in the College bylaws and in accordance with any relevant UW Regulations. The Dean, or the faculty with approval by the Dean, may establish or dissolve committees as deemed necessary.

**IV. FACULTY**

**A. Membership**

The faculty of the College shall consist of the President of the University and the Vice President for Academic Affairs, *ex officio* without vote; the Dean of the College, and all persons serving in the College who are permanent full-time members of the law faculty. Persons serving full-time in the College who are University faculty, an Assistant Dean or have visiting status, but no law faculty status, shall be eligible to participate in faculty matters without vote.

**B. Powers and Duties**

Subject to the authority of the President and the Board of Trustees, and except as authority is otherwise limited by general University educational policy and correct academic and administrative relations with other units of the University, the faculty of the College shall have jurisdiction in all matters within the scope of the College,

including the determination of curricula, the standards for admission to, continuation in, and graduation from the College, and the scheduling of classes and exams within the College. The faculty, or any member thereof, or the student delegate to the faculty, may, on matters of selection, tenure and promotion of faculty members, submit to the Dean advice and recommendations. The Dean shall receive and consider such advice and recommendations and may consult any of the above listed and other persons as he/she may deem appropriate. The faculty, through the Dean, shall recommend candidates for diplomas and degrees to the President and the Board of Trustees.

- 1. Delegation of Authority.** Any authority or responsibility of the faculty may, with the approval of the Dean, be delegated to an individual member of the faculty or a committee of faculty members.
- 2. Faculty Action.** Three-fourths (3/4) of the voting members of the faculty shall constitute a quorum for the consideration of matters within the jurisdiction of the Faculty. The vote of the majority of faculty members present at a meeting at which a quorum is present shall be the act of the faculty. The Dean may, at his/her discretion, circulate among the faculty a written proposal for action, which will be adopted if it receives the endorsement of a majority of the members of the faculty.
- 3. Rules and Standards.** The faculty of the College of Law shall adopt rules governing admission to the College, scholarship requirements, attendance requirements and requirements for graduation. Such rules shall be in force from the time they are printed or made available online in the Official Bulletin of the College of Law or are posted on the official bulletin board of the College. The faculty shall have the right to revise such rules at any time.
- 4. Election of Senator.** All voting members of the faculty and Law Library faculty shall be eligible for elective membership to the University Senate and eligible for re-election, except during the year following completion of a three-year term. Elections to regular or partial terms shall be held at a faculty meeting; nominations shall be made at the meeting and voting shall be by ballot. A majority of those voting shall be required to elect a nominee. If a majority is not obtained upon a ballot, the name of the person receiving the lowest number of votes shall be stricken and another ballot taken.
- 5. Grading System.** Final grades in courses taught in the College of Law shall be on a +/- system. The grades and the relevant grade points which are available to faculty in reporting final grades for courses are as follows:

A = 4.000	C = 2.000
A- = 3.667	C- = 1.667

B+ = 3.333	D+ = 1.333
B = 3.000	D = 1.000
B- = 2.667	D- = 0.667
C+ = 2.333	F = 0.000

**C. Faculty Hours**

It is the policy of the faculty of the College of Law to be available to our students for advice, counseling and academic instruction outside of the classroom. It is commonplace for faculty members to be available for such purposes fifteen, twenty, or even more hours per week, on an open-door basis. It is also the policy of this faculty to have a minimum of five posted office hours per week. While it is recognized that meetings and other faculty commitments may cause a change or cancellation of their posted office hours, it is expected and contemplated that faculty members will adhere to the spirit of this policy and normally be available to students for at least fifteen hours during each week.

**D. Appointment, Tenure and Promotion**

Members of the faculty of the College shall be appointed, awarded tenure and promoted in accordance with UW Regulations and consistent with College of Law policies, except that since the professional degree of LL.B. or J.D. is the basic requirement, time spent in graduate law study or legal practice or employment contributing to professional competency shall all be included in computing years of relevant experience required for upper ranks.

**E. Meetings**

The faculty shall meet at the beginning of each semester of the academic year at a time to be fixed by the Dean, and at such other times as may be designated by the Dean. The Dean shall be responsible for the giving of notice of faculty meetings. The conduct of business shall be in accordance with the most recent revision of *Robert's Rules of Order*.

**V. LAW LIBRARY FACULTY**

**A. Membership**

The faculty of the Law Library shall include the President of the University, the Vice President for Academic Affairs, the Dean of the College of Law and the College of Law Faculty, *ex officio* without vote; the Director of the Law Library; and all members of the University faculty serving in the Law Library at the rank of Assistant Law Librarian, Associate Law Librarian and Law Librarian, as defined by this Regulation.

## **B. Functions of Law Librarian**

Law Librarians contribute to the teaching, research and service missions of the College, and they share the goal of the College to achieve excellence. Accordingly, the criteria for evaluating law librarians are designed to contribute to the achievement of this goal by the maintenance of high standards of law librarianship.

## **C. Law Library Faculty Ranking Structure**

Appointment as a member of the Law Library faculty requires that an individual have the appropriate terminal professional degree: a master's degree in library science (MLS) from a program accredited by the American Library Association (ALA), or an appropriate equivalent. Experience must be of a type and length appropriate for the particular position or rank. The ranking structure for Law Library faculty is as follows:

### **1. Assistant Law Librarian**

This rank designates the beginning level of law librarianship and is premised upon:

- a. Master's degree from an ALA accredited program, or an appropriate equivalent.
- b. Demonstration of solid professional knowledge.
- c. Promise as a law librarian.
- d. Promise as a teacher.
- e. Promise as a scholar.
- f. Individuals must be promoted from this rank by the end of the sixth year in rank, effective no later than the beginning of the seventh year of appointment, or be subject to a terminal contract in the seventh year.

### **2. Associate Law Librarian**

- a. Advanced education or experience beyond the terminal degree, such as juris doctor, a second master's degree, a sixth-year certificate in library science, or an acceptable equivalent combination of library experience, continuing education courses, and related law library experience.

- b. Demonstration of professional expertise and a high level of creative and analytical ability in performing job responsibilities.
- c. Evidence of effective teaching performance.
- d. Evidence of sustained scholarship.
- e. Leadership in the activities of professional or scholarly organizations, University committees, or civic community groups.
- f. Six years of experience as an Assistant Law Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.
- g. Individuals who achieve this rank are eligible for extended term appointments as defined by this Regulation.

**3. Law Librarian.**

Appointment or promotion to this rank is reserved for individuals who have made distinctive contributions over a significant period of time.

- a. Advanced education or experience beyond the master's degree such as a second master's or a doctorate, or an acceptable equivalent combination of library experience, continuing education courses, and related law library experience.
- b. Outstanding achievements in areas of professional responsibility.
- c. Evidence of superior teaching experience.
- d. Evidence of significant scholarship.
- e. National or regional recognition for leadership in professional or scholarly organizations.
- f. Seven years of experience as an Associate Law Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.
- g. Individuals who achieve this rank are eligible for extended term appointments as defined by this Regulation.

## **D. Appointment, Reappointment, Extended Term Appointment, and Promotion**

### **1. Appointment**

New Law Library faculty are hired using established University and College of Law new-hire procedures, as determined as appropriate by the University and the Dean of the College of Law, in accordance with the General Criteria outlined above and the specific requirements and job functions of the position. New Law Library faculty are subject to annual or semi-annual reappointment evaluation as determined by his or her rank and years of service, as is further described in this Regulation.

### **2. Reappointment**

Members of the Law Library faculty who hold the rank of Assistant Law Librarian shall be appointed on an annual basis, with the annual decision as to reappointment being based upon peer review and evaluation, utilizing the criteria set forth in this Regulation.

Members of the Law Library faculty who hold the rank of Associate Law Librarian or Law Librarian and have done so for fewer than three years shall be appointed on an annual basis, with the annual decision to reappointment being based upon peer review and evaluation, utilizing criteria set forth in this Regulation.

Associate Law Librarians and Law Librarians with a minimum of three years in said rank are eligible for extended term appointment, utilizing criteria set forth in this Regulation. However, promotion to the rank of Associate Law Librarian or Law Librarian carries with it the automatic award of an extended term appointment of five (5) years.

### **3. Extended Term Appointment**

Extended term appointments may be granted to Law Librarians who consistently perform the responsibilities outlined in their individual job descriptions in a competent, creative and professional manner, who develop a record demonstrating professional growth in the law library, the University and in law librarianship, and who are promoted to the ranks of Associate Law Librarian or Law Librarian. In the case of an individual being appointed initially to the rank of Associate Law Librarian or Law Librarian, a minimum of three years in rank is normally required before becoming eligible for extended term appointment. The criteria that apply to appointment, reappointment, and promotion, as well as the programmatic needs of the Law Library, form the basis for the granting of extended term appointments. In

keeping with the importance of this decision, the Law Librarian's entire career is examined. An accumulation of accomplishments and evidence of potential are both required.

**a. Extended Term Appointment Renewal**

Library faculty granted initial extended term appointment will undergo annual administrative evaluations. Faculty will undergo an evaluation for extended term appointment renewal, as specified in this Regulation and Guidelines for Extended Term Appointment Renewal: A Law Library Faculty Supplement to UW Regulations. The extended term appointment review and renewal will occur in the final year of each five-year appointment. If a library faculty member's extended-term contract is not renewed, the faculty member's employment with the university shall end no later than one year after he or she receives notification of the non-renewal.

**b. Termination Prior to Expiration of Extended Term Appointment**

Associate Law Librarians and Law Librarians holding extended term appointments may be terminated prior to the expiration of said extended term only for cause or due to bona fide financial exigencies of the College of Law. "Cause" shall be defined to include any conduct in the nature of incompetency, neglect of duty, dishonesty, immorality, or conviction of a felony, which conduct impairs the ability of the College of Law or the University to carry out its functions. A recommendation for the dismissal for cause of a Law Librarian holding extended term appointment shall be made in writing by the Dean of the College to the President. If the President finds substantial basis for dismissal for cause, he/she shall appoint the Dean to act as charging authority for the preparation of a statement of charges and presentation of the case to a hearing committee, if the faculty member requests a hearing under procedures established by UW Regulations.

**4. Promotion**

In addition to reappointment or extended term appointment, Law Library faculty may be promoted consistent with the ranking structure as well as the criteria and procedures established by this Regulation.

**E. Criteria for Appointment, Reappointment, Extended Term Appointment, and Promotion**

**1. General Criteria**

The main criteria for appointment, reappointment, extended term appointment, and promotion decisions for the Law Library faculty at the College of Law are

(1) creative development, (2) advancement, and (3) dissemination of legal and law-related information.

These criteria may be demonstrated in the main functions of teaching, contributing to, and support of the educational process, administration, extension, scholarship and other College related activities and services. In applying these criteria, however, it is essential to recognize the diversity which exists among the Law Library faculty. The demand for excellence should be equally stringent for all Law Library faculty, but flexibility is necessary in defining the specific areas for achievement.

The mission of the College of Law and individual assignments and responsibilities should determine the emphasis given to each criterion. Law librarians are responsible for acquiring materials in support of the College's programs, organizing them physically and bibliographically, and teaching faculty, students and others to use these materials and services to meet their instructional and research needs. The successful performance of these roles requires that law librarians be informed of, involved in, and responsive to the legal information needs of the academic community. In supporting teaching and research and promoting learning, law librarians act in a distinctive role which is part educational, part scholarly, part technical, and part administrative. The criteria for evaluating law librarians reflects this complex role.

## **2. Additional Criteria for Reappointment and Promotion**

In all cases, reappointment and promotion will require excellence in performance, not merely time in rank. Evidence of achievement since the last advancement in rank is required in each case.

Reappointment and promotion will be based on the rank requirements defined in this Regulation, and in the "Guidelines for Evaluation of Teaching" (Adopted by the College of Law faculty 1994) and "Guidelines for Research and Service" (Adopted by the College of Law faculty 1994).

In addition to primary job responsibilities, requirements for the various ranks are listed above. The weight given to each criterion will vary on an individual basis and will be in accordance with an individual's assignments and responsibilities. Professional talents and inclinations, demands of appointment, and opportunities vary.

- a. Teaching and Contributing to the Support of the Educational Process:**  
The Law Library is a teaching unit and Law Librarians should demonstrate professional and intellectual competence, creativity and initiative in areas

such as the teaching of legal research as governed by the law library faculty "Guidelines for Evaluation of Teaching."

- b. Scholarship:** Law Librarians should demonstrate a thorough understanding and commitment to the field of law librarianship and continued intellectual growth in their area of specialization. They should demonstrate creative and analytical abilities in developing, evaluating and documenting law library programs, systems, theories and procedures. Achievement will be assessed in accordance with the law library faculty "Guidelines for Research and Service."
- c. Service:** Law Librarians should show evidence of participation in University affairs. They should provide leadership in their areas of expertise to the College, the University, the community and the profession. Achievement will be assessed in accordance with the law library faculty "Guidelines for Research and Service."
- d. Administration**

#### **1) General Criteria**

Law Librarians should demonstrate leadership and sound organizational skills in planning, developing and coordinating library activities and programs. They should also demonstrate expertise in motivating and guiding the work of others, in delegating authority and responsibility, and in fairly and judiciously evaluating personnel.

#### **2) Representative Measures**

- a)** Identification of Law Library problems and the successful promotion of solutions.
- b)** Demonstrated ability to set goals and objectives, express them in meaningful documentation, and plan their execution.
- c)** Demonstration of effectiveness in decision-making and execution of policy decisions.
- d)** Demonstration of ability to prepare budgets for the wise use of limited resources.
- e)** Demonstration of ability to encourage outstanding performance.
- f)** Development of impartial and sensitive treatment of staff.

- i. Establishment of effective professional or clerical training programs.
- ii. Demonstration of ability to communicate effectively with administrators, colleagues and staff.
- iii. Demonstrated awareness of new methods and technological changes. Service on University or College administrative committees.

**e. Extension**

**1. General Criteria**

Law Librarians should demonstrate involvement in outreach services by assisting in making the Libraries' resources, both human and material, available off campus to the people of the State.

**2. Representative Measures**

- a) Planning and implementation of successful outreach programs in support of University outreach programs.
- b) Performance of representative measures as they are cited from the areas of contribution to and support of the educational process, administration, scholarship and service.

**F. Procedures for Reappointment, Extended Term Appointment, and Promotion**

**1. Procedure for Reappointment and Promotion**

All reappointment and promotion decisions for Law Library faculty shall be made in accordance with a peer review procedure adopted by the Law Library faculty and the College faculty. Pursuant to these procedures, a Law Library Review Committee, made up of the Law Library faculty and the College faculty, will make written recommendations to the Director of the Law Library who will, in turn, forward his/her recommendations along with the review committee's recommendations and supporting data to the Dean of the College of Law. The Dean will, in turn, forward his/her recommendation, the recommendation of the Law Library Review Committee, and the recommendation of the Director of the Law Library to the Vice President for Academic Affairs.

In the event of disagreements at any level within the law library review, the Vice President for Academic Affairs may request an advisory opinion from the University Tenure and Promotion Committee. The cases reviewed by the Vice president for Academic Affairs will be submitted to the President and ultimately to the Board of Trustees for their action.

## **2. Procedure for Extended Term Appointment**

Promotion to the ranks of Associate Law Librarian or Law Librarian carries with it the automatic award of an extended term appointment of five (5) years. When an extended term appointment is granted, a peer review and evaluation will be held in the fifth year of such appointment for the purpose of determining whether such extended term appointment shall be renewed. In the event that a member of the law library faculty holding the rank of Associate Law Librarian is promoted to Law Librarian prior to the fifth year of his/her extended term appointment, his/her next peer review and evaluation shall occur in the fifth year following the date of promotion. If renewal of an extended term appointment is not recommended, a terminal one-year contract will be granted in the sixth year.

All extended term appointment decisions for Law Library faculty shall be made in accordance with a peer review procedure adopted by the Law Library faculty and the College faculty. Pursuant to these procedures, a Law Library Review Committee, made up of the Law Library faculty and the College faculty, will make written recommendations to the Director of the Law Library who will, in turn, forward his/her recommendations along with the Law Library Review Committee's recommendations and supporting data to the Dean of the College of Law. The Dean will, in turn, forward his/her recommendation, the recommendation of the Law Library Review Committee, and the recommendation of the Director of the Law Library to the Vice President for Academic Affairs. In the event of disagreements at any level within the law library review, the Vice President for Academic Affairs may request an advisory opinion from the University Tenure and Promotion Committee. The cases reviewed by the Vice president for Academic Affairs will be submitted to the President and ultimately to the Board of Trustees for their action.

## **G. Law Library Faculty Meetings**

### **1. In General**

Meetings of the Law Library faculty shall be called as necessary by the Director of the Law Library ("Director"), acting in the capacity of a Dean, or on request of the Dean of the College of Law, or by written request of one member of the Law Library faculty. The Director shall be the Presiding Officer at all meetings

of the Law Library faculty or shall appoint another member of the Law Library faculty to serve as Presiding Officer.

## **2. Quorum; Rules of Order**

A simple majority of the members of the Law Library faculty shall constitute a quorum.

Meeting and formal business of the Law Library faculty shall be conducted in accordance with the most current edition of *Robert's Rules of Order*. The process for the selection or appointment of other officers and the establishment of additional policies related to the conduct of regular meetings shall be discussed and adopted by a majority vote of all Law Library faculty members during a meeting of the Law Library faculty and will be maintained in supplemental guidelines to this Regulation.

### **H. Tenured Faculty**

Law Library faculty who have been granted tenure shall be subject to all UW and College Regulations pertaining to tenured faculty.

### **I. Staff**

Persons employed by the Law Library and not designated as officers, members of the Law Library faculty, or student employees shall be appointed and function in accordance with the UW Regulations.

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

General meetings for all officers, faculty and staff may be convened by the Director or the Director's designate for the purposes of: providing a forum for the discussion of issues within the Law Library's organization and programs, for sharing information generally, and for encouraging consultation.

## **VI. STUDENTS**

### **A. Honor Code**

Because the students enrolled in the College are engaged in a course of study leading to membership in the legal profession, an Honor Code shall govern the conduct of examinations, the preparation of work projects, and the expectations of professionalism. The Honor Code shall be published or made available online and

distributed to all students at the beginning of the fall semester each year, at which time an orientation program for new students in the Honor System shall be conducted. Alleged violations of the Honor Code shall be handled in accordance with the procedure described in the Code.

**B. Student-Faculty Discussion Committee**

At least once each semester the Dean and the student delegate to the faculty shall call a meeting of the Student-Faculty Discussion Committee, which shall consist of the Dean and two members of the faculty appointed by the Dean, the student delegate to the faculty, the Chancellor of the Potter Law Club, and one member of each class, selected as the class may desire. The meetings shall be open to all interested members of the Faculty and student body and may include discussions with respect to problems of mutual interest in the operation of the College. In particular, the students shall be provided an opportunity to express their views on curriculum and the general academic program of the College.

**C. Student Delegate**

A student delegate to the faculty shall be elected by the student body in the fall of each year. The student delegate, or an alternate designated by him/her, shall receive the same notice of meetings as does the faculty and shall have the right to attend all meetings and speak on all matters, without vote, except that he/she shall not attend the discussions and voting in cases of probation, scholarships and awards, admissions, graduation of students, disciplinary action under the Honor Code, similar matters relating to individual students, and faculty personnel matters. When broader student information and opinion is desirable, the Dean and the student delegate may agree to invite up to two additional students to a particular meeting or a part thereof

**VII. DEGREES AND PROGRAMS**

The College of Law shall grant the Juris Doctor (J.D.) degree to candidates who have met the established requirements for said degree. The faculty of the College, through the Dean, shall recommend candidates for diplomas and degrees in course to the President and the Board of Trustees.

**VIII. ADMINISTRATION OF THE REGULATION**

These regulations may be amended at any meeting of the faculty by a majority of the voting faculty, provided that notice of the proposed amendment shall have been given with the notice of the meeting. These regulations and any amendment or addition thereto shall become effective immediately after adoption by the faculty and upon approval by 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 570, Revision 2; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 1/20/2016 Board of Trustees meeting

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