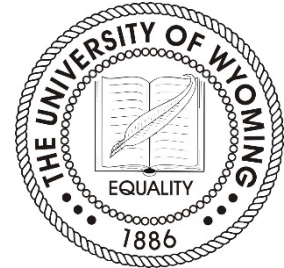

UNIVERSITY OF WYOMING REGULATIONS

Subject: Regulations of the Haub School of Environment and Natural Resources

Number: UW Regulation 2-408



I. PURPOSE

To establish the regulations of the Haub School of Environment and Natural Resources.

II. ADMINISTRATIVE ORGANIZATION OF THE SCHOOL

A. Dean

The chief administrative officer of the School 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 School.

B. Associate Deans

There may be one or more Associate Deans appointed by the Dean in consultation with the School faculty and shall assist the Dean in all matters relating to the educational and administrative affairs of the School.

C. Evaluation

The Dean shall be responsible for providing a system to annually evaluate the performance of each administrative officer of the School. 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 School may establish standing committees. The membership, duties, and governing procedures for committees shall be defined in the School By-laws in accordance with any relevant UW Regulations.

B. Other Committees

Ad hoc committees may be established by the Dean following consultation with the faculty. The Dean shall have the responsibility of appointing other committees as the Dean deems necessary to assist the Dean in performing the administrative functions of the School.

IV. FACULTY.

A. Membership

The voting membership of the School shall include the Dean and all members of the School faculty, whether full-time or sharing appointments in a college with at least a 50% appointment in the School. The School faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor, or academic professional (lecturer, research scientist or extension educator). All individuals holding full-time temporary positions become voting members of the faculty after employment for two consecutive academic years or longer.

The ex officio membership of the School 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.

B. Powers and Duties

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

C. 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.

D. Appointment, Promotion, and Tenure

The criteria and procedure for appointment, reappointment, tenure, and promotion within the School shall conform to those defined in the UW Regulations. All School faculty members are subject to the employment provisions provided in UW Regulations.

E. Meetings

The faculty of the School 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. 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. STUDENTS.

A. Admission

The School academic personnel, subject to 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 School. In the absence of such School standards, any student who qualifies for admission to the University will be admitted to the School.

B. Probation, Dismissal, Reinstatement

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

VI. DEGREES AND PROGRAMS.

A. Degrees

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

B. Programs

The academic programs offered by the School and the requirements thereof are approved by the appropriate standing committees, and the University Course and Curriculum Committee, and are printed in the University Catalog.

C. Applicability of University policy regulations

For the purpose of interpreting academic policy in University Regulations 2-100, 2-103, 2-107, 2-111, 2-114, 2-115 and 2-116, the term “college” shall include the School.

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:

Adopted 11/18/2016 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 7-580, now UW Regulation 2-408