

**University of Wyoming Regulations**  
Routing Sheet

**\*\*Please read the instructions on the following page\*\***

<b>Originator Name</b>		<b>Date</b>	
<b>Department/Unit/Division</b>			
<input type="checkbox"/> New Regulation <input type="checkbox"/> Revision to Regulation			
<b>Regulation #</b>		<b>Title</b>	
<b>If applicable, provide the names/numbers of all statutes, laws, rules and regulations associated with the regulation:</b>			
<b>Reason for revision (check one and add detailed reason):</b> <input type="checkbox"/> Substantive <input type="checkbox"/> Non-substantive			
<b>Other department/units/division(s) affected by the new or revised regulation:</b>			
<b>Routing</b>			
*Attach any feedback from constituents and any additional information to this routing form			
<b>Executive Council</b>	Meeting date:	Required response date:	<b>Comments received?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Faculty Senate</b>	Date sent:	Required response date:	<b>Comments received?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Staff Senate</b>	Date sent:	Required response date:	<b>Comments received?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ASUW</b>	Date sent:	Required response date:	<b>Comments received?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Deans and Directors</b>	Meeting date:	Required response date:	<b>Comments received?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Internal Auditor</b>	Date sent:	Required response date:	<b>Comments received?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>General Counsel</b>	Date sent:	Required response date:	<b>Comments received?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Executive Council</b>	Meeting date:	Required response date:	<b>Comments received?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Originator Signature:</b> _____		<b>Date</b> _____	
<b>Approved:</b>			
<b>President</b> _____		<b>Date</b> _____	
(UW Regulation 1-101 requires approval by the Board of Trustees if a new regulation or revision to an existing regulation.)			

# University of Wyoming Regulations

## Instructions for Routing Sheet

### Definitions

**Regulations** are general statements addressing governance, philosophies, principles or broad concepts inherent in carrying out the missions of the University.

**Implementing policies and procedures** reflect current operational processes for completing tasks and contain details that include specific steps, forms to use, and contact information for assistance.

**Substantive revision** refers to modifications that define rights and duties.

**Non-substantive revision** refers to modifications that do not define rights or duties, including inadvertent errors and omissions, formatting, contact information, position titles, email or website addresses, outdated statutory or legal references, etc.

### Routing<sup>1</sup>

- 1) Only the President, a Vice President, the Athletic Director, or the General Counsel can route a regulation for review (the “Originator”). If Faculty Senate introduces a Senate Bill related to a UW Regulation, the Provost will serve as the Originator after the Faculty Senate process is complete.
- 2) The Originator will discuss with Executive Council and Deans and Directors Council during one of their regularly scheduled meetings.
- 3) After review by Executive Council and Deans and Directors Council, the Originator will send an email with the new or modified regulation, including a detailed explanation, to the Chair of Faculty Senate (unless introduced as a Senate Bill), the Chair of Staff Senate, the President of ASUW, and the Internal Auditor for review and feedback.
- 4) The Originator will allow campus constituents four weeks to review (28 calendar days), not including holidays or University closures, unless extraordinary circumstances exist (exceptions granted only at the discretion of the President).
- 5) **The Originator will complete the entire form.** If any of the constituents provide feedback, the Originator will attach the feedback to the form when submitting to the President for approval (email is preferred).
- 6) The Originator will submit the new or modified regulation, the routing form, and any feedback to the President for approval.
- 7) If the President approves, the Originator, in consultation with the Office of General Counsel, will submit the new or modified regulation and a detailed narrative to the Board of Trustees for approval at its next regularly scheduled conference call or meeting.
- 8) If the Board of Trustees approves, the Office of General Counsel will maintain a copy of the routing form and update/post the regulation online.

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<sup>1</sup> The Board of Trustees can draft or modify regulations, policies, or procedures at any time without adhering to the processes and procedures contained herein.