

THE UNIVERSITY OF WYOMING

BOARD OF TRUSTEES' REPORT
SUPPLEMENTAL MATERIALS

Wednesday, June 12, 2019

The final supplemental report can be found on the University of Wyoming Board of Trustees website at
<http://www.uwyo.edu/trustees/>

TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA
Wednesday, June 12, 2019
Conference Call Meeting
President's Office Suite, Old Main Boardroom, Room 206
Laramie, WY
SUPPLEMENTAL MATERIALS

WORK SESSIONS

Consideration and Action: Board of Trustees Meeting Minutes (*public session & executive session*)

- May 15-17, 2019 Board of Trustees Meeting Minutes
- May 20, 2019 "Special" Meeting Conference Call Meeting

[The draft minutes were provided in advance via the trustee secure website.]

Consideration and Action: Annual Operating Budgets for FY20 – McKinley *[no materials provided for report – additional materials at time of meeting]*

Consideration and Action: Modifications to UW Regulations – Brown/Evans

- ✓ UW Regulation 2-100 (Academic Class Management) 2
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- ✓ UW Regulation 2-104 (Class Meetings Outside Scheduled Times) [repeal] 10
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- ✓ UW Regulation 2-113 (Grading System – Including Mid-Semester and End-of-Semester Grades) [repeal] 28
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- Changing Trustee "President" to Trustee "Chairman"

Pilot Hill Update – Brown *[no materials provided in advance – verbal update at time of meeting]*

Consideration and Action: Approval of Agreements, Contracts, and Procurements *[no materials provided]*

Consideration and Action: Elimination of Distributed Majors – Kate Miller 84

Consideration and Action: Wyoming Public Radio – Cody, WY Site Sublease Agreement – Theobald/Decker 102

AGENDA ITEM TITLE: Consideration and Action: Modifications to UW Regulations, Brown/Evans



Proposed changes drafted by Academic Affairs February 2018
Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 3-9-18
Reviewed and endorsed by the Trustees Regulation Committee 3-14-18
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FS Changes reviewed by Trustees AA/SA and Regulation Committees 5-22-19

UNIVERSITY OF WYOMING REGULATIONS

Subject: Academic Class Management
Number: UW Regulations 2-100

I. PURPOSE

To describe academic class management procedures related to class sizes, the structure for the class numbering system, class meeting times, and final examinations.

II. CLASS NUMBERING STRUCTURE

University classes shall be divided into the following categories:

- A. Certain remedial classes giving no credit toward graduation are designated by numbers in the 0XXX series. Remedial classes offer instruction which is normally available in secondary schools or community colleges, but which must be offered on campus to effect the mandate of the University.
- B. Undergraduate student classes have numbers at the 1000, 2000, 3000, and 4000-levels.
- C. Graduate student classes have numbers at the 5000 and 6000-levels.
- D. "Dual-listed" classes bear both the 4000 and the 5000-level numbers and can be taken by undergraduate students, who typically will register for 4000-level number, and by graduate students, who will register for 5000-level number.
- E. "Stacked classes" are nested skills-based classes. In a Stacked-class, all of the students registered for the 1000 to 5000-level classes meet with the instructor for class instruction at the same time.
- F. Undergraduate and graduate classes are classified into either group-instruction, or individualized-instruction. Group-instruction, or Group 1 classes include: Lecture, Laboratory, Discussion, Seminar, Recitation, and Studio. Individualized-instruction, or Group 2 classes include: Lesson, Internship, Readings, Clerkship,

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- Practicum, Independent Study, Independent Research, Thesis Research, Dissertation Research, and Continuing Registration. Extension courses carry no credit, charge no tuition, are usually self-paced, and do not lead to a degree. The Office of the Registrar does not schedule a final exam for Extension courses.
- G.** Lower division classes are those designed primarily for freshmen and sophomores and designated by numbers between 1000-1999 and 2000-2999. A lower division class surveys the discipline to introduce broad basic concepts, skills, and techniques. 2000-level classes may have prerequisite classes or require prerequisite knowledge that would be equivalent to that learned in a prerequisite class as determined by a placement exam or other means.
- H.** Upper division classes are those designed primarily for juniors and seniors and are designated by numbers between 3000-3999 and 4000-4999. Upper division classes are characterized by the following criteria.
- 1.** The class must:
 - a.** Build upon concepts, techniques and skills learned in lower division classes by presenting advanced concepts, requiring well developed analytical skills, or encouraging the abilities to synthesize and create; and
 - b.** Require significant prerequisites such as:
 - (1)** substantial general introduction in the discipline or related areas, as evidenced by specific collegiate classes as prerequisites; or
 - (2)** a general educational background at the collegiate level, as evidenced by multiple prerequisites;
 - (3)** acceptance into or advanced standing in a recognized professional program; or
 - (4)** appropriate progress in program.
 - 2.** 4000-level classes should contain specific content at a level to prepare students for either graduate study or entering the work force. Class content at the 4000-level should normally have a relatively deep and narrow focus. Since some 4000-level classes can be utilized for graduate credit, these classes should generally be restricted to either seniors or graduate students.

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- I. Classes designed primarily for graduate students shall be designated by numbers between 5000-5999. Graduate classes are normally open only to students who have been admitted to graduate study; however, advanced undergraduate students may be permitted to take these classes.
 1. 4XXX classes can be dual-listed as 5XXX classes provided additional requirements have been approved by the University Course Review Committee of Faculty Senate.
 2. Classes designed primarily for Law, Pharmacy and WWAMI students shall be designated by numbers between 6000-6999.

III. CLASS SIZES

Class sizes for group instruction (Group 1) for the fall and spring semester are governed by the following rules:

- A. When the enrollment in a Group 1 class numbered 1000-4000 is fewer than ten students one week before the first day of classes, the head of the department offering the class must justify the offering for that enrollment period to the dean of the college or School in which the department is located. Should the dean fail to concur in the justification, the class shall be cancelled. Should the dean concur, they will appeal to the Provost's Office for a waiver of this regulation. If the Provost's Office concurs, the class will not be cancelled.
- B. When the enrollment in a Group 1 class numbered 5000 or 6000 is fewer than five students one week before the first day of classes, the head of the department offering the class must justify the offering for that enrollment period to the dean of the college or School in which the department is located. Should the dean fail to concur in the justification, the class shall be cancelled. Should the dean concur, they will appeal to the Provost's Office for a waiver of this regulation. If the Provost's Office concurs, the class will not be cancelled.
- C. When the enrollment in a dual-listed Group 1 class/section is fewer than ten total students (unless at least five of them are graduate students) one week before the first day of classes (across the two sections), the head of the department offering the class must justify the offering for that enrollment period to the dean of the college or School in which the department is located. Should the college or School

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dean fail to concur in the justification, the class shall be cancelled. Should the dean concur, they will appeal to the Provost's Office for a waiver of this regulation. If the Provost's Office concurs, the class will not be cancelled.

IV. CLASS MEETINGS OUTSIDE SCHEDULED TIMES

Faculty will hold all required class sessions and examinations in the class hours as specified in the official class schedule and course syllabus. This shall not preclude scheduling extra class meetings for review or special help where this proves necessary or beneficial, as long as attendance at the extra meetings is entirely at the student's option and not required or graded work is not done at these sessions. If field trips, additional activities, or other academically legitimate programming are required in a class, those activities and times must be communicated to students with reasonable notice, and must have the approval of the Department Chair and Dean.

V. FINAL EXAMINATIONS

A. Authorization for Scheduling

The Registrar is authorized to schedule final examinations. With only the exceptions outlined below, exams will be given at the designated times. The examination schedule shall be published at least one month before the first day of final examinations.

Exceptions for which no examination time will be shown in the final examination schedule are: (1) all classes listed entirely as TBA; (2) classes blocked to the first half of semester; (3) classes meeting off campus; (4) extension classes; (5) student teaching; and (6) labs, discussions and recitations.

B. Group Examinations

In classes in which the same material is taught in more than one section and a common examination is deemed desirable, a group examination will be scheduled by the Registrar if such can be arranged within the limits of the examination period and without creating serious conflicts.

C. Student Scheduling Exceptions

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No student shall be required to take more than two final examinations in any one day. Along with the specific final examination schedule, the Registrar shall publish a system of priorities that will determine which class is expected to offer an examination at a different time for a student who is scheduled for more than two final examinations in one day or more than one at the same hour.

D. Final Examination Preparation Day

At least one final examination preparation day shall separate the last day of classes and the first day of final examinations.

E. Reading Week

To avoid excessive pressure on students during the week before final examinations, no examination or graded exercise should be given in the last week of classes unless it is essential for the effective functioning of the class, it is a makeup test or examination, or it is a regularly scheduled weekly exercise. If an examination or graded exercise in the last week of classes is deemed essential, the instructor must notify the students of it in a class syllabus distributed at the beginning of the class. Examinations or graded exercises given during the last week of classes are appropriate in the following circumstances:

1. Laboratory examinations in those classes that do not have a separately scheduled final examination for the laboratory portion of that class.
2. Evaluations in classes that require individualized performances that cannot be incorporated into a scheduled final examination, such as recitations and musical performances.

F. Take-Home Finals and Summative Class Projects

Take-home finals and summative class projects may be distributed prior to final week and shall be due no earlier than the regularly scheduled final examination time for that class. If, in the opinion of the instructor and department head, a final examination would be inappropriate for a particular class a final examination need not be administered.

G. Grade of I

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Instructors should make every effort, but are not obligated to give final examinations before the scheduled time to students who, for legitimate reasons connected with official University activities, cannot take the final examination at the scheduled time. In such cases, students are entitled to receive a grade of "I", subject to the usual procedures and conditions of the grade of "I".

H. Exemptions

The College of Law and the WWAMI (Washington, Wyoming, Alaska, Montana and Idaho) medical education program are exempt from this final examination policy.

Effective Date: July 1, 2019

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source:

Links: <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

Associated Regulations, Policies, and Forms:

History:

University Regulation 400, Revision 1; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 5/13/15 Board of Trustees meeting

UNIVERSITY OF WYOMING REGULATIONS

Subject: Final Examination Policy

Number: UW Regulation 2-102



Commented [TE1]: Transferred to Academic Class Management (2-100). Sunset.

I. — PURPOSE

To establish a policy for final examinations.

II. — FINAL EXAMINATION SCHEDULE

A. ~~The Registrar is authorized to schedule final examinations. With only the exceptions specifically designated below, exams will be given at the times thus designated and no other times. The examination schedule shall be published at least one month before the first day of final examinations.~~

B. ~~Exceptions for which no examination time will be shown in the Final Examination Schedule are: (1) all courses listed entirely as TBA; (2) courses blocked first half of semester; (3) courses meeting off campus; (4) correspondence and extension courses; (5) student teaching; and (6) labs, discussions and recitations.~~

C. ~~In courses in which the same material is taught in more than one section and a common examination is deemed desirable, a group examination will be scheduled by the Registrar if such can be arranged within the limits of the examination period and without creating serious conflicts.~~

D. ~~No student shall be required to take more than two final examinations in any one day. Along with the specific final examination schedule, the Registrar shall indicate a system of priorities which will determine which course is expected to offer an examination at a different time for a student who is scheduled for more than two final examinations in one day or more than one at the same hour.~~

III. — GENERAL POLICIES

A. ~~At least one day free of classes shall separate the last day of classes and the first day of final examinations.~~

B. ~~If, in the opinion of the instructor and department head, a final examination would be inappropriate for a particular course a final examination need not be administered.~~

~~C. To avoid excessive pressure on students during the week before final examinations, no examination or graded exercise should be given in the last week of classes unless it is essential for the effective functioning of the course, it is a makeup test or examination, or it is a regularly scheduled weekly exercise. If an examination or graded exercise in the last week of classes is deemed essential, the instructor shall notify the students of it in a class syllabus distributed at the beginning of the course. Examinations or graded exercises given during the last week of classes are appropriate in the following circumstances:~~

~~1. Laboratory examinations in those courses which do not have a separately scheduled final examination for the laboratory portion of that course.~~

~~2. Evaluations in courses which require individualized performances that cannot be incorporated into a scheduled final examination, such as recitations and musical performances.~~

~~D. Take home finals may be distributed prior to final week and shall be due no earlier than the regularly scheduled final examination time for that class.~~

~~E. Instructors are not obligated to give final examinations ahead of schedule to those students who, for legitimate reasons connected with official University activities, cannot take the final examination at the scheduled time. In such cases, students are entitled to receive a grade of "I", subject to the usual procedures and conditions of the grade of "I".~~

~~F. The deadline for submission of final grades to the Registrar's Office shall be not less than ninety-six (96) hours after the close of the last examination on the schedule.~~

~~G. The College of Law is exempt from this policy.~~

~~Effective Date: July 1, 2018~~

~~Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs~~

~~Source: None~~

~~Links: <http://www.uwyo.edu/reg-policies>~~

~~Associated Regulations, Policies, and Forms: None~~

~~**History:**~~

~~University Regulation 403, Revision 2 and Change 1; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 6/16/2015 Board of Trustees meeting
Reformatted 7/1/2018: previously UW Regulation 6-403, now UW Regulation 2-102~~

UNIVERSITY OF WYOMING REGULATIONS

Subject: Class Meetings Outside Scheduled Times

Number: UW Regulation 2-104



Commented [TE1]: Transferred to Academic Class Management (2-100) Sunset

I. — PURPOSE

To establish by regulation the policy confining class meetings to pre-scheduled times.

II. — RATIONALE

The faculty of the University should recognize that students have many demands on their time and should not be required to attend class meetings other than those at prescheduled times as shown in the official class schedule. There are a few cases where legitimate academic reasons exist for requiring attendance at other than pre-scheduled hours, such as for group examinations where there are several sections of the same course. However, these cases can be properly approved for printing in the class schedule so that students are aware of the special attendance requirements before registering for the class. It is the responsibility of the faculty to complete all required instruction and examinations within the times specified in the class schedule, rather than requiring students to attend special sessions or examinations at times that may conflict with other academic or non-academic activities of the students.

III. — DIRECTIVE

Faculty shall hold all required class sessions and examinations in the class hours as specified in the official class schedule and syllabus. This shall not preclude scheduling extra class meetings for review or special help where this proves necessary or beneficial, as long as attendance at the extra meetings is entirely at the student's option and no required or graded work is done at these sessions.

When circumstances absolutely require an exception to the policy of holding all required class sessions and examinations at the scheduled times, class meetings may be scheduled only with the prior approvals of the appropriate Department Chair and Dean.

Effective Date: July 1, 2018

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 405; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 3/24/2016 Board of Trustees meeting

Reformatted 7/1/2018; previously UW Regulation 6-405, now UW Regulation 2-104



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UNIVERSITY OF WYOMING REGULATIONS

Subject: Assignment of Grades

Number: UW Regulations 6-710, 6-716, 6-720, and 6-722 (2-XXX)

I. PURPOSE

To define and standardize the grading system used at the University of Wyoming, including the reporting of mid-semester grades for fall and spring semesters, the changing of recorded grades, the "S-U" grading system, and assigning and removing "I" grades.

II. DEFINITIONS

Auditing a class: Enrollment in a course without academic credit, and receiving no grade.

Cumulative grade point average ("GPA"): The sum of all grade points earned throughout the University of Wyoming divided by the sum of all credit hours attempted through the University, except for credit hours in which grades of W, S, U, or I were assigned. When a course has been repeated to change a grade, the last grade points and credit hours assigned shall be entered in the computation of the cumulative average. All registered courses and grades earned at the University will remain on the transcript, whether or not they figure into the cumulative average.

Cumulative semester hours attempted: The total of all credit hours attempted through the University of Wyoming, except for those attempted in repeating a course, for those in which a grade of W was assigned, and for those accepted in transfer from other institutions.

Failure (F): May be assigned as a grade for failure to meet class requirements, for failure to attend, for academic dishonesty or to indicate failure to formally withdraw or terminate.

Incomplete (I): Temporary mark pending course work completion as agreed upon by faculty member and student.

Not Reported (NR): Grade not reported (for mid-semester grades only).

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Satisfactory (S): Equivalent to a C or better (B or better in courses numbered 5000 or above), and may be assigned only in courses designated S/U or in courses which the student has requested S/U.

Unable to Compute Grades (UK): Unable to compute grades (for mid-semester grades only).

Unsatisfactory (U): Equivalent to a D or lower (C or lower in courses numbered 5000 or above), and may be assigned only in courses designated S/U or in courses which the student has requested S/U.

Withdrawal (W): Withdrawal from a specified course or from the University only if the student follows the official withdrawal procedure.

III. GRADING SYSTEM

A. Grading System

Students will be evaluated by faculty in accordance with the following grading system:

Grade	A	B	C	D	F
Points	4.000	3.000	2.000	1.000	0.000

B. Final grades for semester length courses and blocked courses that meet for some part of the semester

1. Faculty shall submit final grades no later than four (4) working days following the last scheduled day of final exams, but no later than 8:00 a.m. the last working day before winter break. At the discretion of the Provost, an extension may be granted for extenuating circumstances. Calendar dates for mid-semester, last day of classes, and end of final exams will be defined in the approved academic calendar for each semester
2. The Office of the Registrar shall post all grades to the students' records in a prompt manner, not to exceed four (4) working days after grades are due.

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C. Mid-Semester grades for semester length courses

1. Faculty shall submit mid-semester grades for each of their classes numbered below 5000 to the Office of the Registrar no later than four (4) working days following the mid-semester date.
2. Grades that can be assigned by faculty to individual students will be D, F, S, U, or UK.
 - a. Grades of D, F, S, and U follow the same definitions as would be used to determine these grades at the end of the course.
 - b. If, due to lack of performance assessments such as exams, papers, homework, etc., a faculty member is unable to make a determination of a mid-semester grade, that faculty may assign a grade of UK.
3. The Office of the Registrar shall post all mid-semester grades to the students' records in a prompt manner.
4. Mid-semester grades will not be displayed on official University transcripts.
5. The form which reports mid-semester grades to students shall contain the following statement: "The mid-semester grade received in any particular class reflects the assessment of student performance during the first portion of the semester only."
6. Early Alerts shall be supplied for all students registered in a 1000 level class. Instructors are encouraged to utilize the Early Alert mechanism for all classes that could be considered high impact. No restriction is placed on a when an Early Alert should not be used. Early Alert notifications are not grades, rather a notification mechanism to alert the student and direct and supplemental advisors of behavioral actions that could hinder a student's success in the class.

D. Applicability to 6000 level law courses

Section III of this Regulation does not apply to the grading system used for the 6000 level courses taught in the College of Law.

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110 **IV. CHANGE OF RECORDED GRADES**

111

112 The assignment of grades for a course is the responsibility of the instructor of record.
113 Grades which have been reported to the Registrar at the end of the assigned term are final
114 and may be changed only as provided herein, except for temporary grades of I (incomplete).
115

116

A. Mode of grading

117 The mode of grading (letter grades or Satisfactory/Unsatisfactory) shall be that
118 advertised for the course in the class schedule or that selected by the student. Changes
119 in mode are permitted only during the authorized drop/add period and are not affected
120 by this regulation.
121

122

B. Notice

123

124 The Office of the Registrar shall post final grades to the student's records in a prompt
125 manner, not to exceed four (4) working days after grades are due.
126

127

C. Allowable reasons for change

128

129 An instructor may change a grade which has been reported to the Registrar only to
130 correct an error and only with the approval of the Department, Division, or School Head
131 and Dean of the College responsible for the course.
132

133

D. Administrative procedures

134

135 1. A request to change a recorded grade shall be made on a form provided by the
136 Registrar and shall include an explanation of the error claimed to have occurred.
137

138

139 2. Once initiated, the form shall be handled only by appropriate faculty members
140 and employees of the relevant department, division, or School, Dean, and
141 Registrar.
142

143

144 3. The completed form shall be submitted to the Registrar within 30 calendar days
145 or the beginning of the semester immediately following the term in which the
grade was assigned.

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- 146 4. If communication with the responsible instructor is demonstrably impractical,
147 the Head of the department, division, or School concerned shall investigate the
148 case and act upon the change of grade in the instructor's place. The same
149 limitations in time shall apply.
150
151 5. When the completed form is received, the Registrar shall notify the student of
152 the action taken.
153 6. Exceptions to the limitations in time may be approved by the Provost.
154

155 **E. Appeals**

156 A recorded grade may be changed through established appeal processes of individual
157 colleges and/or the University.
158

159 **V. S-U GRADES**

160
161 It is the intent of the "S-U" grading system and policies of the University to encourage
162 students to take courses in subject matter areas outside their majors and related fields so
163 that their academic experience may be broadened by a freer pursuit of their intellectual
164 interests. It also provides a policy for grading of courses for which the conventional letter
165 grade system is not applicable.
166

167 The grade of "S" shall signify the achievement of an acceptable competence in the subject
168 matter of the course and shall entitle the student to the appropriate credit hours designated
169 for the course. The grade of "U" shall signify an unacceptable level of achievement and
170 shall not entitle the student to credit hours. Neither the "S" nor the "U" grade will carry
171 grade-point designation nor will the credit hours attempted or completed under "S-U" be
172 included in the calculation of the cumulative grade point.
173

174 The grade of "S" includes "A through C" ("A through B" in courses numbered 5000 or
175 above) and the grade of "U" includes "D through F" ("C through F" in courses numbered
176 5000 or above) on the conventional grade scale.
177

178 **A. Change of grading system**

179
180 Students may change course registration to or from "S-U" and conventional letter
181 grading during the normal drop-add period only.
182

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183 **B. Registration required**
184

185 Enrollment in classes that do not offer both "S-U" and conventional grading will be
186 subject to the assigned grading method for the course. In classes where both "S-U" and
187 conventional grading exists, the student may choose enrollment for "S-U". Instructors
188 shall be notified of the students registered for "S-U." Only students so registered may
189 receive the "S-U" grade.
190

191 **C. Auditing privilege**
192

193 The privilege of non-credit enrollment in a class is available to any University student,
194 upon approval of the adviser and the instructor. Students may change course
195 registration to or from audit during the normal drop-add period only. Though this
196 "auditing" privilege carries full rights of class participation, it offers no academic credit
197 and will result in a grade of "Audit" (AUD). Auditors are expected to attend class
198 regularly and complete such graded work as required by the instructor. The auditing
199 privilege is subject to the same fee schedule as credit courses. Subsequent credit by
200 special examination is not available.
201

202 **D. General limitations**
203

- 204 1. No student may use a course taken for "S-U" credit to satisfy University general
205 education or University graduation academic requirements. This provision shall
206 not apply to courses offered only with an "S-U" grade.
207
208 2. No student may receive a grade of "S-U" for a course the student is repeating
209 unless the original grade was "U," or unless the course is offered for "S-U" only.
210

211 **E. College limitations**
212

213 In the University Catalog, each college shall specify the minimum number of
214 conventionally graded (A-F) course hours necessary to satisfy degree requirements in
215 that college. Those hours should not include courses offered for "S-U" only or credits
216 earned by examination. Each academic program shall conform to relevant college
217 policy and, in addition, shall specify which courses among those required that may not
218 be taken for "S-U" credit. Otherwise, a student's discretion in, and opportunity for,
219 choosing "S-U" grading shall not be limited.
220

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- 221 **F. Acceptable Petitions**
222
223 A student who changes majors within a college or transfers from one college to another
224 may petition the new department head or the dean of the new college for the acceptance
225 of "S" credits previously earned where such credits are in conflict with published UW
226 Regulations authorized in Section V E above. Such petitions shall be reviewed under
227 the same principles that are applied in the case of a student who transfers from a college
228 or university other than the University of Wyoming.
229
230 **VI. ASSIGNMENT AND REMOVAL OF THE GRADE OF I (INCOMPLETE)**

231 **A. Assigning and removing "I" grades and their effect upon graduation**

232 A grade of I (incomplete) is a temporary grade assigned in those rare instances when
233 no other grade will ensure justice to the student. The Final grade from the instructor
234 should be submitted within 120 days of the end of the semester in which the "I" is
235 given. The instructor is expected to communicate, in writing, with the student regarding
236 the remaining tasks that must be performed to complete the course as well as the name
237 of a substitute instructor if the instructor does not expect to be available to supervise
238 completion of the course.

239 This information will be forwarded to the student and copies should be retained by the
240 student, instructor, the relevant department, division, or School office, and a substitute
241 instructor.

242 The Dean of Students is authorized to petition for an "I" in the name of a student who
243 has been incapacitated. If a student has suffered a severe medical, emotional, or
244 personal problem, the 120-day limit for completing the course may be extended with
245 the approval of the instructor and the Dean of Students.
246
247 In specified research courses designated to the Registrar by the Dean of the College,
248 the date of submitting the final grade for the course may be set to exceed the 120-day
249 limit at the discretion of the instructor.
250
251 If the final grade for the course is not received by the Registrar by the date in the
252 authorization:

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- 253 1. The "I" will revert to an "F" for a student who has not graduated in the interim,
254 and
255
256 2. The "I" will stand permanently for a student who has graduated in the interim.
257
258 During the time in which an "I" stands in a course, that course shall not be counted for
259 credit, grade points, or university or college graduation requirements. A student's term
260 grade point average with all associated honors will not be re-determined when an "I" is
261 removed.

262 **B. Administrative provisions**

- 263
264 1. Information regarding authorization and processing of incomplete grades may
265 be obtained from the Registrar.
266
267 2. The assignment of an "I" for individual students may not be used when
268 extraordinary circumstances require the deferment of grade reporting for an
269 entire class. In such instances the Dean of the College offering the course shall
270 approve specific arrangements with the Registrar for the recording of grades.
271
272 3. College Deans shall file a list of "research courses" with the Registrar. Unless
273 a research course receives approval from a Dean for an extension beyond 120
274 days, no extension will be allowed by the Registrar.
275
276 4. The 120-day period will be computed from the last day of a semester or the
277 term during which the course was offered. To allow time for grading and
278 delivery of the grade, instructors may establish an earlier time in the written
279 authorization for the submission of completed coursework by the student.
280
281 5. The requirement that the grade of "I" stand permanently for a student who has
282 graduated in the interim does not apply to those students who have filed with
283 the Registrar prior to graduation permitting the course to be taken for
284 application toward an advanced degree. In such cases, the grade of "I" may be
285 changed without regard to the intervening graduation if course work is
 otherwise completed in a timely and satisfactory way.

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Source:

Links:

Associated Regulations, Policies, and Forms:

History:

University Regulation 710, Revision 2; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 11/16/12 Board of Trustees meeting
Revisions adopted 6/16/15 Board of Trustees meeting

University Regulation 716, Revision 1 and Change 1; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 11/16/2012 Board of Trustees meeting
Revision adopted 6/16/2015 Board of Trustees meeting
Revisions adopted 3/23/2017 Board of Trustees meeting

University Regulation 720, Revision 1; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting
Revisions adopted 6/16/15 Board of Trustees meeting

University Regulation 722, Revision 2; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 11/16/12 Board of Trustees meeting
Revisions adopted 6/16/15 Board of Trustees meeting

UNIVERSITY OF WYOMING REGULATIONS

Subject: Change of Recorded Grades

Number: UW Regulation 2-119



Commented [TE1]: Sunset and transfer content to new Assignment of Grades regulation (2-106).

I. — PURPOSE

To establish a written policy authorizing the changing of final grades.

II. — GENERAL INFORMATION

The assignment of grades for a course is the responsibility of the instructor in charge. Grades which have been reported to the Registrar at the end of the assigned term are final and may be changed only as provided herein, except for temporary grades of I (incomplete).

III. — MODE OF GRADING

The mode of grading (A, A-, B+, B-, C+, C-, D+, D-, F, or S, U) used in all cases shall be that advertised for the course in the class schedule or that selected by the student. Changes in mode are permitted only during the authorized drop/add period and are not affected by this regulation.

IV. — NOTICE

The Registrar shall send notice of recorded final grades to students and faculty concerned within three weeks after the deadline for receipt of grades in the Office of the Registrar.

V. — ALLOWABLE REASONS FOR CHANGE

An instructor may change a grade which has been reported to the Registrar only to correct an error and only with the approval of the Department or Division Head and Dean of the College responsible for the course.

VI. — ADMINISTRATIVE PROCEDURES

A. A request to change a recorded grade shall be made on a form provided by the Registrar and shall include an explanation of the error claimed to have occurred.

B. The form must be received by the responsible instructor by the 10th class day of the fall or spring semester immediately following the term in which the grade was assigned.

~~C. — Once initiated, the form shall be handled only by appropriate faculty members and employed representatives in the offices of the concerned department or division, College Dean, and Registrar.~~

~~D. — The completed form shall be returned to the Registrar within 30 calendar days from the beginning of the semester.~~

~~E. — If communication with the responsible instructor is demonstrably impractical, the Head of the Department or Division concerned shall investigate the case and act upon the change of grade in the instructor's place. The same limitations in time shall apply.~~

~~F. — When the completed form is received, the Registrar shall notify the student of the action taken.~~

~~G. — Exceptions to the limitations in time may be approved by the Provost and Vice President for Academic Affairs.~~

~~VII. — APPEALS~~

~~A recorded grade may be changed through established appeal processes within individual colleges or an appeal.~~

~~Effective Date:~~ July 1, 2018

~~Responsible Division/Unit:~~ Office of the Provost and Vice President for Academic Affairs

~~Source:~~ None

~~Links:~~ <http://www.uwyo.edu/reg-policies>

~~Associated Regulations, Policies, and Forms:~~ None

~~History:~~

~~University Regulation 716, Revision 1 and Change 1; adopted 7/17/2008 Board of Trustees meeting~~

~~Revisions adopted 11/16/2012 Board of Trustees meeting~~

~~Revision adopted 6/16/2015 Board of Trustees meeting~~

~~Revisions adopted 3/23/2017 Board of Trustees meeting~~

~~Reformatted 7/1/2018; previously UW Regulation 6-716, now UW Regulation 2-110~~

UNIVERSITY OF WYOMING REGULATIONS

Subject: Assignment and Removal of the Grade of I (Incomplete)

Number: UW Regulation 2-111



Commented [TE1]: Sunset and transfer content to new Assignment of Grades regulation (2-106).

I. PURPOSE

To establish a policy regarding assigning and removing "I" grades and their effect upon graduation.

II. POLICY

A. A grade of I (incomplete) is a temporary grade assigned in those rare instances when no other grade will ensure justice to the student. An "I" given by the instructor should be accompanied by a written authorization setting forth:

1. the reason the course cannot reasonably be completed on time;
2. the tasks which must be performed to complete the course;
3. the date upon which the final grade will be received by the Office of the Registrar and which normally may not exceed 120 days beyond the end of the semester in which the "I" is given; and
4. the name of a substitute faculty member, if the instructor does not expect to be available to supervise completion of the course.

This information will be forwarded to the student and copies should be retained by the student, instructor, and a substitute faculty member.

B. The Dean of Students is authorized to petition for an "I" in the name of a student who has been incapacitated. If a student has suffered a severe medical, emotional, or personal problem, the 120-day limit for completing the course may be extended with the approval of the instructor and the Dean of Students.

C. In certain research courses designated to the Registrar by the Dean of the College, the date of submitting the final grade for the course may be set to exceed the 120-day limit at the discretion of the instructor.

D. If the final grade for the course is not received by the Registrar by the date in the authorization:

~~1. the "I" will revert to an "F" for a student who has not graduated in the interim, and~~

~~2. the "I" will stand permanently for a student who has graduated in the interim.~~

~~E. While an "I" stands in a course, that course shall not be counted for credit, grade points, or university or college graduation requirements. A student's term grade point average with all associated honors will not be re-determined when an "I" is removed.~~

~~III. ADMINISTRATIVE PROVISIONS~~

~~A. Information regarding authorization and processing of incomplete grades may be obtained from the Registrar.~~

~~B. The authorization form for individual students may not be used when extraordinary circumstances require the deferment of grade reporting for an entire class. In such instances the Dean of the College offering the course shall approve specific arrangements with the Registrar for the recording of grades.~~

~~C. College Deans shall file a list of "research courses" with the Registrar. Authorizations received by the Registrar containing an extension beyond 120 days shall be forwarded to the appropriate Dean for approval or disapproval if the course is not listed with the Registrar.~~

~~D. The 120 day period will be computed from the last day of a semester or the term during which the course was offered. To permit time for grading and delivery of the grade, instructors may establish an earlier time in the written authorization for the submission of completed coursework by the student.~~

~~E. The requirement that the grade of "I" stand permanently for a student who has graduated in the interim is construed to not apply to those students who have filed with the Registrar prior to graduation permitting the course to be taken for application toward an advanced degree. In such cases the grade of "I" may be changed without regard to the intervening graduation if stated work is otherwise timely and satisfactorily completed.~~

~~IV. DIRECTIVE~~

~~The assignment of the grade of "I" shall be assigned only in accordance with the provisions of this regulation.~~

~~Effective Date: July 1, 2018~~

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/reg-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 720, Revision 1, adopted 7/17/2008 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 6-720, now UW Regulation 2-111

UNIVERSITY OF WYOMING REGULATIONS

Subject: Policy for Curriculum Structure and Course Identification
Number: UW Regulation 2-112



Commented [TE1]: Transferred to Academic Class Management (2-100) Sunset

I. PURPOSE

To establish the structure for the course numbering system.

II. POLICY

University courses shall be divided into the following categories:

- A. Certain remedial courses giving no credit toward graduation shall be designated by numbers in the 0XXX series. Remedial courses offer instruction which is normally available in secondary schools or community colleges, but which must be offered on campus to effect the mandate of the University.
- B. Lower division courses are those designed primarily for freshmen and sophomores and designated by numbers in the 1000-1999 series and 2000-2999 series. A lower division course surveys the discipline to introduce broad basic concepts, skills, and techniques. In addition, 2000 level classes will normally have either a 1000 level collegiate class(es) as a prerequisite(s) or require prerequisite knowledge that would be equivalent to that learned in a 1000 level class (e.g., as determined by a placement exam).
- C. Upper division courses are those designed primarily for juniors and seniors and designated by numbers in the 3XXX series and 4XXX series. Upper division courses are characterized by the following criteria:
 - 1. An upper division course must:
 - a. build upon concepts, techniques and skills learned in lower division courses by presenting advanced concepts, requiring well developed analytical skills, or encouraging the abilities to synthesize and create; or
 - b. present a broad introduction or survey of an area for the non-specialist;
 - c. In addition to sections a. and b., require significant prerequisites such as:
 - (1) substantial general introduction in the discipline or related areas, as evidenced by specific collegiate courses as prerequisites; or

~~(2) a general educational background at the collegiate level, as evidenced by multiple prerequisites; or~~

~~(3) acceptance into or advanced standing in a recognized professional program;~~

~~2. Since 4000 level classes can be utilized as graduate credit, these courses should generally be restricted to either seniors or graduate students. 4000 level classes should contain specific content at a level to prepare students for either graduate study or entering the work force. For example, course content at the 4000 level should normally have a relatively deep and narrow focus.~~

~~a. Courses designed primarily for graduate students shall be designated by numbers in the 5XXX series. Graduate courses are normally open only to students who have been admitted to graduate study; however, unusually advanced undergraduate students may be permitted to take these courses. 4XXX courses can be dual listed as 5XXX courses provided additional requirements have been approved by the University Course Review Subcommittee of the Academic Planning Committee.~~

~~b. Courses designed primarily for Law, Pharmacy and WWAMI students shall be designated by numbers in the 6XXX series.~~

~~III. DIRECTIVE~~

~~The numbering of new courses shall conform to this Regulation. Supervision of compliance will be the responsibility of the University Course Review Committee.~~

~~Effective Date: July 1, 2018~~

~~Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs~~

~~Source: None~~

~~Link: <http://www.uwyo.edu/regs/policies>~~

~~Associated Regulations, Policies, and Forms: None~~

~~History:~~

~~University Regulation 721, Revision 1; adopted 7/17/2008 Board of Trustees meeting~~

~~Revisions adopted 6/16/2015 Board of Trustees meeting~~

~~Reformatted 7/1/2018; previously UW Regulation 6-721, now UW Regulation 2-112~~

UNIVERSITY OF WYOMING REGULATIONS

Subject: Grading System – Including Mid-Semester and End of Semester Grades

Number: ~~UW Regulation 2-112~~


I. PURPOSE

To define the grading system used at the University of Wyoming, including the reporting of mid-semester grades for fall and spring semesters.

H. DEFINITIONS

A. Students are to be evaluated according to the following grading system, with pluses and minuses used at the discretion of the course instructor:

Grade	Points	Definition
A	4.000	
A	3.667	
B+	3.333	
B	3.000	
B	2.667	
C+	2.333	
C	2.000	
C	1.667	
D+	1.333	
D	1.000	
F	0.000	Failure
F	0	Failure (may be assigned as a grade for failure to attend, for academic dishonesty or to indicate failure to formally withdraw or terminate)
I	0	Incomplete (temporary mark pending course work completion as agreed upon by faculty member and student)
W	0	Withdrawal (from a specified course or from the University only if the student follows the official withdrawal procedure)



Commented [TE1]: Sunset and transfer content to new Assignment of Grades regulation (2-106).

Grading System

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~~S — 0 — Satisfactory (equivalent to a C- or better [B- or better in courses numbered 5000 or above], may be assigned only in courses designated S/U or in courses which the student has requested S/U)~~

~~U — 0 — Unsatisfactory (equivalent to a D+ or lower [C+ or lower in courses numbered 5000 or above], may be assigned only in courses designated S/U or in courses which the student has requested S/U)~~

~~NR — Grade not reported (for mid-semester grades only)~~

~~UK — Unable to compute grades (for mid-semester grades only)~~

~~B. — Calendar dates for mid-semester, last day of classes, and end of final exams will be defined by the approved academic calendar for each particular academic semester.~~

~~III. — FINAL GRADES FOR SEMESTER LENGTH COURSES AND BLOCKED COURSES THAT MEET FOR SOME PART OF THE SEMESTER~~

~~A. — Faculty shall submit final grades no later than 4 working days following the last scheduled day of final exams.~~

~~B. — Grades that can be assigned by faculty to individual students will be as previously described in II.A.~~

~~C. — The Office of the Registrar shall post all grades to the students' records in a prompt manner.~~

~~IV. — MID-SEMESTER GRADES FOR SEMESTER LENGTH COURSES~~

~~A. — Faculty shall submit mid-semester grades for each of their classes numbered below 5000 to the Office of the Registrar no later than 3 working days following the mid-semester date.~~

~~B. — Grades that can be assigned by faculty to individual students will be, D, F, S, U, or UK.~~

~~1. — Grades of D, F, S, and U follow the same definitions as would be used to determine these grades at the end of the course.~~

~~2. — If, due to lack of performance assessments such as exams, papers, homework, etc., a faculty member is unable to make a determination of a mid-semester grade, that faculty may assign a grade of UK.~~

~~C. The Office of the Registrar will assign a grade of NR to all students in classes for which no mid-semester grade is received.~~

~~D. The Office of the Registrar shall post all mid-semester grades to the students' records in a prompt manner.~~

~~E. Mid-semester grades will not be displayed on official student transcripts.~~

~~F. The form which reports mid-semester grades to students shall contain the following statement: "The mid-semester grade received in any particular class reflects the assessment of student performance during the first portion of the semester only."~~

~~V. APPLICABILITY TO 6000-LEVEL LAW COURSES~~

~~This regulation does not apply to the grading system used for the 6000-level courses taught in the Law School.~~

~~Effective Date: July 1, 2018~~

~~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 722, Revision 2; adopted 7/17/2008 Board of Trustees meeting~~

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UNIVERSITY OF WYOMING REGULATIONS

Subject: Academic Personnel

Number: UW Regulation 2-1

I. PURPOSE

To describe the designations and ranks applicable to members of the faculty and other academic personnel, and to describe general provisions regarding academic personnel.

II. DEFINITIONS

Academic Personnel: Academic Personnel includes non-tenure track academic personnel, academic personnel on a fixed term appointment (including extended term academic professionals), tenure track faculty, and tenured faculty.

Extended-Term Appointment: The non-tenure track faculty six-year fixed term appointment that will be sunset at the completion of current extended terms.

Fixed-Term Appointment: A non-tenure track faculty appointment for a fixed length of time that is at least one academic or fiscal year in length.

Fixed-Term Appointment with Rolling Contract: Non-tenure track faculty contract that may be three-years or five years in length and can be rolled annually for a continuing three-year or five-year contract.

III. DESIGNATION

A. Membership of the University Faculty – General Provisions

The University Faculty shall consist of the University President, vice presidents with academic appointments, deans and directors with academic appointments, and members of the faculty who hold the standard professorial titles. Faculty appointments may be Non-Tenure-Track, Tenure-Track or Tenured. All other faculty appointments are by definition Non-Tenure-Track.

The basic organization and processes through and by which the University Faculty may function are outlined in UW Regulation 2-300 (University Faculty). All members of the University Faculty, in any of the categories described here shall have those rights and responsibilities of faculty members governed by University regulations.

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B. Tenure-Stream Faculty – Tenured and Tenure-Track

1. **Instructor** is a tenure-track appointment which is used for a person who was recruited to be an Assistant Professor on tenure-track, but who has not finished all requirements for the appropriate terminal degree prior to the start date of the appointment. Upon evidence of completion of the terminal degree, the appointment title will be changed to Assistant Professor. Appointments to this position shall be only for a limited term, not to exceed two years. Appointment at Instructor will not affect the length of the probationary period under Terms of Appointment.
2. **Assistant professors** shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.
3. **Associate professors** shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), shall have established a reputation in scholarship, teaching, service, artistic creation, or other productive activity in the field in which they are to serve.
4. **Professors**, in addition to having the qualifications of associate professors, have demonstrated superior performance overall, being highly successful in the following areas where appropriate:
 - a. direction of graduate and undergraduate work and research,
 - b. scholarship or other creative work,
 - c. teaching,
 - d. extension,
 - e. service to the university as well as other communities and professional organizations, which may include administrative leadership.

C. Non-Tenure Track Faculty

Non-tenure track faculty appointments are intended to provide a means for securing and retaining faculty who bring to the University excellence in teaching, research or service.

Non-tenure track faculty may receive a Fixed-Term Appointment, with or without a Rolling Contract. Appointment as a Non-Tenure Track faculty does not entitle the individual to tenure and its privileges, and it is not intended to provide an alternative route to, or structure for, conventional tenure track positions. However, the University may, as needs arise, convert a non-tenure track position into a tenure track position. A

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Non-Tenure Track faculty member is not restricted from applying for any open tenure track position at the University.

1. **Archivist** shall be the title granted to persons who have a master's degree in library science and/or information science from a program accredited by the American Library Association (ALA), or a master's degree in history, American studies, or related field, typically including at least four graduate courses in archives administration, rare books curatorship, or special collections librarianship, or an appropriate equivalent. Professional experience may be required as an additional requirement or as a requirement in lieu of formal academic degrees. Such appointments shall be at the rank (Assistant Archivist, Associate Archivist, or Archivist) commensurate with their experiences and qualifications.
2. **Clinical Professor** shall be the title granted to persons who hold the terminal qualification in their discipline (e.g., *Ph.D.*, *Ed.D.*, *MFA*, *etc.*), and shall have demonstrated ability, through appropriate experience, to make significant contributions to the area of teaching in health care related programs offered by the University. Such appointments shall be at the rank (Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor) commensurate with their experiences and qualifications.
3. **Executive Professor** shall be the title granted to persons who have had distinguished careers at the executive level in business or government (such as Chief Executive Officer, President, Chief Justice) and have made substantial impact on fields and disciplines that are important to academic programs at the University of Wyoming.
4. **Extension Educator** shall be the title granted to persons who have at minimum a master's degree or equivalent experience in a field related to agriculture, natural resources, youth development, community and economic development, family and consumer sciences or others as deemed appropriate by the Director of Extension. Extension educators shall have demonstrated ability to provide community-based engagement with off-campus clientele, especially through the application of research-supported educational development, leadership development, and collaboration. Such appointment shall be at the rank (Assistant Extension Educator, Associate Extension Educator, or Senior Extension Educator) commensurate with their experiences and qualifications.
5. **Faculty Development Professional** shall be the title granted to persons who have at minimum a master's degree, and shall have demonstrated ability, through appropriate experience, in faculty development. Primary responsibilities include coaching faculty on effective classroom teaching and

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developing faculty, graduate teaching assistants, and postdoctoral associates in evaluating and refining teaching skills and practices. Responsibilities may also include promoting conversations about and developing workshops on teaching and learning, providing leadership, and directing programs that support the academic mission. Such appointments shall be at the rank (Assistant Faculty Development Professional, Associate Faculty Development Professional, or Senior Faculty Development Professional) commensurate with their experiences and qualifications.

6. **Instructional Professor** shall be the title granted to persons who hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated ability, through appropriate experience, to make significant contributions to the area of teaching, including mentoring of undergraduate students in scholarly and creative activities, as well as contributions to areas of academic service. Such appointments shall be at the rank (Assistant Instructional Professor, Associate Instructional Professor, or Instructional Professor) commensurate with their experiences and qualifications.
7. **Lecturer** shall be the title granted to persons who have at minimum a master's degree and shall have demonstrated ability, through appropriate teaching experience, to make contributions to the University's teaching mission. Such appointments shall be at the rank (Assistant Lecturer, Associate Lecturer, or Senior Lecturer) commensurate with their experiences and qualifications.
8. **Librarian** shall be the title granted to persons who have the appropriate terminal professional degree: a master's degree in library and/or information science from a program accredited by the American Library Association (ALA), or an appropriate equivalent. Such appointments shall be at the rank (Assistant Librarian, Associate Librarian, or Librarian) commensurate with their experiences and qualifications.
9. **Professor of Practice** shall be the title granted to persons who have had distinguished professional careers and have made a significant positive impact on fields and disciplines that are important to academic programs at the University of Wyoming. The primary function is intended to be instructional; however, duties and responsibilities may also include some research; service, including administration; and advising. Such appointments shall be at the rank (Assistant Professor of Practice, Associate Professor of Practice, or Professor of Practice) commensurate with their experiences and qualifications.
10. **Research Professor** shall be the title granted to persons who have demonstrated superior capacity for research contributions and whose employment is

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supported primarily from external research funding; in addition, these individuals must hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.). Such appointment shall be at the rank (Assistant Research Professor, Associate Research Professor, or Research Professor) commensurate with their experiences and qualifications.

11. **Research Scientist** shall be a title granted to persons who have at minimum a master's degree and shall have demonstrated ability, through appropriate research experiences, to conduct and support research. Such appointments shall be at the rank (Assistant Research Scientist, Associate Research Scientist, or Senior Research Scientist) commensurate with their experiences and qualifications.

D. Adjunct, In-Residence and Visiting Faculty

1. **Adjunct faculty.** Adjunct faculty may include Academic Personnel in other University departments or colleges as well as those employed outside the institution. Each letter of appointment shall set forth the terms and conditions under which services to the University are to be performed by the appointee. Adjunct faculty hold courtesy appointments and receive no financial remuneration. Adjunct appointments will be made by the Provost and Vice President of Academic Affairs for a period of not more than three years; however, an individual may be reappointed. Adjunct appointments may be made when deemed appropriate to make available to the University, on a limited or part-time basis, the services of persons who have attained recognition in their professional fields of scholarship, creativity, or other distinguished accomplishments relevant to University programs.
2. **In-Residence faculty.** An in-residence faculty appointment allows for flexibility when there is a desire to provide for the presence of a distinguished and prominent individual at the university. The positions given in-residence designation include, but are not limited to, writer, artist, diplomat, poet, and scholar. In-residence faculty members who are reappointed may be awarded the rank of senior writer in-residence, senior poet in-residence, or other appropriate designation, following the unit's criteria for the term faculty rank of senior lecturer. An in-residence appointment may be made on a full-time (1.0 FTE) or less than part-time (<0.5 FTE) basis.
3. **Visiting faculty.** Visiting faculty are typically faculty members from other institutions who possess special expertise in areas that address specific short-term University instructional needs. Such appointments may be with professorial rank and are not normally for more than one year in duration. In only rare cases will a visiting faculty member be reappointed to another term.

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Any reappointment is subject to satisfactory performance evaluation, available funding and needs of the University.

E. Emeritus Faculty

The Emeritus Faculty is comprised of retired members of the faculty who have been appointed to the emeritus status subsequent to their retirement. Emeritus faculty members may be called upon to serve the University in various capacities, and may be accorded various rights and benefits of the university. Emeritus status may be awarded to Academic Personnel who retire after long and distinguished service to the University.

F. Other Academic Personnel

Postdoctoral Associate shall be the title granted to persons who have earned a doctoral degree, and who seeks intensive advanced work in a particular discipline before seeking permanent employment. Postdoctoral associates typically work with a small set of faculty mentors who are responsible for directing the employee's research and training. Postdoctoral Associates are temporary, at-will appointments.

The general qualifications for faculty designation defined above may be waived or modified at the discretion of the President and the Trustees.

IV. TERMS OF APPOINTMENT

Faculty members shall be appointed by the President of the University; however, tenure, five-year fixed term, and promotion shall be granted only with approval by the Board of Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit. The recommendations shall then be forwarded through the appropriate academic officers, who shall add their recommendations to the President of the University. Faculty appointments will be reported to the Trustees annually.

No appointment shall be binding upon the University unless accepted in writing by the faculty member within the time specified for response. Duties and workload distributions shall be outlined in a faculty member's job description, which shall be reviewed annually and signed by faculty member and direct supervisor before the academic year commences. Allocation of effort included in a job description may be revised during the term of employment. Appointments shall be for a specified period at the appropriate rank as described in this regulation to be classified as follows:

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A. Tenure-Track Appointments

Probationary appointments of tenure-track faculty filling a budgeted vacancy will be for one academic year; individuals so appointed will be considered for reappointment annually for the term of a six-year probationary period. Credit for prior experience that reduces the six-year probationary period must be specified in the letter of offer and approved by the Provost and Vice President for Academic Affairs.

If one is reappointed at the termination of the full probationary period, she/he will be granted tenure. In rare circumstances, tenure and tenure-track appointments may be less than full-time positions.

B. Fixed-Term Track Appointments

Probationary appointments for positions filling a budgeted vacancy will normally be for one academic year; individuals so appointed to positions that are eligible for a rolling contract but have not yet completed requirements for achieving the rolling contract will be considered for reappointment annually for the term of a three-year probationary period. Faculty will be eligible for a fixed-term rolling contract appointment after successfully serving a probationary period of three consecutive years. The probationary period review shall be waived for Academic Personnel previously appointed to an extended-term.

The probationary period for Academic Personnel previously hired on an extended-term track appointment will be converted to a fixed-term review schedule and credit for the completed probationary period will be applied. The review for a fixed-term with rolling contract will be conducted in accordance with University Regulations and Standard Administrative Policies and Procedures.

If an individual is reappointed at the termination of the full probationary period, that individual be granted a fixed-term with rolling contract. Full-time faculty members appointed to a three-year rolling contract have a three-year term of employment, which is eligible to be renewed annually. Upon promotion to the highest rank associated with their faculty title, a non-tenure track faculty member is eligible for a rolling five-year contract. A rolling five-year contract must be recommended by the President of the University and approved by the Board of Trustees.

C. Fixed-Term Appointments

Appointments for positions filling a budgeted vacancy will be for a minimum of one academic year but no more than three academic years for appointments not on rolling contracts; individuals so appointed may be considered for renewal at the end of the term.

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D. Extended-Term Appointments

Current Academic Personnel with Extended-Term Appointments shall retain their designation for the duration of their current extended term. At the completion of the Extended-Term reappointment to a Fixed-Term shall be made in accordance with University Regulations and Standard Administrative Policies and Procedures. Unless a change in designation is approved at the time a fixed-term is granted, the current designation of Academic Professional shall be removed and the current title and rank will be retained.

E. Courtesy Appointments

A courtesy appointment is an unpaid appointment in which the faculty member often makes a substantial contribution to a University department or departments other than their own, but in ways less formal than would justify a joint appointment as defined by a shared salary appointment. Courtesy appointments may be made across departments and schools and can foster interdisciplinary teaching, scholarship, innovation and creative endeavors. It is permissible for a faculty member to hold more than one courtesy appointment.

F. Joint Appointments

In a joint appointment, the faculty member has responsibilities to more than one academic unit or college. In making joint appointments, a primary academic unit home where a faculty member's appointment is held must first be established. The home academic unit will have primary responsibility over matters affecting advancement in rank and fixed-term or tenure status. The home academic unit's policies and procedures shall prevail related to matters not covered in this policy.

The units or colleges contributing to a joint faculty member's position must decide, in writing, workload responsibilities, as well as budget allocations for each unit. Specific duties of the faculty member in all units will be determined in writing by the administrators involved with the joint appointment. The duties should reflect the faculty member's area of expertise and may include advising, teaching, service/committee work, research, and/or administrative duties as applicable.

Faculty members with joint appointments should hold the same rank for each of the units with which the person is affiliated.

G. SER Faculty Appointments

Faculty members in the School of Energy Resources (SER) hold appointments in energy resources and are assigned to mainstream academic units as their tenure, fixed-

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term and promotion home. An SER Faculty Appointment is not considered a Joint Appointment as defined above.

H. Part-Time Faculty Appointments

The appointment of part-time (<0.5 FTE) faculty members during the academic year and for Summer Session or Winter Session (J-Term) will be made by the President of the University upon the recommendation of the appropriate academic officers.

I. Temporary Appointments

Temporary appointments with faculty rank may be made to address specific instructional or research needs. Such appointments shall not be for more than one year in duration; however, temporary faculty may be reappointed annually subject to a satisfactory performance evaluation.

V. REAPPOINTMENT, FIXED-TERM, TENURE AND PROMOTION

Procedures concerning the review and reappointment of probationary faculty, as well as tenure, Fixed-Term Appointment and promotion of all faculty, are specified in UW Regulation 2-7.

VI. EMERITUS DESIGNATION AND BENEFITS

The Provost and Vice President of Academic Affairs, upon recommendation from the unit, shall nominate emeritus designation upon Academic Personnel who retire after long and meritorious service to the University. At the time of retirement, the individual must be a tenured Professor or tenured Associate Professor. The Provost and Vice President of Academic Affairs may, upon recommendation from the unit, nominate emeritus designation upon non-tenure track faculty and at-will administrators who have served in academic units and have demonstrated meritorious service to the academic mission of the University. Emeritus status shall be granted by the Board of Trustees upon recommendation by the President of the University.

Retiring Academic Personnel who receive emeritus status under this regulation shall, at a minimum depending on status of Board Retirement benefits, be eligible for the following benefits:

- A. Access to recreation facilities with charge at UW employee rate.
- B. A campus parking permit with charge.
- C. Season tickets to athletic events at the same discount provided to benefited personnel.

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- D. UW library privileges, including all electronic files available to UW personnel.
- E. Computer account on the UWYO domain, without charge.
- F. Office space, provided (a) space is available, (b) there is legitimate regular use, and (c) the appropriate department head and dean agree.

VII. VACATION AND LEAVE FOR FACULTY, ACADEMIC PROFESSIONALS, AND UNIVERSITY OFFICERS

Vacation and leave will be addressed in the Employee Handbook.

Effective Date: July 1, 2019

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>

Associated Regulations, Policies, and Forms: None

History:

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UNIVERSITY OF WYOMING REGULATIONS

Subject: Procedures for Reappointment, Tenure, Promotion and Fixed-Term
Number: UW Regulation 2-7

I. PURPOSE

To define university-level standards and procedures for reappointment, tenure, fixed-term and promotion for faculty.

II. DEFINITIONS

Academic Unit of Record: The academic department that serves as the tenure and fixed-term home for the faculty member. In the case of a joint appointment, the academic unit of record is the academic unit to which the largest share of the workload is distributed. For School of Energy (SER) faculty, the unit of record is the academic department, school or college.

College Reappointment, Tenure and Promotion Committee: A committee composed of faculty from multiple Academic Units who will review reappointment, tenure, fixed term, and promotion cases following reviews at the level of individual Academic Units.

Performance Expectations: Performance expectations that make explicit the standards of the unit and discipline and incorporate the individual's workload distribution, which may change through time.

University Reappointment, Tenure and Promotion Committee: A committee to review reappointment, tenure, fixed term, and promotion cases and advise the Provost about these decisions. The committee will be composed of faculty representative of the different colleges and schools as well as types of activities conducted on campus.

III. REAPPOINTMENT, TENURE, FIXED-TERM AND PROMOTION POLICY

The University is committed to retaining and promoting faculty whose work achieves a high standard of excellence and who demonstrate through the performance of their duties a commitment to professionalism and to the core university mission.

One of the purposes of academic *tenure* is to retain a faculty best qualified to help execute the core university mission of advancing knowledge and educating students. The purpose of *promotion* is to recognize and reward faculty with records of sustained professional accomplishment that contribute to that mission. *Fixed-term appointments* provide stable,

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long-term employment with opportunities for promotion for non-tenure track faculty and other academic personnel who support specific aspects of the teaching, research, extension and service missions of the University.

Candidates for reappointment, tenure, promotion and fixed-term appointments are evaluated on the academic functions they are expected to perform and the evaluations will appropriately recognize the proportion of time allocated and expected for the particular functions by the candidates at each academic rank. Evaluations will account for changes in expected functions over time. In addition, the programmatic needs and directions of the University will also be considered for reappointment, tenure, and fixed-term.

The main criteria for reappointment, tenure, promotion, and fixed-term decisions are creative development, advancement of knowledge, and dissemination of knowledge. These criteria may be demonstrated in the University's functions of teaching, research, creative contributions, extension, outreach/engagement, service to the state of Wyoming, professional service, and other University-related activities and services.

Academic Units and colleges have the authority and responsibility to develop College or Unit Policy and Procedures that specify performance standards for their tenure track Faculty and non-tenure track faculty and other academic personnel. These standards shall be consistent with UW Regulations and Standard Administrative Policies and Procedures.

All judgments and recommendations about reappointment, tenure, promotion, and term contracts rest upon objective and transparent evaluation of the faculty member's performance of his or her teaching, research and creative activity, extension and service responsibilities. The function of the University's systematic, multi-phased review process, is to:

- A. Ensure quality of faculty performance,
- B. Protect faculty against dismissal without cause, due process, or peer evaluation,
- C. Prevent intrusion of inappropriate influence into the review and decision-making processes, and
- D. Provide actionable, formative feedback to faculty as they advance through their careers at the University.

IV. REAPPOINTMENT, TENURE, FIXED-TERM AND PROMOTION REVIEW PROCESS

Decisions about reappointment, tenure, fixed-term and promotion are reached through a comprehensive and rigorous peer and administrative review of achievements and promise. The review process begins in the candidate's Academic Unit of Record. Each case moves

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through a sequence of reviews, from the Academic Unit to the college and then to the university level, whereby at each level a duly appointed officer of the University as defined in UW Regulation 1-1 is to make a recommendation after having been advised by an appropriate faculty committee or group. All performance reviews will consider faculty activities in accordance with the Performance Expectations and allocation of effort and accounting for potential changes in the allocation over time.

Specific procedures for reappointment, tenure, fixed-term and promotion processes, including timelines, duties and responsibilities of the candidate, faculty and administrators, and procedures for external expert review, shall be specified in Standard Administrative Policy and Procedures.

A. Annual review

The university recognizes that people are the university's most important resource for achieving and sustaining excellence in teaching, research and creative activity, service, extension, and outreach. With the exception In-Residence, Adjunct, Visiting or Emeritus Faculty, all academic personnel, regardless of rank, tenure status or fixed-term status, shall be reviewed annually by the Academic Unit head and approved by the Dean in accordance with guidelines and procedures established by the Office of Academic Affairs as well as the unit and college. Annual reviews are conducted in parallel with other performance reviews during the probationary period and for promotion. The first-year, mid-probationary, tenure, fixed term, and promotion reviews may replace the annual evaluation providing that the evaluation of annual performance can be disaggregated from the comprehensive review.

The annual review procedures shall be fair and impartial and shall incorporate the Performance Expectations and the allocation of effort. To ensure consistency over time, each Academic Unit shall publish its annual review guidelines. The guidelines shall address when and how peer review is incorporated into the annual review process for the purpose of providing advice to the Academic Unit head for annual performance evaluation. Annual review guidelines for the units shall be approved by the respective Dean (or Director of college-like unit) and shall be reviewed by the Vice Provost for consistency with University Regulations and Standard Administrative Policies and Procedures. The creation and modification of the annual review guidelines shall be a product of joint deliberation by faculty members and the Academic Unit head.

B. Probationary Period for Tenure Track Faculty and Progress to Tenure and Promotion

Tenure is normally obtained after a six-year period of successful probationary service. The length of the probationary period is based on written terms and

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conditions indicated in the faculty member's letter of appointment to a tenure track rank.

1. **First-year review.** All tenure track faculty shall have their first year review after they have been employed through a fall semester.
2. **Mid-probationary review.** All Academic Units shall have in place procedures for a mid-probationary review, generally in the third year, which is to include a written assessment and recommendation regarding the faculty member's progress toward tenure. This review is an opportunity for academic personnel to receive feedback on their performance and progress toward tenure and promotion.
3. **Mandatory tenure and promotion review.** Mandatory tenure and promotion reviews shall be conducted in accordance with the schedule specified in the initial appointment letter or in a subsequent letter from the Office of Academic Affairs modifying the time to tenure or promotion (see section V below). Generally, review for promotion occurs simultaneously with the mandatory tenure review.
4. **Promotion to professor review.** Review for promotion to professor shall be consistent with the mandatory tenure and promotion review.

C. Probationary Period for Non-Tenure Track Faculty and Progress to Fixed-Term, Rolling Contract, and Promotion

Fixed-term is normally obtained after serving a probationary period of three consecutive years. The length of the probationary period is based on written terms and conditions indicated in the faculty member's letter of appointment to a fixed-term-track rank.

Decisions regarding fixed-term with rolling contract and promotion in rank shall follow a thorough performance review as described in Standard Administrative Policies and Procedures.

1. **First-year review.** All non-tenure track faculty shall have their first year review after they have been employed through a fall semester.
2. **Fixed-term review.** Mandatory fixed-term review shall be conducted in accordance with the schedule specified in the initial appointment letter or in a letter modifying the schedule (see section V). Procedures for fixed-term review shall be conducted in accordance with Standard Administrative Policies and Procedures and the Academic Unit's tenure and promotion procedures.

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3. **Review for rolling a contract forward.** Annual performance procedures are integrally related to the decision to grant a Fixed-Term Rolling Contract and to roll forward on an annual basis. A fixed-term will roll forward one year after each satisfactory (meet expectations) annual review. The programmatic needs and directions of the University and available funding will also be considered when determining if the contract will roll forward.
 - a. In the event of an annual review that results in an overall rating below "Meets Expectations," the rolling nature of the contract is suspended and deemed not to roll. The rolling nature of the contract can be restored only after obtaining two successive years of satisfactory (meets expectations) annual reviews.
 - b. If the individual receives an overall rating below "Meets Expectations" for two years within a four year period, then the contract is deemed not to roll and the faculty member is ineligible for a rolling contract. All compensation and benefits and requirements of the contract will remain in effect until the expiration of the then current term of the contract.
 - c. Units may have additional review procedures such as faculty rolling term evaluation committees to ensure objective and transparent evaluation.
 4. **Promotion review.** Review for promotion in rank shall be consistent with the mandatory fixed-term review.
 5. **Replacement of Extended-Term Positions:** All current academic personnel on extended-term appointments will retain their current designation and rank for the duration of their extended-term. A request for change in designation may be made concurrent with the next fixed-term decision (i.e., at the end of their current extended term). Faculty in an extended-term probationary period may be considered for a fixed-term with rolling contract according to the review schedule for fixed-term appointments. The probationary period review for fixed-term with rolling contract shall be waived for academic personnel previously appointed to an extended-term.
- D. Review of Faculty Holding Joint Appointments**
1. Joint appointments within or between colleges (or college-type units such as the American Heritage Center) require special considerations insofar as time allocations derived from monetary or other administrative concerns may not correspond to a description of the faculty member's total role in the University; such a role may include responsibilities that are not specific to any one of the supporting administrative units. In the evaluation of candidates holding joint

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appointments, close attention shall be given to the candidate's total job description.

2. In the case of a joint appointment involving two Academic Units within one college (or college-type units) the candidate's materials will be reviewed by both Academic Units, beginning with the Academic Unit of record. The materials will then be reviewed by the College Reappointment, Tenure and Promotion Committee and the Dean, before being submitted to the Provost and Vice President of Academic Affairs.
3. In the case of a joint appointment involving two or more colleges (or college-type units), the candidate's materials will be reviewed by each Academic Unit head, beginning with the Academic Unit of record. If appropriate, the college level review will be conducted by a subcommittee made up of one or more members from each College Reappointment, Tenure and Promotion Committees and the Deans from the respective colleges, before being submitted to the Provost and Vice President of Academic Affairs.

E. Review of Faculty Holding Appointments in the School of Energy Resources (SER)

Review will begin with the SER faculty (excluding any faculty member in the candidate's Academic Unit of Record), who will discuss the candidate's reappointment, tenure and promotion materials and contributions to the SER mission, followed by the Executive Director of SER. Review materials will then be reviewed by the candidate's academic department, Unit Head, College Tenure and Promotion Committee, and Dean, before being submitted to the Provost and Vice President of Academic Affairs.

V. FLEXIBILITY IN TENURE TRACK

A. Extension of the Probationary Period

In exceptional cases, it is possible to increase the length of the probationary period from that specified in the official letter of appointment, via a hiatus in the schedule toward tenure (a "clock stop"). A clock stop postpones, by one year, the next scheduled reappointment review and the date for the tenure or a fixed-term decision. An extension may be granted up to two times. Exceptions to this limit can be made under extraordinary circumstances if approved by the Provost and Vice President of Academic Affairs. Candidates must be held to the same standards of performance when the probationary period has been extended as candidates whose probationary period was not extended.

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B. Faculty Hired with Tenure Track Experience

The length of the probationary period may be shortened. Credit for prior experience that reduces the six-year probationary period must be specified in the letter of offer and approved by the Provost and Vice President for Academic Affairs.

C. Faculty Request for Early Tenure Review

A faculty member must be considered for reappointment, tenure and/or promotion after having served the time period required by existing regulations. A faculty member with an exceptional record in all the major dimensions of the candidate's professional responsibilities may apply for early tenure. The determination of an exceptional record is grounded in the performance standards and expectations of the discipline as evaluated by departmental colleagues, external expert reviews, the Unit Head, the college committee, the Dean, and the university committee. A tenure decision is considered to be early if it takes place before the probationary period has come to conclusion. If early tenure is not granted and reappointment is approved, the candidate shall continue on the original timetable.

VI. TENURE, ROLLING TERM AND PROMOTION DECISIONS

A. Tenure Decisions

The reappointment procedures are integrally related to the tenure and promotion decisions of those tenure track faculty serving probationary appointments. A tenure decision is normally based on rank at the time of initial appointment to the University of Wyoming (with the exceptions of Section V) as set forth below:

1. For untenured assistant professors, including those who were initially designated as instructor, the tenure decision will be made no later than the sixth year.
2. For untenured associate professors, the tenure decision will be made no later than the fourth year.
3. For untenured professors, the tenure decision will be made no later than the third year.
4. Tenure decisions will be considered "early" if the candidate has served fewer years than specified above as described in Section V.C.

Only those tenure track faculty who successfully complete the probationary period and are approved by the Trustees, will receive tenure. An individual who is not offered tenure at the end of the probationary period shall not be retained as a tenure track faculty member.

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B. Rolling Term Decisions

The reappointment procedures are integrally related to the decision to grant a fixed-term contract and to roll it forward on an annual basis. A fixed-term decision is made regardless of rank at the time of initial appointment to the University of Wyoming as set forth below:

1. Three-year rolling contracts are issued to non-tenure track faculty who have successfully served three one-year term contract appointments. Full-time faculty members appointed to a three-year rolling contract have a three-year term of employment, which is eligible to be renewed annually.
2. Upon promotion to the highest rank, a non-tenure track faculty member is eligible for a rolling five-year contract. Only those non-tenure track faculty recommended by the President of the University and approved by the Board of Trustees will be promoted and receive a rolling five-year contract.

Only those non-tenure track faculty who successfully complete the probationary period and are approved by the President, will receive a fixed-term. An individual who is not offered a fixed-term at the end of the probationary period for reasons other than job performance may be reappointed to an annual appointment.

C. Promotion Decisions

The promotion of faculty shall also be initiated in accordance with the procedures specified in UW Regulations and criteria outlined in Standard Administrative Policies and Procedures. Only those faculty recommended by the President of the University and approved by the Board of Trustees will receive promotion. The promotion in rank salary increase shall be 10 percent of the base salary. The promotion increases are not contingent upon or related to any other regular salary increases.

1. Tenure Track and Tenured Faculty

Promotion decisions for assistant professors being considered for associate rank will normally occur during the sixth year of service; decisions prior to the sixth year will be considered "early." Promotion decisions for associate professors being considered for the rank of professor are not tied to years of service. Instead, they hinge on the depth, level, and national or international scope and recognition of the candidate's contributions to the discipline and the University's mission. Associate professors seeking promotion to professor normally undergo a period of additional growth that results in a greater level of accomplishment and intellectual leadership.

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2. Non-Tenure Track Faculty

Non-tenure track faculty will normally be considered for promotion after six years. However, nothing shall prevent a faculty member from seeking promotion at an earlier time. Promotion to the highest rank is not tied to years of service. Instead, promotion decisions hinge on scope and recognition of the candidate's contributions to the discipline and the University's mission. Non-tenure track faculty seeking promotion to the highest academic rank normally undergo a period of additional growth that results in a greater level of accomplishment and intellectual leadership.

D. Decisions Regarding Administrators

1. Administrators Holding Tenure

Administrative and academic officers do not have tenure in their administrative positions and shall serve in such capacity at the pleasure of the Board of Trustees upon recommendation of the President. If they hold concurrent faculty appointments, they may be granted tenure in the faculty position at the discretion of the Board of Trustees upon recommendation by the President. Procedures outlined in Section IV shall be followed when an administrator is being considered for tenure. However, the schedule for review may be expedited when the tenure decision is associated with the administrative appointment. No one shall forfeit tenure by reason of appointment to an administrative position.

2. Promotion in Rank of Administrators

Administrative duties included in the faculty job description shall be considered when a decision about promotion is made. Promotion may be granted at the discretion of the Board of Trustees usually upon recommendation by the President of the University.

VII. OUTCOMES

A. Notification of Reappointment and Tenure

1. If the decision is to reappoint during the probationary period or award tenure, the Provost and Vice President of Academic Affairs will send an appointment letter to the candidate, with a copy to Dean or comparable administrator and the Academic Unit Head.
2. If the decision is to not reappoint during the probationary period or award tenure, the Provost and Vice President of Academic Affairs will provide written notice to the candidate.

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B. Notification of Promotion

1. If the decision is in favor of promotion, the effective date is at the beginning of the next contract term (i.e., July 1 for fiscal year appointments, September 1 for academic year appointments).
2. If the decision is in favor of promotion, it shall be the policy of the university that all promotions shall include a salary increase of 10 percent of the base salary, irrespective of other salary increases.
3. If the decision is not in favor of promotion, the Provost and Vice President of Academic Affairs will inform the candidate in writing.

C. Notification of Non-Renewal

1. Tenure track faculty and non-tenure track faculty in their first year whose probationary contract is not renewed shall be notified not later than March 15 of that academic year.
2. Tenure track faculty and non-tenure track faculty on *extended* term in their second year through final year of the probationary period whose contract is not renewed or when tenure is not awarded shall be notified at least 12 months before the expiration of an appointment, which for academic year appointments is typically the end of May.
3. Non-tenure track faculty on *fixed* term with rolling contracts will be notified that his/her appointment will not be renewed and the faculty member will be allowed to finish the remainder of the rolling contract or given a 12-month notice of non-reappointment, whichever is longer.

VIII. WITHDRAWAL OF PACKET BY CANDIDATE FROM FURTHER CONSIDERATION

Candidates not recommended for reappointment, tenure, or promotion at the department and college level shall be notified of the decision. Their materials will be forwarded to the University Reappointment, Tenure and Promotion Committee or the Provost and Vice President for Academic Affairs for review, unless the candidate concerned requests the packet be withdrawn from consideration. If the candidate makes such a request, the decision will be final. A faculty member turned down for reappointment or tenure will have the right at this time to resign and the personnel file will state only that he/she resigned.

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IX. RIGHT TO REVIEW AND HEARING FOR VIOLATION OF EVALUATION, PROMOTION OR TENURE PROCEDURES.

A faculty member who believes that the university, college or department's tenure and promotion policy or procedures have been violated, adversely affecting the faculty member's tenure or promotion may file a grievance pursuant to University Regulation 2-2.

X. CORE MATERIALS

In accordance with Academic Unit, college and university guidelines, the candidate and unit head are responsible for submitting a core set of reappointment, tenure and promotion materials by the required deadline, including:

- A. Curriculum vitae;
- B. Job description(s);
- C. Self-reflection essay; and
- D. Supporting documents for teaching, research and/or creative contributions, extension, professional services, and University-related activities.

External letters of recommendation are required for all tenure and promotion cases for tenure track faculty and tenured faculty.

XI. ADMINISTRATIVE PROCEDURES

In addition to the roles and responsibilities described herein, the Provost and Vice President for Academic Affairs shall have the authority and responsibility to:

- A. Initiate directives to deans and department/division heads providing for the development of all procedures necessary for the complete and uniform implementation of the annual review, reappointment, tenure and promotion procedures specified in UW Regulations.
- B. Establish the calendar for the submission of reappointment, tenure and promotion materials; the meetings of the University Reappointment, Tenure and Promotion Committee to consider the candidates for reappointment, tenure and promotion; the submission of the recommendations of the University Reappointment, Tenure and Promotion Committee to the President of the University for the President's review and consideration.

Proposed changes drafted by Academic Affairs summer 2018
Reviewed and endorsed by the Trustees Academic and Student Affairs Committee 9-28-18
Reviewed and endorsed by the Trustees Regulation Committee 10-3-18
Reviewed and endorsed by Faculty Senate 12-3-18
FS Changes reviewed by Trustees AA/SA and Regulation Committees 5-5-19

- C. Take any and all action necessary to coordinate and monitor the implementation of the annual review, reappointment, tenure and promotion procedures specified in this UW Regulation at the University.

XII. UNIVERSITY REAPPOINTMENT, TENURE AND PROMOTION COMMITTEE

In addition to reviewing reappointment, tenure, fixed term, and promotion cases for which it is assigned, a second function of the University Reappointment, Tenure and Promotion Committee shall be to determine if the standards enumerated in Section III above are being consistently applied campus-wide by examining the procedures and general eligibility qualifications of candidates recommended and not recommended by the college committees for promotion, tenure, or reappointment. In order to make this determination, the University Reappointment, Tenure and Promotion Committee shall consider the recommendations from colleges. Apparent policy inconsistencies will be described in writing, and returned to the college committee and the dean for future assessment, and/or the Committee may make recommendations to the Provost and Vice President for Academic Affairs for other appropriate action.

Further, the reappointment, tenure and promotion committees of the college and University should be alert to possible irregularities at whatever level in following these procedures and should investigate and make appropriate recommendations wherever procedural integrity is not maintained. Should this procedure not lead to corrections the committees should make a full report of violations to the Faculty Senate and the Faculty Academic Standards, Rights, and Responsibilities Committee.

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 803; adopted May 6-8, 2009 Board of trustees meeting

Revisions adopted 5/13/2015 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 5-803, now UW Regulation 2-7

UNIVERSITY OF WYOMING REGULATIONS

Subject: University of Wyoming Public Art Policy
Number: UW Regulation 6-10



I. COMMITTEE CHARGE

Per the appointment letter of January 24, 2012, and consistent with the action of the Board of Trustees on October 23, 2013, the President's Public Art Committee (the Committee) is hereby charged with: 1) evaluation and providing a recommendation on proposals for the placement of art—permanent or temporary—in public areas of the university, including outdoor public areas and interior public spaces (prominent public areas, lobbies, atria, entrances, and principal assembly areas); and 2) working with Physical Plant and the University of Wyoming (UW) Foundation to develop a plan for the future placement of trees, benches, and picnic tables through the Foundation's "Tree and Bench" program.

The Committee shall serve in an advisory capacity to the UW President. In offering input, the Committee shall strive to provide recommendations by unanimous consent wherever reasonably possible. In the event unanimous consent is not achievable, recommendations will be determined by a majority vote of a minimum quorum of three Committee members.

II. COMMITTEE MISSION

The President's Public Art Committee seeks to enrich the cultural, intellectual, and scholarly life of the University of Wyoming's students, faculty, staff, and visitors while advancing the university's academic mission through enhancing and complimenting the physical and aesthetic environment of campus, preserving and celebrating its history and heritage, and inspiring contemplation, reflection, and dialogue.

III. VISION STATEMENT

The President's Public Art Committee strives to advance the aesthetic and physical environment of UW by creating an integrated mixed use of public spaces that reflects the University's teaching, research, and service mission and acknowledges its heritage. Art can become the physical expression of UW and that art can further inquiry and widen knowledge. Finding a balance from traditional to contemporary is essential in creating public spaces that challenge and broaden the experience of our students, faculty, staff, donors, and visitors on campus.

IV. DEFINITION OF PUBLIC ART

The Committee is guided by the following definition of public art: art objects placed in a shared, publicly accessible space.

- A. **Categories of public art may include** functional, expressive, or installation art donated or commissioned, or otherwise acquired that are prominent and located in public space.
- B. **Art media may include but is not limited to** sculptures, painting, murals, photography, drawings, prints, mixed media, electronic media, gardens, including fountains and seating, and may include but is not limited to objects in clay, fiber, textiles, wood, metal, plastic, or other material.

V. DEFINITION OF ADDITIONAL PROPERTY AND FACILITIES (DEFINED PROPERTY) UNDER THE REVIEW OF THE COMMITTEE

In addition to public art, the Committee shall provide recommendations regarding the placement of donated trees, benches, monuments, tables, and similar donated structures.

VI. COMPOSITION OF THE COMMITTEE AND TERM OF APPOINTMENTS

Members of the Committee are appointed by the UW President for indefinite terms and serve at the pleasure of the President.

VII. AUTHORITY OF THE COMMITTEE

The Committee advises the President on matters relating to the selection, location, cost, financing, and installation of art and defined property in the public spaces of the university. The final decisions on the disposition of public art rest with the UW President. The Committee:

- A. Maintains an inventory of the works of public art acquired after January 2012 (or records from prior acquisitions, as identified) and maintains copies of acquisitions, deeds of gift, or loan forms;
- B. Identifies sites at the university where art or defined property may be safely installed, consistent with the mission and criteria adopted by the Committee;
- C. Guides students, faculty, staff, alumni, donors, members of the public, and artists who seek to install works of public art or defined property;
- D. Seeks input and communicates with the stakeholders regarding the acquisition and placement of public art or defined property;

- E. Engages artists and facilities managers to ensure that the installation is appropriate, safe, and secure for audiences (traffics flows, etc.), feasible (installation and maintenance), that every effort is made to prevent vandalism or theft, and that every effort is made to retain the integrity of work;
- F. May require artists, donors, or sponsors to engage stakeholders to discuss any proposed installation (both its physical nature and its content) with the university and community, or other stakeholders;
- G. Makes a recommendation to the UW President to accept or deny a proposed public art or defined property installation;
- H. Encourages the inclusion of public art (interior and exterior locations) in major renovations or new construction of university buildings; and
- I. Ensures that the proper signage is attributed to works of public art or defined property.

VIII. TYPES OF PROPOSALS CONSIDERED

The following definitions apply to proposals that require review by the Committee and its recommendation to the UW President.

A. Duration of Installations

- 1. **Permanent installations:** Installations of public art or defined property that are the permanent property of the University and are intended to be installed for an extended period of time or in perpetuity;
- 2. **Limited-term installations:** Public art or defined property that may or may not be the property of the University and is installed for a specified period of time.

B. Methods of Selection/Acquisition

The following types of acquisitions are to be made in consultation with the Committee:

- 1. **Donation:** A work of public art or defined property is donated to the University through the UW Foundation upon recommendation of the Committee and action by the UW President;
- 2. **Direct selection:** An individual artist is chosen by the UW President upon recommendation of the Committee and a work is either purchased or commissioned. The Committee may also direct a separate, ad hoc, committee, appointed with the approval of the President, to oversee the

selection of an individual artist;

3. **Open competition:** The Committee, or a separate, ad hoc, committee, appointed with the approval of the President, may hold a competition or issue requests for proposals for a commissioning regulated by the Committee. Competitions or commissions may include faculty, staff, students, and external artists.

C. Acquisitions

Acquisitions of public art or defined property may be made by donation or purchase.

1. Donations

- a. Donations may be made by the artist or donor(s), including but not limited to an individual, family, alumni group, or class gift committee;
- b. Donor(s) may approach any units of the University, but all offers of works of public art or defined property must be acted upon by the Committee, and are subject to approval by the UW President in consultation with the President of the Board of Trustees;
- c. The University representative in contact with the donor must discuss any potential gift with the Committee. Preliminary review by the Committee will address the appropriateness of the work of art for the University, including content, size, material, condition, site suitability and installation and maintenance costs. This review may be based on conversations or a written proposal, but the Committee must act on all proposals and forward its recommendations to the UW President;
- d. Based on a recommendation from the Committee, the President may designate a representative of the University, to discuss the offer in detail including appropriateness, integrity of design and condition, proposed installation site, installation and maintenance costs, signage or recognition identifying the title of the work, the artist, dates, and the donor, activities acknowledging the gift of the work of art, e.g., celebrations, openings; determine the responsible party, i.e., the office responsible for the installation, insurance, and maintenance of the work of art;
- e. Based on the results of discussions in subparagraph C1d., the Committee on Public Art may call for open meetings with specified parties to further discuss the acquisition.

2. Purchases

- a. Any university unit may propose to purchase works of art or defined property for interior and exterior public spaces. The University representative from the unit should discuss any potential purchase with the Committee. Preliminary review will address the appropriateness of the work of art for the University, including content, size, material, condition, site suitability and installation and maintenance costs. This review may be based on conversations or a written proposal, but the Committee must act on all proposals and forward the results to the UW President;
- b. Purchases must follow the processes in Section IX. Selection Processes for Purchases of New Works or Extant Works of this policy.

D. Limited-term Installations, including Art or Defined Property on Loan

In the event the artwork or defined property is intended to be a temporary display, in addition to the above considerations, special attention shall be made to the timeline, financing, and disruption for and during construction and removal of the property. Arrangements for disposal or removal should be concluded in advance of the loan and its implementation whenever possible.

IX. SELECTION PROCESSES FOR PURCHASES OF NEW WORKS OR EXTANT WORKS

A. Determination of Selection Committee

An ad hoc committee including representatives of the proposers, representative of the UW Art Museum, community liaison, and other individuals deemed essential to the selection process by the Committee, e.g. members of physical plant, departments or units occupying the building or adjacent area, etc. shall comprise the Selection Committee for new or extant works, only upon recommendation of the Committee and approval by the UW President in consultation with the President of the Board of Trustees.

B. Determination of Selection Process

1. **Direct purchase from living or deceased artist.** A living artist submits to the purchasing group an appropriate number of images of works; a proposal sheet containing information on the artist's name, address, title of work, dimensions, medium, price, current location, and installation instructions; resume, artist statement, and references from similar projects regarding the creation and installation of public art. If the artist is deceased, the purchasing group works with the artist's Estate or representative to present

appropriate number of images of the artist's work, a biographical sketch and resume, and information on the current location, cost of the work and installation instructions to the ad hoc committee.

2. **Open competition.** Purchasers provide scope, description, budget, and schedule as well as installation timeline to the Selection Committee. Artists submit to the Selection Committee in response to a Call for Artwork: resume and list of works, images of their works of art, a statement of conceptual approach to the project/artist's statement, and a reference from a similar project regarding the creation and installation of public art.
3. **Limited competition.** Purchasers provide scope, description, budget, and schedule as well as installation timeline. The Selection Committee may invite a limited number of selected artists to compete. Invited artists must submit: resume and list of works, images of their works of art, a statement of conceptual approach to the project or artist's statement, and a reference from a similar project regarding the creation and installation of public art.

C. Selection Procedure

Within sixty (60) days, the Selection Committee reviews all proposals and selects a minimum of 3 finalists. Finalists are compensated for creating specific proposals which are presented in person in open forums. The Selection Committee selects their proposal and submits it to the Committee, and, upon recommendation of the Committee, the UW President makes the final selection in consultation with the President of the Board of Trustees.

X. CRITERIA FOR SELECTION

All public art or defined property shall be judged against the following criteria:

A. Artistic Merit Considerations

1. Enhances the physical and aesthetic environment of the university;
2. Instills a sense of quality through the civic spaces of the university;
3. Enriches the cultural, intellectual, and scholarly life of UW;
4. Inspires contemplation, reflection, and dialogue;
5. Preserves and acknowledges history, heritage and culture; and
6. Fosters university identity and enhances and balances existing works of art.

B. Physical Plant Considerations

1. Location and artwork or defined property avoids life, safety, or health risks;
2. Work contemplates a suitable location for infrastructure;
3. On-going maintenance requirements; and
4. Work of art is consistent with UW's Long Range Development Plan (LRDP), existing area, landscaping, buildings, and view shed.

C. Constituent Input

1. Students and parents;
2. Faculty, staff, and administrators;
3. Donors and alumni; and
4. Community and policymakers.

D. Financing

1. Identified source of funds for acquisition or loans;
2. Identified source of funds for installation;
3. Identified source of funds for maintenance; and
4. Identified source of funds for removal (if temporary).

E. Considerations Related to Individual Artists

1. Regional, national or international accomplishments, ie professional artist who has garnered curatorial recognition, gallery representation, or other recognitions in the field;
2. Proven record of public art commissions / installations.

XI. EXEMPTIONS

This policy shall not apply to the established academic programs in the UW Student Union Gallery, UW Art Museum, College or Department galleries, including exterior space of the Visual Arts building, or student exhibitions.

XII. DISCLAIMER

The University endeavors to maintain the public art per the original agreement but shall reserve the right to remove, reinstall, store, move, or dispose of the object at the discretion of the University and in discussion with the artist and his/her Estate. The University is obligated to retain the artwork in its original form and not alter, change, or otherwise reconfigure the work.

Responsible Division/Unit: Office of the President

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

UW Regulation 1-102(I)(M), Attachment C adopted Minutes of the Trustees, January 17, 2014

UNIVERSITY OF WYOMING REGULATIONS

Subject: Indirect Cost Policy
Number: UW Regulation 9-2



I. INDIRECT COSTS

Indirect costs are revenues that the University receives from two sources. One source is the indirect cost rate applied to University research funded in whole or in part by government entities or the private sector, i.e. "externally funded research." The other source is indirect costs associated with federal or other grant funding that does not involve a research grant or contract. The indirect cost rate for these grants is typically specified in the grant.

II. INDIRECT COST RATE FOR EXTERNALLY FUNDED RESEARCH

- A. Except as provided in subparagraphs II.B. and C. of this paragraph, the indirect cost rate for all externally funded research shall be the federally approved indirect cost rate for federally funded research at the time the research agreement is executed.
- B. The indirect cost rate for all research funded by an agency or governmental subdivision of the state of Wyoming shall be twenty percent (20%), except that this rate may be modified with the approval of the Board of Trustees for the best interests of the University. The President of the University also may approve a different rate for research contracts with government entities of other states or with not for profit organizations which provide services to Wyoming citizens. The President shall provide a report to the Board at each meeting regarding contracts for which a different rate has been approved.
- C. No indirect costs shall be assessed on funds appropriated by the State of Wyoming designated to match externally funded research at the University.

III. DISTRIBUTION AND EXPENDITURE OF INDIRECT COSTS

- A. Twenty-five percent (25%) of the indirect costs derived from each externally funded research grant for each fiscal year shall be distributed in the subsequent fiscal year as follows:
 - 1. Fifteen percent (15%) to the department or program in which the Principal Investigator (PI) is located. If there are multiple PI's, the Vice Presidential for Research and Economic Development shall allocate the funds among the PIs in consultation with them. These funds shall be used as the

department or program determines to stimulate research and to relieve impact on the department or program. The Vice President for Research and Economic Development will report annually to the Board of Trustees on expenditures by each department or program receiving funds under this subdivision A.1.

2. Five percent (5%) to the college or similar level unit in which the department or program is located. These funds shall be used as the college or similar level unit determines to stimulate research and to relieve impact on the college or similar level unit. The Vice President for Research and Economic Development will report annually to the Board of Trustees on expenditures by each college or similar level unit receiving funds under this subdivision A.2.
 3. Five percent (5%) to the Office of Research and Economic Development. These funds shall be used as provided in subparagraph B. of this paragraph.
- B. Except as otherwise provided in subparagraph C. of this paragraph, all other indirect costs from whatever source derived for each fiscal year, and the revenue from subdivision III.A.3. shall be distributed in the subsequent fiscal year, and accounted for by the Vice President for Research and Economic Development, as follows:
1. To fund operational costs in the Office of Research and Economic Development, including the Office of Sponsored Programs and the Research Products Center, in accordance with a budget approved by the Board of Trustees.
 2. To fund institutional research infrastructure including, but not limited to, the AMK Ranch, research computing, and institutional compliance responsibilities regarding human research and animal care, in accordance with a budget approved by the Board of Trustees.
 3. To fund required match necessary for participation in major federal research programs, including, but not limited to EPSCOR, National Institutes IDeA, in accordance with a budget approved by the Board of Trustees.
 4. To defray the impact of the University's research operation and of administering non-research grants, an amount to the Division of Administration, in accordance with a budget approved by the Board of Trustees.
 5. To fund faculty start-up costs and otherwise support faculty research, such as providing required matchings or purchase of equipment to support research, in accordance with a budget approved by the Board of Trustees.

6. To replenish the federally recommended research audit reserve account to levels approved by the Board of Trustees upon recommendation of the Vice President for Research and Economic Development in consultation with the Vice President for Administration, and with the approval of the President.
- C. Indirect costs derived from an externally funded research agreement may be distributed in a manner different from that specified in subparagraph B. of this paragraph if the Board of Trustees approves a different distribution method at the time Board approves the research agreement.
- D. To the extent indirect cost revenues are greater than the amounts budgeted under subdivisions B.1. through B.6., the Vice President for Research and Economic Development, in consultation with the Vice President for Administration and with the approval of the President, shall submit a plan for the use of those funds to the Board of Trustees for approval.

Responsible Division/Unit: Division of Research and Economic Development

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

UW Regulation 1-102(I)(Q), Attachment F adopted Minutes of the Trustees, January 22, 2016

Revisions adopted 4/20/2016 Board of Trustees meeting

Revisions adopted 5/12/2016 Board of Trustees meeting

UNIVERSITY OF WYOMING REGULATIONS

Subject: Incoming Student Live-In Requirement
Number: UW Regulation 11-8



I. PURPOSE/POLICY

The University of Wyoming Board of Trustees requires all incoming new students to live in the residence halls their first academic year on campus and to contract for a minimum of a 12-accesses-per-week or equivalent monthly or semester dining plan.

Possible reasons for exemption include:

- A. Student is 21 years of age or older;
- B. Student is married;
- C. Student is a single parent with custody of child;
- D. Student plans to live in Laramie (or within a 60 mile driving distance from Laramie) with parent(s), grandparent(s), sibling(s), or legal guardian(s);
- E. Student will live on property purchased by parent(s) or legal guardian(s) while attending UW;
- F. Student has completed two semesters as a full-time student, or the equivalent credit hours, at a prior university or college (24 credit hours);
- G. Student has a medical condition that is directly related to living in the residence halls and/or eating in Washakie Dining Center (student must provide documentation which explains why the condition cannot be accommodated by the residence hall or dining room facilities).

II. APPEALS

A University committee of faculty, staff, and/or students will be established to address student appeals to the New Student Live-In Policy.

Responsible Division/Unit: Division of Student Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History: New Student Live-In Policy; adopted 3/23/1996 Board of Trustees meeting
UW Regulation 1-102(O), Attachment E; adopted 9/12/2014 Board of Trustees meeting
Revisions adopted 11/16/2018 Board of Trustees meeting

AGENDA ITEM TITLE: Consideration and Action: Trustee Bylaws, Brown

BYLAWS OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING

The ByLaws of the Trustees were adopted pursuant to authority granted to the Trustees by the Wyoming Legislature and in accordance with the Wyoming Constitution. The ByLaws are about the Trustees and how the Trustees organize and carry out their meetings. Additionally, the existence of Trustee Regulations is established and the appointment of the President of the University and his/her authority is set forth.

BYLAWS OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING

Republished Edition ~~November 15, 2018~~ July 1, 2019

Article I. STATUTORY CREATION AND AUTHORITY

Section 1-1. APPOINTMENT, TERM AND AUTHORITY

In accordance with the laws of the State of Wyoming (Wyo. Stat. §§21-17-201 et seq), the government of the University of Wyoming is vested in a board of twelve (12) trustees appointed by the governor, with the advice and consent of the senate, for a six year term, with terms to be staggered.

For purposes of these Bylaws, "Trustees," "Board" and "Board of Trustees" shall be defined as the 12 individual trustees appointed by the governor and may be used interchangeably throughout these Bylaws.

Section 1-2. EX OFFICIO MEMBERS

The Governor of the State of Wyoming, the President of the University of Wyoming, the State Superintendent of Public Instruction, the Director of the Wyoming Community College Commission, and the President of the Associated Students of the University of Wyoming are ex officio members of the Trustees, as such having the right to speak, but not to vote.

For purposes of these Bylaws, these members shall be defined as "ex officio members."

Section 1-3. VACANCIES

Any vacancy in the membership of the Trustees shall be filled in accordance with laws pertaining thereto.

Article II. MEETINGS OF THE TRUSTEES

Section 2-1. REGULAR MEETINGS

The annual meeting of the Trustees shall be held at the time of the meeting that is held closest to the regular Spring Commencement. At the annual meeting, the Trustees may set their schedule of regular meetings for the ensuing year and the final UW Board of Trustees' Annual Schedule of Items to Approve, Discuss or Report for the ensuing year in a form similar to that attached hereto and made a part hereof by this reference, but with such modifications as a majority of the Board may approve. After approval, a copy of the UW Board of Trustees' Annual Schedule of Items to Approve, Discuss or Report shall be posted on the Trustees' website annually. Written notice of all regular meetings shall be given by the President of the University to each Trustee and ex officio member at least ten (10) days in advance of the meeting. Attendance by Trustees or ex officio members at regular meetings can be in person or by electronic media.

Meeting Agendas for UW Board of Trustees shall be developed from three sources:

First: Those matters listed as monthly topics for each month's meeting shall be listed on the Trustees' Agenda for the month as set forth herein.

Second: Items requested by a Trustee in writing or during that period of time allocated allowing any Trustee to raise a topic of their choice for placement on the Agenda and approved by the ~~President-Chairman~~ of the Board.

Third: Items requested from Administration for placement on the Agenda and approved by the ~~President-Chairman~~ of the Board with input from the Executive Committee.

Prior to preparing a draft agenda, consultation will be had with the Board ~~President~~ Chairman to assure the Board ~~President-Chairman~~ is fully engaged in the development of all Board Agendas. A preliminary draft agenda will be developed far enough in advance so as to allow compliance with the posting time frames set out on the next paragraph, but also allowing sufficient time for the President of the University and the Executive Committee to review and provide appropriate input.

While exceptions can be made if necessary, Administration is expected to have any topics it wishes to present to the Board in open or executive session at the next meeting in a form allowing all final materials relative to that topic, together with both the open and executive session minutes from the previous meeting, to be uploaded to the Trustees' website at least two weekends/over ten (10) days prior to the next scheduled meeting.

Section 2-2. SPECIAL MEETINGS

Special meetings of the Trustees may be called by the ~~President-Chairman~~ of the Trustees, or by any three Trustees, at such time and place as they may deem expedient, and a majority of said Trustees shall constitute a quorum for the transaction of business; but a smaller number may adjourn from time to time. Notice of special meetings shall be given to each Trustee and ex officio member at least eight (8) hours in advance of such meeting. Attendance by Trustees or ex officio members at special meetings can be in person or by electronic media.

Section 2-3. ACTION IN REGULAR AND SPECIAL MEETINGS

At all regular and special meetings, it shall be valid to act on any subject within the power of the corporation except as provided elsewhere in these Bylaws.

Section 2-4. PLACE OF MEETINGS

All meetings of the Trustees shall be held at the University of Wyoming, unless otherwise ordered by the Trustees.

Section 2-5. REPEALED

Section 2-6. ACT OF THE TRUSTEES

The act of the majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Trustees. A Trustee is considered "present" if attending the meeting in person or by electronic media.

Section 2-7. PUBLIC ATTENDANCE AT MEETINGS

Regular and special meetings of the Trustees shall be open to the public except for executive sessions which may be convened at any time by vote upon motion by any Trustee. Executive sessions shall be attended only by the Trustees and such persons as may be designated by the presiding officer or included in the motion. No actions shall be taken in executive sessions. Matters considered and discussed during executive sessions shall be confidential except as otherwise provided by law.

Article III. PROCEDURE AT MEETINGS

Section 3-1. QUORUM

A majority of the Trustees shall constitute a quorum for the transaction of business. Any number less than a quorum present at a meeting duly called may adjourn from time to time until a quorum shall be in attendance.

Section 3-2. ORDER OF BUSINESS

The business at each regular or special meeting shall be conducted in the following manner, unless otherwise authorized by appropriate Trustees action.

Roll Call

Approval of Board of Trustees Meeting Minutes

Election of Officers (annual meeting or as necessary)

Reports

Public Testimony (scheduled during the regular meeting)

Committee of the Whole, Regular Business (Board Committee Reports)

Proposed Items for Action

New business

Date of Next Meeting

Adjournment

Section 3-3. RULES OF PROCEDURE

Meetings of the Trustees shall be conducted according to Robert's rules of parliamentary procedure except as modified by the Trustees. Each Trustee who is present shall vote on every question, unless excused from voting by the Trustees. The ayes and nays shall be called and entered upon request of any Trustee.

Section 3-4. MINUTES OF PROCEEDINGS

Minutes of proceedings of the Trustees and of their committees shall be kept by the secretary, or designee. Action of the Trustees which utilizes material presented by reports or other documents shall be presented in the minutes in such form as to include, when not impractical, the full text of the action so that reference to other reports and documents is not necessary in order to determine the exact meaning of the action taken.

Article IV. OFFICERS OF THE TRUSTEES

Section 4-1. NUMBER

The officers of the Trustees shall be a ~~President~~Chairman, a Vice ~~President~~Chairman, a Secretary, and a Treasurer, who shall be limited to the twelve appointed Trustees.

Section 4-2. ELECTION AND TERM OF OFFICE

The officers of the Trustees shall be elected annually at the annual meeting. Each officer shall hold office for one year or until his or her successor is elected and qualified. No Trustee shall be eligible for re-election as ~~president-chairman~~ immediately after having served two successive regular terms in that office.

Section 4-3. VACANCIES

In the event of a vacancy in any office of the Trustees, an election shall be held for the unexpired term at the next regular or special meeting of the Trustees.

Article V. DUTIES OF OFFICERS

Section 5-1. DETERMINATION OF DUTIES

The officers of the Trustees shall perform the duties expressly enjoined upon them by the laws of this State and by the Bylaws of the Trustees, and such other incidental duties as pertain to their respective offices, or as may be assigned from time to time by the Trustees or their ~~PresidentChairman~~.

Section 5-2. ~~PRESIDENTCHAIRMAN~~

The ~~President-Chairman~~ of the Trustees shall preside over all meetings of the Trustees; shall call the Trustees or Executive Committee in regular or special session at such times as the ~~President-Chairman~~ may deem advisable or necessary or at any time upon the petition of three or more Trustees; and the ~~President Chairman~~ shall have authority to decide any disputes as to the application or meaning of these rules and Bylaws, but this decision shall be referred to the next regular or special meeting of the Trustees for final decision and adjudication by the Trustees. The ~~President-Chairman~~ of the Trustees shall have power to make temporary appointments to fill vacancies in the appointments of the Trustees to other boards or committees during the interval between Trustees meetings. The ~~President-Chairman~~ shall be an ex officio non-voting member of all permanent committees of the Trustees. The ~~President Chairman~~ may sign, with the secretary or any other proper officer of the Trustees thereunto authorized by the Trustees, any deeds, mortgage, bonds, contracts, or other instruments which the Trustees have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Trustees by resolution, by UW Regulation, or by these Bylaws to some other officer or agent of the Trustees, or shall be required by law to be otherwise signed or executed. The ~~President Chairman~~ of the Trustees shall have the power to appoint ad-hoc committees as needed to address the business of the University. An ad-hoc committee is defined as an informal working group that can operate without formal board approval until

completion of the committee's assigned task as determined by the PresidentChairman.

Section 5-3. VICE PRESIDENTCHAIRMAN

In the absence of the PresidentChairman of the Trustees or in the event that the office becomes vacant, or of the president's chairman's inability or refusal to act, the Vice PresidentChairman shall perform the duties of the PresidentChairman.

Section 5-4. SECRETARY

The Secretary of the Trustees shall be sworn to the performance of his or her duties as provided by statute. The Secretary shall be responsible for the minutes of meetings of the Trustees; shall be custodian of the Trustees records and of the seal of the Trustees and see that the seal of the Trustees is affixed to all documents, the execution of which on behalf of the Trustees under its seal, is duly authorized; shall sign with the PresidentChairman of the Trustees such instruments as the latter may execute; and shall be responsible for the supervision of duties delegated or assigned to the Deputy Secretary appointed by the Trustees.

In the event that the offices of PresidentChairman and Vice PresidentChairman become vacant or both refuse or are unwilling to act, the Secretary shall perform the duties of PresidentChairman until the next regular or special meeting of the Trustees and preside at that meeting until the vacancy in the presidency is filled.

Section 5-5. TREASURER

The Treasurer shall cause an annual report to be prepared by the officers and employees of the University of Wyoming which shall show all receipts and disbursements; shall receive any monies, through the Deputy Treasurer, required by law to be paid to the Treasurer of the Trustees; and shall maintain general cognizance of fiscal and accounting procedures utilized by officers of the University of Wyoming designated by the Trustees to receive and disburse all monies.

In the event that the offices of PresidentChairman, Vice PresidentChairman and Secretary become vacant or all refuse or are unwilling to act, the Treasurer shall perform the duties of the PresidentChairman until the next regular or special meeting of the Trustees and preside at the meeting of the Trustees until the vacancy in the presidency chair position is filled.

Article VI. OTHER OFFICERS

Section 6-1. DEPUTY SECRETARY

At the discretion of the Trustees, the Deputy Secretary shall be appointed by the Trustees, and shall perform such duties as are delegated by the Secretary of the Trustees.

Section 6-2. DEPUTY TREASURER

The Deputy Treasurer shall be nominated by the President of the University, and at the discretion of the Trustees, shall be appointed by the Trustees, shall be an officer of the University of Wyoming whose duties include responsibility for the receipt, custody, and expenditure of all funds of the University of Wyoming not held by the State Treasurer, and shall exercise the same responsibility with respect to any funds or monies of the Trustees of the University of Wyoming.

Section 6-3. INTERNAL AUDITOR

The Internal Auditor shall be appointed by the Trustees, and shall perform such duties as the Trustees require.

Section 6-4. OTHER OFFICERS AND DUTIES

At the discretion of the Trustees, other officers may be appointed by the Trustees as may be deemed necessary. The duties of all officers of the Trustees shall be set forth in writing at the time of appointment or in appropriate UW Regulations.

Article VII. COMMITTEES OF THE TRUSTEES

Section 7-1. EXECUTIVE COMMITTEE

The Executive Committee shall consist of five Trustees: the ~~President-Chairman~~ of the Trustees who shall serve as Chairman, the immediate past ~~President-Chairman~~ of the Trustees, if such person remains on the Board, the Vice ~~President-Chairman~~ of the Trustees, the Secretary of the Trustees, and the Treasurer of the Trustees. The Executive Committee shall have authority to meet with the University president to exchange information and discuss issues and to act for the Trustees in all routine business matters wherein immediate decisions and actions are deemed necessary for the present welfare of the University. All such actions of the Executive Committee shall be reported to the Trustees at their next regular or special meeting and ratified when appropriate, and shall be entered in full upon the minutes of such meeting of said Trustees.

Section 7-2. FISCAL AND LEGAL AFFAIRS COMMITTEE

The Fiscal and Legal Affairs Committee is responsible for assuring that the University's organizational culture, capabilities, systems and processes are appropriate to protect the financial health and the reputation of the University in all

audit-related areas enumerated below. Specifically the Fiscal and Legal Affairs Committee will review the financial reporting processes, the system of internal controls, the audit process, and the process for monitoring and ensuring compliance with financial laws and regulations. It will monitor the University's internal and external auditor's findings.

In discharging their duties hereunder, the members of the Committee are entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by: officers or employees of the University whom the Committee members reasonably believe to be reliable and competent in the matters presented; and legal counsel, public accountants or other persons as to matters the Committee members reasonably believe are within the person's professional or expert competence.

I. Investments

Review the management of invested University funds, including University endowment funds and University operating funds, subject to the following conditions:

- a. The President of the University shall be the administrative officer of the invested University funds, and may assign to a designee such duties as may be described in a written delegation of authority.
- b. With Board approval, the Committee may employ the services of an agent, such as the University of Wyoming Foundation, an investment adviser, and/or manager(s), and may give due consideration to such advice.
- c. The Committee, or the Board-approved agent, shall place the securities of said Funds in custody of a custodian bank or other fully insured custodial institution, which shall have the right and privilege of holding the securities in a street name or in a name of such nominee as it may choose.
- d. Each year the Committee shall review the agent's investment policy, asset allocation strategy and other endowment management philosophies, such as earnings distribution policies. The Committee shall receive and review an annual report on portfolio performance and other relevant endowment management metrics.

II. Financial Reporting Process

- a. Ensure that the external auditors communicate all matters required by their professional standards to the Committee and review significant accounting and reporting issues, including recent

professional and regulatory pronouncements in order to understand their impact on the University's financial statements.

- b. Review the annual financial statements, including management's discussion and analysis, and determine if they are complete and consistent with information known to committee members.
- c. Be satisfied that all regulatory compliance matters have been considered in the preparation of the financial statements.
- d. Review significant financial risks and exposures and the plans to minimize such risks.
- e. Review, with the University's legal counsel, any legal matters that could have a significant impact on the financial statements.

III. System of Internal Control

- a. Ensure that management is setting the appropriate tone in communicating the importance of internal control and ensure that individuals have an understanding of their roles and responsibilities.
- b. Receive and review reports from internal and external auditors regarding the quality of institutional internal control systems and determine whether management has implemented internal control recommendations made by internal and external auditors.
- c. Ensure that internal and external auditors keep the Committee informed about fraud, illegal acts, deficiencies in internal control and ensure that an appropriate process exists for the receipt, retention and treatment of complaints, including anonymous complaints, regarding accounting, internal controls and auditing matters.
- d. Evaluate the extent to which internal and external auditors review computer systems and applications, the security of such systems and applications, and the contingency plan for processing financial information in the event of a systems breakdown.

IV. Audit Process – External

- a. Following appropriate consultation with management, recommend to the Board the selection and retention of the external audit firm. Approve external auditor's fees.
- b. Review and approve the external auditor's proposed scope and approach.

- c. Review and confirm the external auditor's assertion of their independence in accordance with professional standards.
- d. Review the performance of the external auditors and recommend the appointment or discharge of the external auditors.
- e. Ensure that, unless extenuating circumstances exist, an external auditor under contract with the University that bids on a new contract provides that the lead partner has not performed audit services beyond a total maximum of four years in an eight-year period.
- f. Strongly encourage, unless extenuating circumstances exist, that external auditors may only provide services for a total maximum of eight consecutive years. This limitation does not preclude an external auditor from bidding on or receiving a new contract after a break in service.
- g. Meet with the external auditors, the Internal Auditor, and management in separate executive sessions to discuss any matters that the Committee or these entities believe should be discussed privately. Mediate any disagreements between management and external auditors regarding financial reporting.
- h. Review with management and external auditors the results of the annual external audit, including any difficulties encountered, restrictions placed on the scope of the external auditor's activities, access to requested information and any significant disagreements with management.
- i. Review and approve any engagement of the external auditors for non-audit related consulting activities.

V. Audit Process – Internal

- a. Review and ensure that the University has the appropriate structure, staffing, and capability to effectively carry out the internal audit responsibilities.
- b. Review and concur in the appointment, compensation, replacement, reassignment, or dismissal of the Internal Auditor.
- c. Review and confirm the priorities and key action plans of the audit function. Receive and review internal audit reports from the Internal Auditor regarding results of the internal audit program.

- d. Ensure that audited divisions and colleges attend the Committee meetings to discuss audit findings and recommendations.
- e. Report each internal audit report from the Internal Auditor to the Board of Trustees. The Board of Trustees shall formally act on each internal audit report.
- f. Ensure there is regular, independent communication between the Committee and the Internal Auditor and ensure there are no unjustified restrictions or limitations on internal audit programs.
- g. Ensure there is flexibility when setting the Committee agenda based on concurrence between the Division of Administration and the Internal Auditor.

VI. Compliance with Laws & Regulations

- a. Review the findings of any significant examinations by financial regulatory agencies and review management's corrective action plans. Ensure that action plans are implemented to the satisfaction of the regulatory agencies.

VII. Other Responsibilities

- a. Ensure that significant findings and recommendations made by the internal and external auditors are received, discussed and acted upon in an appropriate and timely manner.
- b. Regularly update the Board of Trustees about Committee activities, any key internal or external audit issues and make appropriate recommendations for Board action.
- c. Review and update this By-Law and receive approval of changes from the Board of Trustees.

Section 7-3. BIENNIAL BUDGET COMMITTEE

The Biennial Budget Committee is responsible for working with University administration as it develops and submits the University's budget requests to the Governor as a state agency, including the 067 University of Wyoming operating budget, the 069 WICHE budget, the 167 Medical Education budget, and the Enhanced Oil Recovery Commission's 070 operating budget. It also includes funding requests related to capital facilities, as well as any other recommendations in the University's budget request that would be included in the state's appropriations bill for the biennium or in a supplemental budget request.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Administration and the Vice President for Governmental and Community Affairs.

Section 7-4. FACILITIES CONTRACTING COMMITTEE

The Facilities Contracting Committee is responsible for working with University administration to develop and recommend modifications to the University's facilities planning, contracting and construction policies and procedures. These recommendations will be presented to the full Board of Trustees for review and approval.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Administration and the General Counsel.

Section 7-5. FINANCIAL MANAGEMENT AND REPORTING COMMITTEE

The Financial Management and Reporting Committee is responsible for taking an immediate and active role in developing a long-term, integrated and comprehensive financial management and reporting system for the University; helping develop a meaningful short-term financial reporting protocol for the Board of Trustees so that the Board can meet its fiduciary obligations; and participating in developing the University's budget structure in coordination with the financial management and reporting system.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Administration and the General Counsel.

Section 7-6. HONORARY DEGREES AND AWARDS COMMITTEE

The Honorary Degrees and Awards Committee is responsible for recommending to the Board of Trustees the awarding of both the Trustees' Award of Merit and Honorary Degrees.

The Trustees' Award of Merit was established in 1984 and recognizes individuals and groups who have rendered meritorious service or made exemplary contributions to the University. Nominations for the Trustees' Award of Merit are submitted to the Honorary Degree Committee, accepted on a continuous basis, and reviewed at regular intervals. There are no minimum or maximum number of awards given in any calendar year.

An Honorary Degree from the University recognizes individuals who embody the University's high ideals and who exemplify the values of excellence, service, and integrity. Honorary Degrees are among the highest honors a university can confer, and recognize a career of distinguished accomplishment in the professions,

sciences, arts, humanities, public service, and service to humanity. Nominations for Honorary Degrees are submitted to the President of the University, who will refer them to a joint committee made up of the Honorary Degree Committee and three faculty members appointed by the Faculty Senate. The joint committee will forward its recommendations to the Board of Trustees for final decision at its January meeting and announcement in the spring semester.

In discharging their duties hereunder, the members of the Committee shall work with the President of the University and the Provost.

Section 7-7. TRUSTEES LEGISLATIVE RELATIONS COMMITTEE

The Trustees' Legislative Relations Committee is responsible for working closely with the Governor's office and the legislative leadership to develop a consensus of priorities for the University.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Government and Community Affairs and the Vice President for Administration.

Section 7-8. VICE PRESIDENT AND DEAN SEARCH COMMITTEE

The Vice President and Dean Search Committee is responsible for informing the Board of Trustees of the progress of University searches for administrative officers and deans/directors of a college or school. The Vice President and Dean Search Committee may provide nonbinding feedback to the University's search committee during the recruitment process, confer with the University's search committee on the final candidate, and communicate with the full Board of Trustees as it determines.

In discharging their duties hereunder, the members of the Committee shall work with the President of the University.

Section 7-9. ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee is responsible for (1) reviewing and making recommendations to the full Board regarding the University's academic mission, as well as policies and resources needed to realize that mission, execute UW's academic strategic priorities, ensure the quality and integrity of each of UW's academic programs, and to ensure the University remains focused on an excellent student experience whether it is on a UW Campus or at a distance; and (2) reviewing and making recommendations to the full Board regarding policies, programming and services related to student engagement, wellness, development, and persistence.

In discharging their duties hereunder, the members of the Committee shall work with the Provost and Vice President for Academic Affairs and the Vice President for Student Affairs.

Section 7-10. RESEARCH AND ECONOMIC DEVELOPMENT COMMITTEE

The Research and Economic Development Committee is responsible for working with University administration to review and make recommendations to the full Board regarding policies and procedures pertaining to research compliance, core facilities, pre-award management and indirect revenue distribution. The Committee is also responsible for working with University administration to enhance the University's Technology Transfer and Research Products Center, including reviewing and making recommendations to the full Board regarding policies and procedures pertaining to inventions and copyrightable materials, technologies available for licensing, technology startup ventures, and the protection, marketing, and ultimate transfer of intellectual property to industry. In addition, this committee is responsible for working with University administration in supporting entrepreneurial business ventures, and provides recommendations to the full Board on such matters, including those pertaining to the use of the University of Wyoming Research Corporation.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Research and Economic Development.

Section 7-11. MEMBERS, TERM, AND COMMITTEE CHAIRMEN

Each Committee of the Trustees shall consist of not fewer than three Trustees. Appointments shall be made by the ~~President-Chairman~~ of the Board of Trustees at the May meeting of the Trustees, or as the ~~President-Chairman~~ deems necessary throughout the year, for terms of two years. Appointments to fill a vacancy for the unexpired term may be made by the ~~President-Chairman~~ of the Board at any time and announced at the next regular Board meeting following the appointment. The ~~President-Chairman~~ of the Board of Trustees shall serve as an ex-officio member of all Trustees' Committees, may attend Committee meetings at his or her discretion, and may appoint a replacement for any Committees the ~~President Chairman~~ served on prior to being elected.

At the May meeting, the ~~President-Chairman~~ of the Trustees shall appoint a chairman for each committee. The chairman shall hold office for one year or until his or her successor is appointed and qualified.

Article VIII. AMENDMENT OF BYLAWS

These Bylaws may be changed or amended and additional Bylaws may be adopted at any regular meeting of the Trustees by a vote of two-thirds of the Trustees, provided that notice of the intention to change, amend, or add to the Bylaws, in

whole or part, shall have been given in the notice of the meeting or shall have been given at a preceding meeting of the Trustees. Such notice shall be in writing and shall include the exact wording of the legislation proposed. The Bylaws, in whole or in part, may be suspended at any Board meeting only by an affirmative vote of two-thirds of the Trustees.

Article IX. UW REGULATIONS

Rules for the government of the University and all its branches shall be designated as "UW Regulations," which may be adopted, changed or amended at any regular or special meeting of the Trustees without prior formal notice. In order to have the status of a standing regulation, any intention to adopt, change or amend such Regulations must be presented as a formal motion for action by the Trustees.

Article X. PRESIDENT OF THE UNIVERSITY OF WYOMING

Section 10-1. APPOINTMENT

The President of the University of Wyoming shall be appointed by the Trustees, but no such appointment shall be made without nine affirmative votes of the Trustees. The initial term of office shall be for not less than one year, and the President shall thereafter continue in such office at the will of the majority of the Trustees, who, from time to time, shall fix his or her salary. It will be the policy of the Trustees to confer with an advisory committee from the University faculty and staff prior to the selection of a new President.

Section 10-2. DUTIES AND POWERS

The President of the University shall perform the duties expressly enjoined upon the President by the laws of this State, by these Bylaws, and such other incidental duties as pertain to his or her office or as may be assigned from time to time by the Trustees. As the executive head of the University of Wyoming, on behalf of the Trustees the President shall be responsible for the custody of the books, records, buildings, and all other property of the University, and for the administration of the academic and business activities of the University in accordance with the directives, Bylaws and UW Regulations and shall be clothed with all authority requisite to these ends. The President shall inform and advise the Trustees with respect to the operations of the University and its relationships, and shall serve as an ex officio non-voting member of all permanent Trustees' committees.

Article XI. THE UNIVERSITY OF WYOMING

Pursuant to State Law establishing the University as an institution of learning under the name and style "The University of Wyoming," all authorized functions and business matters carried on by the officers, faculty and staff of the University in

accordance with regulations and financial budgets of the Trustees shall be in the name of "The University of Wyoming."

Article XII. SEAL

The corporate seal of the Trustees of the University of Wyoming shall consist of a circular design on which is inscribed the words "The University of Wyoming - 1886 -" and in the center the word "Equality." It shall be affixed to all papers which may require it as authorized by the Secretary, the President of the University of Wyoming, or regulation or direction of the Trustees.

Article XIII. SERVING ON BOARDS

| The ~~President-Chairman~~ of the Board of Trustees may appoint Trustees to the governing bodies of University related organizations.

Revisions adopted 5/13/2015 Board of Trustees meeting
Revisions adopted 11/18/2016 Board of Trustees meeting
Revisions adopted 5/10/2017 Board of Trustees meeting
Revisions adopted 5/9/2018 Board of Trustees meeting
Revisions adopted 9/14/2018 Board of Trustees meeting
Revisions adopted 11/15/2018 Board of Trustees meeting

AGENDA ITEM TITLE:

Consideration and Action: Elimination of Distributed Majors, Kate Miller

Proposal to Discontinue Distributed Majors in the
College of Arts and Sciences,
University of Wyoming
May 24, 2019

Under University Regulation 2-13, the Division of Academic Affairs presents a proposal to **discontinue the following majors in the College of Arts and Sciences: Humanities and Fine Arts Distributed Major (B.A.); Social Science Distributed Major (B.A. and B.S.); Mathematics and Science Distributed Major (B.A. and B.S.).** The initial proposal was released on February 15, 2019, and the Faculty Senate, ASUW, and Staff Senate were asked for their evaluation and feedback on the initial proposal. A public comment website invited additional feedback. The College of Arts and Sciences presented the proposal to A&S Department Heads and A&S Central Committee for feedback as well. Feedback on the proposal is summarized in Table I on page two of this proposal.

Because these degrees are comprised of coursework required for other majors and the A&S Professional Advising Center conducts all advising for these majors, there are no personnel consequences associated with discontinuance of these degrees. With the release of the original proposal, enrollment in the Humanities and Fine Arts Distributed Major, the Social Science Distributed Major, and the Mathematics and Science Distributed Major were suspended.

The primary reasons driving this recommendation was: a) the distributed majors do not meet the learning outcome assessment standards of the Higher Learning Commission; b.) the degrees require complex advising and course scheduling that often delay student graduation; c.) two of the three degrees have very low student enrollment; d.) the distributed majors rely almost exclusively on courses from only one of UW's colleges; and e.) the new Bachelor of General Studies was designed, in part, to replace these degrees and will better serve the student populations that have traditionally taken the distributed majors. The recently-approved Bachelor of General Studies has similar tracks to the distributed majors, but offers expanded opportunities outside the College of Arts and Sciences in addition; it also has have less proscriptive course sequences. The current course sequences in the distributed majors have presented complex challenges if only one course is not offered in a particular year. Multiple course substitutions must be found. With the Bachelor of General Studies, these frustrating substitution processes should now be alleviated.

In accordance with University Regulation 2-13, this proposal was subjected to review and comment by: students currently enrolled in the academic programs, the academic degree program's staff and faculty, the academic degree program's school/college, and the Associate Vice Provost for Undergraduate Education. After reviewing submitted comments, the Provost now submits this to the President. As required by University Regulation 2-13, the **President shall make a final recommendation to the Board of Trustees within a maximum period of 120 days from the date of the release of the proposal; for this proposal, the deadline for this recommendation is June 15, 2019. The Provost recommends this recommended action be put on the June 12, 2019 Board of Trustees agenda.**

The Provost **recommends discontinuance** of the Humanities and Fine Arts Distributed Major (B.A.); Social Science Distributed Major (B.A. and B.S.); and Mathematics and Science Distributed Major (B.A. and B.S.).

Table I: Summary of public comments and feedback:

Source	Comment
A&S Department Heads and Central Committee	Department Heads concerns were alleviated by additional information from the A&S Advising Center. Supportive. A&S Central Committee voted to approve the proposal
Public Comment web form	Unanimously positive/supportive
Staff Senate	Unanimously positive/supportive
ASUW	No comments
Faculty Senate	No comments

Background:

The College of Arts and Sciences initially designed the distributed majors to serve the needs of students with complex curricular interests and high numbers of credit hours within broad areas of study. In many respects, these majors served as completion degrees for students with strengths in specific knowledge areas that crossed disciplinary boundaries. With time, the problems with these majors have become more significant. Each is complex in its structure, requires a significant number of credits, and demands that a list of acceptable courses to be maintained (see Appendix I for the curricular structure and requirements for each major and Appendix II for the advising sheets and course lists). Often, students require substitutions because courses cannot be offered within the timeframe needed for graduation. Overall, the majors are under-enrolled (see Table II and Table III, p. 4) and require complex course scheduling and advising. In addition, the coursework for these majors comes exclusively from the College of Arts and Sciences and therefore these degrees do not serve the full range of students seeking completion degrees at UW, as opposed to the proposed Bachelor of General Studies. Importantly, in 2009 The Higher Learning Commission singled out these degrees as problematic because student learning outcomes could not be assessed in their current structure.

Table II: Current Enrollments

Fall Semester	Humanities/Fine Arts	Mathematics/Science	Self-Designed Major	Social Science
Fall 2016				
Primary	15	21	1	122
Secondary	0	2	0	2
Total	15	23	1	124
Fall 2017				
Primary	13	11	1	118
Secondary	0	7	0	3
Total	13	18	1	121
Fall 2018				
Primary	8	7	0	99
Secondary	0	5	0	6
Total	8	12	0	105

Table III: Degrees Awarded—Academic Years 2013-2017

Academic Year	Humanities/Fine Arts	Mathematics/Science	Self-Designed Major	Social Science
2013-14				
Primary	1	6	0	46
Secondary	1	0	0	2
Total	2	6	0	48
2014-15				
Primary	3	5	1	34
Secondary	1	0	0	15
Total	4	5	1	49
2015-16				
Primary	6	9	3	58
Secondary	0	0	0	2
Total	6	9	3	60
2016-17				
Primary	6	9	0	48
Secondary	0	0	0	2
Total	6	9	0	50
2017-18				
Primary	4	8	1	44
Secondary	0	1	0	1
Total	4	9	1	45

Teach-Out Plan

Humanities and Fine Arts Distributed Major: For the 8 students currently enrolled in the major, advisors in the A&S Advising Center will conduct a degree analysis and work with students to determine whether the Bachelor of General Studies might better meet their needs. For those students who wish to remain in the major, every reasonable effort will be made to allow students to complete their degrees. The A&S Advising Center will continue to provide advice on the appropriate course choices for degree completion and provide advising assistance with respect to their academic program options.

Social Science Distributed Major: For the 105 students currently enrolled in the major, advisors in the A&S Advising Center will conduct a degree analysis and work with students to determine whether the Bachelor of General Studies might better meet their needs. For those students who wish to remain in the major, every reasonable effort will be made to allow students to complete their degrees. The A&S Advising Center will continue to provide advice on the appropriate course choices for degree completion and provide advising assistance with respect to their academic program options.

Mathematics and Science Distributed Major: For the 12 students currently enrolled in the major, advisors in the A&S Advising Center will conduct a degree analysis and work with students to determine whether the Bachelor of General Studies might better meet their needs. For those students who wish to remain in the major, every reasonable effort will be made to allow students to complete their degrees. The A&S Advising Center will continue to provide advice on the appropriate course choices for degree completion and provide advising assistance with respect to their academic program options.

Given the flexibility of each of these degrees, current resources would allow for classes in each of the distributed majors to continue to be offered for the foreseeable future. Where necessary, substitutions will be made in consultation with the student's primary advisor.

Prospective Students. Efforts would be made to inform any student who has formally signaled an interest in one of the distributed major programs and to explain to them, through appropriate advisors across campus, what other program options are available. In the case of transfer students with significant accumulated credits, UW Admissions should advise students on the Bachelor of General Studies.

Stopped-out Undergraduate Students. A stopped-out student is one who was a previously enrolled degree-seeking student who suspended enrollment for one or more fall and/or spring term and who subsequently seeks to re-enroll). Stopped-out undergraduate students will not be re-admitted to an academic degree program that has been suspended or discontinued. Advising will be provided to allow such students to find an appropriate new academic degree program. The Director of the Advising, Career, and Exploratory Studies Center (ACES) will be contacted to assist in planning advising considerations.

Appendix I: Distributed Majors' Curricular Structure and Requirements

Humanities and Fine Arts (B.A. only)

To fulfill the 42 credit hours required in the major, the student selects three areas of emphases from the participating departments/programs with a minimum distribution of 18 hours in the first area of emphasis and 12 hours in each of the two other areas. Participating departments/programs include American Studies, African and American Diaspora Studies, American Indian studies, anthropology, art, Latina/o studies, communication and journalism, English, history, modern and classical languages, music, philosophy, political science, religious studies, theatre and dance, and women's studies. See the A&S dean's office or the Web at www.uwyo.edu/as/majors-and-minors/index.html for approved courses and detailed checksheet.

In addition to the 42 hours in this major, students are required to take 12 hours of a single foreign language, or the equivalent (American Sign Language is acceptable) with a grade of at least a C. Only classics 2010 and 2020 and other language courses numbered above 2030 may be counted toward the 42 hours in the major.

The 42 credits must include:

- At least 24 credit hours of upper division courses are required in the major with a distribution of at least 12 credits in one area of emphasis and 6 credits in a second area.
- A grade of C or better must be earned in all 42 credit hours in the major and all courses must be taken for a letter grade unless offered for S/U only.

A maximum of 4 credit hours of music lessons and dance technique courses may apply.

Music performance group credits do not apply.

Students may not minor in the department/program that is selected as the first area of emphasis.

All other university and college degree requirements apply.

Students pursuing this major are advised by Michell Anderson, maders2@uwyo.edu.

Social Science (B.A. or B.S.)

To fulfill the 48 credit hours required in the major, the student selects four core areas of emphasis from the participating departments/programs, with a minimum distribution of 15 credit hours in the first area of emphasis and 6 hours in each of the other three areas. Participating department/programs include African American and Diaspora studies, American Indian studies, American studies, anthropology, Chicano studies, communication and journalism, criminal justice, economics, geography, global and area studies, history, philosophy, political science, psychology, religious studies, sociology, and women's studies. The first area of emphasis cannot be in economics or philosophy. See the A&S dean's office or the Web at www.uwyo.edu/as/majors-and-minors/index.html for approved courses and detailed checksheet.

The 48 credits must include:

- STAT 2050 or 2070. These also fulfill the Q requirement for the University Studies Program (USP).

- A USP-approved COM3 course that is also an approved College of Arts and Sciences social science discipline course.
- A minimum of 24 credit hours of upper-division courses in the major. At least one course, 3 credits, in the first area of emphasis must be at the 4XXX level.
- A grade of C or better must be earned in all 48 credit hours in the major and all courses taken for a letter grade unless offered for S/U only.

It is also recommended that students complete an upper-division social science research methods and a social science theory course. See the list of Approved courses.

Courses taken for the U.S./Wyoming Constitutions requirement do not count in the 48 credit hours in this major.

Students may not minor in the department/program that is selected as the first area of emphasis.

All other university and college degree requirements apply.

Students pursuing this major are advised by Jen Paintin, jpaintin@uwyo.edu.

Mathematics and Science (B.A. or B.S.)

To fulfill the 48 credit hours required in the major, the student selects four core areas of emphases from the participating departments/programs, with a minimum distribution of 8 credit hours in each of the four areas. Participating departments/programs include anthropology, biology, botany, chemistry, geography, geology and geophysics, mathematics, physics and astronomy, psychology, statistics, and zoology and physiology. See the A&S Dean's office or the web at www.uwyo.edu/as/majors-and-minors/index.html for approved courses and detailed checklist. One of the four core areas may be outside the College of Arts and Sciences, if in a related science/math area.

The 48 credits must include:

- A minimum of 24 credits of upper-division courses must be earned across at least three of the core areas with at least 3 upper-division credits in each core area.
- A grade of C or better must be earned in all 48 credit hours in the major and all courses taken for a letter grade unless offered for S/U only.

All other university and college requirements apply.

Appendix II: Advising Sheets and Course Lists by Major

College of Arts & Sciences HUMANITIES/FINE ARTS B.A. – Distributed Major

Student Name _____
W _____ Number _____
Academic _____ Advisor _____
Date _____

Major Requirements effective Fall 2105 and forward.

Humanities/Fine Arts major requirements: **42 hours minimum**

Total credits for a BA degree: **Complete 120 total hours.**

1. The **42 hours for this major** (excluding Freshman English and Foreign Languages through 2030) must be earned in at least three of the following departments/programs: African American & Diaspora Studies, American Indian Studies, American Studies, Anthropology, Art, Communication & Journalism, English, Gender and Women's Studies, Global and Area Studies, History, Latina/o Studies, Modern and Classical Languages, Music, Philosophy, Political Science, Religious Studies, and Theatre and Dance. A minimum distribution of 18 credit hours must be earned in the 1st Area of Emphasis and 12 hours in each of two other areas. Any cross-listed courses may be counted only once. If a student wishes to select more than one area of emphasis from a single department (such as several foreign languages), a request must be submitted to the A&S Dean's office using the A&S Request for Adjustment in Requirements form. See the list of approved courses.
2. All Humanities/Fine Arts majors must earn 12 hours or equivalent proficiency in one Foreign Language (other than one's native language). American Sign Language is acceptable. These hours do not count as part of the 42 hours in the major if the course numbers are, or equivalent to, 1010, 1020, and 2030.
3. A maximum of four hours each of music lessons and dance techniques may apply toward the 42 hours in the major. Music performance group credits do not apply.
4. At least 24 hours of upper-division (3XXX-4XXX) coursework are required in the major, with a distribution of at least 12 hours in one area and 6 hours in a second area. These hours do count as part of the 42 hours of upper-division credits required by the University.
5. All 42 hours in the major must be a "C" grade or better, and all courses in the major must be taken for a letter grade unless offered for S/U only.
6. Students may not minor in the department/program that is selected as the first area of emphasis.
7. Of the total 42 upper-division hours required by the University for a Bachelor's degree, a minimum of 30 must be earned from UW. A maximum of 24 hours of correspondence study may apply toward total hours for the degree. All other University and A&S requirements for graduation must be met; see the *UW Catalog*.

1 st Department/ Area of Emphasis	MIN. HRS. (18)	2 nd Department/ Area of Emphasis	MIN. HRS. (12)	3 rd Department/ Area of Emphasis	MIN. HRS. (12)	TOTAL HOURS (42)
HRS.						

Key: () = upper-division credits; distribution of at least 12 hours in one Area of Emphasis & 6 in a second area; total 24 hours: _____

Humanities/Fine Arts

Approved courses as of fall 2015.

*depends upon topic

African American & Diaspora Studies	1000, 1030, 2350, 2410, 2450, 2730, 3000, 3010, 4000, 4020, 4050, 4060, 4100, 4160, 4675, 4975*, 4990* (4200, 4870 no longer offered)
American Indian Studies	1030, 2060*, 2210, 2290, 2340, 2345, 3000, 4000, 4020*, 4460, 4464, 4740, 4990*
American Studies	1030, 2010, 2110, 3100, 3800, 4010*, 4020, 4300, 4500, 4900, 4970*, 4985* (3000, 3270 no longer offered)
Anthropology	1200, 2000, 2200, 2210, 2730, 3015, 3420, 4300, 4340, 4380, 4740, 4775, 4785, 4795 (3410, 4750, 4770 no longer offered - 4750 & 4770 now taught by English & Languages)
Art	All courses
Communication & Journalism	1000, 1040, 2150, 2400, 3000, 3010, 3160, 3190, 3200, 3470, 4020, 4160, 4200, 4210*, 4230*, 4400, 4500, 4590, 4600, 4630, 4990* (1010, 2260, 2470, 4060, 4910*, 4985 no longer offered)
English	All courses <i>except</i> , 1008, 1009, 1010, 1050, 1210 (1000 no longer offered)
Gender and Women's Studies	1030, 1080, 1900, 2000, 2060*, 2070, 3150, 3200, 3610, 3710, 3800, 4190, 4300, 4330, 4335, 4500*, 4590, 4675, 4700, 4770, 4775, 4780, 4830, 4965*, 4970*, 4975* (3000, 4000*, 4630, 4800* no longer offered)
Global and Area Studies	1200, 2350, 3420, 4050, 4060, 4350, 4485, 4490, 4495, 4582, 4881
History	All courses except 1211, 1221, and 1251 when used for the USP Constitutions/Government V requirement
Latina/o Studies	1030, 1100, 2060*, 2360, 2370, 3200, 3800, 4470, 4485, 4675, 4975*, 4990*
Modern & Classical Languages	All courses above 2030.
Music	All courses, with a maximum of 4 hours of private lessons (1080:1270, 2080:2270, 3080:3270, 4080:4270, 5480:5580). Performance groups do <u>not</u> count (1370, 1375, 1380, 1390, 1400, 1410, 1420, 1430, 1440, 1450, 1460, 1470, 1480, 1490, 3380, 3390, 3400, 3410, 3450, 3470, 3480, 4220).
Philosophy	All courses.
Political Science	1200, 2200, 2460, 3050, 3600, 4640, 4650, 4660, 4810
Religious Studies	All courses.
Theatre & Dance	All courses, with a maximum of 4 hours of dance techniques (1410:1480, 2410:2480, 3410:3490, 4010:4030).

Note: Any cross-listed course may only be counted once.

Note: Courses from other colleges such as Agriculture, Business, and Education and other A&S departments that have substantial humanities/fine arts content may count toward the major. Discuss this with your advisor.

Note: Upper-division classes designed for teacher education or in-service teacher training programs may not be used to meet the upper division coursework requirements in the major.

Mathematics/Science
Approved courses as of fall 2015.
**Depends upon content.*

Anthropology	1100, 1300, 1450, 3400, 4110, 4115, 4116, 4120, 4125, 4130, 4135, 4140, 4170, 4210, 4215, 4220, 4230, 4240, (4250 no longer offered)
Biology(Life)	1010, 2022, 2023, 2050, 3050, 3400, 3410, 3500, 3600 (2020, 2400, 2410, 3000, 4000, 4400, 4600, 4610, 4620, 4985 no longer offered)
Botany	All courses
Chemistry	All courses
Geography	1010, 2150, 3010, 3450, 4000, 4200, 4210, 4280, 4450, 4460, 4870*, 4875*, 4880*, 4885* (3460, 4140, 4410 no longer offered)
Geology	All courses
Mathematics	All courses
Physics & Astronomy	All courses
Psychology	1000, 2000, 2080, 2210, 3120, 3160, 4070, 4080, 4200, 4220, 4850*, 4860* (3100, 3600, 4050, 4090, 4110, 4160 no longer offered)
Statistics	All courses
Zoology and Physiology	All courses

NOTE: Science courses from other colleges may count toward the major. Computer science courses cannot be over 10 years old.

NOTE: Upper-level classes designed for teacher education cannot be used to meet upper-level coursework requirements in this program.

College of Arts and Sciences
MATHEMATICS/SCIENCES BA or BS – Distributed Major

Requirements effective Fall 2015 and forward

Student's Name _____
W Number _____
Academic Advisor _____
Date _____

Mathematics/Science major requirements: **48 hours minimum**
Total credits for a BS or BA degree: **Complete 120 total hours.**

1. The 48 hours for this major must be earned in at least 4 of the following departments/programs (*Core Areas*): Anthropology*, Biology*, Botany, Chemistry, Geography*, Geology/Geophysics*, Mathematics, Physics/Astronomy*, Psychology*, Statistics, Zoology/Physiology. A minimum distribution of 8 credit hours is required in each of the 4 core areas. One of the four core departments may be outside the College with approval from your advisor and the A&S Dean's office (such as Agriculture or Engineering - e.g., computer science) in related math/science areas. (*=Certain courses only; see list of approved courses)
2. All of the 48 required hours in the major must be a "C" grade or better, and all courses in this major must be taken for a letter grade unless offered for S/U only.
3. At least 24 hours of upper-division coursework (3000-4000) in the major must be earned in at least 3 of the core areas (minimum of 3 hours in each of the 3 areas). These hours do count toward the 42 hours of upper-division credits required by the University.
4. Of the total 42 upper-division hours required for the degree, a minimum of 30 must be earned from UW. A maximum of 24 hours of correspondence study may apply toward total hours for the degree.
5. All other University and A&S requirements for graduation must be met; see the *UW Catalog*.

CORE Area 1	MIN. HRS. (8)	CORE Area 2	MIN. HRS. (8)	CORE Area 3	MIN. HRS. (8)	CORE Area 4	MIN. HRS. (8)	MATHEMATICS/ SCIENCES Electives	HRS.	TOTAL HOURS (48)
HRS.										

Key to marks: () = upper division credit hours; total of 24 hours of upper-division credits must be in at least 3 core depts., minimum 3 hrs. in each: _____

Approved courses for the Social Science Distributed Major

(approved courses as of fall 2015)

Social Science Distributed Major Core Requirements

- a. **Methods:** Stat 2070 (2010 or 2050)
- b. **Communication 3 (C3):**

ANTH 3300 Ethnographic Methods	GEOG 3280 Spatial Methods
COJO 3010 Business and Professional Comm	HIST 4030 Senior Capstone Seminar
COJO 3160 Theory of Language and Society	INST 4950 Capstone – Global Trends
COJO 3190 Cross Cultural Communication	POLS 4810 Seminar in Political Philosophy
COJO 4110 Feature Writing Seminar	POLS 4840 Seminar in Public Law
COJO/AAST 4260 Rhetoric and Social Justice	POLS 4850 Seminar in American Political Institutions
ECON 4240 History of Economic Thought	POLS 4870 Sem in International Rel: Comp Genocide
ENGL 4010 Technical Writing in the Professions	SOC 4095 Sociological Research Methods
ENGL 4075 Writing for Non-Profits	SOC/INST 4110 International Development

2. Recommended: one advanced research methods course in a social science

ANTH 3310 Intro Anthro Research Methods	GEOG 4280 Quantitative Methods
ANTH 4015 Archeol Theory and Method	HIST 3020 Historical Methods
ANTH 4135 Quantitative Methods in Anth	POLS 3680 Intro Empirical Political Analysis
COJO 3070 Intro Communication Research	STAT 2110 Stat Meths Bus & Mgmt Science
COSC 1030 Computer Science I	STAT 3050 Statistical Methods
COSC 1100 Comp Sci Principles & Practice	STAT 4220 Basic Engineering Statistics
CRMJ 2685 Rsch Methods in Crim Justice	STAT 4255 Math Theory of Probability
ECON 3010 Intermediate Macroeconomics	(SOC 2090, 4600, PSYC 4050)
ECON 3020 Intermediate Microeconomics	

3. Recommended: one advanced theory course in a social science

ANTH 4010 Hist Anthropological Thought	PSYC 3150 Moral Development
ANTH 4015 Archeological Theory & Method	PSYC 3160 Learning and Behavior
COJO 3040 Adv Communication Theory	PSYC 4060 History and Systems of Psych
COJO 3160 Theory of Language & Society	PSYC 4150 Cognitive Development
COJO 4020 Mass Media and Society	PSYC 4740 Advanced Social Psychology
ECON 4240 History Economic Thought	RELI 4000 Theories of Religion
GEOG 3030 Geography and Development	SOC 3900 Sociology Theory
GEOG 4310 Fndns of Sustainable Planning	SOC/INST/POLS 4300 The World System
POLS/INST 4330 American Foreign Relations	SOC 4700 Science and Modern Society
POLS/INST 4340 International Organizations	(ANTH 3410, ECON 4250, SOC 3700, 3750,
POLS 4350 Sustainable Dev & Global Pol	PSYC 3390, 4090)
PSYC 3120 Cognitive Psychology	

4. Courses for Areas of Emphasis and Electives:

African American and Diaspora Studies

AAST 1030 Social Justice in 21 st Century	AAST 4100 African American Religious Culture
AAST 2360 African American History	AAST 4400 Black Politics, 1867 to the Present
AAST 2450 Traditional African Religion	AAST 4970 Internship*
AAST 3100 Afro-Am. Experience to 1865	AAST 4975 Independent Research*
AAST 3110 Afro-Am Experience from 1865	AAST 4990 Topics*
AAST 3260 African Spirits in the New World	(AAST 2140, 3120, 3400, 3450, 4546, 4870)
AAST 3670 African Diaspora	

American Indian Studies

AIST 1030 Social Justice in the 21 st Century	AIST 4462 American Indian History to 1783
AIST 1350 Amer Indians in Contemporary Society	AIST 4463 American Indian History 1783-1890
AIST 2060 Topics*	AIST 4464 American Indians in 20 th Century
AIST 2210 North American Indians	AIST 4468 American Indians in North American West
AIST 2290 History of N. American Indians	AIST 4492 Indian Cultures of Latin America
AIST 4020 Internship*	AIST 4546 Agriculture: Rooted in Diversity
AIST 4340 NRM on Western Reservations	AIST 4740 Native Am. Languages & Cultures
AIST 4360 American Indian Women	AIST 4990 Special Topics*

American Studies

AMST 1000 Cultures of College: Why We Are Where We Are	AMST 4051 Environmental Politics
AMST 1030 Social Justice in the 21 st Century	AMST 4052 Federal Land Politics
AMST 2110 Cultural Diversity in America	AMST/WMST 4430 Queer Theory
AMST 3100 Food in American Culture	AMST 4546 Agriculture: Rooted in Diversity
AMST 3800 Chicanas/os in Contemporary Society	AMST 4970 Internship*

Anthropology – 4000 Conference*, 4020 Seminar*, 4970 Internship* and all courses **except** 2730.

Communication & Journalism

COJO 1000 Intro to Mass Media	COJO 3480 Internship*
COJO 1030 Interpersonal Communication	COJO 4020 Mass Media and Society
COJO 1040 Intro - Human Communication	COJO 4030 Advanced Interpersonal Comm.
COJO 2090 Persuasion	COJO 4050 Communication & Conflict
COJO 3040 Advanced Comm. Theory	COJO 4140 Nonverbal Communication Studies
COJO 3070 Intro to Communication Research	COJO 4210 Special Topics in Communication*
COJO 3160 Theory of Language & Society	COJO 4250 Advanced Org. Comm.
COJO 3190 Cross-Cultural Comm.	COJO 4990 Independent Study*
COJO 3310 Public Relations	(COJO 2110, 2120, 2250, 2480, 3510, 3910)

Criminal Justice

CRMJ 1001 Intro to Criminal Justice**	CRMJ 3500 Drugs in the CJ System
CRMJ 2210 Criminal Law**	CRMJ 4110 Const Law: Civil Lib & Rights
CRMJ 2400 Criminology**	CRMJ 4130 Leadership & Mgmt in CJ System
CRMJ 2685 Research Methods	CRMJ 4150 Community Based Corrections
CRMJ 3110 Criminal Courts and Processes	CRMJ 4260 Gangs
CRMJ 3200 Ethics in Administration of Justice	CRMJ 4280 Comparative Criminal Justice
CRMJ 3250 Juvenile Delinquency	CRMJ 4540 Women, Crime and the Law
CRMJ 3350 Intro to Corrections	CRMJ 4860 Social Inequality, Crime, CJ & the Law
CRMJ 3400 Deviant Behavior	CRMJ 4890 Serial Killers
CRMJ 3490 Policing	(CRMJ 3150)

**If possible, these three courses should constitute the "core" of any primary area of emphasis.

Economics

ECON 1000 Global Economic Issues	ECON 2400 Economics of Environment
ECON 1010 Principles of Macroeconomics	ECON 2500 Impact of Union Pacific on Wyoming History
ECON 1020 Principles of Microeconomics	ECON 4800 Labor Economics
ECON 2100 Intro to Money & Banking	

Environment and Natural Resources

ENR 2000 Environment and Society	ENR 4051 Environmental Politics
ENR 2345 Natural Resource Ethics	ENR 4052 Federal Land Politics
ENR 3900 Seminar: Environmental Sociology	ENR 4040 Conservation of Natural Resources

Gender and Women's Studies

WMST 1020 Intellectual Community	WMST 4360 American Indian Women
WMST 1030 Social Justice in 21 st Century	WMST 4400 Women & Work
WMST 1090 Women in Contemporary Society	WMST/AMST 4430 Queer Theory
WMST 1900 Women & Leadership	WMST 4500 Topics in Women's Studies*
WMST 2001 Gender & Ethnicity in Science	WMST 4540 Women, Crime, & Law
WMST 2060 Topics in Women's Studies*	WMST 4580 Women & 3 rd World Develop
WMST 2070 Gender & Religion	WMST 4590 Women of India
WMST 2135 Women & Aging	WMST 4700 Feminist Theories
WMST 2420 Women & Politics	WMST 4960 Women's Bodies & Minds
WMST 2700 Gender & Disability	WMST 4965 Senior Paper*
WMST 3200 Perspectives in Chicana Studies	WMST 4970 Internship*
WMST 3800 Chicana/os in Contemporary Society	WMST 4975 Independent Studies*
WMST 4330 European G&W History	(WMST 3500, 4510, 4920, 4940, 4950)
WMST 4335 Women & Islam	

Geography

GEOG 1000 World Regional Geography	GEOG 4310 Foundations of Sustainable Planning
GEOG 1020 Intro to Human Geography	GEOG 4325 Legal Aspects of Planning
GEOG 2150 Foundations of Geo Info Science & Tech	GEOG 4330 Land Use Planning
GEOG 2370 Chicano History to 1900	GEOG 4340 NRM on Western Reservations
GEOG 2500 Impact of Union Pacific on Wy Hist	GEOG 4370 Environmental Planning
GEOG 3030 Geography & Development	GEOG 4390 Rural & Small Town Planning
GEOG 3050 Economic Geography	GEOG 4400 Natural Resource Policy
GEOG 3480 Environmental Change	GEOG 4420 Geography and Tourism
GEOG 3550 Natural Hazards & Society	GEOG 4470 Fire Ecology
GEOG 4000 Terrain Analysis	GEOG 4500 The American Landscape
GEOG 4040 Conservation-Nat. Resources	GEOG 4540 Topics in Cultural Ecology
GEOG 4050 Intermediate Econ Geography	GEOG 4572 Experience of Place
GEOG 4051 Environmental Politics	GEOG 4574 Contested Landscapes
GEOG 4052 Federal Land Politics	GEOG 4576 Historical Landscapes
GEOG 4080 Management of Major River Basins	GEOG 4750 Public Land Management
GEOG 4150 Cartography & Digital Map Design	GEOG 4860 Field Studies
GEOG 4200 Intro to GIS	GEOG 4865 Directed Studies/Research Problems
GEOG 4210 Advanced GIS	GEOG 4870 Practicum
GEOG 4220 Spatial Modeling & Geocomputation	GEOG 4875 Independent Studies
GEOG 4240 GIScience for Business & Industry	GEOG 4880 Current Topics
GEOG 4280 Quantitative Methods	GEOG 4885 Seminar
GEOG 4300 GPS for Nat Res Mgmt	(GEOG 2500, 3205, 3460, 4380, 4410, 4520, 4530, 4680)

History

HIST 1210 United States History I	HIST 4195 European Economic History
HIST 1220 United States History II	HIST 4270 France: Old Regime & Revolution
HIST 1290 History of the U.S. West	HIST 4280 France Since 1814
HIST 1320 World Civilization to 1450	HIST 4290 History of the Soviet Union
HIST 1330 World Civilizations from 1450	HIST 4310 World War II in Europe
HIST 2020 American Military History	HIST 4330 Euro Gender & Women's History
HIST 2040 Imperial China	HIST 4335 Women & Islam
HIST 2041 Modern China	HIST 4340 Social History of American Women
HIST 2060 Topics in History*	HIST 4400 Internship*
HIST 2080 Holocaust	HIST 4405 American Encounters to 1850
HIST 2120 Ancient Greece & Near East	HIST 4406 American Encounters from 1850
HIST 2130 Ancient Rome	HIST 4410 New Worlds: The Age of Discovery and Its Consequences
HIST 2225 History of Christianity	HIST 4440 Sectional Conflict
HIST 2230 The History of Russia to 1855	HIST 4450 Civil War & Reconstruction
HIST 2240 The History of Russia Since 1855	HIST 4460 Post-Civil War America
HIST 2250 American Religious History I	HIST 4462 American Indian History to 1783
HIST 2252 American Religious History II	HIST 4463 American Ind. History 1783-1890
HIST 2290 History of N. American Indians	HIST 4464 American Ind. In 20 th Century
HIST 2315 History of Non-Western Religions	HIST 4465 Topics in Am. Ind. History*
HIST 2320 History of Islam	HIST 4468 Am. Indians in N. Am. West
HIST 2360 African American History	HIST 4470 Birth of Modern America, 1890-1929
HIST 2370 Chic Hist: Origins-1900	HIST 4475 American Environmental History
HIST 2380 Latin American Civilization	HIST 4480 Growth of Mod. Am. 1929-1960
HIST 2385 Chicano Hist: 1900 to Present	HIST 4485 U.S. Latino Diaspora
HIST 2460 Traditional Japan	HIST 4490 Modern America, 1960-Present
HIST 2461 Modern Japan	HIST 4492 Revolutions in Latin America
HIST 2470 Civilization of India	HIST 4495 Colonial Mexico/Borderlands
HIST 2500 Impact of Union Pacific on Wyo Hist	HIST 4496 History of Mexico
HIST 3050 Athenian Democracy	HIST 4505 The Old South, 1820-1861 (app' d 4/9/18)
HIST 3110 Modern Germany	HIST 4510 Mod. Far East: China, Japan, India
HIST 3210 The Islamic World in Premod. Era	HIST 4515 American Legal History
HIST 3220 History of the Modern Middle East	HIST 4530 19 th Century American West
HIST 3275 World Christianities	HIST 4535 History of Oil
HIST 3670 African Diaspora	HIST 4540 20 th Century American West
HIST 4030 Senior Capstone Seminar*	HIST 4545 The Multicultural West (app' d 3/27/18)
HIST 4060 Independent Study*	HIST 4546 Agriculture: Rooted in Diversity
HIST 4100 Early Medieval Europe	HIST 4560 American Social History in 20 th Century
HIST 4112 History of the Medieval City	HIST 4582 20 th Cent. U.S. Foreign Relations
HIST 4120 Europe During the Renaissance	HIST 4585 Conference on U.S. History*
HIST 4130 Europe During the Reformation	HIST 4610 Sem Topics in Hist of Wyo I*
HIST 4140 Europe During Age of Baroque	HIST 4620 Sem Topics in Hist of Wyo II*
HIST 4150 Europe During Enlightenment	HIST 4690 (depends on focus) Resch topics US Hist
HIST 4170 Europe in 19 th Century	HIST 4990 Topics in *****
HIST 4180 Europe in 20 th Century	(HIST 2110, 2200, 2210, 3120, 4190, 4200, 4210, 4230, 4240, 4250, 4300, 4350, 4455, 4550)

Latino/a Studies

LTST 1030 Social Justice in the 21 st Cent	LTST 3560 Chicano Community Orgs
LTST 1100 Intro. to Chicano Studies	LTST 3800 Chicanas/os in Contemporary Society
LTST 1300 Intro. to Latina/o Studies	LTST 4470 Studies in Chicano Folklore
LTST 2001 Gender & Ethnicity in Science	LTST 4485 Latino Diaspora
LTST 2060 Special Topics*	LTST 4496 History of Mexico
LTST 2370 Chicano Hist. Origins to 1900	LTST 4546 Agric: Rooted in Diversity
LTST 2385 Chicano Hist. 1900 to Present	LTST 4975 Independent Study*
LTST 3200 Perspectives-Chicana Studies	LTST 4990 Topics in Chicano Studies*

Philosophy

PHIL 2200 Social and Political Philosophy	PHIL 3500 History of Science
PHIL 2345 Natural Resource Ethics	PHIL 4510 Theory of Knowledge
PHIL 3140 Philosophy of Science	(PHIL 3150, 4200)
PHIL 3440 Philosophy of Mind	

Political Science – All courses **except** 1000 when used to fulfill the Constitutions V requirement.

Psychology - All courses and their cross-listed equivalents when not counted for other areas of emphasis.

Religious Studies

RELI 1000 Introduction to Religion	RELI 2450 Traditional African Religion
RELI 2040 Religions of the Middle East	RELI 3110 Bible and Archaeology
RELI 2050 Religions of Asia	RELI 3200 Religion and American Culture
RELI 2070 Gender and Religion	RELI 3220 History of Modern Middle East
RELI 2080 Holocaust	RELI 3225 Apocalypse: History of the End
RELI 2110 Intro to the Old Testament	RELI 3260 African Spirits in New World
RELI 2150 New Testament Survey	RELI 3275 World Christianities
RELI 2200 Contemporary American Religion	RELI 3350 Religion & Globalization in India
RELI 2225 History of Christianity	RELI 4000 Theories of Religion
RELI 2250 American Religious History I	RELI 4100 African American Religious Culture
RELI 2252 American Religious History II	RELI 4260 Judaism in the Modern World
RELI 2315 History of Non-Western Religions	RELI 4335 Women and Islam
RELI 2320 History of Islam	

Sociology – All courses and their cross-listed equivalents when not counted for other areas of emphasis.

Courses can come from other UW Colleges, per SOSOC advisor approval.

*Depends upon Content; consult with advisor

NOTE: Upper division courses designed for teacher education, or developed as part of an in-service training program for teachers, cannot be used to meet coursework requirements in this program.

The University of Wyoming
Board of Trustees' Report – *Supplemental Materials*
June 12, 2019 – *conference call meeting*
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College of Arts and Sciences
SOCIAL SCIENCES B.A. or B.S. - Distributed Major
Effective Fall 2015

Student's Name _____
W number _____
Academic Advisor _____
Date _____

1. Credit hour requirements in major: 48 hours minimum (excludes the University Studies Program's US & Wyoming Constitutions V credit). See approved course list. All 48 hours in the major must be a C grade or better and all courses in the major must be taken for a letter grade unless offered for S/U only.
2. Total credits for a BS or BA degree: Complete 120 total hours.
3. The 48 hours in this major must be earned in 4 Areas of Emphasis (33 credits) and Social Science Electives (15 credits). Cross-listed courses count in only one Area of Emphasis.
4. The 1st Area of Emphasis must be in one of the *participating A&S College social science or interdisciplinary* programs (italicized): *African American & Diaspora Studies, American Studies, American Indian Studies, Anthropology, Communication & Journalism, Criminal Justice, Economics, Gender & Women's Studies, Geography, Global & Area Studies, History, Latina/o Studies, Philosophy, Political Science, Psychology, Religious Studies, and Sociology*. See list of approved courses. At least 3 credit hours of the minimum 15 credits in this Area must be at the 4XXX level.
5. One or more of the other 3 Areas (minimum 6 credit hours in each) may come from any department/program in the University; see approved course list.
6. The 48 hours in the major must include:
 - A. Statistics 2010, 2050, or 2070
 - B. The USP Communication 3 (C3) course must be a College of A&S social science discipline course. See approved courses.
7. It is recommended that students complete a social science research methods and a social science theory course at the upper division (3XXX/4XXX levels). See list of approved courses
8. At least 24 hours of upper division (3XXX-4XXX) coursework are required in the major; at least one course (3 hours) at the 4XXX-level must be in the 1st Area of Emphasis. These hours do count toward the 42 hours of upper-division credits required by the University.
9. Students may not minor in the department/program that is selected as the first area of emphasis.
10. Of the total 42 upper-division hours required by the UW for a BA/BS degree, a minimum of 30 upper division hours must be earned from UW. A maximum of 24 hours correspondence study may apply toward total hours for the degree. All other University and A&S requirements for graduation must be met; see the *UW Catalog*.

1 st Area - only A&S depts/prgms & Soc.Sci courses. Min. hrs: 15 (at least 3 hrs. at 4XXX level)	2 nd Area of emphasis Minimum hrs: 6	3 rd Area of emphasis Minimum hrs: 6	4 th Area of emphasis Minimum hrs: 6	Social Science Electives: 15	Total Hours: 48 min
Hours					

AGENDA ITEM TITLE:

Consideration and Action: Wyoming Public Radio – Cody, WY Site Sublease Agreement,
Theobald/Decker



PREPARED BY:
REAL ESTATE
OPERATIONS
March 2019

Wyoming Public Radio Cody, WY Site Sub-Lease Agreement

0 1,250 2,500 5,000 7,500 10,000 Feet



Existing Sites
Proposed Site

LEASE AGREEMENT

This Lease Agreement is made and entered into this 15th day of July 2019 by and between Joseph Atnip, (the "Lessor") and University of Wyoming (the "Lessee").

WHEREAS, the Lessor is the authorized lease holder of property located in Park County, Wyoming (the "Real Estate") which Real Estate is described on Exhibit "A" attached hereto; and

WHEREAS, Lessor desires to lease to Lessee equipment space for communications equipment and antennas, which space is located on the Real Estate, together with utility and access easements as described below, and Lessee desires to lease the same;

NOW THEREFORE, in consideration of the mutual promises and covenants of the parties hereto, it is covenanted and agreed as follows:

ARTICLE ONE

Lease of Premises

Lessor hereby leases to Lessee equipment space for its communications equipment and antennas. The area leased by Lessee together with the Easements described below are collectively referred to herein as "the Premises" or "the Leased Premises".

To effect the purposes of this Lease Agreement, Lessor irrevocably grants to Lessee, during the term of this Lease, the following rights' and easements (the "Easements"); (a) the right to run power and telephone lines and conduits for transmission lines, to the Leased Premises, which property is described in Exhibit A attached hereto and incorporated herein by this reference; (b) the right to enter upon Lessor's granted right-of-way property for the purpose of replacing and removing the improvements (as hereinafter defined) and any other personal property of Lessee on the Leased Premises, including the right to bring heavy equipment and other necessary equipment onto the Premises; and (c) the right of

pedestrian and vehicular access to and from the Leased Premises at any time over and through Lessor's adjacent granted right of way property with the concomitant and coextensive right of Lessee of ingress and egress over Lessor's B granted right-of-way property necessary to effectuate the purposes of this Lease Agreement; provided, however, that only authorized agents, servants, employees, contractors, subcontractors or other persons under the direct supervision of Lessee will be permitted to enter the Leased Premises and provided further, that Lessee may not access the Leased Premises by any means other than by the road designated by Lessor. If Lessee accesses the Leased Premises by any other road, Lessor may terminate this Lease Agreement upon 30 days written notice to Lessee.

ARTICLE TWO

Use of Leased Premises

2.1 Lessee and its agents, servants, employees, contractors, subcontractors, and assignees shall have the right to use the Leased Premises for the purpose of erecting, constructing, operating, maintaining and using the following electronic equipment as listed in Exhibit "C" attached hereto (all of the foregoing equipment being collectively referred to herein as the "Improvements"). Lessee must provide Lessor with a technical data sheet for all equipment placed on the Leased Premises and provide Lessor with a list of all materials that it wants to install.

2.2 Lessee must install the Improvements where designated by Lessor and such Improvements may not be moved without the prior written authorization of Lessor. Furthermore, Lessee must receive the written approval of Lessor before installing any new equipment or materials.

2.3- Should Lessee's Improvements cause interference to any existing users of the Real Estate. Lessee shall have one month to vacate the Leased Premises, or Lessee may elect to install, at its sole cost, any equipment necessary to prevent interference.

ARTICLE THREE

Term of the Lease Agreement

3.1 Initial Term. This Lease Agreement shall commence on July 15, 2019 for a ten-year period. Lessor or Lessee may terminate this agreement at any time after the initial or during successive periods with or without cause, upon 120 days prior written notice to the other party.

3.2 Options to Renew. Lessee shall have the option to renew this Lease Agreement for three (3) additional terms of five (5) years, at the rental rate set forth in Article Four and upon all other terms and conditions hereof. Lessee may exercise each such option by giving written request to Lessor at least sixty (60) days before the expiration of the initial or option term of this Lease Agreement, as the case may be.

3.3 Funding Conditions. It is understood and agreed by the parties hereto that Client is a partially federally and state funded entity and in the event said federal or state funds are not approved or appropriated in whole or in part, or if Lessee is unable to justify expenditures under this Lease by reason of decreased enrollment, in such events Lessee may terminate this agreement. In order to exercise this right of termination described herein, Lessee must notify Lessor in writing of the intention to terminate this Lease and the reasons therefore at least one hundred and twenty (120) days before vacating said premises. Any prepaid rent shall be apportioned to the date of termination and be returned to Lessee within sixty (60) days following the date of termination.

ARTICLE FOUR

Rent

Lessee shall pay to Lessor the amount of \$750 per month, payable on the 15th day of each month commencing on July 15, 2019. (Electrical power will be arranged and paid by Lessee at Lessee's expense.) The annual total rents paid during the

initial term shall be \$9,000.00. In the event that the rental payment is not paid by the 20th day of the month, a late charge of \$5.00 per day will be charged until said payment is made. At the beginning of each renewal period hereunder, the amount of rental owed will be increased by 3% per year to reflect any increase in Lessor's costs associated with the Leased Premises.

ARTICLE FIVE

Lawful Use and Compliance

Lessee shall not use, occupy or permit the Leased Premises to be used or occupied in any manner which will constitute a public nuisance, or which may violate any present laws, rules and regulations of any governmental authority having jurisdiction.

ARTICLE SIX

Public Utility Access

Lessor shall allow access by Lessee to all essential public utility services necessary to Lessee's operations. Said access shall include but not be limited to, overhead electric power and underground telephone cable. Lessee, however, agrees to pay or cause to be paid all costs and charges for its use of such services. In addition, thereto, Lessee agrees to pay or cause to be paid all costs and charges for any and all further connections or installations required by Lessee as well as all costs and charges for its use of such services.

ARTICLE SEVEN

Damage to Improvements

If the Improvements or any other improvements made by Lessee are substantially damaged by the negligence of Lessor or of Lessor's employees, agents, invitees, sub lessees or assignees, the Lessee may upon 30 days' written notice to Lessor either

elect to terminate this Lease Agreement and all rights and obligations hereunder or repair and restore the Improvements, at Lessor's expense. Lessee shall be responsible for loss of use, destruction or damage to premises, tower and/or equipment caused by the negligence of Lessee, its agents, officers, employees, contractors or other tenants to the extent permitted by Wyoming law. Lessee shall not be liable or responsible to Lessor or any third party for any loss or damage to any personal property on the Leased Premises not caused by the negligence of Lessee, its employees, agents, invitees, or assignees.

ARTICLE EIGHT

Indemnification

To the extent permitted by Wyoming law, Lessee shall indemnify and hold harmless Lessor herein from any and all costs, claims, damages and suits arising out of or resulting from or in connection with Lessee's or Lessee's employees', agents', invitees', or assignees' occupancy, possession, use or management of the Leased Premises, or the Real Estate, or any portion thereof, or the exercise or enjoyment of their rights and breach of their obligations under this Lease Agreement, including reasonable attorney's fees.

Lessor shall indemnify and hold harmless Lessee herein from any and all costs, claims, damages and suits arising out of or resulting from or in connection with Lessor's or Lessor's employees', agents', invitees', and other sub lessees or assignees occupancy, possession, use or management of the Leased Premises, or the Real Estate, or any portion thereof, or the exercise or enjoyment of their rights or breach of their obligations under this Lease Agreement, including reasonable attorney's fees.

ARTICLE NINE

Insurance

Lessee shall, throughout the term of this Lease Agreement, secure adequate insurance, said insurance to include at least Commercial General Liability insurance

including coverage for damage to property –in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) per person and Five Hundred Thousand Dollars (\$500,000).

Each party shall carry property insurance on its own property in the amount deemed reasonable by that party.

Lessee shall provide Lessor with current Certificates of Insurance evidencing that such insurance is continuously in full force and effect and naming Lessor as an additional insured to the extent of its interests outlined herein and shall continue to provide same during the term of this Lease Agreement and any renewals thereof.

ARTICLE TEN

Subordination

This Lease Agreement is and shall be subject and subordinate to all granted rights-of-way which may now affect the Leased Premises and to all renewals, modifications, consolidations, replacements, and extensions thereof, provided that Lessee's quiet enjoyment shall not be disturbed as long as Lessee is not in default under this Lease Agreement. To insure Lessee's quiet enjoyment, this Lease-Agreement shall not be cut-off nor shall any of the Lessee's rights thereunder be disturbed, and b) any Successor Lessor shall be bound to Lessee under all of the terms, covenants and conditions of the Lease Agreement. Upon request by Lessor, Lessee shall execute an agreement whereby Lessee adheres to the granted right-of-way in the- event of default of Lessor.

ARTICLE ELEVEN

Default Provisions

Notwithstanding anything to the contrary contained herein, the parties hereto acknowledge and agree that this Lease Agreement shall be irrevocable during its term and as the same may be extended, subject, however, to the right of Lessor or Lessee to effect a valid termination of this Lease Agreement or to obtain specific

performance or money damages if Lessor or Lessee shall fail to comply with any provisions of this Lease Agreement and such failure shall continue for a period of 30 days after written notice of such default, provided that in the case of a non-monetary default for which Lessor or Lessee undertakes and diligently pursues a cure within said 30 day period, said 30 day period shall be extended for so long as Lessor or Lessee continues to diligently pursue such cure.

Upon the happening of an event of default and following the time period prescribed for written notice by Lessor or Lessee, or upon 30 days' written notice- if no period of notice has been otherwise prescribed, the non-defaulting party may serve upon the defaulting party a written notice of termination or claim for other relief. All remedies of Lessor and Lessee are cumulative, and the pursuit of one remedy shall not bar the pursuit of other remedies at a later time.

ARTICLE TWELVE

Assignment Provisions

Lessee shall not assign this Lease, without Lessor's consent, to any person, firm, corporation or other entity which acquired all or substantially all of Lessee's assets, whether by way of merger, sale- of assets, etc., which consent, however, may not unreasonably be withheld or delayed.

Lessee may, without securing Lessor's consent, assign this lease to any parent, affiliate, subsidiary, general or limited partnership or corporation which acquires all of Lessee's assets through corporate or partnership re-organization. Furthermore-, Lessee shall not, without obtaining written consent from Lessor, assign, re-assign, mortgage, plead and/or encumber (including without limitation the granting of leasehold mortgages and security interest in the Improvements) Lessee's interest in this Lease and/or Lessee's Improvements as security for the obligations of Lessee (which term includes all assignees) to any other party or parties.

Any assignment shall be effectuated by an instrument in writing duly accepted by assignee whereby such assignee shall assume and agree to be personally bound by the covenants, agreements, terms and provisions of this Lease Agreement, in which event the assigner shall be released of all further obligations hereunder. Within 60

days from the effective date of such assignment, the assigning party shall cause to be delivered to the other party executed copies of the assignment and the acceptance- thereof. Lessee, and successor assignees, may not sublease transmitter building space and tower space without Lessor's consent.

ARTICLE THIRTEEN

Notices

All payments shall be sent by regular mail, and notices, demands, and requests by either party shall be sent by registered or certified mail, postage prepaid, return receipt requested, to the party to receive such payment, notice, demand or request at its address as given herein or at such other address as it may have designated by notice similarly given. Any such notice, demand or request served as noted herein shall be deemed to have been served or given for all purposes hereunder 48 hours after the time such notice, demand or request shall be mailed by United States registered or certified mail, in any post office or branch post office regularly maintained by the United States Postal Service.

A copy of any notice to Lessee shall be sent to:

University of Wyoming
Real Estate Operations
Dept. 4308
1000 E. University Ave.
Laramie, WY 82001

A copy of any notice to Lessor shall be sent to:

Joseph Atnip
5642 Greybull Hwy
Cody, WY 82414

ARTICLE FOURTEEN

Lessee's Property Termination

Regardless of the manner in which Lessee's Improvements may be installed on the premises, Lessee's Improvements shall not be deemed fixtures to the Lessor or the Real Estate. Upon termination of this Lease Agreement, Lessor shall have the first option of purchasing the Lessee's Improvements for the fair market value of the personal property. Said value shall be established by a licensed appraiser or as agreed by the parties. In the event of such purchase, Lessor shall be responsible for any removal or other environmental requirement and to the extent permitted by Wyoming law shall hold Lessee harmless thereby.

ARTICLE FIFTEEN

Governmental Approval

This Lease Agreement and all rights and obligations hereunder are expressly conditioned upon and subject to Lessee obtaining any and all applicable local, state and federal regulatory and governmental approvals, including FCC approval, building permit and zoning and land use authorization, any of which may be waived only with Lessor's consent. Lessor shall promptly cooperate as may be required in obtaining any such approvals and obligations. In the event any governmental approval necessary to Lessee's use is not granted, Lessee may terminate this Lease.

ARTICLE SIXTEEN

Repairs, Alterations and Modifications

Lessee shall be responsible for repairing its Improvements on the Leased Premises. Lessee may, with the prior written consent of Lessor, at its expense, alter or modify the Improvements on the Leased Premises to suit its needs consistent with the intended use of the Leased Premises.

ARTICLE SEVENTEEN

Right-of-way Grant and Quiet Enjoyment

Lessor covenants and warrants to Lessee that Lessor has been granted the right-of-way to the Leased Premises and has authority and approval to enter into this Lease Agreement and to grant to Lessee all of Lessee's rights hereunder, that the right-of-way to the Leased Premises is free of any condition, covenant or other limitations restricting this Lease Agreement and/or Lessee's rights hereunder and that Lessee shall have quiet and peaceable possession of the Leased Premises during the term hereof, or any renewals. Lessor covenants that it will not give unauthorized persons' access to the Leased Premises. Lessor further covenants that during the initial term hereof and any renewals, the Leased Premises shall remain free and clear of any claim lien, restriction and/or encumbrance which might interfere with the use of the Leased Premises by Lessee.

Lessee shall be entitled to obtain right-of-way policy approval insuring Lessee's interest under this Lease Agreement. If such approval discloses any claim, lien, restriction and/or encumbrance which would prohibit any of Lessee's intended uses of the Leased Premises, Lessee may cancel this Lease Agreement. Should this event occur, Lessor shall reimburse Lessee for any unused portion of the consideration already paid to Lessor hereunder.

ARTICLE EIGHTEEN

Lessor's Use of Leased Premises

Lessor has the right of use of the Leased Premises. Lessor's use of the Leased Premises is at its own risk, and Lessor shall be liable for any damage to Lessee's Improvements including underground wires, and losses to business operations arising out of damage from Lessor's radio broadcasting activities.

ARTICLE NINETEEN

Entire Agreement - Severability

This Lease Agreement embodies the entire agreement between the parties. It may not be modified or terminated except as provided herein or by other written agreement between the parties. If any provision herein is invalid, it shall be considered deleted from this Lease Agreement and shall not invalidate the remaining provisions of this Lease Agreement.

Lessor and Lessee respectively represent that all necessary partnership and/or corporate action has been duly taken to authorize the execution and delivery of this Lease Agreement and the performance of the provisions hereof. If Lessor is a partnership, Lessor agrees to cause this Lease Agreement to be executed by all its general partners.

All exhibits, appendixes and amendments shall be deemed part of this Lease Agreement and incorporated herein, and where applicable, as if fully set forth herein. Each page of any such exhibit, appendix or amendment shall be initial by the parties hereto.

The terms and conditions of this Lease Agreement shall be governed by and interpreted in accordance with the laws of the State of Wyoming.

LESSOR-  05/29/19

Joseph Atnip Date
Site Owner / Lessor

LESSEE-

Neil Theobald Date
Vice President for Finance and Administration
Deputy Treasurer, Board of Trustees

UNIVERSITY OF WYOMING STANDARD ADDENDA

SOVEREIGN IMMUNITY

The University does not waive its sovereign immunity or its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement.

GOVERNMENTAL CLAIMS

Any actions or claims against the University under this Agreement, must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended. The University's defense and indemnity is limited to the amount of \$250,000 per occurrence and \$500,000 aggregate.

INTERPRETATION

The Parties hereto agree that (i) the laws of Wyoming shall govern this Agreement; (ii) any questions arising hereunder shall be construed according to such laws; and (iii) this Agreement has been negotiated and executed in the State of Wyoming and is enforceable in the courts of Wyoming.

EQUAL EMPLOYMENT OPPORTUNITY

Both parties shall fully adhere to all applicable local, state and federal law, including equal employment opportunity and including but not limited to compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action employer. The University will provide all applicants for admissions, employment and all University employees with equal opportunity without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, genetic information, gender identity, creed, ancestry, political belief, any other applicable protected category, or participation in any protected activity. The University ensures non-discriminatory practices in all matters relating to its education programs and activities and extends the same non-discriminatory practices to recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment.

Contractors are notified that they may be subject to the provisions of 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); 41 CFR Section 60-1.4(a) and (c); 41 CFR Section 60-1.7(a); 48 CFR Section 52.222-54(d); and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action and posting requirements. If applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. If applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

INCORPORATION OF ADDENDA INTO ORIGINAL CONTRACTUAL ARRANGEMENT

The signing of this Standard Addenda shall incorporate the Addenda into the original contractual arrangement between the parties. It is further intended that in the event of any inconsistency between the agreement and its other attachments and the Standard Addenda, that the terms of the Standard Addenda be construed as final and binding.

University of Wyoming

Lessor

Signature

Date

Neil Theobald
Vice President for Finance and Administration
Ministries
Deputy Treasurer, Board of Trustees

Signature

Date

Joseph Atnip
President of Old Fashioned Gospel

Exhibit A

Legal Description

A PARCEL OF LAND 400 FEET IN DIAMETER WITHIN THE E1/2 OF SECTION 18, RESURVEY TOWNSHIP 53 NORTH, RANGE 99W., OF THE SIXTH PRINCIPAL MERIDIAN, PARK COUNTY, WYOMING, SAID PARCEL BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A 11-INCH BT 5-INCH BY 4-INCH SANDSTONE LOCATED AT THE E1/4 CORNER OF SECTION 18, THENCE N85°12'41" W, 1570.96 FEET TO THE CENTER OF SAID EASMENT. SAID CENTER OF EASMENT ALSO BEARS S23°31'15"E, 2719.48 FEET FROM A 7-INCH BY 7-INCH BY 10 INCH LIMESTONE LOCATED AT THE N1/4 CORNER OF SECTION 18. SAID CENTER OF EASMENT ALSO BEARS N27°18'49"E, 226.75 FEET FROM A 1-INCH IRON PIPE MARKING THE NW CORNER OF AN EXISTING PARCEL DESCRIBED IN A DEED RECORDED IN BOOK 296, PAGE 435 IN THE PARK COUNTY CLERKS OFFICE.

SAID EASEMENT PARCEL CONTAINS 2.88 ACRES.

EXHIBIT B - Equipment List

FCC License: KNWT and KUWP

1) TRANSMITTER(S)

Manufacturer: 2) GatesAir

Model: Flexstar 3.5

2) AUDIO PROCESSOR(S)

Manufacturer: 2) Telos

Model: Omnia One

3) SWITCH

Manufacturer: Cisco

Model: 2200

4) EQUIPMENT RACK

Manufacturer: Middle Atlantic

Model: 8'

5) MONITOR

Manufacturer: Inovonics

Model: 635

6) SATELLITE RECEIVER

Manufacturer: Pico Digital

Model: 4 Pro

7) SATELLITE DISH (Outside at ground level)

Manufacturer: Sky Ware

Model: 1.8 meter

8) SILENCE SENSOR AND STREAM BACKUP

Manufacturer: Inovonics and Barix

Model: SSII and Extreamer 500

9) ANTENNA

Manufacturer: ERI

Model: LPX-4C