

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' REPORT**

**May 13-14, 2020**

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

## **University of Wyoming Mission Statement (July 2017)**

We honor our heritage as the state's flagship and land-grant university by providing accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; economic and community development; and responsible stewardship of our cultural, historical and natural resources.

In the exercise of our primary mission to promote learning, we seek to provide academic and co-curricular opportunities that will:

- Graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;
- Cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners.
- Nurture an environment that values and manifests diversity, internationalization, free expression, academic freedom, personal integrity and mutual respect; and
- Promote opportunities for personal health and growth, physical health, athletic competition and leadership development for all members of the university community.

As Wyoming's only public university, we are committed to scholarship, outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation and the world.

**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**May 13-14, 2020**

*Note: Only topics that have support materials provided in advance of the meeting are contained within this report. Topics that will be discussed with only a verbal report do not have information included.*

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**Information:** University of Wyoming Western Research Corporation (dba WRI) Board Appointments – Ed Synakowski [*verbal report*]

**Annual Information:** Trustees Conflict of Interest Policy – Marsh/Evans .....13

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**Update:** COVID-19 Response –Theobald [*verbal report*]

*Academic and Student Affairs Committee; Michelle Sullivan (Chair)*

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- Request for Authorization-BAS in Career and Technical Education (CTE) Teacher Education – Miller.....17
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*Biennium Budget Committee; John McKinley (Chair) [Materials provided as supplemental.]*

**Information/Discussion:**

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- Tuition including preliminary administrative recommendations – McKinley/Jewell
- Public input on tuition recommendations for next academic year – McKinley/Jewell

*Facilities Contracting Committee; John McKinley (Chair)*

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- Science Initiative Greenhouse Change Order [postponed from April meeting] – Mai .....19
- Construction Manager Selection for Student Housing and Dining – Mai .....21
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*Fiscal and Legal Affairs Committee; Jeff Marsh (Chair)*

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- Annual internal audit plan (per Trustee Bylaws) – Marsh/Salmans .....34

*Legislative Relations Committee; Kermit Brown (Chair)*

*Research and Economic Development Committee; David Fall (Chair)*

*Vice President and Dean Search Committee; Laura Schmid-Pizzato (Chair)*

*UW Regulation Review Committee (ad hoc committee); Kermit Brown (Chair)*

**Consideration and Action:** Modifications to UW Regulations

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## **Business Meeting**

Roll Call

Approval of Board of Trustees Meeting Minutes (*Public Session & Executive Session*)

- April 15, 2020, Board of Trustees Conference Call Meeting

Administer Oath to Board Secretary (W.S. Sec. 21-17-206)

Designate Trustees' Committee chairman and member appointments for the following:

*[Information uploaded to Trustees' secure site.]*

- ✓ Fiscal and Legal Affairs (Sec. 7-2 Bylaws)
- ✓ Biennium Budget Committee (Sec. 7-3 Bylaws)
- ✓ Facilities Contracting Committee (Sec. 7-4 Bylaws)
- ✓ Honorary Degrees Awards Committee (Sec. 7-6 Bylaws)
- ✓ Vice President and Dean Search Committee (Sec. 7-8 Bylaws)
- ✓ Academic and Student Affairs Committee (Sec. 7-9 Bylaws)
- ✓ Research and Economic Development Committee (Sec. 7-10 Bylaws)

Other Trustees Appointments: *[Information uploaded to Trustees' secure site.]*

- ✓ Alumni Board Foundation Board
- ✓ Energy Resources Council
- ✓ Cowboy Joe Club
- ✓ Enhanced Oil Recovery Commission (Governor's Appointment)

Reports

ASUW

Staff Senate

Faculty Senate

Public Testimony *[Scheduled for Thursday, May 14, 11:00 – 11:30 a.m.]*

Committee of the Whole

Regular Business

Board Committee Reports *[Scheduled for Thursday, May 14, 1:30 p.m.]*

### **Trustee Committees and Board Liaisons**

*[Note: Committees of the Board will provide reports during the regular work sessions and will not have a formal report to provide during the Business Meeting. Liaisons will provide a written report prior to the regular May 14, 2020, Business Meeting.]*

Proposed Items for Action:

- Approval of Agreements, Contracts, and Procurements – Evans
- Contracts and Grants – Jewell/Synakowski .....44
- Personnel – Appointment of Academic/Non Academic Employees – Miller/Theobald
- Set the amount of the Deputy Treasurer’s and Treasurer’s bond and designate/set any other appropriate bonds (W.S. Sec. 21-3-110 a.) – Marsh/Evans
- Designate depositories for UW funds – Marsh/Jewell

Information Only Items: *[no action, discussion or work session]*

- Contracts and Procurement Report (per UW Regulation 7-2) – Evans .....45
- Capital Construction Report – McKinley/Mai.....47
- Foundation Monthly Giving Report – Blalock
- **Presentation:** The 2019-2020 Academic Year Highlights – Theobald

New Business

Date of Next Meeting: June 10, 2020 (conference call)

Adjourn Meeting

**AGENDA ITEM TITLE: Membership in the Council on Competitiveness, Seidel**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

As president of the University of Wyoming, Dr. Seidel’s intention is to make the workforce and economic development a centerpiece of his administration. As such Dr. Seidel wants to ensure that the University be in the driver’s seat in developing and implementing programs at both university and statewide levels, that also tap into national trends and programs that will advantage the University and state.

The US Council on Competitiveness is a very prestigious national organization that is focused on economic development, and its flagship project, the National Commission, will be tapping university presidents, CEOs of major national companies, national laboratory directors, to develop a plan for economic competitiveness in the 21st century based largely on what the research and education capacity of the United States.

Having the University of Wyoming participate as a peer with other institutions such as the University of Chicago, Arizona State, the University of Illinois, and many others will be good for the university to help raise its national profile. The University of Wyoming team will be able to help define the agenda, bringing a unique Wyoming perspective on the economic and workforce development needs, both of Wyoming specifically and rural economies in general.

These recommendations can then have impact both on what the state of Wyoming does to diversify and enhance its economy, as well as programs and practices that are developed at the federal level, and by major companies across the country. Being part of the team that develops these recommendations will help us be in the best position to create effective response to them.

Membership in the Council and in the various working groups will create networking opportunities for those of us who participate, enhancing our ability to develop relationships and work with people and organizations that are important to the future of the university and the state.

The membership fee is in line with those of other such organizations.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

N/A

**WHY THIS ITEM IS BEFORE THE BOARD:**

Per Dr. Seidel’s employment contract under Section 4. Duties and Responsibilities as University President, Subsection c. The University President will seek written approval from the Chairman of the Board prior to the acceptance of any offer or prior to continuing to serve as a director of any

for profit or non-profit board or on any advisory board, whether on a compensated or uncompensated basis. Such approval shall be granted only if the Chair of the Trustees determines the acceptance of such offer is in the best interests of the University. Any compensation received by the University President in connection with outside business shall have no effect on the compensation or benefits under this Contract. The University will not pay for transportation, housing or others costs associated with service on outside boards or advisory committee

**ACTION REQUIRED AT THIS BOARD MEETING:**

Request for approval of Dr. Ed Seidel's membership in the Council on Competitiveness as the President of the University of Wyoming, both as a member of the Council and as a Commissioner on the new flagship project, the National Commission on Innovation & Competitiveness Frontiers. This membership also requires a \$35,000 annual membership fee, as noted in the invitation letter.

**PROPOSED MOTION:**

"I move to authorize Dr. Seidel to join the Council on Competitiveness as the President of the University of Wyoming, both as a member of the Council and as a Commissioner on the new flagship project, the National Commission on Innovation & Competitiveness Frontiers."

**PRESIDENT'S RECOMMENDATION:**

N/A



**AGENDA ITEM TITLE: Campus Master Plan, Mai**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

- Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

In January of 2019, Administration began a design effort led by the consulting firm Sasaki to prepare a new 20-year campus master plan. Over the past year the Planning Team has worked with Sasaki to organize work sessions with campus and community stakeholders, held multiple open house forums, conducted campus surveys, and traveled the state to gather feedback from the statewide community.

The master plan and utility plan are intended to establish institutional priorities and strategic organizational goals to enable prudent resource allocation choices that continue to advance the campus strategically. The plans identifies action items, implementation strategies and general guidelines intended to direct the ongoing development and operations of the university.

A draft of the master plan and supplemental utility plan have been reviewed by Administration and have been uploaded as supplemental materials for Board review for the May Board meeting.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

January, 2020 – Board approved additional funding in the amount of \$412,270.00 for final payment of the Campus Master Plan project.

September, 2019 – Sasaki presented a draft of the Campus Master Plan at the September board meeting.

July, 2019 – Acting President Theobald presented the guiding principles of the Campus Master Plan at the July board meeting.

May, 2019 – Sasaki presented an update to the Board of Trustees about the project’s status and timeline.

January, 2019 – Board approved the transfer of \$1 million to the Vice President of Administration operations account for the purposes of the campus wide master plan contract.

December, 2018 – Board moved to authorize Administration to enter into contract negotiations with Sasaki for the Campus Master Plan.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Request for Approval

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval of the final draft of the University of Wyoming Campus Master Plan is requested at the May meeting.

**PROPOSED MOTION:**

“I move to approve the Campus Master plan as proposed.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval of the final draft of the University of Wyoming Campus Master Plan.

**AGENDA ITEM TITLE: Next Steps: UW Family Medicine Resident Program and Educational Health Center of Wyoming, Jones/Asay/Jewell**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

- Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

The University of Wyoming currently is a Co-Applicant with the Education Health Center of Wyoming (EHCW) to the Health Resources and Services Administration (HRSA), which has led to the Family Medicine Residency Program's (FMRP) clinics (Cheyenne and Casper) and the Albany Community Health Clinic (Laramie) being designated a Federally Qualified Health Center (FQHC). This designation has many advantages, including enhanced reimbursements for services to patients with Medicare/Medicaid, as well as access to HRSA grants that target specific clinical populations. This Co-Applicant Agreement was developed in response to Governor Meade's directive to identify alternative sources of revenue to support the FMRP clinics.

In 2017, it was determined that two key elements of the UW Co-Applicant Agreement are not in compliance with HRSA standards. First, the Board of Directors of the EHCW does not have the authority to hire/terminate its CEO. Second, the Board of Directors of the EHCW does not have authority to reinvest its clinic revenues to enhance access to care for its communities. Without the EHCW Board having authority in these two areas, the FQHC designation is in jeopardy.

As a result of the work of the Select Legislative Committee on the FMRP, House Bill 0221 was drafted in 2019 and codified as Wyoming statute 21-17-125. The purpose of the bill is to permit UW flexibility to establish contracts/agreements with any clinical entity for the purpose of operating the family medicine residency program, the training of resident physicians, and related functions. Within these guidelines set by the legislature, UW can consider modifying its current Co-Applicant Agreement with the EHCW. The purpose of bringing this issue to this Board at this time is to provide an update on the discussions being held regarding next steps in modification of the current Co-Applicant Agreement or consideration of other options.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

An update on the work of the UW with the Select Legislative Committee on the Family Medicine Residency Program was provided to the Board during the July 2018 retreat.

**WHY THIS ITEM IS BEFORE THE BOARD:**

The Board will have final approval of UW's commitment to the revised Co-Applicant Agreement with the Educational Health Center of Wyoming.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board action is not required at this time.

**PROPOSED MOTION:**  
NA

**PRESIDENT'S RECOMMENDATION:**  
NA

**AGENDA ITEM TITLE: Trustees Conflict of Interest Policy, Marsh/Evans**

**SESSION TYPE:**

- Work Session  
 Education Session  
 Information Item  
 Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):  
 Driving Excellence  
 Inspiring Students  
 Impacting Communities  
 High-Performing University  
 No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

Trustees bring varied backgrounds and expertise to their position. They also have a wide range of business, professional and personal associations and relationships. To assure the people of the State of Wyoming and the University's many constituents of the integrity of the Board, Trustees should avoid any situation that could compromise or reasonably appear to compromise the integrity or effectiveness of the Board, keeping the welfare of the entire University at all times paramount. Trustees should not use the authority, title, or prestige of their office to solicit or otherwise obtain private financial, social or political benefit that in any manner is inconsistent with the public interest. In serving the people of Wyoming, Trustees shall adhere to the highest ethical standards.

The University of Wyoming Board of Trustees Conflict of Interest Policy is intended to supplement and not replace applicable state and federal laws governing conflicts of interest applicable to the Board of Trustees and covers the following topics:

- Actual and apparent conflicts of interest
- Presumed financial conflicts of interest
- Disclosure of financial interests
- Disclosure of non-financial interests
- Gifts
- Appropriation of University opportunities
- Confidentiality
- Trustees disclosure statement

Vice President and General Counsel Evans will review this Policy with the Trustees and lead a general discussion related matters involving conflict of interest.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Annual discussion.

**WHY THIS ITEM IS BEFORE THE BOARD:**

The Constitution and Statutes of the State of Wyoming charge the Board of Trustees with responsibility for the governance of the University. In carrying out this constitutionally conferred public trust, each member of the Board must be accountable in the areas of financial disclosure, gifts, expenses, and conflicts of interest.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None.

**PROPOSED MOTION:**  
N/A

**PRESIDENT'S RECOMMENDATION:**  
N/A

**AGENDA ITEM TITLE: Academic Appointments for AY 2020-2021, Miller/Benham Deal**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

The Board will receive a briefing on academic hires for AY 2020-2021.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

As per UW Regulation 2-1 (Academic Personnel), faculty appointments will be reported to the Trustees annually. The Board is scheduled to be informed of academic hires for the upcoming academic year during the May meeting.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION:**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: Transfer the Academic home for the Bachelor of Applied Science, Sullivan/Miller**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

On January 22, 2020, the University of Wyoming Provost’s Office and University of Wyoming Casper campus proposed to move the academic administration of the Bachelor of Applied Science (BAS) undergraduate degree program, currently located administratively in the College of Agriculture and Natural Resources, fully to the UW-Casper campus branch located in Casper, Wyoming. This proposed change was based on analysis of the location of the majority of program interest, current student location data, and current advising administration out of Casper.

The proposal has been reviewed by the Faculty Senate, Staff Senate, and ASUW. Feedback was solicited from currently-enrolled students and constituents statewide via a survey mechanism that accompanied the proposal. No objections have been raised. UW Regulation 2-13 requires that the President recommend to the Board the final action for discontinued programs within 120 days of release of a proposal; for this proposal, the recommendation is due to you by May 22, 2020.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

N/A

**WHY THIS ITEM IS BEFORE THE BOARD:**

University Regulations require that the President makes a recommendation to the Board on proposals for academic program reorganization, consolidation, reduction, or discontinuance.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the proposal to move the academic administrative home of the BAS to UW-Casper.

**PROPOSED MOTION:**

“I move to approve the proposal for moving the academic administration of the Bachelor of Applied Science degree to UW-Casper.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.



**AGENDA ITEM TITLE: Request for Authorization, BAS in Career and Technical Education (CTE) Teacher Education, Sullivan/Miller**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

Yes (select below):

- Driving Excellence
- Inspiring Students
- Impacting Communities
- High-Performing University

No [Regular Business]

**EXECUTIVE SUMMARY:**

A collaborative Request for Authorization for a Career Technical Education (CTE) degree developed by the UW College of Education, UW-Casper, the Wyoming Community College Commission, the PTSB, WACTE, the Wyoming Department of Education, K-12 Superintendents, and representatives from business and industry will be presented. The new proposed program, designed collaboratively to be delivered by the community colleges and UW, will have students complete an applicable AAS degree and subsequently take a third year of coursework at a Wyoming community college or online at UW before completing a fourth year through UW that includes online education courses and student teaching. The proposed program will culminate in a Bachelor of Applied Sciences degree with a major in CTE Education, and an appropriate initial teaching license from the PTSB. The feasibility study has been reviewed and approved by the Faculty Senate, ASUW, and Staff Senate. The Provost has provided a letter of commitment.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board approved the Notice of Intent for this program in January 2020.

**WHY THIS ITEM IS BEFORE THE BOARD:**

University Regulations require that new academic programs are approved by the Board of Trustees.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the Request for Authorization for the BAS in Career Technical Education Teacher Education degree.

**PROPOSED MOTION:**

“I move to approve the request for authorization for the BAS in Career Technical Education Teacher Education degree.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Master List of Degrees, Sullivan/Alexander**

**SESSION TYPE:**

- Work Session  
 Education Session  
 Information Item  
 Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):  
 Driving Excellence  
 Inspiring Students  
 Impacting Communities  
 High-Performing University  
 No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

Per UW Regulation 2-119, at its annual meeting in May, the Board of Trustees shall approve the master list of Academic Programs offered by the University of Wyoming. The list may be amended by the Board at any meeting.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board reviews and approves the Master List of Degrees and Majors annually each May.

**WHY THIS ITEM IS BEFORE THE BOARD:**

University of Wyoming Regulation 2-119 requires that the Board approve the Master List of Degrees and Majors annually in May. The Academic and Student Affairs committee will report to the Board on recommended action for approval the master list.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Consideration for approval the Master List of Degrees and Majors.

**PROPOSED MOTION:**

“I move that the 2020 Master List of Degrees and Majors be approved.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Science Initiative Building Change Order, Mai**

**SESSION TYPE:**

- Work Session  
 Education Session  
 Information Item  
 Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):  
 Driving Excellence  
 Inspiring Students  
 Impacting Communities  
 High-Performing University  
 No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

Pursuant to UW Regulation 6-9(III)(G), Administration is requesting Board approval of a contract change order to the Science Initiative CMAR agreement with GE Johnson Construction Company of Wyoming (GEJCCW).

The Greenhouse bid was \$5.4M at the original bid opening. This bid was for the north half of the greenhouses only and excluded mechanical, electrical, plumbing, and management burden. Only one research greenhouse bid was received. Upon inquiring with greenhouse manufacturers it was determined the lack of participation and high bid result were due to intumescent paint (a fire retardant) being required on the greenhouse structure.

Administration collaborated with the State Fire Marshal to develop a solution to have the paint removed. As such, the greenhouses were increased in height to achieve code required clearance from finished floor to horizontal structure, thus allowing the removal of the intumescent paint. The result of which afforded the project the ability to procure the full greenhouse scope in lieu of half the greenhouse; all while remaining within the original construction budget.

The project construction budget is \$82,390,000.00, the guaranteed maximum price (GMP) without the greenhouses is \$74,359,220.00. Administration is requesting approval for a contract change order to GEJCCW in the amount of \$5,999,462.00. This change order funds the north and south research bays of the greenhouse and includes all indirect costs. This change order increases the GMP to \$80,358,682.00, which is within the construction budget.

The change order value captures some value engineering components, the greenhouse controls are being studied to determine if the cost can be further reduced. This change order is being treated as a guaranteed maximum price within the existing agreement; as such, all costs are to be validated for the owners review.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- January 2016 – Board of Trustees approved GSG Architecture as the designer for the SI project.
- March 2017- The Exterior Design Advisory Committee was established.
- November 2017 – Board of Trustees approved the exterior design of the SI Building
- January 2018 – Board of Trustees approved Design-Bid-Build as the Construction Delivery Method for the SI Building and the final exterior design of the greenhouses.
- June 2018 – Board of Trustees approved the contract for the SI Site Clearing bid package.
- September 2018 – Board of Trustees approved revising the entry into the Science Initiative and changing the delivery method to CMAR.

- December 2018 – Board of Trustees approved a change order for the site clearing contractor.
- October 2019 – Board of Trustees approved the Guaranteed Maximum Price Contract Amendment; \$74,359,220.00.
- March 2020 – Board of Trustees approved a design contract amendment: \$40,665.00.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to UW Regulation 6-9(III)(G), the Board of Trustees shall approve all change orders greater than \$50,000.00.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval for the CMAR contract change order with GE Johnson Construction of Wyoming.

**PROPOSED MOTION:**

“I move to authorize Administration to execute the CMAR contract change order with GE Johnson Construction Company of Wyoming in the amount of \$5,999,462.00.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Construction Manager Selection for Student Housing and Dining, Mai**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

- Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

In the Fall of 2019 and Spring of 2020, Administration worked with the consulting firms of; Plan One, alm2s, and Mackey Mitchell Architects on Level 2 planning for Phase 1 of the Student Housing and Dining project. Phase 1 will consist of the construction of 1,000 beds of freshman housing, an 850-seat dining facility, landscaping and civil infrastructure improvements.

The consultant team recently completed the Level 2 Planning effort which included; space programming, conceptual site and utility design, conceptual floor plans and building massing accompanied by a preliminary cost estimate. The team is currently in the early stages of Level 3 Planning for the project.

Administration publicly advertised a request for qualifications / proposals (RFQ/ RFP) for construction management services. **XXX** responses were received. Based on a review of the submitted Statements of Qualifications, **XXX** teams were invited to submit proposals and interview. Each team will be scored and ranked by the Planning Team with a recommendation being provided based on; qualifications of the firm, proposed team, fee, capabilities with projects of similar scope, schedule and the team deemed to bring the highest value to the University.

With Board authorization to execute an agreement, Administration will integrate the construction manager team into the early stages the Level 3 planning for Phase 1 of the project.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

March, 2020 – Board authorized Administration to execute an agreement for Level 3 architectural and engineering services for Phase 1 of the Student Housing and Dining project.

January, 2020 – Board authorized Administration to make an expenditure from the Housing Reserve account for programming design services for the Student Housing and Dining project.

November, 2019 – Board approved a Board Resolution addressing reimbursement of capital expenditures for the housing-related projects.

September, 2019 - Board authorized construction of an appropriate number of buildings in the northeast corner of campus immediately west of 15th street.

July, 2019 – Board authorized Administration to negotiate and contract with the consulting firms; Plan One, alm2s and Mackey Mitchell Architects, as the design consultant for the Student Housing and Dining project.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to UW Regulation 6-9(III)(G), the Board of Trustees shall approve contractor selection for projects over \$500,000.00.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to execute an agreement with **XXXXXXXXXX** for Level 3 construction management services in the amount of **(\$XXX.XX)** for Phase 1 of the Student Housing and Dining project.

**PROPOSED MOTION:**

“I move to allow Administration to execute an agreement with **XXXXXXXXXX** for Level 3 construction management services in the amount of **(\$XXX.XX)** for Phase 1 of the Student Housing and Dining project”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Construction Manager Selection for the Ivinson Parking Garage, Mai**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

- Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

In the Fall of 2019 and Spring of 2020, Administration worked with the consulting firms of; By Architectural Means and Anderson Mason Dale Architects on Level 2 planning for the Ivinson Parking Garage and Police Facility project. The project will consist of the construction of a 400-stall parking structure with an integrated 10,000sf facility for the University of Wyoming Police Department.

The consultant team recently completed the Level 2 planning effort which included; space programming, conceptual site and utility design, conceptual floor plans and building massing accompanied by a preliminary cost estimate. The team is currently in the early stages of Level 3 Planning for the project.

Administration publicly advertised a request for qualifications / proposals (RFQ/ RFP) for construction management services. **XXX** responses were received. Based on a review of the submitted Statements of Qualifications, **XXX** teams were invited to submit proposals and interview. Each team will be scored and ranked by the Planning Team and a recommendation will be provided based on; qualifications of the firm, proposed team, fee, capabilities with projects of similar scope, schedule and the team deemed to bring the highest value to the University.

With Board authorization to execute an agreement, Administration will integrate the construction manager team into the early stages the Level 3 planning for Phase 1 of the project.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Board authorized Administration to proceed

March, 2020 – Board approved the Construction Manager at-Risk delivery method for the Ivinson Parking Garage project.

March, 2020 – Board authorized Administration to execute a Level 3 design services contract with By Architectural Means, in association with Anderson Mason Dale Architects for the Ivinson Parking Garage project.

December, 2019 – Board authorized Administration to execute a pre-design services contract with By Architectural Means in association with Anderson Mason Dale Architects for the Ivinson Parking Garage project.

September, 2019 - Board authorized the construction of a multi-story parking garage on the Iverson parking lot site.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to UW Regulation 6-9(III)(G), the Board of Trustees shall approve contractor selection for projects over \$500,000.00.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to execute an agreement with **XXXXXXXXXXXX of City, State** for Level 3 construction management services in the amount of **(\$XXX.XX)** for the Iverson Parking Garage project.

**PROPOSED MOTION:**

“I move to allow Administration to execute an agreement with **XXXXXXXXXX** for Level 3 construction management services in the amount of **(\$XXX.XX)** for the Iverson Parking Garage project”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.



**AGENDA ITEM TITLE: Construction Manager Selection for the Wyoming Hall Demolition,  
Mai**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

- Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

In preparation for the Student Housing and Dining project, Wyoming Hall will be demolished. To remove the structure, existing utilities running through the building will need to be relocated into a new exterior utility tunnel south of the existing building. In addition, heating and cooling lines to serve the Student Housing and Dining project will be routed from the West Campus Satellite Energy Plant as they are heavily impacted by the utilities project.

The consultant team is nearing completion of the Level 3 utilities, abatement and demolition documents for the project.

Administration publicly advertised a request for proposals (RFP) for construction management services. Responses are due May 3. Each team will be scored and ranked by the Planning Team with a recommendation being submitted based on; qualifications of the firm, proposed team, fee, capabilities with projects of similar scope, schedule and the team deemed to bring the highest value to the University.

With Board authorization to execute an agreement, Administration will integrate the construction manager team into the Level 3 planning for Phase 1 of the project.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

March, 2020 – Board authorized the Construction Manager at-Risk delivery method for the project.

December, 2019 – Board authorized Administration to execute a contract with ST+B Engineers for Level 3 Planning for the Wyoming Hall Demolition project.

September, 2019 - Board authorized demolition of Wyoming Hall for the purpose of new student housing.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to UW Regulation 6-9(III)(G), the Board of Trustees shall approve contractor selection for projects over \$500,000.00.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to execute an agreement with **XXXXXXXXXX** for Level 3 construction management services in the amount of **(\$XXX.XX)** for the Wyoming Hall Demolition project.

**PROPOSED MOTION:**

“I move to allow Administration to execute an agreement with **XXXXXXXXXX** for Level 3 construction management services in the amount of **(\$XXX.XX)** for the Wyoming Hall Demolition project”.

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Construction Manager Selection for the Bus Maintenance Facility,  
Mai**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

- Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

Administration continues working toward relocating Fleet and Transit Services from the Service Building to 2102 South 15<sup>th</sup> Street. The Bus Maintenance Facility is planned to be located and constructed on the site. The Bus Maintenance Facility will replace the bus service and repair area currently located in the lower level of the Service Building.

The consultant team is nearing completion of the Level 3 construction documents for the project.

Administration publicly advertised a request for proposals (RFP) for construction management services. Responses will be received on May 5. Each team will be scored and ranked by the Planning Team with a recommendation being submitted based on; qualifications of the firm, proposed team, fee, capabilities with projects of similar scope, schedule and the team deemed to bring the highest value to the University.

With Board authorization to execute an agreement, Administration will integrate the construction manager team into the Level 3 planning for the project.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

March, 2020 – Board authorized the Construction Manager at-Risk delivery method for the project.

January, 2020 – Board authorized Administration to commence Design Levels II and III for a bus maintenance facility on S. 15<sup>th</sup> Street and execute a contract with Plan One Architects for the design of the project.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to UW Regulation 6-9(III)(G), the Board of Trustees shall approve contractor selection for projects over \$500,000.00.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to execute an agreement with **XXXXXXXXXX** for Level 3 construction management services in the amount of **(\$XXX.XX)** for the Bus Maintenance Facility project.

**PROPOSED MOTION:**

“I move to allow Administration to execute an agreement with **XXXXXXXXXX** for Level 3 construction management services in the amount of **(\$XXX.XX)** for the Bus Maintenance Facility project.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Design Consultant Contract Amendment, Law School Expansion and Renovation, Mai**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

- Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

In Fall of 2019, Administration worked with the College of Law and design consultants led by By Architectural Means of Cheyenne, WY to complete a program plan and conceptual design for the renovation and expansion of the College of Law building. The project participated in the EDAC process and secured approval from the Board for the exterior design of the building. At that time, the project was placed on hold awaiting funding. While private fundraising efforts are ongoing, the State did not pass a construction bill in the latest session eliminating the required matching funds in the near future.

The remaining design and documentation phases will take approximately 6-months to complete. The College of Law has requested permission to complete the design and construction documentation phases for the project to be ready for construction when all funds are secured. Design fees are to be paid from the private funds secured for the project. Bidding and construction phases shall not proceed prior to Board approval.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

March, 2019 – Board authorized Administration to enter into contract negotiations with By Architectural Means of Cheyenne, WY in consultation with VMDO for the Law School Expansion and Renovation.

September, 2019 – Board approved the exterior design of the facility.

March, 2020 – Board authorized Administration to execute a design contract amendment with By Architectural Means for previously incurred design fees to be paid from the private funds raised for the project.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to UW Regulation 6-9(III)(A), the Board of Trustees shall approve consultant selection for projects over \$500,000.00.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval for Administration to proceed with the design and documentation phase and execute an amendment with By Architectural means for design and construction services.

**PROPOSED MOTION:**

“I move to allow Administration to proceed with design phase services for the College of Law expansion and renovation and to execute a contract amendment with By Architectural Means in the amount of One Million One Hundred Seventy-Three Thousand Seventy-Five dollars (\$1,173,075.00) for the design and construction phases of the project, bringing the total design contract to One Million Three Hundred Eighty-Seven Thousand Five Hundred Fifteen dollars (\$1,387,515.00)”.

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Design Consultant Selection for War Memorial West Stand Renovation and Natatorium, Mai**

**SESSION TYPE:**

- Work Session  
 Education Session  
 Information Item  
 Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):  
 Driving Excellence  
 Inspiring Students  
 Impacting Communities  
 High-Performing University  
 No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

Administration publicly advertised a request for qualifications (RFQ) for design services for the War Memorial West Stand renovation and natatorium. Three responses to the request were received. The responses were scored and a recommendation has been provided based on; qualifications of the firm, proposed consultant team, fee, capabilities with projects of similar scope and the team deemed to bring the highest value to the University.

Administration seeks approval to begin contract negotiations with the highest-ranked firm, with the understanding that the contract and related fee will be brought before to the Board of Trustees for approval prior to execution.

Upon Board of Trustees approval, negotiations will begin with architectural consulting team Arete Design Group of Sheridan, Wyoming in consultation with Tobin and Associates of Cheyenne, Wyoming and Perkins and Will of Denver, Colorado.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

No previous board discussions or actions.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to UW Regulation 6-9(III)(A), the Board of Trustees shall approve consultant selection for projects over \$500,000.00.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval to enter into contract negotiations with Arete Design Group.

**PROPOSED MOTION:**

“I move to allow Administration to enter into contract negotiations with Arete Design Group.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: West Campus Satellite Energy Plant Change Order, Mai**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

Pursuant to UW Regulation 6-9(III)(G), Administration is requesting Board approval to execute a change order with GE Johnson Construction of Wyoming (GEJCW) for the West Campus Satellite Energy plant project. The change order has two parts to accommodate future growth in heating and cooling loads:

1. Electrical and controls rough-in for boiler integration. The not-to-exceed total is \$33,924.00.
2. Shifting the hot and chilled water distribution piping further west in Bradley Street for a more direct installation to the Science Initiative building, which also allows for future expansion to the south (Bureau of Mines). The not-to-exceed total is \$48,373.00.

The boiler integration was not included in the base bid as the boiler manufacturer was unknown. The manufacturers are now fully vetted. The distribution piping change reduces utilities in a primary corridor, in this case 10<sup>th</sup> Street.

If approved, this change will increase GE Johnson Construction of Wyoming's contract by \$82,297.00. Administration recommends utilizing Owner's Contingency to compensate GEJCW for the change; the balance before this change is \$3,687,865.00 and the remaining balance will be \$3,605,568.00, if approved.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- May 2018 – Board approved construction manager-at-risk as the construction delivery method for the project.
- October 2018 – Board approved the exterior design and location of the facility.
- March 2019 – Board authorized an early bid package for the West Campus Satellite Energy Plant.
- August 2019 – Board approved the Initial Guaranteed Maximum Price for \$15,486,191.00 for the foundation package and utility distribution.
- November 2019 – Board approved the Final Guaranteed Maximum Price for \$29,058,549.00.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Pursuant to UW Regulation 6-9(III)(G), the Board of Trustees shall approve all change orders greater than \$50,000.00.



**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval of a change order to GE Johnson Construction of Wyoming in the amount of \$82,297.00

**PROPOSED MOTION:**

“I move to authorize Administration to execute a change order with GE Johnson Construction Company of Wyoming in the amount of \$82,297.00.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Internal Audit Plan, Danika Salmans**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

The Internal Audit Plan for 2020-2021 contains recommended audits compiled by interviewing key personnel as well as performing a campus-wide risk assessment survey. The areas on the plan were identified by leaders as critical to the function of the University and/or had the potential to pose a risk due to the nature of their business. Additional input from Trustees can impact this schedule.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

N/A

**WHY THIS ITEM IS BEFORE THE BOARD:**

Annually, the board reviews and approves the internal audit plan for the coming year. This plan establishes the schedule of audits. However, modifications based on need, requests, and/or input from leadership can impact this schedule.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Internal Audit is seeking approval of the attached plan for the 2020-2021 plan year.

**PROPOSED MOTION:**

I move to authorize administration to implement the plan as indicated.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Approval of modifications to UW Regulation 2-2 (Academic Personnel Dispute Resolution) and UW Regulation 2-6 (Dismissal of Academic Personnel), Brown/Evans**

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

EXECUTIVE SUMMARY:

At the September 2016 Board of Trustees meeting, the Board approved review by UW Administration of UW’s current regulatory structure, to include the following:

- 1) Phasing out presidential directives;
- 2) Defining regulation versus policy/procedure;
- 3) Creating a new “look” and format for the regulations; and
- 4) Updating the substance of the regulations, policies, and procedures as needed, including determining whether there are any substantive gaps.

At the January 2017 Board of Trustees meeting, the University proposed 12 sections for the new ***Governing Regulations and Standard Administrative Policies and Procedures Manual***.

**Section 1:** Governance and Structure

**Section 2:** Academic Affairs

**Section 3:** Athletics

**Section 4:** Diversity and Equal Opportunity

**Section 5:** Employment and Ethics

**Section 6:** Facilities

**Section 7:** Finance and Business

**Section 8:** Information Technology

**Section 9:** Research and Economic Development

**Section 10:** Safety and Security

**Section 11:** Student Affairs

**Section 12:** University Relations

The new structure will involve three levels of policies:

- 1) Governing Regulations (Level A)
- 2) Standard Administrative Policies and Procedures (Level B)
- 3) Department/Unit Administrative Policies and Procedures (Level C)

**The Section 2 Academic Personnel Regulations (2-1 through 2-14)** include such matters as:

- 1) Describing academic designations, ranks and terms of appointment applicable to members of the faculty and other academic personnel, and general provisions regarding academic personnel;

- 2) Outlining University policies on academic freedom, faculty workload, sabbatical and professional development leave, and post-tenure review;
- 3) Defining University-level standards and outlining procedures for reappointment, tenure and promotion, post-tenure review, and compensation;
- 4) Establishing procedures for the resolution of academic personnel disputes and for the dismissal of academic personnel; and
- 5) Providing definitions of academic administrative structures and positions and describing terms of appointments and general provisions regarding academic administrators.

The Provost's office completed a detailed analysis of the current academic personnel regulations and associated University policies, procedures and practices to help identify inconsistencies, gaps and issues with clarity that needed to be addressed. They consulted numerous professional documents, including statements and guidelines published by the American Association of University Professors (AAUP). In addition, they conducted extensive research on the academic policies and procedures of the University's peer and other institutions, and compared them to the current Regulations. The Provost's overarching goal was to propose revisions that support the University's mission as the state's flagship and land-grant university, are consistent with the values described in the University's strategic plan, and will drive excellence in teaching, scholarship, innovation and creative endeavors.

**UW Regulation 2-2 (Academic Personnel Dispute Resolution)** describes the University's procedures related to disputes. Updated to clarify the definition of dispute, streamline the hearing committee and review processes, and format for consistency.

**UW Regulation 2-6 (Dismissal of Academic Personnel)** describes the University's procedures related to dismissal of academic personnel. Updated to clarify the definition of cause, streamline the procedure for tenured faculty members and extended term academic professionals, add a procedure for other, full time benefited academic personnel, and format for consistency.

Per the routing process for UW Regulations, the proposed modifications to the regulation were provided to the Leadership Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. The Provost's Office and the Office of General Counsel worked extensively and collaboratively with the Faculty Senate to incorporate their suggested modifications on both of these regulations.

The Trustees Regulation Committee will discuss these regulations at the May 2020 Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that the Board approve modifications to UW Regulations.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval, modification, or disapproval of the recommended modifications to the Regulations.

**PROPOSED MOTION:**

“I move to authorize modifications to UW Regulations 2-2 and 2-6, as presented to the Board.”

**PRESIDENT’S RECOMMENDATION:**

**AGENDA ITEM TITLE: Approval of modifications to UW Regulation 2-15 (Academic Freedom), Brown/Evans**

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

APPLIES TO STRATEGIC PLAN:

Yes (select below):

- Driving Excellence
- Inspiring Students
- Impacting Communities
- High-Performing University

No [Regular Business]

EXECUTIVE SUMMARY:

At the September 2016 Board of Trustees meeting, the Board approved review by UW Administration of UW’s current regulatory structure, to include the following:

- 1) Phasing out presidential directives;
- 2) Defining regulation versus policy/procedure;
- 3) Creating a new “look” and format for the regulations; and
- 4) Updating the substance of the regulations, policies, and procedures as needed, including determining whether there are any substantive gaps.

At the January 2017 Board of Trustees meeting, the University proposed 12 sections for the new ***Governing Regulations and Standard Administrative Policies and Procedures Manual***.

**Section 1:** Governance and Structure

**Section 2:** Academic Affairs

**Section 3:** Athletics

**Section 4:** Diversity and Equal Opportunity

**Section 5:** Employment and Ethics

**Section 6:** Facilities

**Section 7:** Finance and Business

**Section 8:** Information Technology

**Section 9:** Research and Economic Development

**Section 10:** Safety and Security

**Section 11:** Student Affairs

**Section 12:** University Relations

The new structure will involve three levels of policies:

- 1) Governing Regulations (Level A)
- 2) Standard Administrative Policies and Procedures (Level B)
- 3) Department/Unit Administrative Policies and Procedures (Level C)

**The Section 2 Academic Personnel Regulations (2-1 through 2-14)** include such matters as:

- 1) Describing academic designations, ranks and terms of appointment applicable to members of the faculty and other academic personnel, and general provisions regarding academic personnel;

- 2) Outlining University policies on academic freedom, faculty workload, sabbatical and professional development leave, and post-tenure review;
- 3) Defining University-level standards and outlining procedures for reappointment, tenure and promotion, post-tenure review, and compensation;
- 4) Establishing procedures for the resolution of academic personnel disputes and for the dismissal of academic personnel; and
- 5) Providing definitions of academic administrative structures and positions and describing terms of appointments and general provisions regarding academic administrators.

The Provost's office completed a detailed analysis of the current academic personnel regulations and associated University policies, procedures and practices to help identify inconsistencies, gaps and issues with clarity that needed to be addressed. They consulted numerous professional documents, including statements and guidelines published by the American Association of University Professors (AAUP). In addition, they conducted extensive research on the academic policies and procedures of the University's peer and other institutions, and compared them to the current Regulations. The Provost's overarching goal was to propose revisions that support the University's mission as the state's flagship and land-grant university, are consistent with the values described in the University's strategic plan, and will drive excellence in teaching, scholarship, innovation and creative endeavors.

**UW Regulation 2-15 (Academic Freedom)** describes the University's policy on academic freedom, including the freedom and responsibilities of academic personnel.

Per the routing process for UW Regulations, the proposed modifications to the regulation were provided to the Leadership Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. The Deans' Council submitted a resolution related to the Chicago Statement on Freedom of Expression. The Faculty Senate worked with President Theobald to develop a University Statement on Free Speech. All of these materials are attached for reference.

The Trustees Regulation Committee will discuss this item at the May 2020 Board of Trustees conference call and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that the Board approve modifications to UW Regulations.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval, modification, or disapproval of the recommended modifications to the Regulations.

**PROPOSED MOTION:**

"I move to authorize modifications to UW Regulation 2-15, as presented to the Board."

**PRESIDENT'S RECOMMENDATION:**

**AGENDA ITEM TITLE: Approval of modifications to UW Regulation 2-106 (Assignment of Grades) and adoption of new UW Regulation 2-121 (Change of Grades), Brown/Evans**

SESSION TYPE:

- Work Session  
 Education Session  
 Information Item  
 Other:

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

APPLIES TO STRATEGIC PLAN:

Yes (select below):

- Driving Excellence  
 Inspiring Students  
 Impacting Communities  
 High-Performing University

No [Regular Business]

EXECUTIVE SUMMARY:

At the September 2016 Board of Trustees meeting, the Board approved review by UW Administration of UW’s current regulatory structure, to include the following:

- 1) Phasing out presidential directives;
- 2) Defining regulation versus policy/procedure;
- 3) Creating a new “look” and format for the regulations; and
- 4) Updating the substance of the regulations, policies, and procedures as needed, including determining whether there are any substantive gaps.

At the January 2017 Board of Trustees meeting, the University proposed 12 sections for the new ***Governing Regulations and Standard Administrative Policies and Procedures Manual***.

**Section 1:** Governance and Structure

**Section 2:** Academic Affairs

**Section 3:** Athletics

**Section 4:** Diversity and Equal Opportunity

**Section 5:** Employment and Ethics

**Section 6:** Facilities

**Section 7:** Finance and Business

**Section 8:** Information Technology

**Section 9:** Research and Economic Development

**Section 10:** Safety and Security

**Section 11:** Student Affairs

**Section 12:** University Relations

The new structure will involve three levels of policies:

- 1) Governing Regulations (Level A)
- 2) Standard Administrative Policies and Procedures (Level B)
- 3) Department/Unit Administrative Policies and Procedures (Level C)

The **Section 2 Academic Management Regulations (2-100 through 2-121)** include such matters as class size, faculty-led course study for credit, final examination policy, undergraduate degree requirements, class meetings, the University Studies Program, “S-U” grades, honor roll, student attendance policy, academic probation and suspension, change of recorded grades, grade of I, course identification, grading system, course approval process, course syllabus requirement, library of deposit, degrees and diplomas, and degree revocation. Modifications to several of these



The Provost is recommending the following changes to one of the remaining academic management regulations.

- **UW Regulation 2-106 (Assignment of Grades):** Transferred “change of grades” section to new UW Regulation 2-121.
- **UW Regulation 2-121 (Change of Grades):** Transferred “change of grades” section from UW Regulation 2-106 to this new regulation. Added process for group action for complaints or appeals. Clarified that the only two processes for changing a students’ grade is through an administrative procedure or through an established appeals process. The Provost’s Office, the Office of General Counsel, and the Faculty Senate Chair worked collaboratively on these proposed modifications.

Per the routing process for UW Regulations, the proposed modifications to the regulations were provided to the Leadership Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor.

The Trustees Regulation Committee will discuss this item at the January 2020 Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that the Board approve modifications to UW Regulations.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval, modification, or disapproval of the recommended modifications to the Regulations.

**PROPOSED MOTION:**

“I move to authorize modifications to UW Regulation 2-106 and to adopt new UW Regulation 2-121, as presented to the Board”

**PRESIDENT’S RECOMMENDATION:**

**AGENDA ITEM TITLE: Approval of modifications to UW Regulation 11-8 (Incoming Student Live-In Requirement), Brown/Evans**

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

EXECUTIVE SUMMARY:

At the September 2016 Board of Trustees meeting, the Board approved review by UW Administration of UW’s current regulatory structure, to include the following:

- 1) Phasing out presidential directives;
- 2) Defining regulation versus policy/procedure;
- 3) Creating a new “look” and format for the regulations; and
- 4) Updating the substance of the regulations, policies, and procedures as needed, including determining whether there are any substantive gaps.

At the January 2017 Board of Trustees meeting, the University proposed 12 sections for the new ***Governing Regulations and Standard Administrative Policies and Procedures Manual***.

**Section 1:** Governance and Structure

**Section 2:** Academic Affairs

**Section 3:** Athletics

**Section 4:** Diversity and Equal Opportunity

**Section 5:** Employment and Ethics

**Section 6:** Facilities

**Section 7:** Finance and Business

**Section 8:** Information Technology

**Section 9:** Research and Economic Development

**Section 10:** Safety and Security

**Section 11:** Student Affairs

**Section 12:** University Relations

The new structure will involve three levels of policies:

- 1) Governing Regulations (Level A)
- 2) Standard Administrative Policies and Procedures (Level B)
- 3) Department/Unit Administrative Policies and Procedures (Level C)

The **Section 11 Student Affairs Regulations (11-1 through 11-8)** include such matters as student conduct, recognized student organizations, ASUW student government, Student Media Board, Wyoming Union, and incoming student requirements.

Administration is recommending the following changes to one of the student affairs regulations.

- **UW Regulation 11-8 (Incoming Student Live-In Requirement):** Included the requirement that the student must be enrolled in six credit hours per semester. Added an exemption for a student's graduation date from high school being at least 24 months prior to the first day of classes. Clarified credit earned as a high school guest does not qualify towards an exemption. Updated disability language. Housekeeping edits.

Per the routing process for UW Regulations, the proposed modifications to the regulations were provided to the Leadership Team, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor.

The Trustees Regulation Committee will discuss this item at the March 2020 Board of Trustees meeting and recommend full Board action, if appropriate.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that the Board approve modifications to UW Regulations.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval, modification, or disapproval of the recommended modifications to the Regulations.

**PROPOSED MOTION:**

"I move to authorize modifications to UW Regulation 11-8, as presented to the Board."

**PRESIDENT'S RECOMMENDATION:**

**AGENDA ITEM TITLE: Approval of Contracts and Grants Report, Synakowski**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

The Division of Research and Economic Development provides a list of all Contract and Grants awarded to the University of Wyoming. This report provided data on a monthly basis. Attached is a list of all research grants and contracts awarded during the third quarter of FY20.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

At each meeting the Board approves or disapproves the Contract and Grants Report.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 5-2 requires that all research grants, contracts and gifts be accepted or rejected by the Board.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the Contract and Grants Report.

**PROPOSED MOTION:**

I move to approve the Contract and Grants Report as presented to the Board.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Service Contract and Procurement Reports, Evans**

**SESSION TYPE:**

- Work Session  
 Education Session  
 Information Item  
 Other:  
[Committee of the Whole – Items for Approval]

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):  
 Driving Excellence  
 Inspiring Students  
 Impacting Communities  
 High-Performing University  
 No [Regular Business]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**EXECUTIVE SUMMARY:**

Per UW Regulation 7-2 (Signature Authority), unless otherwise limited by UW Regulation or reserved by the Board of Trustees, the President shall have authority to approve and/or sign University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued less than \$1,000,000 (one-time or in aggregate), and for which the term is less than five years. The President may delegate this authority to University Officers for such contracts, federal contracts, agreements, memorandums of understanding, and procurements that require consideration (paid or received) valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

As required by the Regulation, attached are the following reports:

- 1) Service Contracts (including contracts, federal contracts, agreements, and memorandums of understanding) valued at \$50,000 or above (one-time or in aggregate) from February 16, 2020 – April 15, 2020
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from February 16, 2020 – April 15, 2020

**Service contract workflow**

Per Presidential Directive 3-2014-1 (Signature Authority), the President can delegate signature authority to University officers for service contracts valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

**Procurement workflow**

Cost Center Managers (business manager level or designee) approve all purchases, and are the final approvers for purchases of \$99,999 or less. Deans/Associate Vice Presidents are the final approvers for purchases between \$100,000 and \$249,999. Vice Presidents are the final approvers for purchases between \$250,000 and \$499,999. The President is the final approver for purchases between \$500,000 and \$999,999. The Board of Trustees approves purchases of \$1,000,000 and above.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

Standing information item at each in-person Board of Trustees meeting.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Per UW Regulation 7-2 (Signature Authority), at each regular meeting of the Board of Trustees (excluding conference calls), the President shall provide a written report to the Board of Trustees identifying each contract, federal contract, agreement, memorandum of understanding, or procurement valued at \$50,000 or above (one-time or in aggregate) signed by the President or designee under this provision.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A. Information Only.

**PROPOSED MOTION:**

N/A. Information Only.

**PRESIDENT'S RECOMMENDATION:**

N/A. Information Only.

**AGENDA ITEM TITLE: Capital Construction Report, Mai**

**SESSION TYPE:**

- Work Session
- Education Session
- Information Item
- Other:

[Committee of the Whole – Items for Approval]

*Attachments are provided with the narrative—refer to Supplemental Materials Report.*

**APPLIES TO STRATEGIC PLAN:**

- Yes (select below):
  - Driving Excellence
  - Inspiring Students
  - Impacting Communities
  - High-Performing University
- No [Regular Business]

**EXECUTIVE SUMMARY:**

**Engineering Building**

- Project is 100% complete.
- Hot and Cold-water loops from the West Campus Satellite Energy Plant have been tied into the North West vault. Site and street remediation will be forthcoming

**Science Initiative**

- Guaranteed Maximum Price contract amendment was approved 10/16/2019.
- Construction activities commenced 10/17/2019.
- Deep foundations, grade beams, caps and high walls are complete.
- Plumbing and electrical underground are complete.
- Level one concrete slab on grade is complete.
- Steel erection and metal decking is in progress.
- Placement of concrete slab on metal decking.

**West Campus Satellite Energy Plant**

- Bid Package #1 was issued for foundation and utilities. The public bid opening was held 6/18/2019.
- Construction site is cleared and secured.
- Initial Guaranteed Maximum Price was prepared and approved at the August 2019 Board of Trustees Meeting.
- Construction activities commenced 9/16/2019.
- Bid Package #2 was issued, 100% construction documents. The public bid opening was held 10/4/2019.
- Final GMP was approved on 11/14/2019.
- Foundation high walls and tank foundation are complete.
- Underground plumbing and electrical are complete.
- Basement slab on grade is complete.
- Steel erection and metal decking are in progress.
- Distribution piping is in progress.
- Complete steel erection.
- Continue distribution piping.

### **11<sup>th</sup> and 12<sup>th</sup>/Lewis Street Reconstruction**

- Schematic design in progress.
- Survey complete.
- Determining the likelihood of vacating Lewis and side streets. Will meet with the City/UW Administration to discuss previous MOU, proposed adjustments and any cost sharing strategies.
- Continue with schematic design.

### **UW Housing Phase I**

#### **Wyoming Hall Demolition**

- Deconstruction drawings complete.
- Industrial hygienist finalizing work plan for abatement.
- CMAR RFP is currently in progress. Recommendation will be taken to the FCC meeting in May.
- Complete abatement plan.
- Compile and issue bidding documents.
- Coordinate final deconstruction documents with the Wyoming Hall utilities project.

#### **Wyoming Hall Utility Relocation**

- Construction documents complete.
- Geotechnical report and survey complete.
- CMAR RFP is currently in progress. Recommendation will be taken to the FCC meeting in May.
- City coordination. Work with Administration to develop funding negotiation and schedule strategy.
- Finalize construction documents and compile bidding documents.

#### **Ivinson Lot Parking Garage**

- Survey complete.
- Geotechnical report complete.
- Vacation of alleyway complete.
- Programming document 90% complete.
- Coordination with UW and franchise utilities for relocation underground.
- Schematic design phase in progress.
- Onboard CMAR and begin developing schedules and budgets.

#### **Bus Garage/Fleet Relocation**

- Pricing for the renovation of the existing facility is complete.
- Design is underway for the new bus maintenance facility.
- Abatement of existing facility is complete.
- Demolition of existing materials is 80% complete.
- Mechanical, electrical and plumbing (MEP) rough in is underway on existing building.
- Exterior painting on existing building is underway.



- Hazardous material (rodent) was discovered during demolition on the insulation above the grid ceilings. Contractor abated and work was completed on 4/21/2020.
- Continue designing the new facility.
- Begin construction on the renovation.
- Rough carpentry renovation.
- Exterior painting renovation.
- MEP rough renovation.
- Audio Visual/Information Technology rough renovation.

### **Law School Addition**

- On hold.

### **Campus Master Plan**

- A draft of the report was received in December. The Executive Committee is currently reviewing the plan and working with the consultant to finalize.
- A presentation of the final draft is scheduled for the May BOT meeting.

### **AMK Ranch**

- Shutdown for the winter.
- Eight tasks need to be completed in Spring they include: Generator installation, Flushing Hydrant installation, Installation of TideFlex, Chlorination and filling tank, Asphalt paving, concrete collars at valve boxes, system start-up and site clean-up.

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES'**  
**SUPPLEMENTAL MATERIALS REPORT**

**May 13-14, 2020**

**The final report can be found on the University of Wyoming Board of Trustees Website at <http://www.uwyo.edu/trustees/>  
University of Wyoming Mission Statement (July 2017)**

We honor our heritage as the state's flagship and land-grant university by providing accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; economic and community development; and responsible stewardship of our cultural, historical and natural resources.

In the exercise of our primary mission to promote learning, we seek to provide academic and co-curricular opportunities that will:

- Graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;
- Cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners.
- Nurture an environment that values and manifests diversity, internationalization, free expression, academic freedom, personal integrity and mutual respect; and
- Promote opportunities for personal health and growth, physical health, athletic competition and leadership development for all members of the university community.

As Wyoming's only public university, we are committed to scholarship, outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation and the world.

**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**March 25-27, 2020**

*Note: Only topics that have support materials provided in advance of the meeting are contained within this report. Topics that will be discussed with only a verbal report do not have information included.*

**WORK SESSIONS**

**Consideration and Action:** Membership in the Council on Competitiveness – Seidel.....7

**Consideration and Action:** UW Campus Master Plan – Sasaki/Mai [*Final Reports previously uploaded to Trustees’ secure site*]

**Annual Information:** Trustees Conflict of Interest Policy – Marsh/Evans .....10

**Annual Report:** Faculty appointments (per UW Regulation 2-1) – Miller/Benham-Deal .....11  
*Academic and Student Affairs Committee; Michelle Sullivan (Chair)*

**Consideration and Action:**

- Transfer the Academic home for the Bachelor of Applied Science – Miller .....19
- Request for Authorization-BAS in Career and Technical Education (CTE) Teacher Education- Miller .....22
- UW Master List of Degrees – Alexander .....87

*Biennium Budget Committee; John McKinley (Chair) [Materials provided as supplemental]*

**Information/Discussion:**

- Biennium/Supplemental Budget Timeline – McKinley/Jewell
- Tuition including preliminary administrative recommendations – McKinley/Jewell
- Public input on tuition recommendations for next academic year – McKinley/Jewell

*Facilities Contracting Committee; John McKinley (Chair)*

**Consideration and Action:**

- Science Initiative Greenhouse Change Order [postponed from April meeting] – Mai
- Construction Manager Selection for Student Housing and Dining – Mai
- Construction Manager Selection for the Ivinson Parking Garage –Mai
- Construction Manager Selection for the Wyoming Hall Demolition – Mai
- Construction Manager Selection for the Bus Maintenance Facility – Mai
- Law School Expansion and Renovation – Design Consultant Amendment – Mai
- War Memorial Stadium, West Stadium Renovation and Corbett Pool – Design Consultant Selection – Mai
- West Campus Satellite Energy Plant Change order – Mai

*Fiscal and Legal Affairs Committee; Jeff Marsh (Chair)*

**Consideration and Action:**

- Annual internal audit plan (per Trustee Bylaws) – Marsh/Salmans [*Report provided as supplemental*]

*UW Regulation Review Committee (ad hoc committee); Kermit Brown (Chair)*

**Consideration and Action:** Modifications to UW Regulations

- UW Regulation 2-2 (Academic Personnel Dispute Resolution).....97

- UW Regulation 2-6 (Procedures for Dismissal of Faculty Members).....97
- UW Regulation 2-15 (Academic Freedom).....189
- UW Regulation 2-106 (Assignment of Grades).....198
- UW Regulation 2-121 (Change of Grades) .....198
- UW Regulation 11-8 (Incoming Student Live-In Requirement) .....210

## Business Meeting

Roll Call

Approval of Board of Trustees Meeting Minutes (*Public Session & Executive Session*)

- April 15, 2020, Board of Trustees Conference Call Meeting

Administer Oath to Board Secretary (W.S. Sec. 21-17-206)

Designate Trustees' Committee chairman and member appointments for the following: *[Information uploaded to Trustees' secure site.]*

- ✓ Fiscal and Legal Affairs (Sec. 7-2 Bylaws)
- ✓ Biennium Budget Committee (Sec. 7-3 Bylaws)
- ✓ Facilities Contracting Committee (Sec. 7-4 Bylaws)
- ✓ Honorary Degrees Awards Committee (Sec. 7-6 Bylaws)
- ✓ Vice President and Dean Search Committee (Sec. 7-8 Bylaws)
- ✓ Academic and Student Affairs Committee (Sec. 7-9 Bylaws)
- ✓ Research and Economic Development Committee (Sec. 7-10 Bylaws)

Other Trustees Appointments: *[Information uploaded to Trustees' secure site.]*

- ✓ Alumni Board Foundation Board
- ✓ Energy Resources Council
- ✓ Cowboy Joe Club
- ✓ Enhanced Oil Recovery Commission (Governor's Appointment)

Reports

ASUW

Staff Senate

Faculty Senate

Public Testimony *[Scheduled for Thursday, May 14, 11:00 – 11:30 a.m.]*

Committee of the Whole

Regular Business

Board Committee Reports *[Scheduled for Thursday, May 14, 1:30 p.m.]*

## Trustee Committees and Board Liaisons

*[Note: Committees of the Board will provide reports during the regular work sessions and will not have a formal report to provide during the Business Meeting. Liaisons will provide a written report prior to the regular May 14, 2020, Business Meeting.]*

### Proposed Items for Action:

- Approval of Agreements, Contracts, and Procurements – Evans
- Contracts and Grants – Jewell/Synakowski .....213
- Personnel – Appointment of Academic/Non Academic Employees – Miller/Theobald
- Set the amount of the Deputy Treasurer’s and Treasurer’s bond and designate/set any other appropriate bonds (W.S. Sec. 21-3-110 a.) – Marsh/Evans
- Designate depositories for UW funds – Marsh/Jewell

### Information Only Items: *[no action, discussion or work session]*

- Contracts and Procurement Report (per UW Regulation 7-2) – Evans .....221
- Capital Construction Report – McKinley/Mai.....228
- Foundation Monthly Giving Report – Blalock
- **Presentation:** The 2019-2020 Academic Year Highlights – Theobald

New Business

Date of Next Meeting: June 10, 2020 (conference call)

Adjourn Meeting

**AGENDA ITEM TITLE:** Membership in the Council on Competitiveness, Seidel





**Compete.**

**Council on  
Competitiveness**

**Chairman**

Dr. Mehmood Khan  
*Life Biosciences, Inc.*

**Industry Vice-chair**

Mr. Brian T. Moynihan  
*Bank of America*

**University Vice-chair**

Dr. Michael M. Crow  
*Arizona State University*

**Labor Vice-chair**

Mr. Lonnie Stephenson  
*IBEW*

**Chairman Emeritus**

Mr. Samuel R. Allen  
*Deere & Company*

**President & CEO**

The Honorable Deborah L.  
Wince-Smith  
*Council on Competitiveness*

**Executive Committee**

Mr. Jim Balsillie  
*Institute for New Economic  
Thinking*

Mr. Thomas R. Baruch  
*Baruch Future Ventures*

Dr. Gene D. Block  
*University of California,  
Los Angeles*

Mr. William H. Bohnett  
*Whitecap Investments LLC*

Dr. James P. Clements  
*Clemson University*

Mr. Jim Clifton  
*Gallup*

Mr. Mark A. Crosswhite  
*Alabama Power Company*

Dr. John J. DeGioia  
*Georgetown University*

Mr. George Fischer  
*Verizon Business Group*

Ms. Janet Fouty  
*Deloitte LLP*

Dr. William H. Goldstein  
*Lawrence Livermore National  
Laboratory*

Mr. James S. Hagedorn  
*The Scotts Miracle-Gro Company*

Dr. Sheryl Handler  
*Ab Initio*

Mr. Charles O. Holliday, Jr.  
*Royal Dutch Shell, plc*

Ms. Jacqueline Hunt  
*Allianz, SE*

The Honorable Shirley Ann Jackson  
*Rensselaer Polytechnic Institute*

Dr. Farnam Jahanian  
*Carnegie Mellon University*

Dr. Pradeep K. Khosla  
*University of California, San Diego*

Mr. James B. Milliken  
*University of Texas System*

Gen. Richard B. Myers  
*Kansas State University*

The Honorable Janet Napolitano  
*The University of California  
System-Regents*

Mr. Nicholas T. Pinchuk  
*Snap-on Incorporated*

Professor Michael E. Porter  
*Harvard Business School*

Dr. Mark S. Schlissel  
*University of Michigan*

Mr. Steve Stevanovich  
*SGS Global Holdings*

Ms. Randi Weingarten  
*American Federation  
of Teachers, AFL-CIO*

Dr. W. Randolph Woodson  
*North Carolina State University*

Mr. Paul A. Yarossi  
*HNTB Holdings Ltd.*

Dr. Robert J. Zimmer  
*The University of Chicago*

**Founder**

Mr. John A. Young  
*The Hewlett Packard Company*

April 17, 2020

Dr. Edward Seidel  
President-select  
University of Wyoming  
1000 E. University Ave.  
Laramie, WY 82071

Dear Ed:

The United States, today, finds itself in an era of intense national and global transformation, one that is challenging our longstanding innovation and competitiveness dominance.

While the United States has stood apart from the rest of the world over the past half century in its record of sustained innovation, across industries old and new, and through the ups and downs of economic cycles, the nation today confronts a range of new realities and imperatives:

- The nation faces existential challenges to its global leadership in innovation. On the one hand, other nations are rapidly replicating the structural advantages that have differentiated the United States. But on the other hand, nations and regions are developing distinctive innovation ecosystems, which may not be compatible with our own.
- The nature of innovation itself has morphed – becoming dramatically more interconnected, turbulent and multi-disciplinary.
- The pursuit of innovation is changing. An innovator today can imagine, develop and scale a disruptive technology independent of traditional institutions of innovation, with entirely new business models.

What will America do in the face of these challenges at home and coming from abroad? How will we optimize our society for success?

For over 30 years, the non-partisan Council on Competitiveness has convened a strong group of action-oriented CEOs, university presidents, labor union leaders and national laboratory directors to set a competitiveness agenda that will grow our economy and continue to create opportunity for all Americans.

A range of Council efforts over the past decade have helped to shape a new, Council-wide, strategic response to this innovation, productivity and prosperity challenge (our 2018-2019 annual report, [Making Impact](#), will provide you with an overview of all of our initiatives). In August 2019, the Council's Board and Executive Committee formed the **National Commission on Innovation & Competitiveness Frontiers** (National Commission).

The National Commission will actively engage peer private-sector leaders to confront and overcome the critical challenges facing the U.S. innovation agenda and to create momentum in the United States to outpace the rest of the world in innovation capacity, capability and competitiveness. **As Co-chairs of the Council and leading the National Commission, we invite you to join both the Council and to serve as a Commissioner.**

Invitation to Join  
Council on Competitiveness  
National Commission on Innovation and Competitiveness Frontiers  
April 17, 2020  
Page 2 of 2

**We are asking university members of the National Commission support this effort with an annual tax-deductible contribution of \$35,000 per year, which includes your membership dues to the Council.** We are providing, for your review, links to some foundational pieces to give you a sense of our work: the first is a link to the [National Commission concept paper and work-plan](#), and the second is a link to National Commission's report [Launch](#), highlighting initial Year-1 findings, released on December 18, 2019.

To date, we have confirmed support from PepsiCo, Bank of America, FedEx, Lockheed Martin, Shell Oil Company and Verizon, as well as from a select group of university presidents and national laboratory directors.

The Council has exceptional credibility nationally and globally for its leadership on competitiveness and innovation issues. We do not lobby, but our track record in conveying the shared priorities of our members to the nation's top decision-makers is unmatched. There is no other U.S. organization that ensures our nation's capacity to innovate and compete remains a top priority for lawmakers and private sector stakeholders.

Ed, we look forward to your acceptance of this invitation.

We will reach out to your office to schedule a call regarding this request. In the meantime, please do not hesitate to contact us ([dwince-smith@compete.org](mailto:dwince-smith@compete.org); 1-202-969-3389) or the Council's Executive Vice President, Chad Evans, ([cevens@compete.org](mailto:cevens@compete.org); 1-202-969-3380), should you have any questions regarding the Council or the National Commission.

Sincerely,



Mehmood Khan  
Chief Executive Officer,  
Life Biosciences, Inc.  
Chairman,  
Council on Competitiveness



Michael M. Crow  
President,  
Arizona State University  
University Vice-chair,  
Council on Competitiveness



Deborah L. Wince-Smith  
President & CEO,  
Council on Competitiveness

**AGENDA ITEM TITLE:** UW Campus Master Plan , Sasaki/Mai

*Final Reports previously uploaded to Trustees' secure site.*

**AGENDA ITEM TITLE:** Trustees Conflict of Interest Policy, Marsh/Evans

## **UNIVERSITY OF WYOMING BOARD OF TRUSTEES** **CONFLICT OF INTEREST POLICY**

### Purpose

The Constitution and Statutes of the State of Wyoming charge the Board of Trustees with responsibility for the governance of the University. In carrying out this constitutionally conferred public trust, each member of the Board must be accountable in the areas of financial disclosure, gifts, expenses, and conflicts of interest.

Trustees bring varied backgrounds and expertise to their position. They also have a wide range of business, professional and personal associations and relationships. To assure the people of the State of Wyoming and the University's many constituents of the integrity of the Board, Trustees should avoid any situation which could compromise or reasonably appear to compromise the integrity or effectiveness of the Board, keeping the welfare of the entire University at all times paramount. Trustees should not use the authority, title, or prestige of their office to solicit or otherwise obtain private financial, social or political benefit that in any manner is inconsistent with the public interest. In serving the people of Wyoming, Trustees shall adhere to the highest ethical standards.

This policy is intended to supplement and not replace applicable state and federal laws governing conflicts of interest applicable to the Board of Trustees.

### Actual and Apparent Conflicts of Interest

An actual or apparent conflict of interest exists whenever a member of the Board, because of his or her outside business, professional or personal interest is in a position to affect, or gain from, the outcome of any transaction with the university; or whenever his or her primary commitment to serving the public interest is otherwise compromised.

When it is determined that a Board member has an actual or apparent conflict of interest in a matter before the Board, that Board member shall be excluded from voting on the matter and shall not participate in or attend Board discussion of the matter. However, if the Board determines that it would significantly serve the interests of the Board to have the conflicted Board member explain the issue or answer questions, the Board, if legally free to do so, may consider whether to invite the Board member for that limited purpose; provided, however, that such participation is subject to such conditions that may be imposed by the board so that both the propriety and appearance of propriety are preserved.

### Presumed Financial Conflicts of Interest

For purposes of this policy, a conflict of interest is presumed to arise when the University has or is considering a transaction or other business relationship with a Trustee or a Trustee's family member (defined to include a spouse, child or household member) or with an outside entity in which the Trustee or family member has a material financial interest. A financial interest is presumed to be material if it entails:

- Any ownership or investment interest (including stock, options, a partnership interest or any other ownership or investment interest) valued at more than \$10,000 except equity in a publicly traded company amounting to less than a 5 percent ownership interest in the company;
- Receipt of non-dividend compensation (including salary, consulting fees, royalty payments or other remuneration) of more than \$10,000 in any 12-month period in the past three years, or the expectation of such compensation in the future;
- Real property, personal property, intellectual property or any other interest valued at \$10,000 or more;
- A position of real or apparent authority in an outside entity, such as director, officer, trustee, or partner.

A Trustee is not deemed to have a material financial interest in a publicly traded entity by reason of an investment in that entity by another publicly traded entity, such as through a mutual fund, of which the Trustee does not control investment decisions. A conflict of interest may also arise when a Trustee or family member has or is considering an investment in an entity, such as a fund or partnership, that is not publicly traded and in which the University has or is considering an investment. Because such parallel investments may create at least an appearance that the Trustee is benefiting from the University's participation in the entity, Trustees should promptly disclose to the Board any material financial interest in any such entity in which the Trustee otherwise knows the University has or is considering an investment.

### Disclosure of Financial Interests

A Trustee who has a known material financial interest in a pending or proposed transaction or business arrangement involving the University shall promptly disclose to the Board the existence of the interest and other material information that the Trustee may have regarding the transaction or arrangement. In addition, each Trustee shall annually sign and submit to the secretary of the University a statement disclosing all material financial interests, known to the Trustee, of the Trustee or a family member, in any outside entity with which the trustee knows the University has or is considering a transaction or other business relationship, or affirming that the Trustee knows of no such interests.

The University is a large, complex and diverse institution which has financial relationships and dealings with countless individuals, businesses and other entities. In the ordinary course of fulfilling their responsibilities, Trustees will not be aware of all the transactions and business dealings of the University. Consequently, this conflict of interest policy applies only to transactions and business dealings of which the Trustee is actually aware.

### Determination Whether Financial Conflict of Interest Exists

The board secretary shall review annual disclosure statements to determine whether a material financial interest has been disclosed. When a material financial interest has been disclosed, either in the annual disclosure statement or otherwise, the secretary shall promptly submit to the chair of the Board's Fiscal and Legal Affairs Committee (FLAC) or, if the interests involve the chair of the (FLAC) another member of such Committee, such disclosure forms together with any additional information about the current or proposed transaction or business relationship that may give rise to a conflict of interest that the secretary in consultation with the FLAC believes may be informative.

Unless the Trustee elects recusal, the FLAC shall review the matter and preliminarily determine whether there is a conflict of interest. If the interests being reviewed involve a member of the FLAC, the member shall not participate in or be present during the committee's consideration of the matter except as requested by the Committee to answer questions or provide information. The FLAC may review such information as it deems pertinent, including posing questions to the interested trustee involved. If the FLAC preliminarily determines that there is a conflict of interest, it shall so advise the interested Trustee, who shall have an opportunity to address the matter with the FLAC. If the FLAC or the Trustee involved believes that to do so is indicated, the matter may be referred to the Board.

If a conflict of interest determination is referred to the Board, either following review by the FLAC or if disclosure is made in the first instance to the Board (for example, where a Trustee becomes aware of a possible conflict of interest during or just before a meeting of the Board), unless the Trustee elects recusal, the Board shall decide whether a conflict of interest exists. The Board may question the interested Trustee, and the Trustee shall have an opportunity to address to the Board whether there is a conflict. The interested Trustee shall leave the Board meeting while the disinterested members of the Board determine, by majority vote, whether the financial interest gives rise to a conflict of interest. If it is determined that no conflict of interest exists, the interested trustee may rejoin the meeting and participate fully in the discussion of and vote on the proposed transaction or arrangement.

### Consideration of Matters Involving Financial Conflict of Interest

If the Board determines that a Trustee has a financial conflict of interest in a matter before the Board, the Board may permit the interested trustee to make a presentation regarding the matter, but the interested Trustee shall be required to leave the meeting prior to the discussion of, and the vote on, the proposed transaction or arrangement. The interested Trustee shall not vote on the matter before the Board. The Board shall approve the transaction or arrangement only upon a finding, by a majority vote of the disinterested Trustees, that the transaction or arrangement is in the University's best interest, is for the University's benefit, and is fair and reasonable to the University. The Board may engage such consultants as it deems necessary or useful to assist its determination of these issues.

### Disclosure of Non-Financial Interests

A Trustee who is an officer, director or fiduciary of another organization shall disclose said relationship prior to voting whenever the University Board of Trustees is considering a proposed action where said other organization would have a material interest in the outcome of the proposed action.

### Consideration of Matters Involving Non-Financial Conflict of Interest

A Trustee who has a known conflict of interest that is non-financial in nature and who discloses the same to the Board may or may not participate in the discussion and/or voting on the matter, depending upon a determination of the Board as provided above.

### Record of Proceedings

Whenever the Board holds a meeting at which a Trustee's actual or apparent conflict in a matter is disclosed, a determination regarding the existence of a conflict of interest is made, or a transaction or arrangement with respect to which a Trustee has a conflict of interest is considered, the Board's consideration of these issues shall be considered pursuant to the provisions of the Wyoming's Open and Public Meetings Act and shall be reflected in the minutes of the meeting.

### Gifts

Trustees shall not encourage or accept gifts, favors or gratuities, for themselves or family members, from any individual or entity that to the trustee's knowledge has, or seeks to have, a business relationship with the University. This does not include meals and activities which are part of official meetings or activities.



### Appropriation of University Opportunities

If a Trustee becomes aware of a business, investment or other potentially valuable opportunity that rightfully belongs to the University, and not to the trustee individually or another entity with which the trustee is affiliated, the Trustee shall bring the opportunity to the attention of the Board.

### Confidentiality

Trustees may not use confidential information acquired as a result of service to the University for any purpose unrelated to University business, or provide such information to any third party, without the consent of the Board. Wrongful use of University information includes, but is not limited to, use or disclosure of information to engage, invest or otherwise participate in any business, project, venture or transaction other than through the University.

### Actions Not Void or Voidable

No transaction or action undertaken by the University shall be void or voidable, or may be challenged as such by an outside party, by reason of having been undertaken in violation of this policy or the principles set forth herein.

### Trustee Disclosure Statement

Please report below any actual, apparent or potential conflict of interest you or a family member (defined to include a spouse, child or household member) may have, including, but not limited to, any known material financial interest in any entity that you know to have a current or proposed transaction or business arrangement with University. A financial interest is presumed to be material if it entails:

- Any ownership or investment interest (including stock, options, a partnership interest or any other ownership or investment interest) valued at more than \$10,000 except equity in a publicly traded company amounting to less than a 5 percent ownership interest in the company;
- Receipt of non-dividend compensation (including salary, consulting fees, royalty payments or other remuneration) of more than \$10,000 in any 12-month period in the past three years, or the expectation of such compensation in the future;
- Real property, personal property, intellectual property or any other interest valued at \$10,000 or more;
- A position of authority in an outside entity, such as director, officer, trustee, or partner.

A Trustee is not deemed to have a material financial interest in a publicly traded entity by reason of an investment in that entity by another publicly traded entity, such as through a mutual fund, of which the trustee does not control investment decisions.

Each Trustee has an ongoing obligation to notify the Board promptly of any actual, apparent or potential conflict of interest as it arises. (Attach additional sheets if necessary.)

I have received and read a copy of the University Board of Trustees Conflict of Interest Policy. I affirm that, other than the interests replied above, I am aware of no actual, apparent or potential conflict of interest (including known interests of family members), including no known material financial interest within the meaning of the conflict of interest policy in any entity that I know to have a current or proposed transaction or business arrangement with University.

**TRUSTEE**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

**AGENDA ITEM TITLE:** Academic Appointments for AY 2020-2021, Miller/Benham Deal

AY 2020-21 ACADEMIC PERSONNEL APPOINTMENTS						
1. Tenure Track Appointments (to date)						
College	Academic Unit	First Name	Last Name	Rank	Start Date	Salary
College of Agriculture and Natural Resources	Animal Science	Jeremy	Block	Assistant Professor	August 18, 2020	\$80,004/AY
	Veterinary Sciences	Elizabeth	Case	Assistant Professor	August 18, 2020	\$100,008/FY
College of Arts and Sciences	Anthropology	Brianna	Doering	Instructor*	August 18, 2020	\$71,004/AY
	Chemistry	Laura	De Sousa Oliveira	Instructor*	August 18, 2020	\$75,000/AY
	Criminal Justice and Sociology	Daniel	Auerbach	Instructor*	August 18, 2020	\$67,008/AY
	History and American Studies	Peter	Walker	Instructor*	January 20, 2020	\$69,432/AY
	Mathematics and Statistics	Jorge	Flores Matute	Assistant Lecturer	August 18, 2020	\$55,008/AY
	Philosophy and Religious Studies	Catherine	Hartmann	Instructor*	August 18, 2020	\$67,008/AY
	Philosophy and Religious Studies	Tammy	Heise	Assistant Professor	August 18, 2020	\$67,008/AY
	Psychology	Kayla	Burd	Assistant Professor	August 18, 2020	\$82,008/AY
	Theatre and Dance	Catherine	Foldenauer	Assistant Professor	August 18, 2020	\$65,004/AY
Zoology and Physiology	William	Fetzer	Instructor*	January 2, 2020	\$80,004/AY	
College of Business	Accounting and Finance	Ta-Tung	Cheng	Instructor*	August 18, 2020	\$170,004/AY
	Accounting and Finance	Patrick	Witz	Instructor*	August 18, 2020	\$170,004/AY
	Economics	Todd	Cherry	Professor	August 18, 2020	\$205,000/AY
	Management and Marketing	Molly	Burchett	Instructor*	August 18, 2020	\$140,004/AY
	Management and Marketing	Shawn	McClellan	Instructor*	August 18, 2020	\$135,000/AY
	Management and Marketing	Linda	Price	Professor	August 18, 2020	\$210,000/AY
	Management and Marketing	Ronn	Smith	Associate Professor	August 18, 2020	\$180,000/AY
College of Education	Teacher Education	Rebecca	Geller	Instructor*	August 18, 2020	\$68,016/AY
	Teacher Education	Alison	Mercier	Instructor*	August 18, 2020	\$69,024/AY
College of Engineering and Applied Science	Atmospheric Science	Daniel	McCoy	Assistant Professor	August 18, 2020	\$86,604/AY
	Civil and Architectural Engineering	Ahmed	Abdelaty	Instructor*	August 18, 2020	\$88,800/AY
College of Health Sciences	Kinesiology and Health	Ben	Kern	Assistant Professor	August 18, 2020	\$71,616/AY

\*The title of this tenure track position will convert to Assistant Professor upon receipt of documentation of degree completion.

2. Non Tenure Track Fixed Term with Rolling Contract Track Appointments (to date)						
College	Academic Unit	First Name	Last Name	Rank	Start Date	Salary
College of Agriculture and Natural Resources	Animal Science	Curtis	Doubet	Assistant Lecturer	November 30, 2020	\$67,416/FY
		Thomas	Grant	Assistant Instructional Professor	August 18, 2020	\$62,904/AY

3. Non Tenure Track Fixed Term Appointments (to date)						
College	Academic Unit	First Name	Last Name	Rank	Start Date	Salary
Academic Affairs	American Heritage Center	Elizabeth	Kuntz	Assistant Archivist	May 26, 2020	\$48,000/FY
	School of Energy Resources	Philip	Black	Assistant Research Scientist	January 7, 2020	\$75,000/FY
	School of Energy Resources	Patrick	O'Toole	Assistant Research Scientist	March 25, 2020	\$85,008/FY
	School of Energy Resources	Kyle	Summerfield	Assistant Research Scientist	January 2, 2020	\$90,000/FY
	University Libraries	David	Brown	Assistant Librarian	May 1, 2020	\$53,400/FY
	University Libraries	Jennifer	Strayer	Assistant Librarian	May 26, 2020	\$54,000/FY
	University Libraries	Susan	Wynne	Assistant Librarian	April 16, 2020	\$60,000/FY
College of Agriculture and Natural Resources	Molecular Biology	Pravinkumar	Choudhary	Assistant Research Scientist	June 1, 2020	\$47,508/FY
College of Arts and Sciences	Theatre and Dance	Andrew	Lia	Assistant Lecturer	August 18, 2020	\$57,000/AY
College of Business	Dean's office	Candace	Ryder	Assistant Faculty Development Professional	February 24, 2020	\$70,008/FY
College of Health Sciences	Family Medicine Residency Program at Casper	Genomary	Krigbaum-Pérez	Clinical Assistant Professor	June 1, 2020	\$1000,000/FY

**AGENDA ITEM TITLE: Transfer the Academic home for the Bachelor of Applied Science - Sullivan/Miller**

**Proposal to Move the Administrative Home of the Bachelor of Applied  
Science Degree from the College of Agriculture and Applied Sciences to the  
University of Wyoming at Casper**

Under University Regulation 2-13, the Division of Academic Affairs presents here a proposal to move the administrative home of the Bachelor of Applied Science in Organizational Leadership (BAS) to the University of Wyoming at Casper. Since the interim director of the BAS is already at UW-Casper, and much of the academic advising also comes out of the University's branch campus, there will be no personnel consequences associated with this decision.

There are several reasons for making this recommendation:

- The BAS not only fits well with UW's mission as a land-grant university committed to outreach, it fits with UW-Casper's mission to deliver degree programs to site-bound students who are often non-traditional learners. UW-Casper has focused on students of this type since its creation in 1976.
- The directing and advising have been coming out of the UW-Casper office for several years and that arrangement has worked as evidenced by the growth in enrollments over the last four years. (See Table 1.) Given the similarity in profile between the students enrolled in the BAS program and those enrolled at UW-Casper more generally, it is unsurprising that the



directing and advising have worked in ways advantageous to BAS majors, such as the opportunity for in person advising.

- Since the BAS is designed to stack on to a two year AAS degree (and other applied associates that do not meet the Common Core, such as the AFA), it is advantageous to have the administrative home at a branch campus that is co-located with a community college. This arrangement will help to facilitate positive administrative and faculty relations between a leading AAS graduate producing institution and the BAS leadership team, as well as promoting student recruitment into the program. It is also worth noting that UW-Casper is centrally located in the state, and thus often serves as an in-person hub for advising, registration, and financial aid assistance.
- Locating the program outside of the main campus would help show the University's commitment to serving the needs of the state.
- UW-Casper personnel will be able to explore new options for the degree. For instance, there may be a sufficient population of BAS students located in Natrona County that an on-site, in person course could be added as an option every semester in addition to the current on-line delivery. This could help to build relationships among students, or even a feeling that they are members of a cohort.

- UW-Casper could work with its academic partners on the development of new options within the BAS, including in ways that draw on areas of strength at the branch campus. For instance, the CTE Teacher Education Task Force is working to re-envision the Technical Education degree at UW-Casper. A possible, even likely, outcome of this process is that Technical Education will be reconfigured as a BAS option, since it would improve transferability of credit from AAS programs. UW-Casper will also work to explore other options, such as hospitality management.
- The relocation of the program would not cause discontinuity; it would be a recognition of the large role that UW-Casper has played in the program for several years, and the College of Agriculture and Natural Resources would continue to play a significant role, especially in teaching and curricular matters.

In accordance with University Regulation 2-13, this proposal is subject to review and comment by students currently enrolled in the academic program, the academic degree program's faculty and staff, the academic degree program's current college, and the Associate Vice Provost for Undergraduate Education. After reviewing submitted comments and making any necessary revisions, the Provost will submit the revised proposal, including a recommendation and supporting materials, to the Faculty Senate, ASUW Senate, Staff Senate, and the

AA Deans and Directors for review and comment. The Provost will then review all submitted comments and provide a final proposal and recommendation 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 release of this document.

**Background:**

The BAS degree was initially created by faculty in the College of Agriculture and Natural Resources in 2007 in response to requests from several constituencies that the University works with, including the Wyoming Community College Commission. The goal was the creation of a program that could work well for students who had initially received an AAS two year degree and now wanted a bachelor's degree in order to expand their knowledge, skills, and credentials, often while continuing to work in their chosen fields. When the degree program was initially put together at UW, the College of Agriculture and Natural Resources agreed to serve as its academic home. An inaugural launch of the program occurred in October of that year at UW-Casper and was broadcast statewide.

The BAS program has grown and has, as of the fall 2019 term, 134 declared majors. Advising for BAS students has long been located at UW-Casper. The students in the program fit the general pattern of other students at the branch

campus: often non-traditional, many of them working full-time, and transferring in credit from one or more community colleges. In 2015, the senior academic advisor (who also holds credentials to serve as faculty) became the interim director of the program, due to the retirement of the previous director, who served on the College of Agriculture and Natural Resources faculty. The advising and directorship have remained at the branch campus since.

**Recommendation:** relocate the administrative home of the BAS degree program to the University of Wyoming at Casper.

**TABLE I: BAS ENROLLMENTS AND DEGREES AWARDED**

Bachelor of Applied Science in Organizational Leadership

Duplicated Headcounts	
Fall 2007	4
Fall 2008	19
Fall 2009	19
Fall 2010	31
Fall 2011	37
Fall 2012	38
Fall 2013	68
Fall 2014	73
Fall 2015	73
Fall 2016	89
Fall 2017	125
Fall 2018	132
Fall 2019	134

Degrees Awarded	
2007-08	0
2008-09	1
2009-10	3
2010-11	3
2011-12	11
2012-13	8
2013-14	14
2014-15	16
2015-16	14
2016-17	25
2017-18	34
2018-19	40

**Appendix I: the BAS Curricular Structure and Requirements**

Name \_\_\_\_\_ W# \_\_\_\_\_

Date \_\_\_\_\_

**BACHELOR OF APPLIED SCIENCE CHECK LIST - Organizational Leadership**

**CAREER/AAS SPECIALTY component:** 40-60 credits

Degree received \_\_\_\_\_ Awarding  
 institution \_\_\_\_\_

No. major hours (min. 40) \_\_\_\_\_

**PROFESSIONAL CONCENTRATION component:** 36-40 credits

**1. Discovering and Utilizing Ideas and Information (3 credits)**

AGRI 3000 Discovering/Utilizing Ideas and Information

(Required Course) Grade: \_\_\_\_\_ Completion date: \_\_\_\_\_

**2. Communicating in Writing and Speaking (2 courses, 6 credits)**

COJO 3010 Business and Professional Communication Grade: \_\_\_\_\_ Completion date: \_\_\_\_\_

COJO 3190 Cross-Cultural Communication Grade: \_\_\_\_\_ Completion date: \_\_\_\_\_

ENGL 4010 Technical Writing in the Professions Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

AGRI 4600 Developing Organizational Leadership (**Required**) Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

3. Analysis and Problem Solving (1-2 courses, 3-6 credits)

AGRI 4350 Problem Solving in Organizational Settings (**Required**)

Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

ENR 4500 Risk Analysis Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

FCSC 3110 Personal Finance Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

4. Organizational Leadership (**4 courses from one Option**, 12 credits): Students must choose Option A **or** Option B to complete this section of their requirements. Courses must be taken only from the option chosen. Courses from the other option may be taken as career electives with prior approval of the program adviser.

Option A: This area of emphasis guides students through an examination of how managers operate effectively with stakeholders and employees in community leadership and non-profit settings.

AGEC 4660 Community & Economic Develop. Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

AGEC 3750 Natural Resource Economics Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

AGEC 4720 Water Resource Economics Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

CHST 4650 Women, Gender & Migration Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

FCSC 4117 Community Leadership: Working with

Services & Systems (**Required for Option A**) Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

FCSC 4985 Seminar: Dev. In Community Leadership Grade:\_\_\_\_\_ Completion date: \_\_\_\_\_

POLS 4420 Seminar in Public Administration Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

POLS 4710 Introduction to the Non-Profit Sector Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

POLS 4710 Non-Profit Management & Leadership Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

POLS 4710 American Political Issues Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

Option B: This area of emphasis guides students through an examination of how managers create value by understanding and developing employee and customer relationships. We **strongly suggest** that students complete ACCT 1010 and ECON 1010, both of which are available from, and articulated with, the community colleges throughout Wyoming before taking these courses. The area of emphasis consists of the following additional courses:

MGT 3110 Business Ethics Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

MGT 3210 Management & Organizations Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

MKT 3210 Introduction to Marketing Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

MGT 3410 Human Resource Management Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

NOTE: Students with this option may not take more than 30 hours (total) in business and must obtain a "C" or better in each of the courses listed above in order to advance to the next course.

5. Contemporary Society (2 courses, 6 credits)

AIST 3000 Plains Culture & History Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

COJO 3160 Theory of Language and Society Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

CRMJ 3200 Ethics in Administration of Justice Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

CRMJ 3500 Drugs and the Criminal Justice System Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

CRMJ/CHST 4860 Social Inequality, Crime, Criminal

Justice and the Law Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

ENR 4890 Special Topics Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

HIST 4340 Social History of American Women Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

HIST 4490 Modern America, 1960-present Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

HIST 4545 Multicultural West Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

POLS 3100 Politics and Judicial Process Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

POLS 3600 American Political Thought Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

POLS 4051 Environmental Politics Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

SOC 3150 Collective Behavior & Social Movement Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

SOC 4050 Social Inequality Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

SOC 4370 Global Political Economy Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

6. Career Electives (9 credits). Students must obtain prior approval by the program adviser for any courses in the career electives area. Students must write a two-paragraph justification for each course proposed explaining how it will meet their career objectives and increase their skills in their chosen profession.

Course:\_\_\_\_\_ Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

Course:\_\_\_\_\_ Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

Course:\_\_\_\_\_ Grade:\_\_\_\_\_ Completion date:\_\_\_\_\_

AGRI 4960 BAS Internship is available for 6 credit hours and will fit this category but is not required. The course is done by contract basis.

**UNIVERSITY STUDIES requirements: 30 credits**

First Year Seminar (3)\_\_\_\_\_ Q: Basic Math (3)\_\_\_\_\_

COM1::Communication (3) COM2:Communication 2\* (3)\_\_\_\_\_

COM3: Communication 3\* (3)\_\_\_\_\_ V: US/WY Constitution: (3)\_\_\_\_\_

PN: Science: (3)\_\_\_\_\_ PN: Science (3)\_\_\_\_\_

HC: Human Culture (3)\_\_\_\_\_ HC: Human Culture (3)\_\_\_\_\_

**UPPER DIVISION requirement (3000 level or above): 42 hours (30 of which must be earned from UW).** Electives may be taken at the upper division level in addition to courses required for the degree areas to reach the required 42 hours of upper division credit.

(3)\_\_\_\_\_ (3)\_\_\_\_\_ (3)\_\_\_\_\_ (3)\_\_\_\_\_

(3)\_\_\_\_\_ (3)\_\_\_\_\_ (3)\_\_\_\_\_ (3)\_\_\_\_\_

**Students in the BAS must earn a "C" or better in all courses from the checklist, and must retake the course(s) where a C-, D or an F are earned.**

A minimum of 120 hours is required for completion of the BAS degree. May 2017

**AGENDA ITEM TITLE:** Request for Authorization, BAS in Career and Technical Education (CTE) Teacher Education, Sullivan/Miller



## **Request for Authorization**

### **B.A.S. Career and Technical Education (CTE) Teacher Education**

#### **Executive Summary**

**Degree or Certificate Title: B.A.S. Career and Technical Education (CTE) Teacher Education**

**Level of Degree or Certificate: Bachelor's**

**Delivery Mode(s): Distance + UW-Casper**

**Estimated Startup Cost of Degree:**

**Anticipated Launch Date: August 2021**

**Description:** This new BAS degree in Career and Technical Education (CTE) Teacher Education is designed to provide a flexible pathway for students entering from Wyoming community colleges into the teaching field in Career and Technical Education fields.

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## **Feasibility Study Required Contents:**

### **Overview and Description of Degree or Certificate, Purpose, Strategic Plan Overlay**

#### *Program Rationale*

Several years ago the University, faced with budget cuts, eliminated the program to prepare Career and Technical Education (CTE) teachers due to low enrollment. Subsequently, the state legislature mandated that a new CTE initial teacher licensure preparation degree program be co-developed through a partnership between the University of Wyoming and the Community Colleges. A task force carried out this charge with membership that included representatives from UW's College of Education, UW-Casper, the Wyoming Community College Commission (WCCC), the Wyoming Professional Teaching Standards Board (PTSB), the Wyoming Association for Career and Technical Education (WACTE), the Wyoming Department of Education (WDE), K-12 Superintendents, and representatives from business and industry. After presenting a Notice of Intent (NOI) to the Board of Trustees, members of the task force developed this Feasibility Study, which provides information about the newly designed B.A.S. in Career and Technical Education Teacher Education.

The program is designed as an applied science bachelors' degree (BAS) completion program between the community colleges and the University of Wyoming. The program was designed to provide flexibility, so that students coming into the program might be bringing an Associate of Arts (AA), an Associate of Science (AS) or an Associate of Applied Science (AAS). Students who have completed an applicable AAS degree can take a third year of coursework at a Wyoming community college or online at the University of Wyoming, before completing a fourth year through UW that includes teacher education courses offered by distance and student teaching. This program will culminate in a Bachelor of Applied Sciences degree, with a Major in CTE Teacher Education, and eligibility for an appropriate initial teaching license (grades 6-12) from the Wyoming Professional Teaching Standards Board (PTSB). The list of potential educational license areas is as follows:

Business Education 6-12 (BUS)

Family and Consumer Science 6-12 (HME)

Trade and Technical 6-12 (TRT)

Each community college in Wyoming has its own areas of specialties; all Wyoming community colleges will be represented in this degree, but we do not expect that all colleges will offer all licensure/endorsement areas.

#### *Program Purpose*

The B.A.S. in Career and Technical Education (CTE) Teacher Education is designed to provide an option for potential students seeking to complete a bachelor's degree and to gain initial licensure as a secondary teacher in any number of fields related to career and technical education. The specifics of these fields are provided in the curriculum section below.

#### *Fit with Current Offerings*

The B.A.S. in Career and Technical Education (CTE) Teacher Education joins the Secondary Education programs in the College of Education that prepare teachers in the fields of Agriculture, English,

Mathematics Science, Social Studies, and World Languages. It also serves to replace the previous program, the BS in Technical Education, which was recently eliminated and then reinstated temporarily by the Board of Trustees. The overlap in coursework requirements among the secondary education bachelor's degree programs in the College of Education allow for efficiency in course offerings, as courses at the 1000, 2000, and 3000 level are (for the most part) required by all College of Education students preparing to teach in secondary schools.

#### *Relationship to Strategic Plan*

*College of Education Strategic Plan.* The proposed B.A.S. in Career and Technical Education (CTE) Teacher Education most closely aligns with Goal 6 of the College of Education's strategic plan, which is part of Theme 2, "Connected to Community." Goal 6 specifically calls for the following: "The College of Education will engage with Wyoming community college partners to make select educator preparation programs accessible throughout all geographic regions of the state to place-bound students." By designing a new CTE teacher education degree program, and by making that program accessible at various sites and through distance education and flexible through multiple entry points for students who come in from a community college program, the College of Education is making great strides toward meeting Goal 6. The proposed program aligns with the University mission by preparing individuals to serve students, families, and communities, throughout Wyoming, other states within the US, and the globe.

*University of Wyoming Strategic Plan.* The development of this program is designed to align with the University of Wyoming's Five-Year Strategic Plan (*Breaking Through*). Here, we will highlight the goals that most closely align to our proposed program.

Goal 1 emphasizes the promotion of academic programs that meet workforce needs within the state and region. Community members and legislators in Wyoming have been vocal about the need for CTE teachers. The program being proposed here is designed to provide a portion of those workforce needs, while also meeting the accreditation requirements of the teacher education accrediting body (AAQEP) and the program approval requirements of the Wyoming Professional Teaching Standards Board (PTSB).

Goal 2 emphasizes the need to engage and graduate well-rounded and creative thinkers, capable of meeting unpredictable and complex challenges. The proposed program will provide opportunities for students to engage in internships and practicum placements. By providing multiple and diverse experiences in Wyoming classrooms and by accepting coursework and internship opportunities that will provide content background for CTE teachers, we will better prepare students to meet the complexities of the modern-day school environment.

Goal 3 encourages programs to build a statewide community of learners by collaborating with schools, community colleges and tribal nations to connect students and citizens. The proposed B.A.S. in Career and Technical Education (CTE) Teacher Education supports these efforts through the expansion of student teaching placements and the ability to better collaborate with community colleges throughout the state. Currently, the College of Education is partnering with 30 local school districts. These institutions will support student placements throughout the state. Several of these locations include American Indian and low-income schools. We will continue to partner with these schools in an effort to better prepare our students to provide instruction to diverse learners.

## Learning Outcomes

The B.A.S. in Career and Technical Education (CTE) Teacher Education is designed to meet two sets of program standards. The first, from the Wyoming Professional Teaching Standards Board (PTSB) provides standards specific to programs that lead to educator licensure in the CTE fields. As the PTSB provides program approval necessary for graduates to achieve teacher licensure in Wyoming, it is critical that these standards be met in the program. The second set of program standards, from the Interstate Teacher Assessment and Support Consortium (InTASC) are required for all teacher education programs. The accrediting body for teacher education, Association for Advancing Quality in Teacher Preparation (AAQEP) requires that we provide assessment data to show how we are meeting the InTASC standards for each of our programs that lead to teacher licensure. Each set of standards is delineated below.

### *PTSB Program Standards*

Business Education (PTSB Chapter 4, Section 5d)

- (i) The program shall require knowledge and demonstrated competence in the following: (A) economic systems, including finance or money and banking; (B) business organizations and management; (C) business communications, math and law; (D) computer information systems and occupational technology used in business and other occupational areas; (E) entrepreneurship; (F) clerical/secretarial occupations; and (G) accounting or bookkeeping occupations.
- (ii) The program shall require knowledge and skills necessary for establishing youth organizations that prepare students for occupational, civic, and social responsibilities and leadership.
- (iii) The program shall require knowledge of the history, philosophy, objectives, and trends in vocational education.
- (iv) The program shall require demonstrated competence in planning, organizing, and administering the cooperative vocational education program in business.
- (v) The program shall require knowledge and demonstrated competence in the principles of counseling as they pertain to career selection, vocational assessment, job placement, and cooperative vocational education in business education.
- (vi) The program shall require skills in organizing and working with a local advisory committee.

Family and Consumer Science (PTSB Chapter 4, Section 5g)

- (i) The program shall require knowledge and application of the factors that influence personal and family relationships, including lifespan development, interpersonal interactions, and parenting practices in a context of contemporary, global, societal, and technological change.
- (ii) The program shall require knowledge and demonstrated competence in consumer education to include managing individual and family resources in a socially responsible manner.
- (iii) The program shall require knowledge and demonstrated competence in healthy living by selecting, planning, preparing, and serving foods based on nutritional, cultural, and socioeconomic needs of individuals, families, and groups.
- (iv) The program shall require knowledge and demonstrated competence in the selection, care, and use of clothing and textiles that satisfy the needs of individuals and families.
- (v) The program shall require knowledge and demonstrated competence in satisfying the needs of individuals and families relative to environmentally responsible housing, equipment, and furnishings.
- (vi) The program shall require knowledge and demonstrated competence in creating practical experiences for career paths related to family and consumer sciences.
- (vii) The program shall require knowledge of the history, philosophy, and objectives and trends in family and consumer sciences including career and technical pathways.

(viii) The program shall require knowledge and skills necessary for establishing youth organizations that prepare students for (1) family; (2) occupational, civic, and social responsibilities; and (3) leadership.

(ix) The program shall require knowledge of professional organizations and available community, state, and national resources, agencies, and programs and how to develop collaborative relationships for curriculum enrichment and program support.

(x) The program shall require demonstrated competence in planning, organizing, and administering an integrated curriculum in family and consumer science education.

#### Trade and Technical Education (PTSB Chapter 4, Section 5m)

The program shall require competence in the:

(i) knowledge of core concepts, characteristics, and scope of trade and technical education including the relationships and connections between trade and technical education careers and careers in other disciplines;

(ii) identification of historical and current attributes and roles of the cultural, social, economic, political and environmental effects and influences of trade and technical education;

(iii) analysis of the characteristics of design including troubleshooting, research and development, invention and innovation, and experimentation in problem solving/ideation;

(iv) use, maintenance, and assessment of products and systems utilized in trade and technical education, including safety; and

(v) knowledge of various trade and technical systems including but not limited to: (A) medical, biotechnologies; (B) agriculture; (C) energy and power; (D) information and communication; (E) transportation; (F) manufacturing; (G) construction; (H) technical and graphic design, animation; and (I) technological systems.

#### *InTASC Standards*

##### I. The Learner and Learning

Standard 1: Learner Development—The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

Standard 2: Learning Differences—The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

Standard 3: Learning Environments—The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self motivation.

##### II. Content

Standard 4: Content Knowledge—The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.

Standard 5: Application of Content—The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

### III. Instructional Practice

Standard 6: Assessment—The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.

Standard 7: Planning for Instruction—The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

Standard 8: Instructional Strategies—The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

### IV. Professional Responsibility

Standard 9: Professional Learning and Ethical Practice—The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

Standard 10: Leadership and Collaboration—The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

## **Curriculum Map and Program Structure**

The task force has identified a design for the CTE teacher education degree completion program that allows for multiple entry points and culminates in a Bachelor of Applied Science degree. Coursework in the degree includes 42 semester hours of secondary education coursework to include student teaching in the College of Education at the University of Wyoming; CTE coursework; and courses to meet the requirements of the University Studies Program curriculum.

Students wishing to apply for the program will be required to demonstrate sufficient CTE coursework to qualify for admission. While an AAS in a relevant field is preferable, students without an AAS, or with other degrees may apply by demonstrating completion of some minimum number of CTE credits. Upon admission, students will begin the program as dually enrolled students at a Wyoming community college as well as UW. Working closely with advisors, students will map out a course plan that ensures all unmet USP requirements are addressed as well as enrolling in any Education prerequisite courses that may not have been addressed in their Associates curriculum.

In addition to USP and prerequisite coursework, the curriculum includes at least 28 credits of upper division Education coursework, 15 credits of student teaching (which is also upper-division coursework),

and the opportunity to utilize internships or special projects to connect CTE field expertise with classroom teaching. The program includes at least 42 credits of upper division coursework as required by all UW degree programs, and most students will complete the program with 45-50 upper division credits. Much of the third-year curriculum will be offered by the community colleges, although UW's distance offerings will be available for site-bound students in community college service areas that lack components of the curriculum. The fourth year will be offered exclusively by UW through distance education and student teaching in local settings.

Because the program is designed to provide as much flexibility as possible, students may come in with a wide variety of coursework. The tables below provide a semester-by-semester example of courses taken by a student transferring to UW-C from Casper College with an AAS in Construction Technology.

**Sample Course Plan for a student with an AAS in Construction Technology from Casper College.**

<b>Semester 1</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>USP</b>
AAS science or math option	GEOL 1100	Introduction to Physical Geology	3	PN
AAS math or science	MATH 1000	Problem Solving	3	Q
AAS writing or communications	ENGL 1010	College composition and Rhetoric	3	COM1
AAS option (must pick one of three area but meet 17 credits of general study)	POLS 1000	American and Wyoming Government	3	V
Required for AAS	PEAC	Physical Education	1	
Required for AAS	CNTK 1560	Construction Safety	3	
		Total Credits	16	
<b>Semester 2</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>USP</b>
AAS	EDST 2450	Foundations of Development and Learning	3	CH
AAS	1700	Introduction to Construction	4	
AAS	1750	Blueprint Reading	2	
AAS	CNTK 1860	Woodworking Fundamentals	4	
Education	ITEC 2360	Teaching with Technology	3	



		Total Credits	16	
<b>Semester 3</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>USP</b>
AAS	CNTK 1975	Materials Handling and Construction Equipment	3	
AAS	CNTK 2510	Construction Estimating	3	
AAS	CNTK 2520	Architectural and Construction Planning	3	
AAS	ENTK 1010	Elements of Surveying	3	
Education	EDEX 2484	Introduction to Special Education	3	
		Total Credits	15	
<b>Semester 4</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>USP</b>
AAS	ENTK 1710	Architectural Drafting	4	
AAS	CNTK 1905	Carpentry	4	
	PHYS 1050	Concepts of Physics	4	PN
Education	EDST 3480	Diversity and the Politics of Schooling	3	CH
		Total Credits	15	

<b>Semester 5</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>USP</b>
Education	EDST 2550	Educational Assessment	3	
AAS	CNTK 1870	Building Materials and Systems	3	

AAS	ENTK 1510	Drafting	4	
AAS	CNTK 2525	Construction Project Manager	3	
AAS	ENTK 1750	Commercial Architectural Drafting	4	
		Total Credits	16	
<b>Semester 6</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>USP</b>
Education	EDST 3100	Teacher as Practitioner	3	COM2
Education	EDST 3101	Practicum/Lab	2	COM2
Electives	TBD	Special projects work experience or elective content	11-14	
		Total Credits	16-19	
<b>Semester 7</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>USP</b>
Education	EDSE 3277	CTE Methods 1	4	
Education	EDSE 4277	CTE Methods 2	4	COM3
Education	EDSE 3020	Facilities and Grant Writing Management	3	
Electives		Special projects work experience or elective content	5-8	
		Total Credits	16-19	

<b>Semester 8</b>	<b>Course</b>	<b>Title</b>	<b>Credits</b>	<b>USP</b>

Education	EDSE 4500	Residency in Teaching	15	
		Total Credits	15	

**Course Descriptions**

No new courses will need to be developed for this program.

**Assessment Plan**

Existing undergraduate programs in the College of Education, all of which lead to initial teacher licensure, are evaluated on specific teacher education standards (see PTSB and InTASC standards provided above) through common assessments that are embedded in courses and aligned to those standards. Data from course-based assessments are regularly collected through LiveText, an online data/assessment system. In addition, standards-based assessments will be used during the student teaching/practicum periods, including edTPA, a nationally recognized performance assessment for novice teachers.

**Degree Program Evaluation**

In addition to collecting and reviewing data from the assessment system described above, the B.A.S. in Career and Technical Education (CTE) Teacher Education will be part of the program review and accreditation system that is regularly undertaken by the College of Education and other units at UW that provide programs leading to teacher licensure or endorsement. The program review process will take place in a timeline that is aligned with unit accreditation through the Association for Advancing Quality in Educator Preparation (AAQEP). This program will be reviewed by a committee of trained and knowledgeable individuals who are recruited by the Wyoming PTSB, resulting in a determination regarding program approval for teacher licensure. This is a similar review process to all other licensure or endorsement programs in the College of Education.

**Substantive Change Determination**

According to Dr. Anne Alexander, this program does not represent a substantive change.

**New Resources Required**

The attached budget spreadsheet provides information about the program budget. No new faculty lines will be required. We have included in this budget a \$2000 amount for travel, and an initial FY 21 budget of \$25,000 for marketing, followed by a \$5000 budget each subsequent year. Existing advising staff in the College of Education, as well as staff support at both UW-C and UW-Laramie will be used to provide support for this program.

### **Executive Summary of Demand Statistics\***

The task force anticipates initial student demand for the 4<sup>th</sup> year of the program (the only year offered through UW) will begin with 5-15 students in the first year (see timeline) because of pent-up demand and publicity. On an ongoing basis, we estimate that this number would remain within this range for the foreseeable future. While these numbers are significantly higher than the previous CTE teacher ed program's enrollments, the task force believes that those numbers will expand due to the wide geographical offerings (7 community colleges across the state instead of 1) as well as the "stackable" nature of the degree. Because the program incorporates existing AAS degrees, students engaged in those studies can more easily "add on" additional coursework to earn their teaching credential. In short, multiple pathways to a CTE teaching credential can appeal to a larger group of students, and multiple locations expands the pool to include place-bound candidates.

The B.A.S. Career and Technical Education (CTE) Teacher Education Initial Licensure degree program (BAS-CTE) will be a unique degree and provide another pathway among several that will help fill the demand for CTE teachers in Wyoming. There are approximately 451 Career and Technical Education (CTE) teachers currently teaching in Wyoming. The average age of Wyoming CTE teachers is 55. According to the Wyoming Retirement System the average age of retirement of Wyoming teachers is 62.6. Consequently, we are anticipating approximately 225 CTE teachers will retire in the next seven years. As a result, the state will need to replace 32 CTE teachers each year, and districts look to UW for a significant percentage of these. This number does not include natural attrition that occurs for a variety of reasons. As an example, there have been six teachers leave their positions since school began in August, 2019. When added to the 32 anticipated retirements, this results in 38 teachers being needed. In addition, there is an expectation that the changes to the Hathaway Scholarship Success Curriculum that took place in 2019 as a result of Senate File 43 will increase demand for CTE courses and consequently require even more CTE instructors. Vacancies have been filled by recruiting teachers from surrounding states who have maintained their CTE teacher education programs, graduate programs that result in CTE endorsements, and industry professionals via alternative routes to certification.

In addition to the information above, which was compiled from PTSB, the WDE, and the WRS, the task force also created a statewide survey for CTE teachers, K12 administrators, and business and industry leaders. This survey closely aligned with the other employment data, and uniformly highlighted both an existing shortage, and a widening gap between a decreasing number of licensed CTE teachers and increasing need for CTE-trained employees. The task force also utilized Gray Associates data based on existing job descriptions. These regionally sensitive data showed very little demand for CTE teachers, and seems to contradict the other data sources. One possibility for the variance is the Gray report's usage of pre-existing job codes, while the survey data from professionals and administrators in the state K12 field approached future projections with a more locally informed approach. All the data sets are provided as an appendix to this document.

This template is intended to be used as a basic guide to generate a projection of additional expenses and revenues at the University.

Cells in orange are variables which can be updated as needed. Please enter information in numerical tab order.

Cells in gray calculate automatically

	Fiscal Year			
	2021	2022	2023	2024
<b>Revenue</b>				
Cummulative Total NEW Laramie campus headcount enrollment	0	0	0	0
NEW Resident enrollment (# of new students entering the program each year)				
NEW Non Resident Enrollment (# of new students entering the program each year)				
NEW Resident distance enrollment (ONLY use this field if the Program is 100% delivered online)	5	5	8	10
NEW Non Resident distance enrollment (ONLY use this field if the Program is 100% delivered online)	1	2	2	4
Resident (credit hours delivered outside of NEW Program)	0	0	0	0
Resident (credit hours delivered in NEW Program)	0	0	0	0
Resident Distance (credit hours delivered in NEW Program through Distance)	0	0	55	210
Non Resident (credit hours delivered outside of NEW Program)	0	0	0	0
Non Resident (credit hours delivered in NEW Program)	0	0	0	0
Non-Resident Distance (credit hours delivered in NEW Program through Distance)	0	0	11	53
<b>Total Resident credit hours generated**</b>	0	0	0	0
<b>Total Non Resident credit hours generated**</b>	0	0	0	0
Per Credit Tuition*				
Resident (Posted Tuition Rate)	\$145	\$151	\$157	\$163
Nonresident (Posted Tuition Rate)	\$603	\$627	\$652	\$678
Prior Year's Non Resident Discount Rate (updated annually by the budget office)	30%	30%	30%	30%
Estimated Actual Non Resident Per Credit Tuition	\$422	\$439	\$457	\$475
Total Resident Tuition generated outside of NEW Program	\$0	\$0	\$0	\$0
Total Resident Tuition in NEW Program	\$0	\$0	\$0	\$0
Total Non Resident Tuition outside of NEW Program	\$0	\$0	\$0	\$0
Total Non Resident Tuition in NEW Program	\$0	\$0	\$0	\$0
Total Distance Tuition in NEW Program	\$0	\$0	\$0	\$0
<b>Total Tuition from NEW Enrollment</b>	\$0	\$0	\$0	\$0
<b>Fees</b>				
Program Per Credit Hour	\$0	\$0	\$0	\$0
Program Fee Revenue	\$0	\$0	\$0	\$0
Advising Fee Per Credit Hour	\$6.00	\$6.00	\$6.00	\$6.00
Advising Fee Revenue	\$0	\$0	\$0	\$0
Mandatory Fee (Per Full Time Student)	\$705.47	\$705.47	\$705.47	\$705.47
Mandatory Fee Revenue	\$0	\$0	\$0	\$0
Distance Fee	\$25	\$25	\$25	\$25
<b>Total New Revenue Generated Within New Program</b>	\$0	\$0	\$0	\$0
<b>Total New Revenue Generated Outside of the Program</b>	\$0	\$0	\$0	\$0
<b>Total Distance Revenue Generated</b>	\$0	\$0	\$15,298	\$65,992
<b>Total Distance Revenue Remaining with College</b>	\$0	\$0	\$9,553	\$41,592
<b>Total Distance Revenue Remaining with Provost's Subdivision</b>	\$0	\$0	\$5,744	\$24,400
<b>Total New Revenue Generated**</b>	\$0	\$0	\$15,298	\$65,992
<b>New Program Expense Assumptions</b>				
Compensation and benefits				
Faculty	\$0	\$0	\$0	\$0
Other administrative staff				
Graduate Assistants				
Supplies	\$	\$	\$	\$
	-	-	1,250	2,500

Travel	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Marketing	\$25,000	\$5,000	\$5,000	\$5,000
Capital expense				
Other (specify)				

**Projected Financial Results for New Program**

	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>
Total Expenses	\$27,000	\$7,000	\$8,250	\$9,500
Total New Revenues Generated by NEW Program	\$0	\$0	\$9,553	\$41,592
<b>New Program's Total Surplus or Deficit</b>	<b>-\$27,000</b>	<b>-\$7,000</b>	<b>\$1,303</b>	<b>\$32,092</b>
Operating margin (surplus or deficit / revenues)	No Value	No Value	0.14	0.77

Enter Course of Study, Credit Hours, indicate if the course is new and if the course will be offered through distance education

		15	NEW	Course	Distance	Option
<b>Freshman Fall</b>		15				
Course 1	3					
Q	3					
USP C1	3					
USP FYS	3					
Course 2	3					
<b>Freshman Spring</b>		15				
USP PN	3					
USP H	3					
USP V	3					
Course 3	3					
Course 4	3					
<b>Sophomore Fall</b>		16				
USP H	3					
Course 5	4					
Course 6	3					
Course 7	3					
Course 8	3					
<b>Sophomore Spring</b>		16				
USP H	3					
Course 9	4					
Course 10	3					
Course 11	3					
Course 12	3					
<b>Junior Fall</b>		15				
Course 13	3					
Course 14	3					
Course 15	3					
Course 16	3					
Course 17	3					
<b>Junior Spring</b>		14				
Course 18	3					
Course 19	2					
Course 20	3					
Course 21	3					
Course 22	3					
<b>Senior Fall</b>		16				
Course 23	3					
Course 24	4					
Course 25	3					
Course 26	3					
Course 27	3					
<b>Senior Spring</b>		15				
USP C3	0					
Course 28	15					
Course 29	0					
Course 30	0					
Course 31	0					
<b>Total Hours</b>		122				





Course 23	FALSE	3								0
Course 24	FALSE	4								0
Course 25	FALSE	3								0
Course 26	FALSE	3								0
Course 27	FALSE	3								0
<b>Senior Spring</b>										0
USP C3	FALSE	0								0
Course 28	FALSE	15								0
Course 29	FALSE	0								0
Course 30	FALSE	0								0
Course 31	FALSE	0								0
		31	0	0	0	0	0	0	0	0
Total Hours		122	0	0	0	0	0	0	0	0

Teaching load	fall	spring								
faculty line 1	9	6	0	0	0	0	0	0	0	0
faculty line 2	9	6	0	0	0	0	0	0	0	0
faculty line 3	9	6	0	0	0	0	0	0	0	0
faculty line 4	9	6	0	0	0	0	0	0	0	0

Compensation	Salary	Benefits	0.39			
			1	2	3	4
faculty line 1		\$0	\$0	\$0	\$0	\$0
faculty line 2		\$0	\$0	\$0	\$0	\$0
faculty line 3		\$0	\$0	\$0	\$0	\$0
faculty line 4		\$0	\$0	\$0	\$0	\$0
			\$0.00	\$0	\$0	\$0

For more specific salary and benefit data please contact the Budget Office at 766-9028



Course 23	TRUE	3							3	
Course 24	TRUE	4							4	
Course 25	TRUE	3							3	
Course 26	TRUE	3							3	
Course 27	TRUE	3							3	
<b>Senior Spring</b>										0
USP C3	FALSE	0								0
Course 28	TRUE	15								15
Course 29	FALSE	0								0
Course 30	FALSE	0								0
Course 31	FALSE	0								0
		31	0	0	0	0	0	0	16	15
<b>Total Hours</b>		122	0	0	0	0	0	11	16	26

Teaching load	fall	spring								
faculty line 1	9	6	0	0	0	0	0	1	1	1
faculty line 2	9	6	0	0	0	0	0	1	1	1
faculty line 3	9	6	0	0	0	0	0	0	0	1
faculty line 4	9	6	0	0	0	0	0	0	0	1

Compensation	0.39									
	Salary	Benefits	1	2	3	4				
faculty line 1		\$0	0	\$0	\$0	\$0				
faculty line 2		\$0	0	\$0	\$0	\$0				
faculty line 3		\$0	0	\$0	\$0	\$0				
faculty line 4		\$0	0	\$0	\$0	\$0				
			\$0.00	\$0	\$0	\$0				

For more specific salary and benefit data please contact the Budget Office at 766-9028



Academic Affairs  
1000 E. University Avenue, Laramie, WY 82071  
(307) 766-4286

April 28, 2020

**Board of Trustees:**

This letter serves as a Letter of Commitment for a new Academic Program, the BAS in Career and Technical Education (CTE) Teacher Education to be housed in the School of Teacher Education within the College of Education. The program is designed as an applied science bachelors' degree (BAS) completion program between the community colleges and the University of Wyoming. The program was designed to provide flexibility, so that students coming into the program might be bringing an Associate of Arts (AA), an Associate of Science (AS) or an Associate of Applied Science (AAS). Students who have completed an applicable AAS degree can take a third year of coursework at a Wyoming community college or online at the University of Wyoming, before completing a fourth year through UW that includes teacher education courses offered by distance and student teaching. This program will culminate in a Bachelor of Applied Sciences degree, with a Major in CTE Teacher Education, and eligibility for an appropriate initial teaching license (grades 6-12) from the Wyoming Professional Teaching Standards Board (PTSB). The program not only aligns with our UW Strategic Plan, but it meets the employment needs of our local Wyoming School districts as well.

**Needs**

The B.A.S. Career and Technical Education (CTE) Teacher Education Initial Licensure degree program (BAS-CTE) will be a unique degree and provide one pathway among several that will help fill the demand for CTE teachers in Wyoming. There are approximately 451 Career and Technical Education (CTE) teachers currently teaching in Wyoming. The average age of Wyoming CTE teachers is 55. According to the Wyoming Retirement System the average age of retirement of Wyoming teachers is 62.6. Consequently, we are anticipating approximately 225 CTE teachers will retire in the next seven years. As a result, the state will need to replace 32 CTE teachers each year, and districts look to UW for a significant percentage of these. In addition, there is an expectation that the changes to the Hathaway Scholarship Success Curriculum that took place in 2019 as a result of Senate File 43 will increase demand for CTE courses and consequently require even more CTE instructors. Vacancies have been filled by recruiting teachers from surrounding states who have maintained their CTE teacher education programs, graduate programs that result in CTE endorsements, and industry professionals via alternative routes to certification.

In addition to the information above, a statewide survey of CTE teachers, K12 administrators, and business and industry leaders highlighted both an existing shortage and a widening gap between a decreasing number of licensed CTE teachers and increasing need for CTE-trained employees. However, Gray & Associates data showed very little demand for CTE teachers and seems to contradict the other data sources. One possibility for the variance is the Gray report's usage of pre-existing job codes, while the survey data from professionals and administrators in the state K12 field approached future projections with a more locally informed approach. Please see the Request for Authorization for these data.

### **Requirements**

The CTE teacher education degree completion program allows for multiple entry points and culminates in a Bachelor of Applied Science degree. Coursework in the degree includes 42 semester hours of secondary education coursework to include student teaching in the College of Education at the University of Wyoming; CTE coursework; and courses to meet the requirements of the University Studies Program curriculum.

### **Resources**

The attached budget spreadsheet provides information about the program budget. No new faculty lines will be required. The budget allocates \$2000 for travel, and an initial FY 21 budget of \$25,000 for marketing, followed by a \$5000 budget each subsequent year. Existing advising staff in the College of Education, as well as staff support at both UW-C and UW-Laramie will be used to provide support for this program.

### **Four Year Budget**

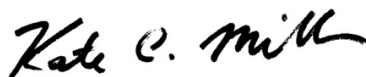
The pro forma budget is attached to the Request for Authorization, which accompanies this letter. It includes the minimal direct costs associated with the establishment of this program, as described above.

### **Timeline**

The anticipated launch date for this program is Fall 2021. Wyoming community college administrators are in the process of developing the pathways through which students will enter the UW program for their final year of coursework and student teaching. Ben Moritz of the Wyoming Community College Commission is leading this effort.

In conclusion, I support the creation of the Bachelor of Applied Sciences in Career and Technical Education (CTE) Teacher Education. This program is well-designed and will meet a critical need of Wyoming local school districts.

Best,



Kate C. Miller

Provost and Vice President for Academic Affairs

# CTE Teacher Ed Program Update

This program is a collaboration between UW and the community colleges to increase the number of CTE teachers trained in the state of Wyoming. By utilizing a “degree completion” approach rather than a traditional 2+2 or 3+1, we are increasing both the level of access and flexibility, thereby making the program available to a larger population of future CTE teachers. It is modeled on a traditional teacher preparation program designed specifically for CTE

## Community College Phase



1

### Students who can join the program

- a. Students with no industry OR college experience
- b. Students with some college credit but no degrees
- c. Students with a certificate or degree in a CTE field
- d. Students with industry background but little or no college credit

2



### Initial Advising Meeting

During this meeting an advisor will discuss the student’s CTE interests, review transcripts, and work with them to map out an individualized course plan.

3



### Community College Phase

Students will initially enroll in a CC program aligned with their CTE endorsement areas, and augment existing curricula with the USP requirements when viable. Most students will be able to take a significant number of their education coursework at the CC as well.

## University of Wyoming Phase

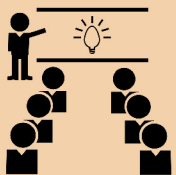
4



### University of Wyoming Phase

Students will enroll as UW students for the final 1 or 2 years of their program, but remain in their CC location. UW offers all of its education courses online or in hybrid format, and these online offerings will comprise most or all of their coursework.

5



### Student Teaching Phase

While still enrolled as UW students, students will complete their studies by doing student teaching.

6



### Outcome

Students will earn a Bachelor of Applied Science degree with an emphasis in CTE Teacher Education, as well as certificate(s) and/or Associate degrees at the home community college in relevant CTE fields. Additionally, they will also have the skills for relevant industry jobs.

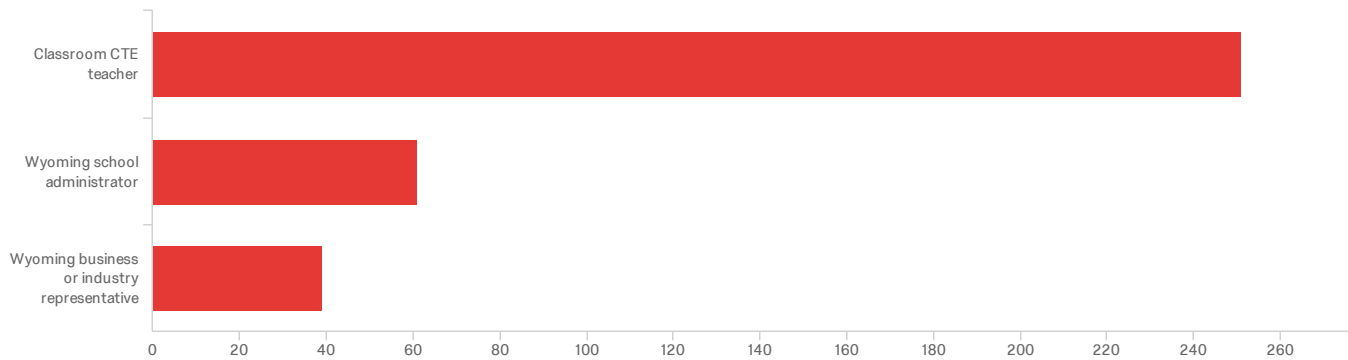
# Default Report

WY CTE Needs 2020

November 26, 2019 8:26 AM MST

Q31 - The University of Wyoming is seeking input as a new CTE degree program is

being created. Please indicate your classification for continuing the survey.

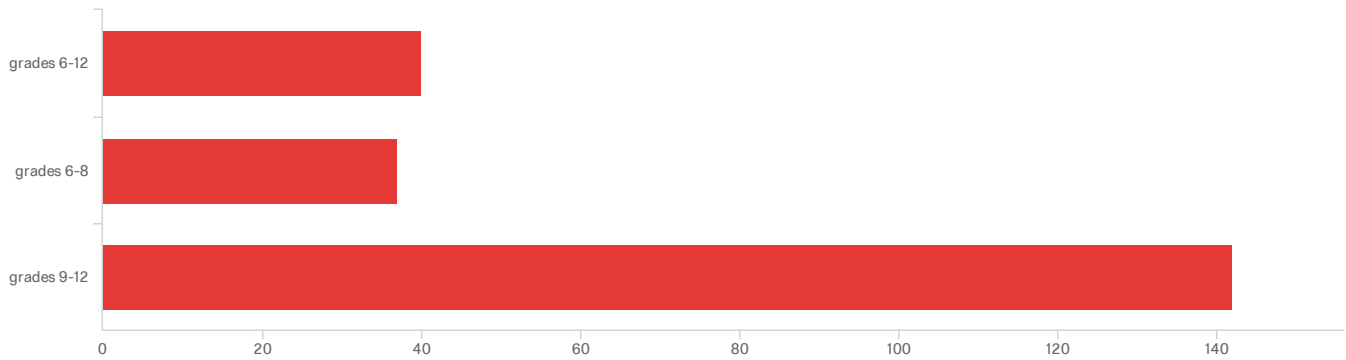


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	The University of Wyoming is seeking input as a new CTE degree program is being created. Please indicate your classification for continuing the survey.	1.00	3.00	1.40	0.68	0.46	351

#	Field	Choice Count
1	Classroom CTE teacher	71.51% 251
2	Wyoming school administrator	17.38% 61
3	Wyoming business or industry representative	11.11% 39
		351

Showing rows 1 - 4 of 4

Q1 - Mark the selection that best fits your situation.



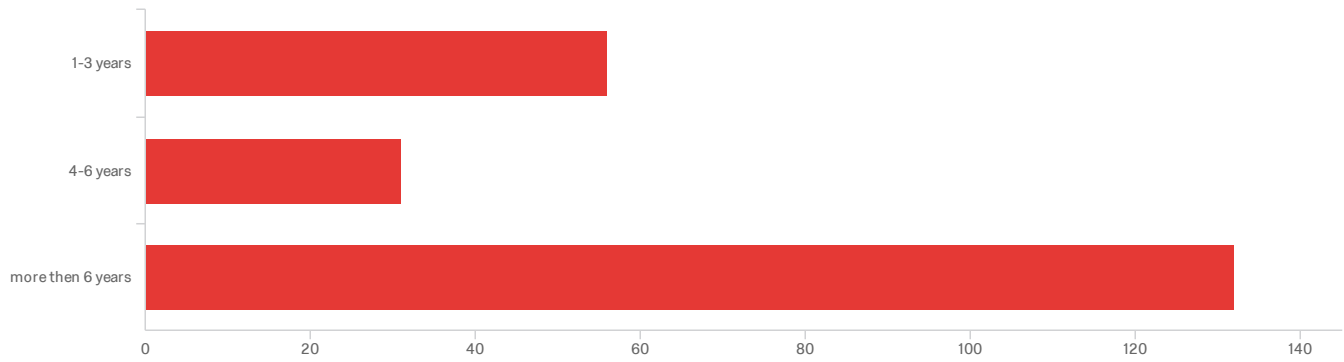
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Mark the selection that best fits your situation.	1.00	3.00	2.47	0.78	0.61	219

#	Field	Choice Count
1	grades 6-12	18.26% 40
2	grades 6-8	16.89% 37
3	grades 9-12	64.84% 142
		219

Showing rows 1 - 4 of 4



## Q2 - How long do you plan to teach in your present position?

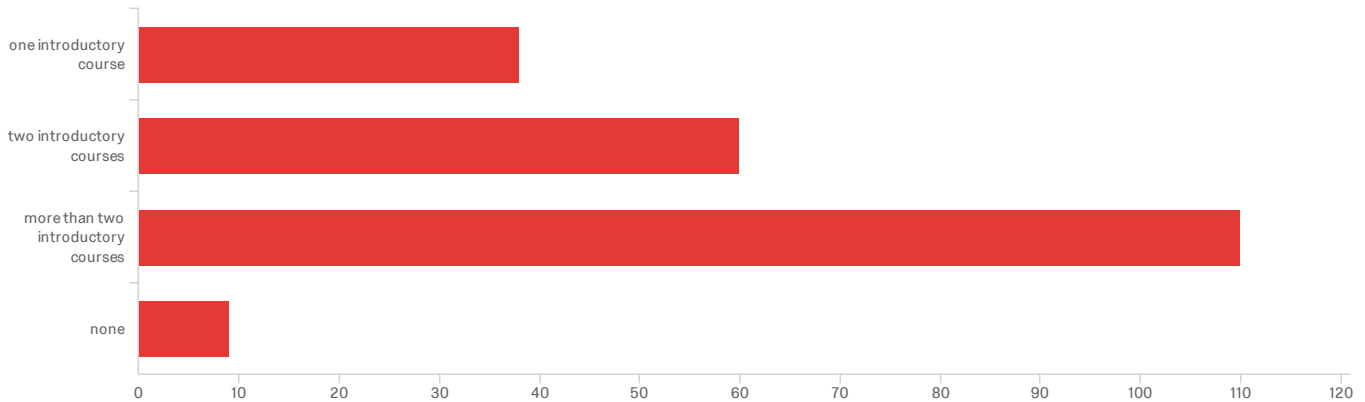


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How long do you plan to teach in your present position?	1.00	3.00	2.35	0.86	0.74	219

#	Field	Choice Count
1	1-3 years	25.57% 56
2	4-6 years	14.16% 31
3	more than 6 years	60.27% 132
		219

Showing rows 1 - 4 of 4

Q4 - How many sections of introductory CTE courses do you teach?An example of an introductory course would be a course that is first in sequence; for instance, Foods 1.



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How many sections of introductory CTE courses do you teach?An example of an introductory course would be a course that is first in sequence; for instance, Foods 1.	1.00	4.00	2.41	0.82	0.68	217

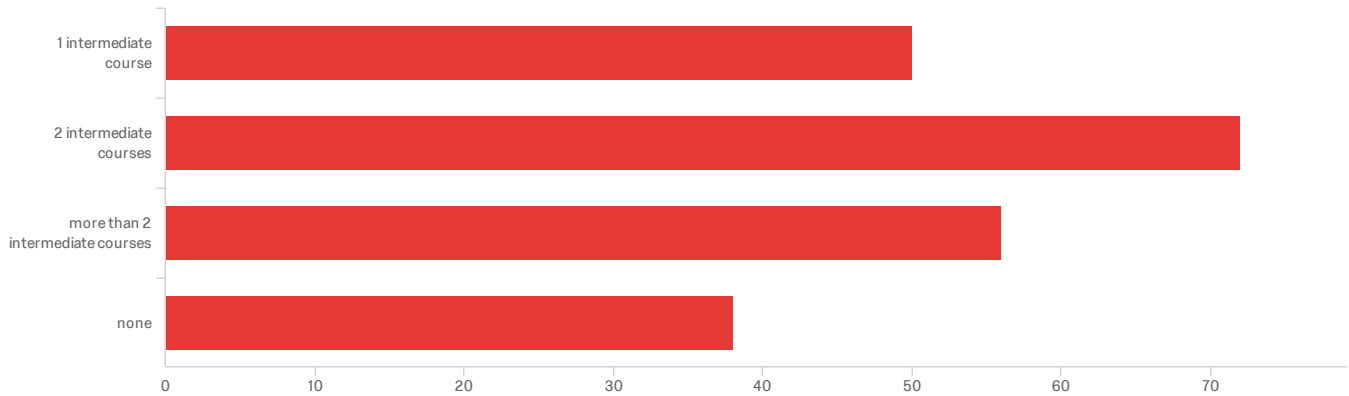
#	Field	Choice Count
1	one introductory course	17.51% 38
2	two introductory courses	27.65% 60
3	more than two introductory courses	50.69% 110
4	none	4.15% 9

217

Showing rows 1 - 5 of 5

Q5 - How many sections of intermediate CTE courses do you teach?An example of an intermediate course would be a course that is second in a sequence; for instance, Foods

2.



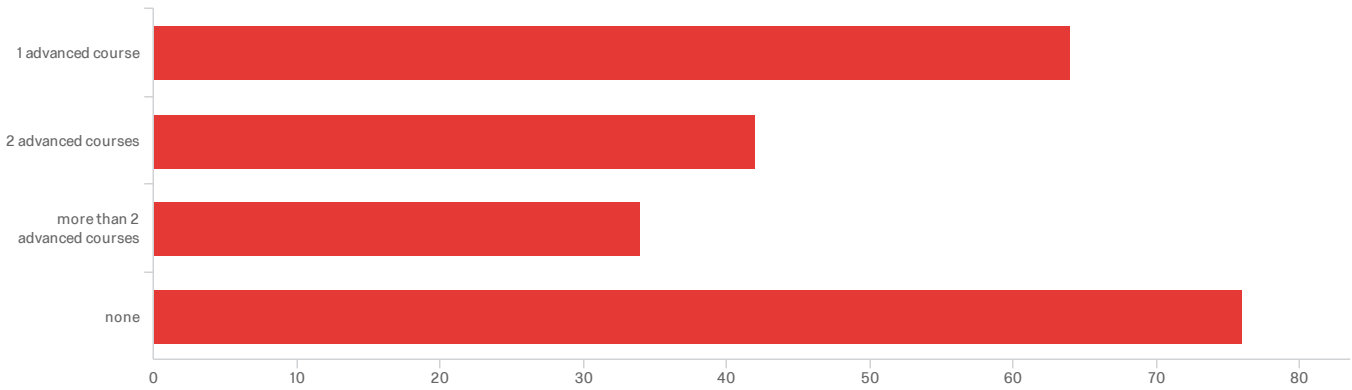
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How many sections of intermediate CTE courses do you teach?An example of an intermediate course would be a course that is second in a sequence; for instance, Foods 2.	1.00	4.00	2.38	1.02	1.05	216

#	Field	Choice Count
1	1 intermediate course	23.15% 50
2	2 intermediate courses	33.33% 72
3	more than 2 intermediate courses	25.93% 56
4	none	17.59% 38

216

Showing rows 1 - 5 of 5

Q6 - How many sections of advanced CTE courses do you teach?An example of an advanced course would be a course that is in a sequence; for instance, Foods 3.



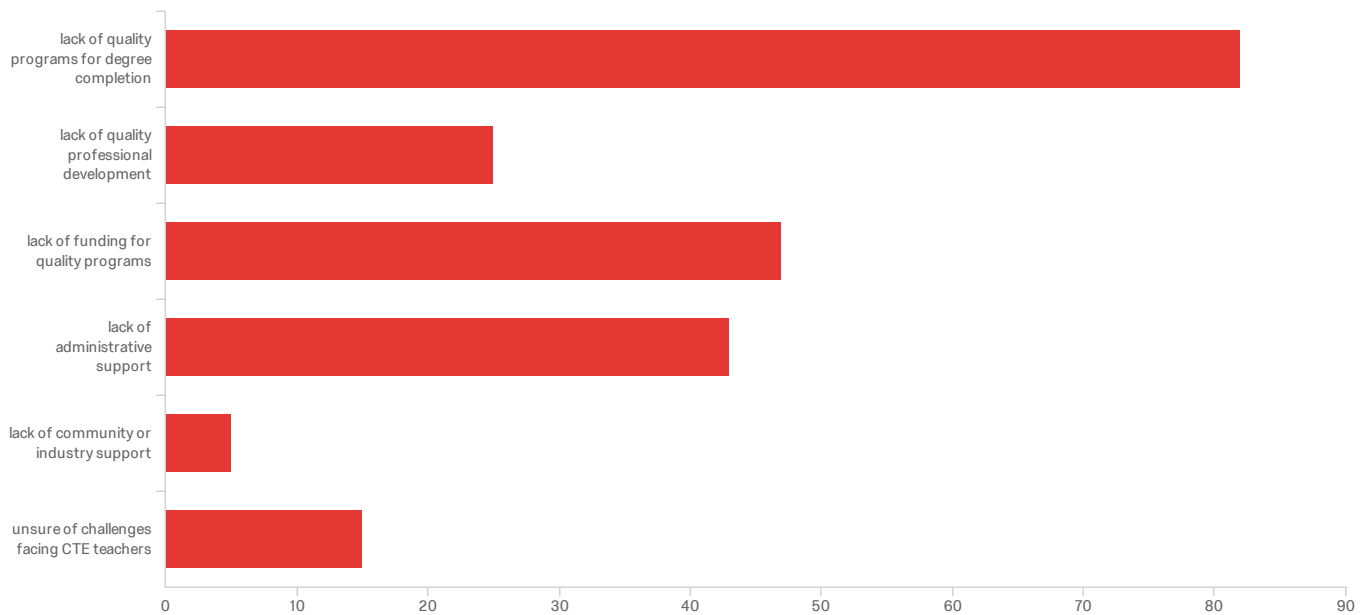
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How many sections of advanced CTE courses do you teach?An example of an advanced course would be a course that is in a sequence; for instance, Foods 3.	1.00	4.00	2.56	1.24	1.54	216

#	Field	Choice Count
1	1 advanced course	29.63% 64
2	2 advanced courses	19.44% 42
3	more than 2 advanced courses	15.74% 34
4	none	35.19% 76

216

Showing rows 1 - 5 of 5

Q7 - Mark the selection you feel is the greatest challenge facing CTE teachers.

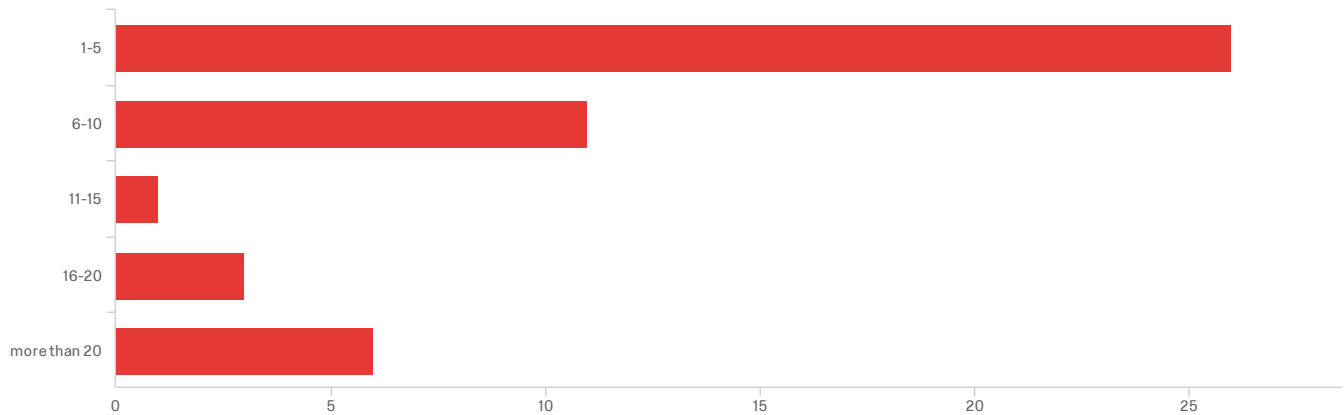


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Mark the selection you feel is the greatest challenge facing CTE teachers.	1.00	6.00	2.58	1.54	2.36	217

#	Field	Choice Count
1	lack of quality programs for degree completion	37.79% 82
2	lack of quality professional development	11.52% 25
3	lack of funding for quality programs	21.66% 47
4	lack of administrative support	19.82% 43
5	lack of community or industry support	2.30% 5
6	unsure of challenges facing CTE teachers	6.91% 15
		217

Showing rows 1 - 7 of 7

### Q9 - How many CTE teachers are currently employed in your district?

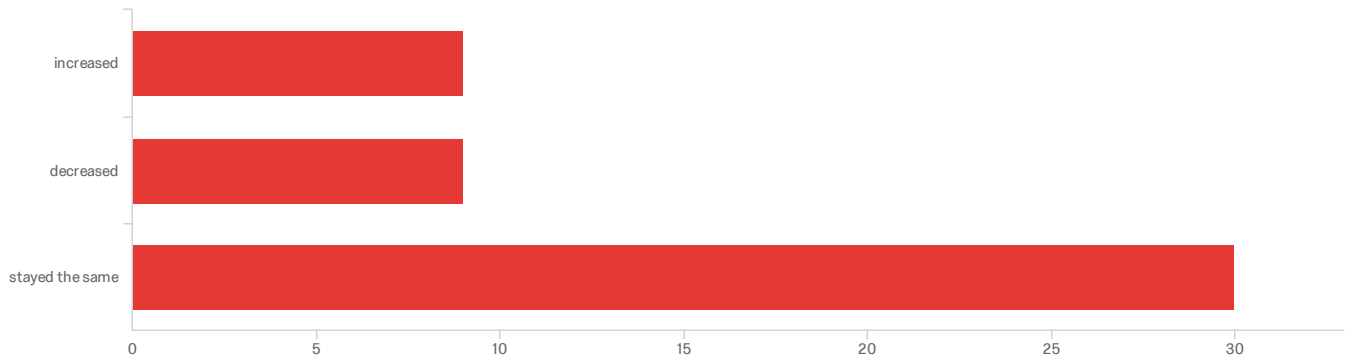


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	How many CTE teachers are currently employed in your district?	1.00	5.00	1.98	1.41	1.98	47

#	Field	Choice Count
1	1-5	55.32% 26
2	6-10	23.40% 11
3	11-15	2.13% 1
4	16-20	6.38% 3
5	more than 20	12.77% 6
		47

Showing rows 1 - 6 of 6

Q10 - Over the past five years the number of CTE teachers in your district has?

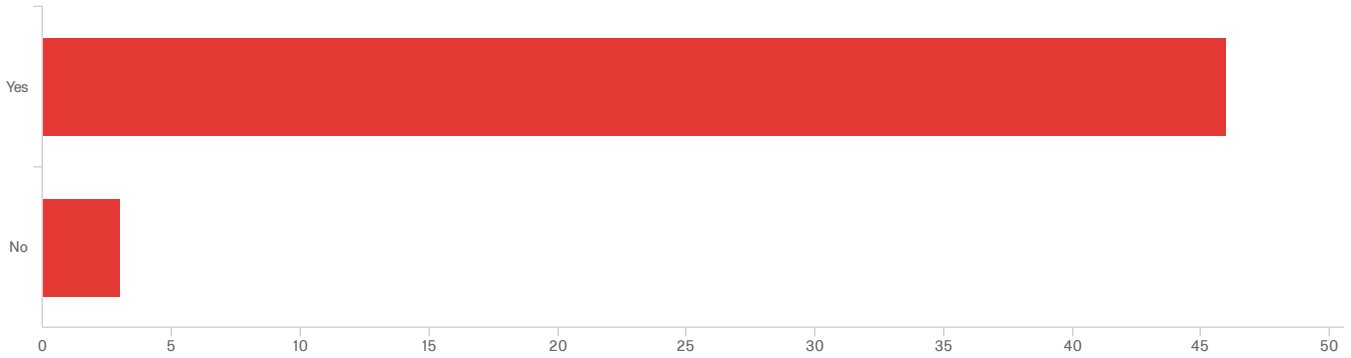


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Over the past five years the number of CTE teachers in your district has?	1.00	3.00	2.44	0.79	0.62	48

#	Field	Choice Count
1	increased	18.75% 9
2	decreased	18.75% 9
3	stayed the same	62.50% 30
		48

Showing rows 1 - 4 of 4

## Q11 - Do you anticipate needing to hire additional/replacement CTE teachers in the next 3-10 years?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you anticipate needing to hire additional/replacement CTE teachers in the next 3-10 years?	1.00	2.00	1.06	0.24	0.06	49

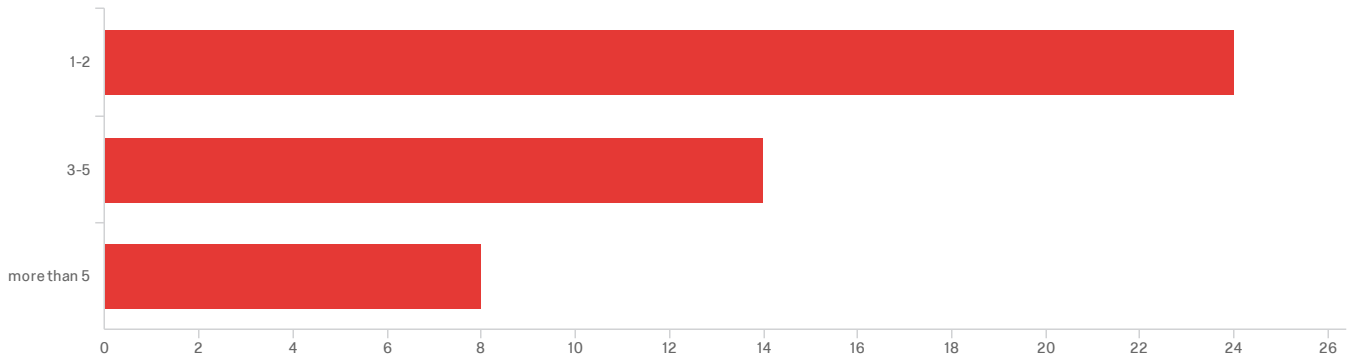
#	Field	Choice Count
1	Yes	93.88% 46
2	No	6.12% 3

49

Showing rows 1 - 3 of 3



Q12 - If you answered yes to the previous question, how many do you anticipate needing to hire?

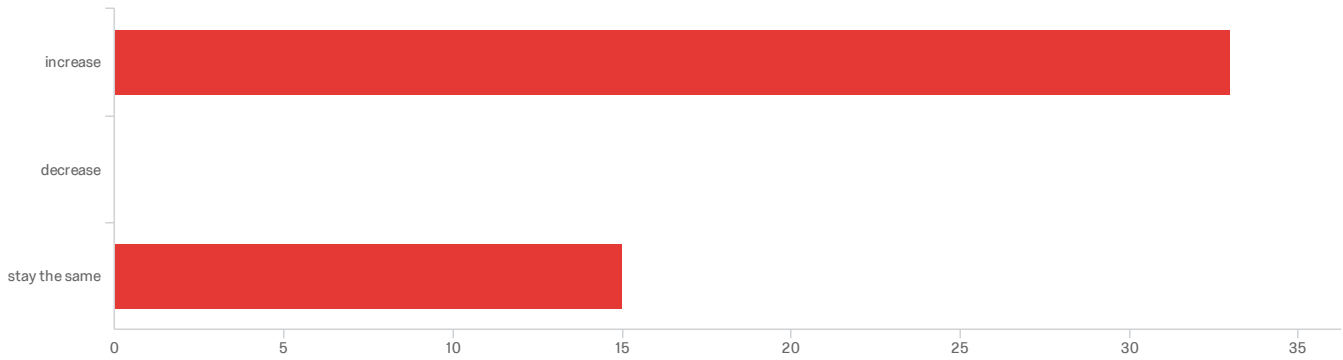


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	If you answered yes to the previous question, how many do you anticipate needing to hire?	1.00	3.00	1.65	0.76	0.57	46

#	Field	Choice Count
1	1-2	52.17% 24
2	3-5	30.43% 14
3	more than 5	17.39% 8
		46

Showing rows 1 - 4 of 4

Q13 - Given your knowledge of your local community, do you anticipate in the next 3-10 years, the need to hire CTE teachers will?

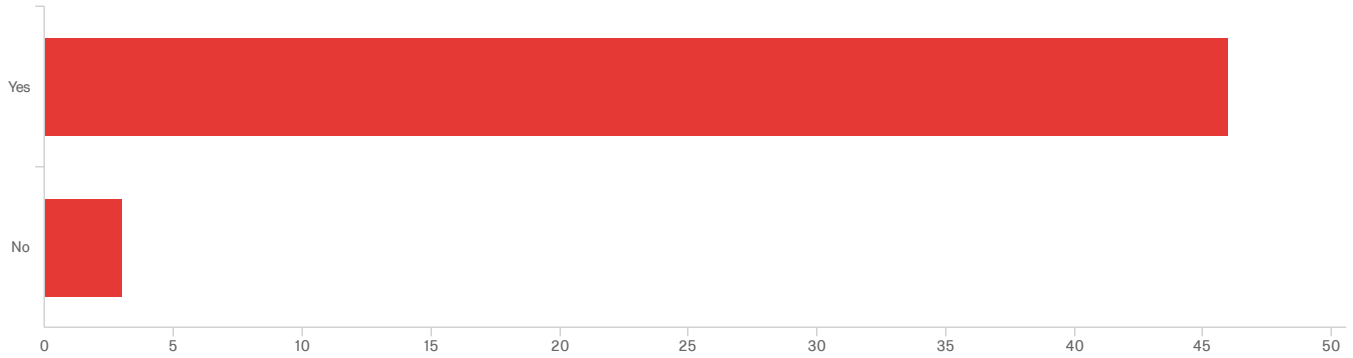


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Given your knowledge of your local community, do you anticipate in the next 3-10 years, the need to hire CTE teachers will?	1.00	3.00	1.63	0.93	0.86	48

#	Field	Choice Count
1	increase	68.75% 33
2	decrease	0.00% 0
3	stay the same	31.25% 15
		48

Showing rows 1 - 4 of 4

Q14 - Do you hear from employers that they would like more students to receive CTE training in secondary education?



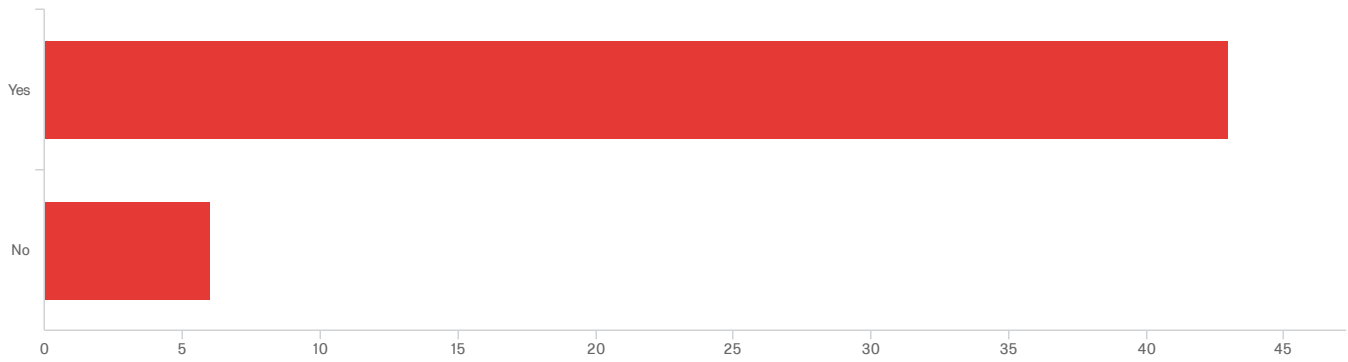
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you hear from employers that they would like more students to receive CTE training in secondary education?	1.00	2.00	1.06	0.24	0.06	49

#	Field	Choice Count
1	Yes	93.88% 46
2	No	6.12% 3

49

Showing rows 1 - 3 of 3

### Q15 - Does your school receive Perkins funding?



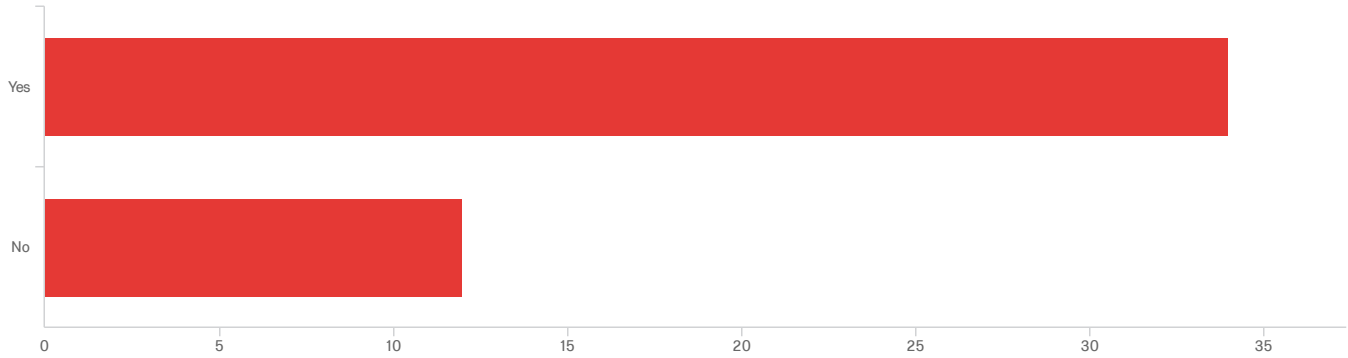
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Does your school receive Perkins funding?	1.00	2.00	1.12	0.33	0.11	49

#	Field	Choice Count
1	Yes	87.76% 43
2	No	12.24% 6

49

Showing rows 1 - 3 of 3

Q16 - If the Perkins funding model were to change and your program(s) no longer received funding, would that or those programs continue?



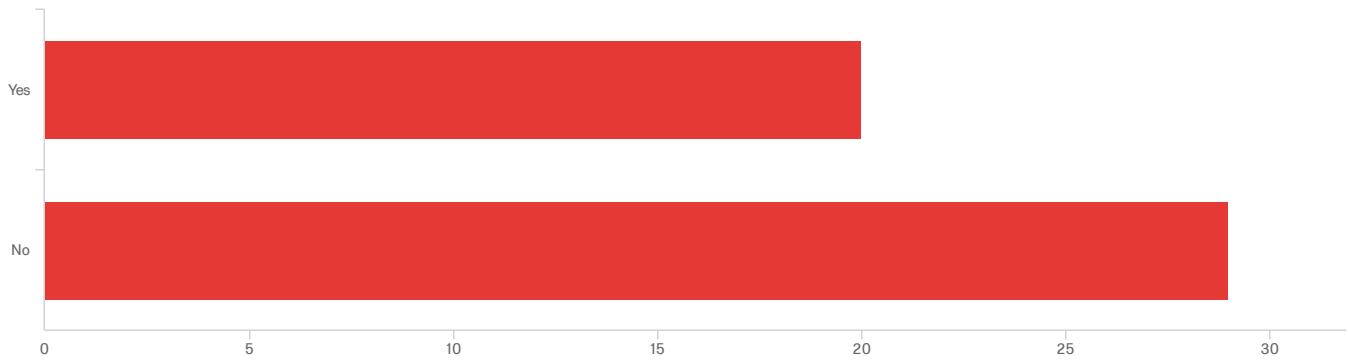
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	If the Perkins funding model were to change and your program(s) no longer received funding, would that or those programs continue?	1.00	2.00	1.26	0.44	0.19	46

#	Field	Choice Count
1	Yes	73.91% 34
2	No	26.09% 12

46

Showing rows 1 - 3 of 3

### Q17 - Have you had to close any programs because CTE teachers were not available?



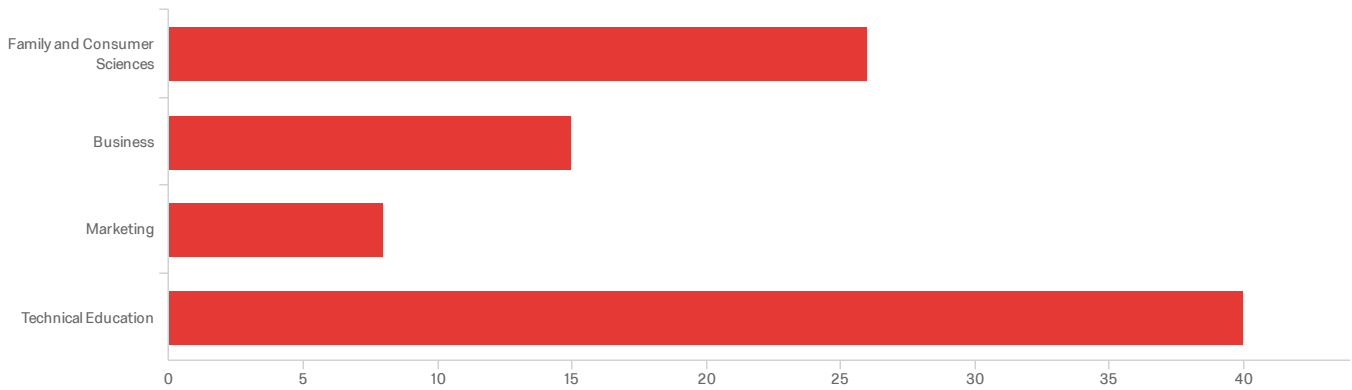
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Have you had to close any programs because CTE teachers were not available?	1.00	2.00	1.59	0.49	0.24	49


#	Field	Choice Count
1	Yes	40.82% 20
2	No	59.18% 29

49

Showing rows 1 - 3 of 3

### Q18 - Which CTE areas do you find it most difficult to find teachers?



  
 Data source misconfigured for this visualization.

#	Field	Choice Count
1	Family and Consumer Sciences	29.21% 26
2	Business	16.85% 15
3	Marketing	8.99% 8
4	Technical Education	44.94% 40

89

Showing rows 1 - 5 of 5

## Q25 - What is the primary sector of your business?

What is the primary sector of your business?

Heavy Highway contractor

Construction

Heavy Civil Construction

Construction

Construction (Civil, Heavy/Highway, Commercial Building)

Construction

Construction

Construction

Powerline Construction

Construction

Highway and Commercial construction

Commercial construction

Landscape Contracting

road and street construction

Mining

Heavy / Highway Construction

Construction

Financial Services

Banking

Finance

Hotel

Non profit administration



What is the primary sector of your business?

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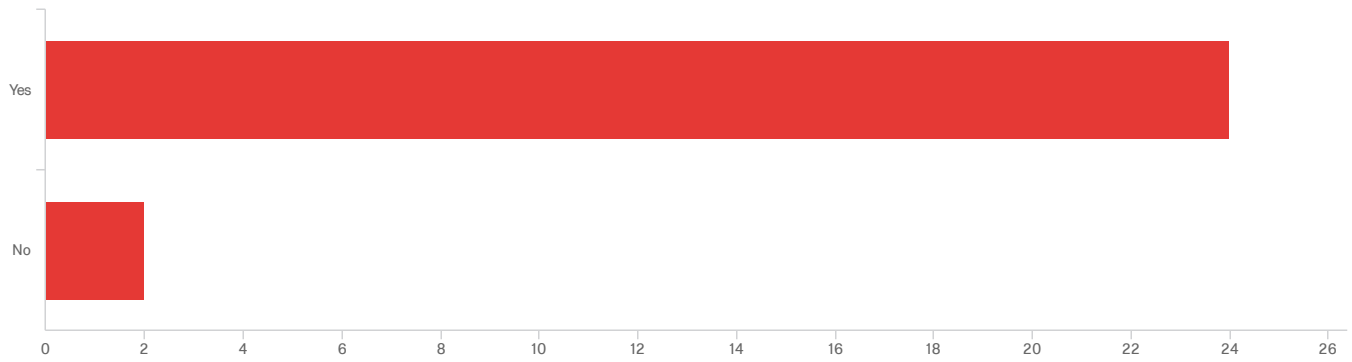
Amazon - Materials Handling Equipment (MHE) Technicians and Technical Talent.

Education consultant (former high school business teacher)

Workforce training

Student organizations

## Q20 - Is your sector expanding in workforce needs?



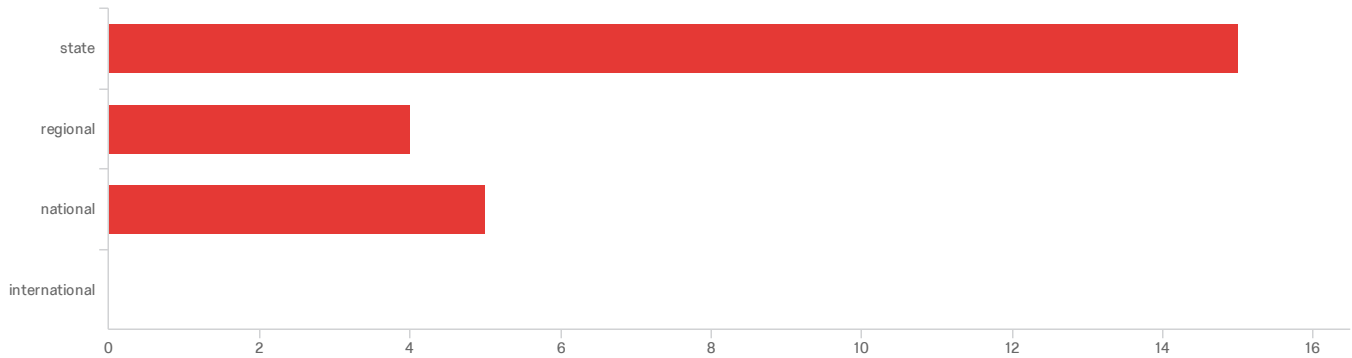
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Is your sector expanding in workforce needs?	1.00	2.00	1.08	0.27	0.07	26

#	Field	Choice Count
1	Yes	92.31% 24
2	No	7.69% 2

26

Showing rows 1 - 3 of 3

Q21 - If your answer was yes to the previous question, that increase is expanding in which area?



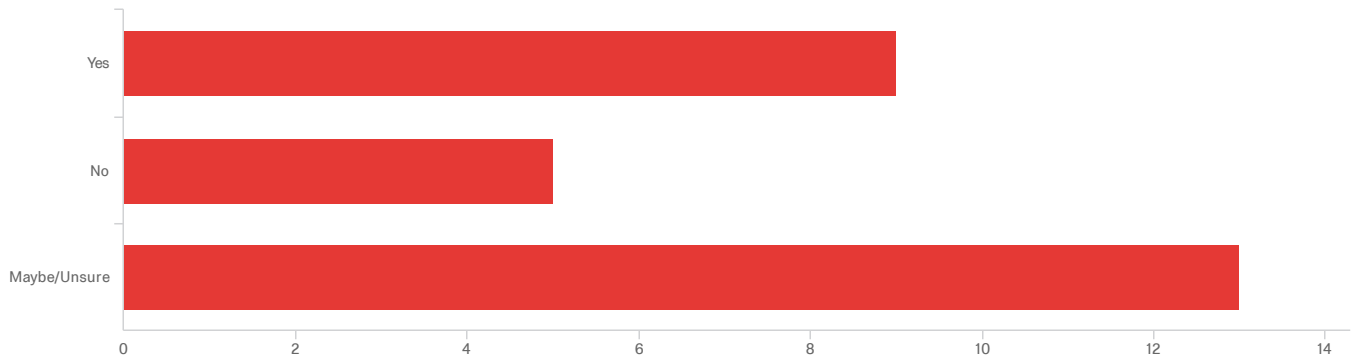
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	If your answer was yes to the previous question, that increase is expanding in which area?	1.00	3.00	1.58	0.81	0.66	24

#	Field	Choice Count
1	state	62.50% 15
2	regional	16.67% 4
3	national	20.83% 5
4	international	0.00% 0

24

Showing rows 1 - 5 of 5

## Q22 - Do CTE teachers in your sector understand the demand for your workforce needs?

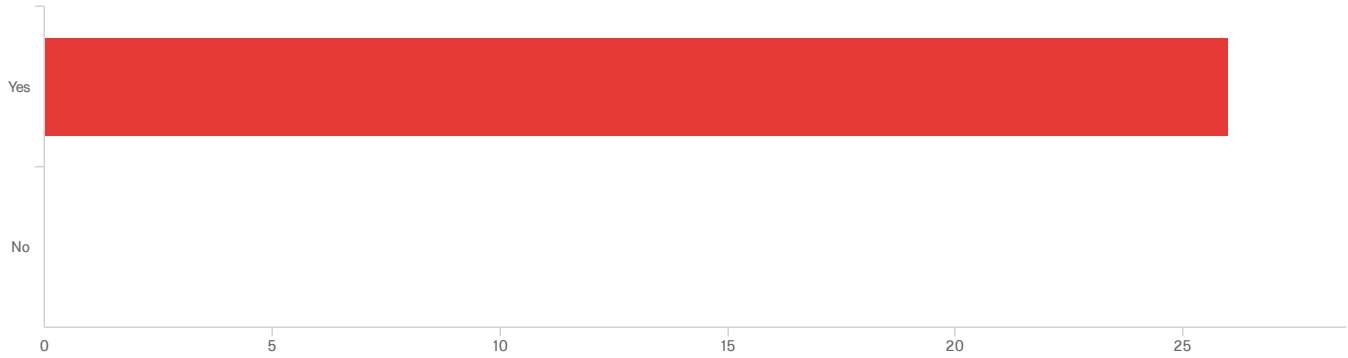


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do CTE teachers in your sector understand the demand for your workforce needs?	1.00	3.00	2.15	0.89	0.79	27

#	Field	Choice Count
1	Yes	33.33% 9
2	No	18.52% 5
3	Maybe/Unsure	48.15% 13
		27

Showing rows 1 - 4 of 4

Q23 - If asked, would your organization provide feedback, input, and direction to the University of Wyoming's proposed CTE program to create an understanding of business and industry workforce needs and expectations?

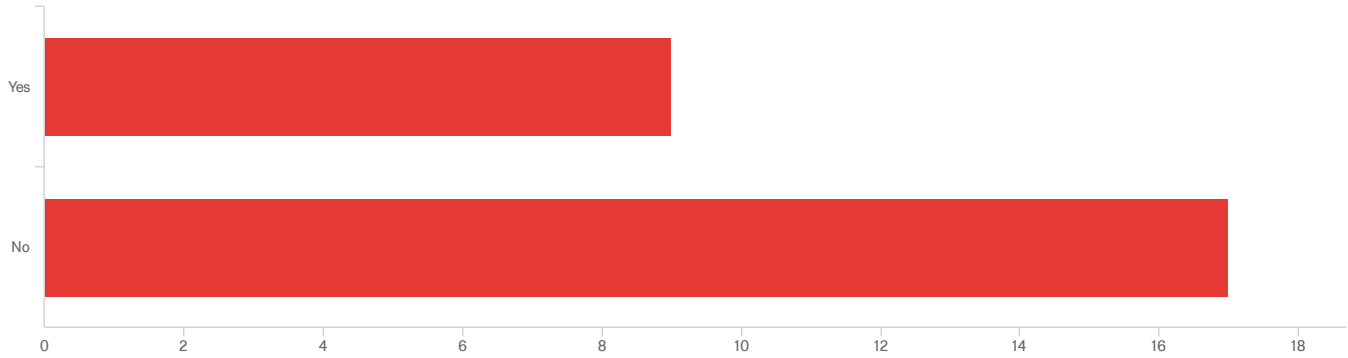


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	If asked, would your organization provide feedback, input, and direction to the University of Wyoming's proposed CTE program to create an understanding of business and industry workforce needs and expectations?	1.00	1.00	1.00	0.00	0.00	26

#	Field	Choice Count
1	Yes	100.00% 26
2	No	0.00% 0
		26

Showing rows 1 - 3 of 3

## Q24 - Has your organization worked collaboratively with the University of Wyoming in other capacities?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Has your organization worked collaboratively with the University of Wyoming in other capacities?	1.00	2.00	1.65	0.48	0.23	26

#	Field	Choice Count
1	Yes	34.62% 9
2	No	65.38% 17

26

Showing rows 1 - 3 of 3

Q26 - If you answered yes to collaborating with the University, please provide some detailed information on that project or projects here.

If you answered yes to collaborating with the University, please provide so...

WCA

Internships

Somewhat... We have done a lot of work at the UW Campus in Laramie and have an annual contract for landscaping work there.

College of Engineering Construction Management Program

Many projects with the College of Business

President of our organization has worked as a mentor with finance-degree students.

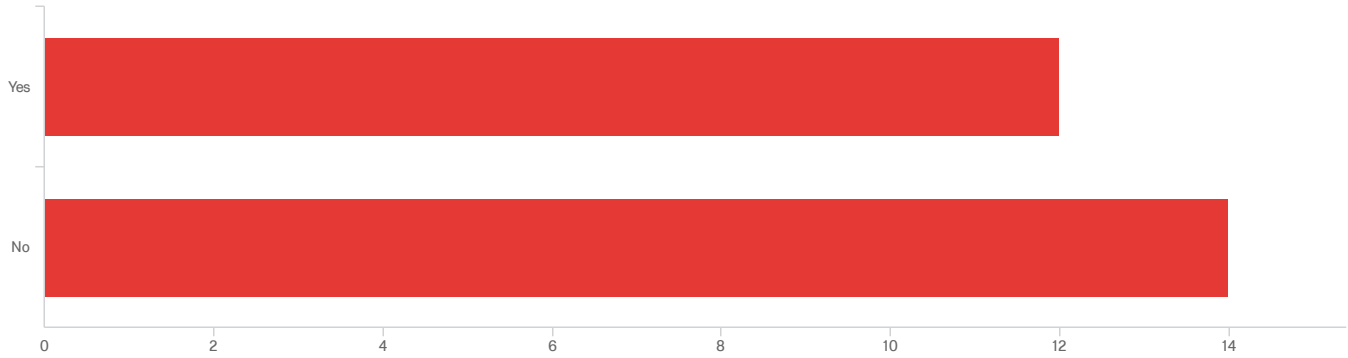
Through Division of Tourism and WLRA membership

Evaluation is substance abuse prevention

Warehousing and Distribution sectors are in desperate need of skilled Technicians to maintain Mechanical, Electrical, and Robotic materials handling systems.

Conference planning and speakers

Q27 - Do you feel your organization understands the curriculum that will be required for a CTE teacher training program?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you feel your organization understands the curriculum that will be required for a CTE teacher training program?	1.00	2.00	1.54	0.50	0.25	26

#	Field	Choice Count
1	Yes	46.15% 12
2	No	53.85% 14

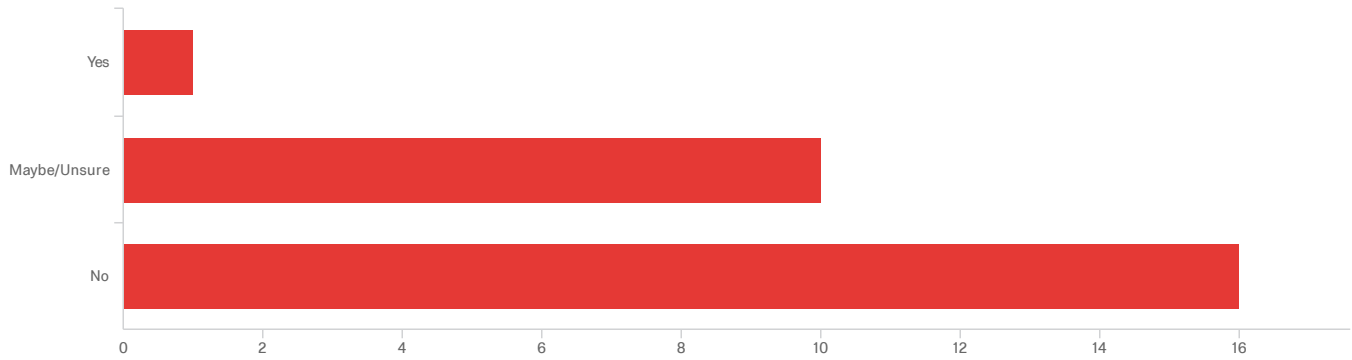
26

Showing rows 1 - 3 of 3



## Q28 - Do you feel your industry is adequately represented in current University Technical

### Education curriculum?



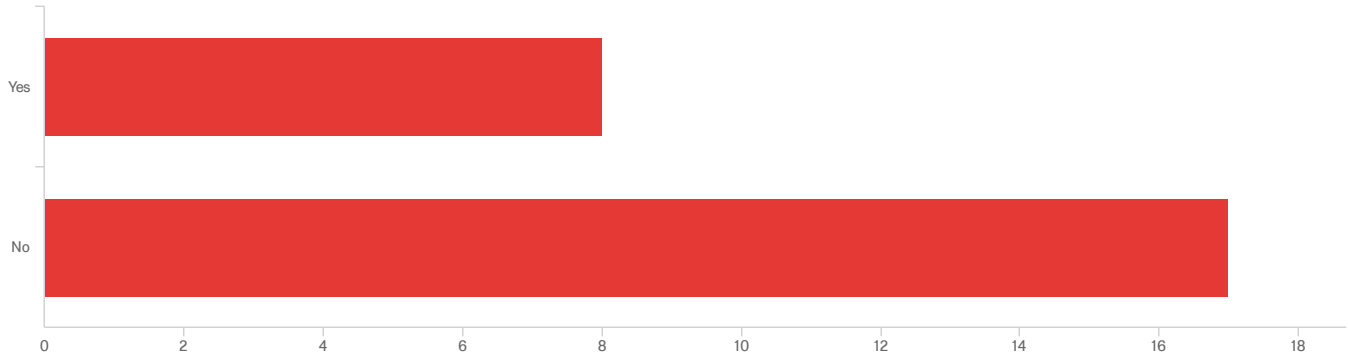
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you feel your industry is adequately represented in current University Technical Education curriculum?	1.00	3.00	2.56	0.57	0.32	27

#	Field	Choice Count
1	Yes	3.70% 1
2	Maybe/Unsure	37.04% 10
3	No	59.26% 16
		27

Showing rows 1 - 4 of 4

## Q29 - Has your organization or members ever been consulted regarding CTE

curriculum?



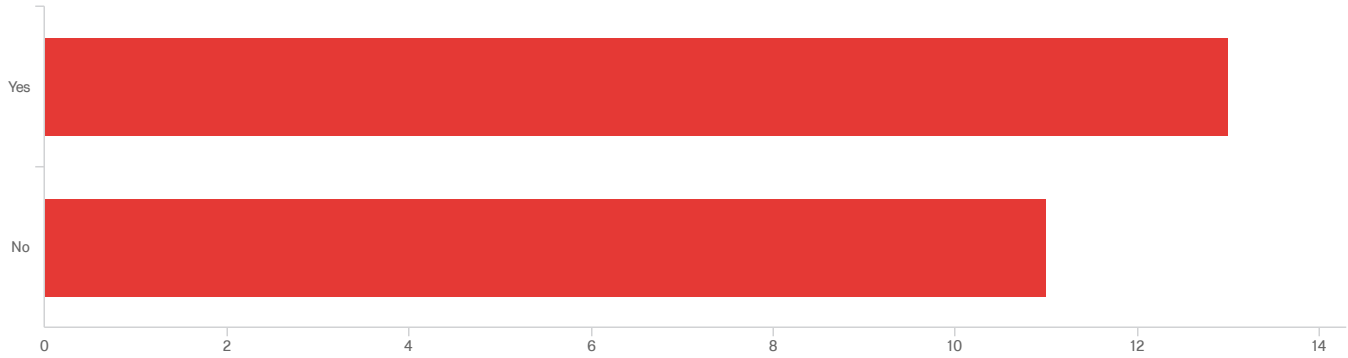
#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Has your organization or members ever been consulted regarding CTE curriculum?	1.00	2.00	1.68	0.47	0.22	25

#	Field	Choice Count
1	Yes	32.00% 8
2	No	68.00% 17

25

Showing rows 1 - 3 of 3

Q30 - Do you feel there is a link between what teacher candidates learn at the University of Wyoming Technical Education program and what programs are offered in public schools?

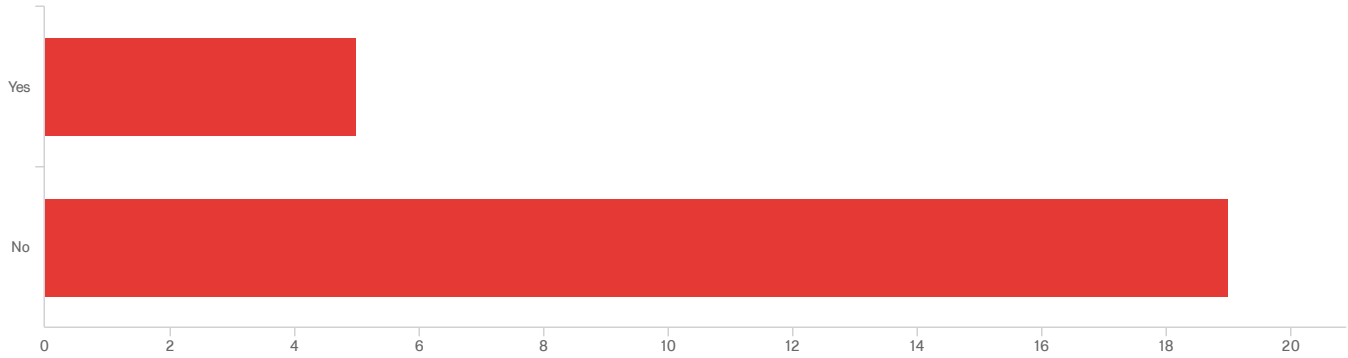


#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Do you feel there is a link between what teacher candidates learn at the University of Wyoming Technical Education program and what programs are offered in public schools?	1.00	2.00	1.46	0.50	0.25	24

#	Field	Choice Count
1	Yes	54.17% 13
2	No	45.83% 11
		24

Showing rows 1 - 3 of 3

Q31 - Based on your knowledge of the University Technical Education program, are new teachers exposed to your sector's content and curriculum adequately enough to begin teaching in that area?



#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	Based on your knowledge of the University Technical Education program, are new teachers exposed to your sector's content and curriculum adequately enough to begin teaching in that area?	1.00	2.00	1.79	0.41	0.16	24

#	Field	Choice Count
1	Yes	20.83% 5
2	No	79.17% 19
		24

Showing rows 1 - 3 of 3

## Q32 - How can a new University CTE program better prepare teacher candidates to meet the needs of your industry ?

How can a new University CTE program better prepare teacher candidates to m...

Until the University starts recognizing the large demand for skilled works that don't require a college degree (which comes with a large amount of debt) a CTE program will jsut be more lip service

Meet with local Contractors Associations around the state for what skills are required. Our company is active with multiple associations in the state and know there is a desire to engage with CTE programs to provide any assistance needed.

Understand the needs of the industry and tie the curriculum in the program to these specific areas of need.

To understand any industry well enough to even grasp how to teach in any industry, but especially in construction trades, experience is the greatest educator. A multi-year co-op or internship is very much needed to be able to understand the needs in the industry.

Know the hands on job requirements

Maximize interaction with industry.

It needs to start collaboratively at home and with the school counselors to get the potential students into the CTE classrooms so there is a demand again for current trained teachers.

Outreach to gain a better understanding of industry requirements.

by working together to meet the needs of industry since they are constantly changing

come understand what we do everyday...applicable learning to build the correct skills.

Awareness is key.

Education of functionality of hotels as it relates to tourism.

Offer and promote multiple tracks: Teaching, Training Management, Industrial Technical Management.

Offer instruction on how to teach the "employability" standards included in the WY standards. These are hard standards to teach and assess, so offering examples on how to do this would, or how to include it in the curriculum (no matter the content), would be helpful!

More awareness of the value of both technical and affective skills required of all future employees should be emphasized to all teachers, especially those teaching CTE courses. CTE teachers need to be required to have a minimum of 2000 work hours in their related teaching field and should be involved in , or at least aware of, the student organizations affiliated with their field (FBLA, DECA, VICA, FFA, etc.). Leadership and communication skills should be included in the curriculum to build the teacher's skill set and to encourage teaching those skills to the students in the classroom. There is an urgent need for qualified CTE teachers in Wyoming to build a stronger workforce in our state.

Identify current trends and local community needs.

Need to be trained extensively in trade skills. Pedagogy is important, but equally important is the need for a deep understanding of trade methods, and a strong command of hard skills.

## **End of Report**

CIP Code	CIP Title	CIP Description	Student Demand	Employ Demand	Fit	Compet Intensity	Overall Score	Ground WY					Online WY					Ground & Online WY					Ground Laramie 360					Online Laramie 360					Ground & Online Laramie 360					BA/BS: Laramie 360; Online & Onground	2017 YoY Growth 2017 5-Year CAGR	2017 YoY Growth 2017 5-Year CAGR	Comments
								Student Demand	Employ Demand	Fit	Compet Intensity	Overall Score	Student Demand	Employ Demand	Fit	Compet Intensity	Overall Score	Student Demand	Employ Demand	Fit	Compet Intensity	Overall Score	Student Demand	Employ Demand	Fit	Compet Intensity	Overall Score	Student Demand	Employ Demand	Fit	Compet Intensity	Overall Score	Student Demand	Employ Demand	Fit	Compet Intensity	Overall Score				
CIP Category 13.13-Teacher Education and Professional Development, Specific Subject Areas																																									
13.1303	Business Teacher Education	A program that prepares individuals to teach vocational business programs at various educational levels.	BA BS	-4	2	2	9	9	1	2	2	10	15	1	2	2	10	15	-1	-2	2	3	2	2	-1	2	9	12	3	-2	2	3	6	2017 YoY Growth -27%; 2017 5-Year CAGR -18%	8	Chadron S. U of NE at Kearney, Utah SU, Utah Valley U, Johnson & Wales U-Denver, Black Hills SU, and Weber SU offer programs. Chadron program online and for nonresidents the tuition is less. Therefore, it will be difficult for UW to attract nonresidents to the program. All completions rates declining.					
13.1308	Family and Consumer Sciences/Home Economics Teacher Education	A program that prepares individuals to teach vocational home economics programs at various educational levels.	BA BS	-4	2	2	7	7	-4	2	2	7	7	-4	2	2	7	7	-4	-4	2	1	-5	-4	-2	2	7	3	-4	-4	2	1	-5	2017 YoY Growth -38%; 2017 5-Year CAGR -12%	30	BYU, Utah SU, Chadron S. No online programs					
13.1309	Technology Teacher Education/Industrial Arts Teacher Education	A program that prepares individuals to teach technology education/industrial arts programs at various educational levels.	BA BS	-8	1	0	8	1	-4	1	0	7	4	-8	1	0	8	1	-2	-5	0	5	-2	-4	-4	0	7	-1	-2	-5	0	5	-2	N/A for Laramie 360	0	Utah SU, Black Hills SU, Chadron S, UW-had 4 completions in 2016 with 8 total completions for the region. No online programs					
13.1311	Sales and Marketing Operations/Marketing and Distribution Teacher Education	A program that prepares individuals to teach vocational sales and marketing operations/marketing and distributive education programs at various educational levels.	BA BS	-4	-6	2	2	-6	-4	-6	2	2	-6	-4	-6	2	2	-6	-4	-6	2	2	-6	-4	-6	2	2	-6	-4	-6	2	2	-6	N/A for Laramie 360	0	Only one program listed at Johnson & Wales U in Denver. Do not be discouraged as I see some potential here. I would recommend a discussion with College of Business Dean Sprott and Mark Leach the Chair of the Frank and Barbara Mendicino Chair in Sales and Salesmanship & Professor of Marketing. Let me know if you want to chat further about this consideration.					
13.1319	Technical Teacher Education	A program that prepares individuals to teach specific vocational technical education programs at various educational levels.	BA BS	-4	2	0	9	7	-4	2	0	9	7	-4	2	0	9	7	-4	-1	0	9	4	-4	-1	0	9	4	-4	-1	0	9	4	N/A for Laramie 360	N/A for Laramie 360	No programs in the region					
13.132	Trade and Industrial Teacher Education	A program that prepares individuals to teach specific vocational trades and industries programs at various educational levels.	BA BS	-4	0	2	10	8	-4	0	2	10	8	-4	0	2	10	8	-4	-4	2	10	4	-4	-4	2	10	4	-4	-4	2	10	4	N/A for Laramie 360	N/A for Laramie 360	No programs in the region					

Rod

The preference is to have a 'Fit' score of 4 instead of 0 (zero), 2, or a negative number. When a 0 (zero), 2, or a negative number appears it means that the award level is not matching or 'fitting' with the award level requested. This is a little strange given these are education degrees that should require at least a bachelor's degree. My only thought is that each of the CIP Descriptions mentions 'vocational' and this may signify why the fit score is not a 4.

The red zeros and negative numbers indicate low student demand, low employment demand and/or low overall academic program demand.

There is a preference for distance or online programs. So a 3+1 approach is good

Sadly, the overall data is not encouraging. The green highlighted areas show the best potential while the yellow highlight is a good second choice. Based on just the data presented and a little knowledge of potential future distance courses related to sales & marketing I think this may represent an interesting partnership or collaborative efforts between the College of Education and the College of Business. It certainly has political strength and may help garner state funding if necessary. It may also put UW on the national map. There are only a few (about 3) of these programs nationally and it may represent an interesting niche market for UW.

**AGENDA ITEM TITLE:** Master List of Degrees, Sullivan/Alexander



UNIVERSITY OF WYOMING  
**MASTER LIST OF DEGREES AND MAJORS**  
as authorized by the Trustees  
**May 2020**  
*Prepared by the Office of Academic Affairs*

By way of explanation, the degree title is listed in ***bold italics*** (for example, ***Bachelor of Arts, Bachelor of Science in Chemical Engineering***). The list of majors for a specific degree in a specific college is listed below the degree title. Information in *italics* and parentheses ( ) following a major is explanatory data, and not part of the official major name. Majors with brackets { } require the insertion of a secondary program of study.

New Degrees and Certificates have been highlighted in green. Programs in red are listed as Inactive Admission Status. Their status will be determined at a later date, once departments are merged and curriculum is changed. Degrees and Certificates to be deleted from previous Master Lists are highlighted in yellow and crossed out. The deletions are programs that were duplicated in other departments or that UW has ceased to offer over time; all eliminated programs have gone through the process as outlined in the University regulations for eliminating programs. As such, the Master List of Degrees and Majors has been corrected to reflect current offerings.

**COLLEGE OF AGRICULTURE & NATURAL RESOURCES**

***Bachelor of Science***

Agricultural Business  
Agricultural Communications  
Agroecology  
Animal and Veterinary Science  
Microbiology  
Molecular Biology  
Rangeland Ecology and Watershed Management

***Bachelor of Science in Family and Consumer Sciences***

***Master of Arts***

Molecular Biology

***Master of Science***

Agricultural and Applied Economics  
Animal and Veterinary Science  
Entomology  
Family and Consumer Sciences  
Food Science and Human Nutrition (*interdisciplinary*)  
Molecular Biology \*  
Plant Sciences  
Rangeland Ecology and Watershed Management  
Soil Science

***Doctor of Philosophy***

Animal and Veterinary Science  
Entomology  
Molecular Biology

\* = Molecular Biology is listed under both the Master of Science and Master of Arts categories, but is only counted as one master's program.

**COLLEGE OF AGRICULTURE & NATURAL RESOURCES (cont.)**

***Doctor of Philosophy (cont.)***

Plant Sciences  
Rangeland Ecology and Watershed Management  
Soil Sciences

**COLLEGE OF ARTS & SCIENCES**

***Bachelor of Arts***

African American and Diaspora Studies  
American Studies  
Anthropology  
Art  
Art Education  
Art History  
Chemistry  
Communication  
Criminal Justice  
English  
French  
Gender and Women's Studies  
Geology and Earth Sciences  
German  
History  
International Studies  
Journalism  
Mathematics  
Music  
Native American and Indigenous Studies  
Philosophy  
Physics  
Political Science  
Religious Studies  
Sociology  
Spanish  
Statistics  
Theatre and Dance

***Bachelor of Fine Arts***

Art @  
Theatre and Dance @

***Bachelor of Music***

Jazz Performance  
Music Education  
Music Performance

***Bachelor of Science***

Astronomy/Astrophysics  
Biology

@ = Bachelor of Fine Arts programs are previously counted under the Bachelor of Arts category in the College of Arts and Sciences.

**COLLEGE OF ARTS & SCIENCES (cont.)**

***Bachelor of Science (cont.)***

Botany  
Chemistry \*  
Chemistry (ACS approved) #  
Communication \*  
Environmental Geology/Geohydrology  
Geography  
Geology  
Journalism \*  
Mathematics \*  
Physics \*  
Physiology  
Political Science \*  
Psychology  
Statistics \*  
Wildlife and Fisheries Biology and Management (*professional*)  
Zoology

***Master of Arts***

American Studies (*interdisciplinary*)  
Anthropology  
Communication  
English  
Geography  
History  
International Studies (*interdisciplinary*)  
Mathematics  
Philosophy  
Political Science  
Psychology  
Sociology  
Spanish

***Master of Arts in Teaching***

History &  
Mathematics &

***Master of Fine Arts in Creative Writing***

***Master of Music***

***Master of Music Education***

***Master of Planning (Community and Regional)***

***Master of Public Administration***

***Master of Science***

Botany  
Chemistry  
Geology  
Geophysics  
Mathematics \*  
Physics

\* = This major counted under a previously listed undergraduate Bachelor of Arts degree in the College of Arts & Sciences.

# = This listing not counted as a separate major

& = This major counted under a previously listed degree in the College of Arts & Sciences.

## **COLLEGE OF ARTS & SCIENCES (cont.)**

### ***Master of Science (cont.)***

Psychology \*  
Statistics  
Zoology and Physiology

### ***Master of Science in Teaching***

Chemistry \*  
Mathematics \*  
Natural Science (*interdisciplinary*) \*  
Physics \*

### ***Doctor of Philosophy***

Anthropology  
Botany  
Chemistry  
Geology  
Geophysics  
Mathematics  
Physics  
Psychology  
**Statistics**  
Zoology and Physiology

\* = This major counted under a previously listed degree in the College of Arts and Sciences.

## **COLLEGE OF BUSINESS**

### ***Bachelor of Science in Economics***

### ***Bachelor of Science in Business***

Accounting  
Business Administration (online only)  
Business Economics  
**Entrepreneurship**  
Finance  
**Management of Human Resources**  
Marketing  
**Professional Selling**

### ***Master of Business Administration***

Business Administration  
Business Administration – Executive #  
Business Administration – Energy Management #  
Business Administration – Finance #

### ***Master of Science***

Accounting  
Economics  
Finance

### ***Doctor of Philosophy***

Economics  
Management and Marketing

# = This listing not counted as a separate major

## **COLLEGE OF EDUCATION**

### ***Bachelor of Arts***

Elementary and Special Education  
Elementary Education  
Earth Science Education #  
Secondary Education  
Secondary Education – English Education #  
Secondary Education – Mathematics Education #  
Secondary Education – Modern Languages Education #  
Secondary Education – Science Education #  
Secondary Education – Social Studies Education #

### ***Bachelor of Science***

Agricultural Education

### ***Master of Arts***

Education  
Curriculum & Instruction ^  
Educational Leadership ^  
Higher Education Administration ^  
Special Education ^

### ***Master of Science***

Counseling  
Education \*  
Learning Design & Technology ^

### ***Doctor of Education***

Education  
Curriculum & Instruction ^  
Educational Leadership ^  
Higher Education Administration ^  
Learning Design & Technology ^

### ***Doctor of Philosophy***

Counselor Education and Supervision  
Curriculum and Instruction  
Education  
Educational Leadership ^  
Higher Education Administration ^  
Learning Design & Technology ^  
Curriculum Studies ^  
Literacy Education ^  
Mathematics Education ^  
Science Education ^

# = This is not a separate major and is considered a concentration within that major (ex. Bachelor of Arts in Secondary Education with a concentration in Biological Sciences)

\* = This major counted under a previously listed degree in the College of Education

^ = This is not a separate major and is considered a concentration within that major (ex. Master of Arts with a concentration in Curriculum and Learning or a Doctor of Philosophy with a concentration in Curriculum Studies)

## **COLLEGE OF ENGINEERING AND APPLIED SCIENCE**

*Bachelor of Science in Architectural Engineering*  
*Bachelor of Science in Chemical Engineering*  
*Bachelor of Science in Civil Engineering*  
*Bachelor of Science in Computer Engineering*  
*Bachelor of Science in Computer Science*  
*Bachelor of Science in Construction Management*  
*Bachelor of Science in Electrical Engineering*  
*Bachelor of Science in Energy Systems Engineering*  
*Bachelor of Science in Mechanical Engineering*  
*Bachelor of Science in Petroleum Engineering*  
*Master of Science*

Architectural Engineering  
Atmospheric Science  
Chemical Engineering  
Civil Engineering  
Computer Science  
Electrical Engineering  
Environmental Engineering  
Mechanical Engineering  
Petroleum Engineering

*Doctor of Philosophy*

Atmospheric Science  
Chemical Engineering  
Civil Engineering  
Computer Science  
Electrical Engineering  
Mechanical Engineering  
Petroleum Engineering

## **COLLEGE OF HEALTH SCIENCES**

*Bachelor of Science*

Kinesiology and Health Promotion  
Medical Laboratory Science  
Physical Education Teaching  
Speech, Language and Hearing Sciences

*Bachelor of Science in Dental Hygiene*

*Bachelor of Science in Nursing*

*Bachelor of Social Work*

*Master of Science*

Health Services Administration  
Kinesiology and Health  
Nursing  
Speech-Language Pathology

*Master of Social Work*

*Doctor of Nursing Practice*

*Doctor of Pharmacy*

## **COLLEGE OF LAW**

*Juris Doctor*

## **HAUB SCHOOL OF ENVIRONMENT & NATURAL RESOURCES**

*Bachelor of Science*

Environment and Natural Resources/ {affiliated major}  
Environmental Systems Science  
Outdoor Recreation & Tourism Management

## **SCHOOL OF ENERGY RESOURCES**

*Bachelor of Science*

Energy Resource Management and Development  
Energy Land and Water #  
Professional Land Management #

# = This listing not counted as a separate major

## **CROSS-COLLEGE INTERDISCIPLINARY GRADUATE DEGREES**

*Juris Doctor/Master of Arts in Environment and Natural Resources #*  
*Juris Doctor/Master of Public Administration #*

# = This listing not counted as a separate major

## **ACADEMIC AFFAIRS**

*Bachelor of General Studies*

*Master of Arts*

Geography/Water Resources #

*Master of Science*

Agricultural and Applied Economics/Water Resources #  
Biomedical Sciences  
Botany/Water Resources #  
Civil Engineering/Water Resources #  
Economics/Water Resources #  
Geology/Water Resources #  
Natural Science (interdisciplinary)  
Rangeland Ecology and Watershed Management/Water Resources #  
Soil Science/Water Resources #  
Zoology and Physiology/Water Resources #

*Master of {affiliated degree}/Environment and Natural Resources #*

# = This listing not counted as a separate major

**ACADEMIC AFFAIRS (cont.)**

***Doctor of Philosophy***

Biomedical Sciences  
Ecology  
Hydrologic Science  
Molecular and Cellular Life Sciences  
Neuroscience

**UW CASPER**

***Bachelor of Applied Science***

Organizational Leadership



**Aggregate list of certificates offered at UW  
May 2020**

***Graduate Certificates***

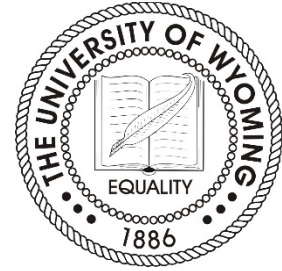
American Studies  
Community College Leadership  
Early Childhood Mental Health  
English as a Second Language  
K-12 Special Education  
Literacy  
Music Performance  
Online Instruction  
Online Play Therapy  
Reclamation and Restoration Ecology  
School District Superintendent  
School Principalship  
School Social Work  
Teachers of American Indian Children  
Teaching Elementary School  
Teaching Middle School Math  
Teaching Middle School Science  
Teaching Secondary Content

***Undergraduate Certificates***

American Sign Language  
Cadastral Surveying  
Computer Science Education  
Construction Management  
Cybersecurity  
Early Childhood Program Director  
Music Audio Technology Certificate  
Music Entrepreneurship Certificate

**AGENDA ITEM TITLE:** Approval of modifications to UW Regulation 2-2 (Academic Personnel Dispute Resolution) and UW Regulation 2-6 (Dismissal of Academic Personnel), Brown/Evans

Draft 3-6-19  
Trustees AA/SA Committee endorsed 2-22-19  
Trustees Regulation Committee endorsed 2-27-19  
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REDLINE VERSION 4/23/20



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Academic Personnel Dispute Resolution

**Number:** UW Regulation 2-2

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### I. PURPOSE

The following Regulation outlines the procedures related to certain disputes, as defined below.

### II. DEFINITIONS

**Academic Personnel/Employee:** For purposes of this Regulation, Academic Personnel includes faculty as defined in UW Regulation 2-1.

**Administrator:** shall mean Academic Administrators as defined in UW Regulation 2-8, "Appointment, Evaluation and Removal of Academic Administrators."

**Dispute:** A claim which occurs when any academic personnel considers that any condition of employment, including actions or inactions by others, is unjust, inequitable, contrary to University regulations or policies, or a hindrance to effective faculty performance. Disputes addressed by this Regulation do not include the merits of decisions related to:

**A. Annual Performance Reviews.** For these types of claims, the Academic Employee may submit a written statement to the applicable dean or director. The statement will be added to the Academic Employee's personnel file.

**B. Appointment, Evaluation, and Removal of Academic Administrators.** For claims related to appointment, evaluation and removal of Academic Administrators see UW Regulation 2-8, "Appointment, Evaluation and Removal of Academic Administrators."

**C. Claims related to Settlement Amounts, Attorney Fees or Any Other Types of Fees, Costs, or Assessments.**

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29 D. Compensation. Compensation and benefits are governed by UW Regulation 2-  
30 3, “Regulations Governing Vacation, Sick Leave, and Compensation for  
31 Faculty and University Officers” and the Employee Handbook.

32 E. Discrimination and Harassment. For claims related to discrimination see UW  
33 Regulation 4-2, “Discrimination and Harassment.”

34 F. Dismissal. For claims related to dismissal see UW Regulation 2-6, “Dismissal  
35 of Academic Personnel.”

36 G. Post-Tenure Review. For claims related to post-tenure review see UW  
37 Regulation 2-10, “Post-Tenure Review Policy.”

38 H. Reappointment, Evaluation, Promotion, and Granting of Tenure. For claims  
39 related to reappointment, evaluation, promotion and the granting of tenure see  
40 UW Regulation 2-7, “Tenure and Promotion Procedures for University  
41 Faculty.”

42 I. Sexual Misconduct. For claims related to sexual misconduct see UW  
43 Regulation 4-3, “Title IX and Sexual Misconduct.”

44 J. Violence in the Workplace. For claims related to violence in the workplace see  
45 UW Regulation 4-4, “Violence in the Workplace.”

46 **Faculty Conciliator:** An individual appointed by the President from a list of three or more  
47 persons nominated by the Faculty Senate, who serves at the pleasure of the President. The  
48 President, in consultation with the Executive Committee of the Faculty Senate shall  
49 establish the term and duties of the Faculty Conciliators or substitute Faculty Conciliators  
50 if required under section V.C., and shall periodically review the functions of the office.  
51 The Office of Academic Affairs shall provide necessary financial support for the Faculty  
52 Conciliator.

53  
54 **Faculty Dispute Resolution Panel:** The Faculty Dispute Resolution Panel shall consist of  
55 eighteen (18) members elected for three-year staggered terms by ballot of the Faculty, from  
56 nominations made by the Faculty Senate. Faculty Dispute Resolution Panel eligibility shall  
57 be limited to tenured faculty and academic personnel on a fixed or extended term who hold  
58 no administrative assignment, with no more than six (6) members to be elected from the  
59 same college of the University. A pool of alternates for the Faculty Dispute Resolution  
60 Panel shall be established, comprised of nominees who are not elected; if a member of the

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61 Faculty Dispute Resolution Panel is removed or leaves the Panel, the alternate with the  
62 greatest number of votes will automatically fill the term of the departing member.

63  
64 **Hearing Committee:** The three-member committee selected in the manner set forth herein  
65 to resolve a dispute under Step Three of this Regulation.

66 **Hearing Officer:** One or more individuals nominated by the President who, after  
67 consultation with the Executive Committee of the Faculty Senate, shall make final  
68 appointments. Hearing Officers shall assist in the resolution of Disputes pursuant to this  
69 Regulation.

70 **Parties:** The parties to a hearing as described in Section (VII)(D) shall be the complaining  
71 Academic Employee (hereinafter “Complainant”), any other persons whose action or  
72 inaction caused or contributed to the incident or conditions which gave rise to the Dispute  
73 (hereinafter “Respondent”), and any Administrator whose participation may be required in  
74 implementing a resolution of the Dispute.

75 **Time Limits:** The Faculty Conciliator or the Hearing Officer, in the interest of arriving at  
76 a just resolution, may extend the time limits prescribed by this regulation until the final  
77 Hearing Committee convenes. All parties shall be immediately notified of any change in  
78 time limits. In calculating periods of time, Saturdays, Sunday, University holidays and  
79 legal holidays shall be excluded.

### 81 **III. POLICY**

82  
83 The University recognizes the right of ~~academic personnel~~Academic Personnel to express  
84 differences of opinion and to seek fair and timely resolutions of disputes. It is the policy of  
85 the University that disputes shall be settled informally if possible and that all persons have  
86 the obligation to participate in good faith in the informal dispute resolution process before  
87 resorting to formal grievance procedures. The University encourages open communication  
88 and resolution of disputes through the informal processes described in this University  
89 Regulation. The University will not tolerate reprisals, harassment or discrimination against  
90 any person because of participation in this process. This regulation establishes an internal  
91 process to provide University ~~academic personnel~~Academic Personnel a prompt and  
92 efficient review and resolution of disputes. This regulation is the sole method for resolution  
93 of disputes as defined herein or appeals from terminations resulting from financial  
94 exigency.  
95

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96 ~~IV. III.~~ **ADMINISTRATIVE RESPONSIBILITY**

97  
98 \_\_\_\_\_ All University ~~administrators~~Administrators shall inform, listen to, and counsel with  
99 ~~academic personnel~~Academic Personnel concerning disputes arising in areas over which  
100 the ~~administrators~~Administrators have supervisory or other responsibilities, and shall to the  
101 best of their ability contribute to timely resolution of any dispute taken to them.

102  
103 V. STEP ONE – INFORMAL RESOLUTION

104 It  
105 ~~I. III.~~ **DEFINITIONS**

106  
107 ~~A. Dispute~~

108  
109 ~~A claim which occurs when any academic personnel considers that any condition~~  
110 ~~of employment, including actions or inactions by others, is unjust, inequitable,~~  
111 ~~contrary to the policy of the University regulations or policies, or a hindrance to~~  
112 ~~effective faculty performance.~~

113  
114 ~~1. Exclusions~~

115  
116 ~~Civil rights complaints properly addressed under the process provided in UW~~  
117 ~~Regulations ; complaints against the President which are to be directed to the~~  
118 ~~attention of the President of the Board of Trustees; and matters subject to review~~  
119 ~~pursuant to procedures contained in UW Regulation 2-6, "Procedures for Dismissal~~  
120 ~~of Faculty Members."~~

121  
122 ~~2. Limitations on Scope~~

123  
124 ~~With respect to matters involving reappointment, evaluation, promotion and the~~  
125 ~~granting of tenure, the dispute that Disputes shall be restricted to a claimed failure~~  
126 ~~to follow those procedures contained in UW Regulation 2-7, "Reappointment~~  
127 ~~Tenure and Promotion Procedures for University Faculty."~~

128  
129 ~~A.~~ settled informally, if possible, and that Academic Personnel: A person appointed  
130 to and serving in a faculty position as defined in UW Regulation 1-1 III.A must  
131 participate in good faith in informally resolving the dispute before continuing onto  
132 the steps outlined below.

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133  
134           a. ~~Parties:~~ The parties to a formal grievance proceeding as described in  
135 section VIII.C. shall be the complaining faculty member, any other persons  
136 whose action or inaction caused or contributed to the incident or conditions  
137 which gave rise to the dispute, and any administrator whose participation  
138 may be required in implementing a resolution of the dispute.  
139

140 **VI. ~~IV.~~ STEP TWO – CONSULTATION WITH THE FACULTY CONCILIATOR**

141  
142 A Faculty Conciliator shall be appointed by the President from a list of three or more  
143 persons nominated by the Faculty Senate, and shall serve at the pleasure of the President.  
144 The President, in consultation with the Executive Committee of the Faculty Senate shall  
145 establish the term and duties of the Faculty Conciliator or substitute Faculty Conciliator if  
146 required under section VIII.B., and shall periodically review the functions of the office.  
147 The President shall provide necessary financial support for the Faculty Conciliator. The  
148 Faculty Conciliator shall administer the informal dispute resolution process set forth in this  
149 regulation, and shall be available to all parties to facilitate the informal resolution of  
150 disputes.  
151

152 **~~H. V.~~ HEARING OFFICER**

153  
154 One or more Hearing Officers shall be nominated by the President who shall make final  
155 appointments after consultation with the Executive Committee of the Faculty Senate.  
156 Hearing Officers shall assist in the resolution of disputes pursuant to this regulation. The  
157 role of the Hearing Officer shall be specified in the guidelines for conduct of hearings. The  
158 Hearing Officers shall not decide disputes.  
159

160 **~~III. VI.~~ FACULTY DISPUTE RESOLUTION**  
161 **PANEL**

162  
163 A Faculty Dispute Resolution Panel shall be established as follows. The Faculty Dispute  
164 Resolution Panel shall consist of eighteen (18) members elected for three year staggered  
165 terms by ballot of the Faculty, from nominations made by the Faculty Senate. Faculty  
166 Dispute Resolution Panel eligibility shall be limited to tenured faculty, extended term  
167 academic professionals, extended term librarians, and extended term archivists who hold  
168 no administrative assignment, with no more than six (6) members to be elected from the  
169 same college of the University. A pool of alternates for the Faculty Dispute Resolution  
170 Panel shall be established, comprised of nominees who are not elected; if needed, alternates

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171 shall be selected from the pool, with recipients of the greatest number of votes being  
172 selected first.

173  
174 **IV. VII. TIME LIMITS**

175  
176 The Faculty Conciliator or the Hearing Officer in the interest of arriving at a just resolution  
177 may extend the time limits prescribed by this regulation. Academic Personnel must  
178 demonstrate to the Faculty Conciliator that he/she has participated in a reasonable ~~All~~  
179 ~~parties shall be immediately notified of any change in time limits. In calculating periods~~  
180 ~~of time of less than eleven (11) days, Saturdays, Sunday, University holidays and legal~~  
181 ~~holidays shall be excluded.~~

182  
183 **V. VIII. PROCEDURE**

184  
185 **A. Step One -- Informal Resolution**

186  
187 **A.** Faculty members should normally attempt to resolve any dispute the Dispute  
188 informally and promptly through, including participating in appropriate discussion  
189 with the persons whose actions have given rise to the dispute and, if necessary,  
190 through informal consultation with Dispute and a discussion with the appropriate  
191 supervisor under Step One or provide an appropriate administrator or  
192 administrators reason for not doing so.

193  
194 **B. Step Two -- Consultation with the Faculty Conciliator**

195  
196 **B.** Any faculty member with an unresolved dispute Academic Personnel must consult  
197 with the Faculty Conciliator before proceeding to Step 3 of the grievance procedure  
198 as described below at paragraph VIII.C. Steps Three or Four.

199 **B.C.** The Faculty Conciliator shall be available to assist all parties Parties in good faith  
200 attempts to resolve a dispute Dispute informally, prior to submission for formal  
201 resolution pursuant to paragraph VIII.C. to the Hearing Committee. The Faculty  
202 Conciliator may require any person, including administrators Administrators at any  
203 level, to participate in any meeting called by the Faculty Conciliator for the purpose  
204 of effecting informal resolution of a dispute Dispute.



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206 ~~In the event that the President is named as a party in a complaining faculty~~  
207 ~~member's dispute, or in circumstances in which the President may be involved in a~~  
208 ~~dispute as a witness, the responsibilities assigned to the President in this section~~  
209 ~~shall be assumed by the President of the Board of Trustees, who shall be recused~~  
210 ~~from participation in any Trustee review of the matter.~~

211  
212 In the event that the Faculty Conciliator is named as a party in a complaining ~~faculty~~  
213 ~~member's dispute~~Academic Employee's Dispute, or in circumstances in which the  
214 Faculty Conciliator may be involved in a ~~dispute~~Dispute as a witness, the President  
215 may, upon request of the complaining ~~faculty member~~Academic Employee and in  
216 consultation with the Executive Committee of the Faculty Senate, appoint a  
217 substitute Faculty Conciliator for purposes of that dispute. If for any reason the  
218 President cannot act under this Regulation, the President shall appoint a neutral  
219 third-party, not in the same college as any Party, to act in the President's stead.

220  
221 ~~No reference shall be made in a formal grievance proceeding to whether or not the~~  
222 ~~parties engaged in an unsuccessful informal resolution proceeding involving the~~  
223 ~~same dispute. No statements made by the parties~~Parties in the course of ~~an~~  
224 ~~unsuccessful informal resolution proceeding~~the conciliation and no documents  
225 specially prepared by the ~~parties~~Parties for use in ~~such a proceeding~~the conciliation  
226 shall be admissible in ~~a formal grievance proceeding involving the same dispute.~~

227  
228 ~~C.D. Consideration in an informal resolution proceeding of statements~~Steps Three and  
229 Four. Statements, documents and other evidence which were made or existed prior  
230 to the ~~informal proceeding~~conciliation shall not preclude admission of those  
231 statements, documents and other evidence in ~~a formal grievance proceeding~~Steps  
232 Three and Four.

233  
234 ~~D.E. Participation of the Faculty Conciliator in informal resolution efforts shall be for~~  
235 ~~the purpose of effecting informal resolution of disputes~~Disputes, and the Faculty  
236 Conciliator ~~shall~~may not testify in ~~any formal grievance proceeding relating to a~~  
237 ~~dispute in which the Faculty Conciliator has attempted to effect an informal~~  
238 ~~resolution~~Step Three.

239  
240 ~~E.F. If the dispute~~Dispute is not resolved within twenty (20) days after initiation of  
241 consultation with the Faculty Conciliator, the Faculty Conciliator shall notify the

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242 ~~parties~~Parties in writing that the period for informal resolution is terminated. ~~Within~~  
243 ~~five days after receipt of the notice, any party may commence a formal dispute by~~  
244 ~~submitting to the Faculty Conciliator a written statement which must contain:~~

- 245  
246 ~~1. A brief narrative of the facts giving rise to the dispute;~~  
247  
248 ~~2. A designation of the parties involved; and~~  
249  
250 ~~3. A statement of the remedy requested.~~  
251

252 ~~If no party commences a formal dispute within the time provided, the Faculty~~  
253 ~~Conciliator shall dismiss the dispute.~~

254  
255 **G.** ~~Not less than~~Within five (5) days after receipt of ~~the termination notice, any party~~  
256 ~~may commence to Step Three by submitting to the Faculty Conciliator, a written~~  
257 ~~request to begin the Step Three process, as well as a written statement from a party~~  
258 ~~commencing a formal disputewhich must contain the following:~~

- 259 ~~1. A brief statement detailing the nature and facts giving rise to the Dispute;~~  
260 ~~2. A designation of the Parties involved; and~~  
261 ~~3. A statement of the remedy and/or resolution requested.~~

262 **F.H.** ~~Within five (5) days after receipt of the written statement, the Faculty Conciliator~~  
263 ~~shall transfer the matter to a Hearing Officer, who shall be selected at as set forth~~  
264 ~~below. If neither party submits a written statement within the discretion of time~~  
265 ~~provided, the Faculty Conciliator fromshall dismiss the list of Hearing Officers~~  
266 ~~appointed byDispute, and report the Presidentdismissal to both Parties.~~

267  
268 **C. Step Three -- Formal Resolution**  
269

## 270 **VII. STEP THREE – SUBMISSION TO THE HEARING COMMITTEE**

271  
272 ~~The Hearing Committee shall hear the Dispute in accordance with the Hearing Procedures~~  
273 ~~outlined below.~~

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Regulation Committee endorsed changes 3/31/20  
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274  
275 A. Committee Selection  
276

- 277 1. The Hearing Officer shall select a Hearing Committee (hereinafter "HC") of  
278 three (3) members by lot from the full Faculty Dispute Resolution Panel. The  
279 Committee shall be comprised of no more than two (2) members from the same  
280 college or unit under the supervision of the Provost and Vice President of  
281 Academic Affairs.  
282  
283 2. The Hearing Officer shall select the ~~Hearing Committee~~HC within ten (10) days  
284 of receipt of the ~~formal dispute written statement~~ by the Hearing Officer.  
285  
286 3. The Hearing Officer shall convene the ~~Hearing Committee~~HC no later than  
287 fifteen (15) days after ~~receipt~~providing notification of the ~~formal dispute~~  
288 ~~by composition of the Hearing Officer. The Committee. In the event of~~  
289 ~~challenges to one (1) or more members of the HC, this meeting shall be held~~  
290 ~~within twenty (20) days of providing the notification of the composition of the~~  
291 ~~Hearing Committee. The HC shall select a hearing chairperson and shall~~  
292 ~~schedule a hearing to take place not later than twenty days after the Hearing~~  
293 ~~Committee is at its first convened. The Hearing Committee shall hear the~~  
294 ~~dispute in accordance with the attached "Hearing Guidelines", shall compile a~~  
295 ~~hearing record and shall prepare written findings and recommendations within~~  
296 ~~fifteen days after completion of the hearing meeting.~~

297  
298 B. Challenges  
299

300 The ~~Hearing Committee's~~ recommendations may include a proposed remedy. The  
301 ~~Hearing Committee shall forward a copy of its written findings and~~  
302 ~~recommendations to the parties, to the Vice President for Academic Affairs, to any~~  
303 ~~affected Dean, and to the President~~ Complainant or any Respondent shall have the  
304 right to challenge any member of the HC for cause. Either party is limited to two  
305 challenges and shall submit the basis for the challenge in writing to the Hearing  
306 Officer within three days after those findings and recommendations have been  
307 completed of the notification of the composition of the Hearing Committee. The  
308 Hearing Officer then has three days to decide whether to grant the challenge. In the  
309 case of disqualification, absence, or other inability to serve, replacement HC  
310 members shall be selected by lot; first from the remaining Faculty Dispute  
311 Resolution Panel members, then, if necessary, from the pool of alternates.

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**C. Jurisdiction**

The HC shall decide whether to accept jurisdiction or whether the Dispute is frivolous, repetitive, involves harmless error, or is otherwise a Dispute beyond the authority of the HC to consider under this Regulation within fifteen (15) days after being convened by the Hearing Officer. If the HC concludes that it cannot consider the Dispute, it shall notify all Parties, in writing, of the reasons for that conclusion, and immediately dismiss the matter. If either Party disagrees with the dismissal, they may submit a written statement to the President pursuant to Section VIII.

If accepting jurisdiction of the dispute, the HC shall meet to conduct a hearing within fifteen (15) days after issuing a jurisdictional decision.

**D. Proceedings**

The following guidelines apply throughout the hearing:

1. All documents shall be provided to the opposite side through the Hearing Officer at least ten (10) days prior to the hearing. In the discretion of the HC, documents not so disclosed may be received in evidence for good cause shown and in the interest of justice.
2. The hearing shall be held in confidence unless the Complainant requests, in writing, a public hearing. In that event, the HC may, at its discretion, allow a public hearing.
3. The Parties have the option of being represented by counsel, or by any other individual. If a Party chooses to be represented by counsel, he/she is responsible for all costs of that counsel. University Officers or other designated representatives of the University may be represented by the Office of General Counsel.
4. The HC shall determine the order of proof, is entitled to conduct the questioning of witnesses, and shall determine the relevance and admissibility of evidence and testimony.

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- 348 5. The HC shall attempt to resolve factual disputes by receiving witness testimony  
349 and other relevant evidence offered by the Parties.  
350  
351 6. Parties or their representatives, if any, have the right to question all witnesses  
352 testifying in connection with the hearing in person. At the sole discretion of the  
353 HC, testimony may take place via electronic media or be taken by deposition  
354 upon good cause shown.  
355  
356 7. The HC may direct the Parties to produce evidence on specific issues and may  
357 call witnesses and introduce evidence on its own motion.  
358  
359 8. All evidence and testimony considered by the HC shall be part of the hearing  
360 record. All HC decisions shall be based solely on the hearing record. The  
361 burden of proof that an existing regulation, policy, and/or procedure was  
362 violated, misapplied, or misinterpreted and the alleged violation,  
363 misapplication, or misinterpretation adversely affected the Complainant's  
364 professional or academic capacity rests at all times with the Complainant and  
365 shall be satisfied only by substantial evidence in the record considered as a  
366 whole.  
367  
368 9. All evidence and testimony relevant to the dispute is admissible. The Parties  
369 may object to evidence on grounds of relevance and surprise only. All decisions  
370 regarding the admissibility of evidence and testimony shall be made by the HC  
371 in its sole discretion. If the HC declines to hear some evidence or testimony, it  
372 will be accepted for purposes of the file to preserve Complainant's appeal, but  
373 specifically excluded from the record used by the HC for its decision.  
374  
375 10. The HC may set reasonable time limits upon the Parties and the hearing for the  
376 presentation of the Parties' evidence and testimony in its sole discretion.  
377  
378 After ~~At any time after commencement of a formal dispute, the Hearing Officer~~  
379 ~~may suspend or terminate the formal proceedings to facilitate further efforts by~~  
380 ~~the parties to resolve the dispute informally, if so requested by the parties and the~~  
381 ~~Faculty Conciliator. The Faculty Conciliator may then assist the parties in further~~  
382 ~~efforts to resolve the dispute informally. The Hearing Officer also may, but is not~~  
383 ~~required to, terminate the formal dispute resolution proceedings at any time after~~  
384 ~~they are commenced if so requested by the faculty member who initiated the~~  
385 ~~formal grievance proceedings.~~

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**D. — Parties' Responses to Hearing Committee Findings**

11. consultation with the Parties and the Hearing Officer, the HC may grant reasonable continuances of the deadlines herein in its sole discretion, especially when required in the interests of justice to consider newly presented evidence for which a Party could not reasonably have been prepared.
12. The HC shall not be bound by formal rules of procedure or evidence otherwise applicable in civil litigation. Notwithstanding any language in this Regulation to the contrary, legally recognized privilege and confidentiality protections shall apply to the proposed use of any evidence and testimony.
13. The Provost and Vice President for Academic Affairs (or designee) shall secure the cooperation of witnesses if the witness is a University employee and insofar as feasible. However, it is the responsibility of each Party to call, notify, and arrange for their own witnesses' testimony.
14. Every administrative office of the University shall make available to the Complainant and the Respondent any relevant requested documents over which the University has control, and which are not privileged from disclosure by law.
15. A written verbatim record of the hearing shall be produced, the expense of which shall be borne by the University.

**E. — Order of Proceedings**

The order of proceedings shall, to the extent practicable, conform to the following pattern:

1. The Parties shall have the opportunity to present summary opening statements. The Complainant shall present evidence and testimony supporting the written Dispute.
2. The Respondent shall present evidence and testimony in opposition to the written Dispute.

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- 423                   3. The HC shall permit the Parties such rebuttal evidence as is not cumulative,  
424                   repetitious, or irrelevant.  
425  
426                   4. The Parties shall have the opportunity to present closing arguments.  
427  
428                   5. The HC may vary the order of proceedings in its sole discretion if circumstances  
429                   warrant.

430  
431 **F. Recommendation**  
432

433                   ~~Within ten~~ twenty (20) days after of the receipt of the transcript of the hearing, the  
434                   HC shall notify the Parties, the Provost and Vice President for Academic Affairs,  
435                   and any affected Dean, in writing, of its recommendations, findings of fact  
436                   (including the resolution of any relevant factual disputes), and rationale in support  
437                   of its decision. These recommendations must directly relate to the Dispute. The  
438                   official record upon which the decision was based shall be made available to the  
439                   Parties upon their request.  
440

441 **VIII. STEP FOUR – WRITTEN STATEMENT TO THE PRESIDENT**  
442

- 443                   A.     ~~Within ten~~ (10) days after receipt of the Hearing Committee's written findings and  
444                   recommendations, any ~~party~~ Party may submit a written statement of position to the  
445                   President, stating the ~~party's~~ Party's position with respect to the Hearing  
446                   Committee's decision and any grounds upon which the ~~party~~ Party believes the  
447                   President should accept, reject or suggest modification of the Hearing Committee's  
448                   findings and recommendations.

449  
450 ~~E. Presidential Action~~

- 451 **B. The President, within 30 days, shall**

452                   a. render a decision based upon the record presented;

453                   remand the matter back to the HC with a specific request for clarification of the HC's

454                   b. ~~After receiving the Hearing Committee's~~ written findings ~~and/or~~  
455                   recommendations; ~~or~~

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456 c. request that the HC reconvene and hear additional testimony on questions  
457 of fact that the President requests additional evidence about.

458 C. The President shall render a decision in writing 30 days after determining that the  
459 record is complete and any statements of the sufficient to support a decision. The  
460 President's decision shall be immediately forwarded to the parties and the HC.

461  
462 D. The decision of the President shall be final and binding upon the Parties.  
463

#### 464 IX. ROLE OF THE HEARING OFFICER.

465  
466 All Disputes shall be submitted pursuant in writing to paragraph VIII.D. the  
467 President Hearing Officer as outlined above, who shall act upon transmit a copy to the  
468 Parties named in the statement initiating the dispute in one of the following  
469 ways: proceedings. The Hearing Officer shall be responsible for coordinating all  
470 prehearing matters such as production of documents and requests for information. The  
471 Hearing Officer shall schedule all hearings and logistical arrangements for the location of  
472 meetings and hearings, and inform the Parties and the HC of all proceedings and issues  
473 relevant to the efficient administration of the Dispute.

474  
475 1. The President may accept the Hearing Committee's findings and  
476 recommendations and remedy (if the Hearing Committee proposed one). If the  
477 Hearing Committee did not propose a remedy consistent with its findings, the  
478 President shall devise a remedy consistent with the Hearing Committee's  
479 findings and recommendations. If proceeding under this paragraph VIII.E.1., the  
480 President shall, within thirty days after the President's receipt of the Hearing  
481 Committee's findings and recommendations, provide a written statement to all  
482 parties involved, to the Vice President for Academic Affairs, to the Hearing  
483 Committee, and to any affected Dean, notifying them of the President's  
484 acceptance of the Hearing Committee's findings and recommendations and the  
485 remedy to be implemented.

486  
487 If the President concludes that a policy question is involved or additional consideration of  
488 the facts is warranted, the President may, within thirty days after the President's receipt of  
489 the Hearing Committee's findings and recommendations, remand the case to the Hearing  
490 Committee with a statement of the reasons for the remand. The President shall also provide  
491 a copy of the statement accompanying the remand of the case to all parties involved and  
492 they shall have five (5) days to comment in writing to the Hearing Committee. Any party



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493 ~~to a dispute may attend any meeting of the President or President's representative with the~~  
494 ~~Hearing Committee at which that dispute is discussed. The Hearing Committee shall report~~  
495 ~~its reconsideration to the President within fifteen days of the remand; the President shall~~  
496 ~~then act upon the Hearing Committee's reconsidered findings and recommendations~~  
497 ~~pursuant to this section VIII.E~~The Hearing Officer shall preside over hearings, but shall  
498 not vote on the disposition of the case. The Hearing Officer shall consult with and advise  
499 the members of the HC on all matters of hearing procedure, including the admissibility of  
500 evidence, the general conduct of the hearing, the order or presentation of evidence,  
501 examination and cross-examination of witnesses, oral arguments, and post-hearing briefs,  
502 if any. The Hearing Officer shall also arrange for a record of the hearing, including findings  
503 and any recommendations made by the Committee and a summary of evidence on which  
504 such findings are based. Ex parte evidentiary hearings and ex parte communications with  
505 HC members will not be permitted.

506  
507 The Hearing Officer may confer with the HC during its private deliberations and provide  
508 it with assistance in drafting its decision.

509  
510 At any time during or after the hearing, the Hearing Officer may suspend or terminate the  
511 hearing to facilitate further efforts by the Parties to resolve the dispute informally, if so  
512 requested by the Parties and the Faculty Conciliator. The Hearing Officer also may, but is  
513 not required to, terminate the hearing if so requested by the Complainant. Any such  
514 dismissal shall be deemed and proceed in the same manner as a complete and final decision  
515 regarding the Dispute.

516  
517 It is the responsibility of the Hearing Officer to ensure that all Time Limits are enforced  
518 and that all procedures set forth in this Regulation are followed.

---

521 ~~1.~~

522  
523 ~~2. The President may disagree with the Hearing Committee's recommendation in~~  
524 ~~whole or in part; if so, the President shall state recommendations and reasons~~  
525 ~~therefore in writing to the Hearing Committee, to the Vice President for~~  
526 ~~Academic Affairs, to all parties and to the deans of the affected units. The~~  
527 ~~President shall provide this written statement to the recipients designated above~~  
528 ~~within thirty days after the President's receipt of the Hearing Committee's~~  
529 ~~findings and recommendations, and all recipients of the President's statement~~  
530 ~~may submit a written response to it to the President within fifteen days after~~

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531 ~~their receipt of the President's statement. Within twenty days after sending the~~  
532 ~~statement of recommendations, and reasons to the Hearing Committee and to~~  
533 ~~the parties, the President shall present the President's recommendations and~~  
534 ~~reasons (and any responses thereto as received by the President) to, the Board~~  
535 ~~of Trustees for final action. The Board of Trustees may elect to have access to~~  
536 ~~either the record of the proceedings or a summary of the record prepared by the~~  
537 ~~Hearing Officer. Within sixty days after its receipt of the President's statement~~  
538 ~~of recommendations and reasons (and any responses thereto), the Board of~~  
539 ~~Trustees shall render and announce to the parties and to the President a decision~~  
540 ~~on the dispute. The Board of Trustees may accept or reject the President's~~  
541 ~~recommendations in whole or in part, or may remand the matter to the President~~  
542 ~~for further proceedings.~~  
543

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544  
545 **Effective Date:** July 1, 2018

546  
547 **Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

548  
549 **Source:** None

550  
551 **Links:** <http://www.uwyo.edu/regs-policies>

552  
553 **Associated Regulations, Policies, and Forms:** None

554  
555 **History:**

556 University Regulation 35, Revision 1; adopted 7/17/2008 Board of Trustees meeting

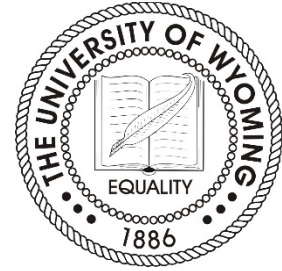
557 Revisions adopted 11/15/2013 Board of Trustees meeting

558 Revisions adopted 7/13/2016 Board of Trustees meeting

559 Reformatted 7/1/2018: previously UW Regulation 5-35, now UW Regulation 2-2

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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Academic Personnel Dispute Resolution

**Number:** UW Regulation 2-2

---

### I. PURPOSE

The following Regulation outlines the procedures related to certain disputes, as defined below.

### II. DEFINITIONS

**Academic Personnel/Employee:** For purposes of this Regulation, Academic Personnel includes faculty as defined in UW Regulation 2-1.

**Administrator:** shall mean Academic Administrators as defined in UW Regulation 2-8, "Appointment, Evaluation and Removal of Academic Administrators."

**Dispute:** A claim which occurs when any academic personnel considers that any condition of employment, including actions or inactions by others, is unjust, inequitable, contrary to University regulations or policies, or a hindrance to effective faculty performance. Disputes addressed by this Regulation do not include the merits of decisions related to:

**A. Annual Performance Reviews.** For these types of claims, the Academic Employee may submit a written statement to the applicable dean or director. The statement will be added to the Academic Employee's personnel file.

**B. Appointment, Evaluation, and Removal of Academic Administrators.** For claims related to appointment, evaluation and removal of Academic Administrators see UW Regulation 2-8, "Appointment, Evaluation and Removal of Academic Administrators."

**C. Claims related to Settlement Amounts, Attorney Fees or Any Other Types of Fees, Costs, or Assessments.**

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- 29           **D.      **Compensation.**** Compensation and benefits are governed by UW Regulation 2-3,  
30                            “Regulations Governing Vacation, Sick Leave, and Compensation for Faculty and  
31                            University Officers” and the Employee Handbook.
- 32           **E.      **Discrimination and Harassment.**** For claims related to discrimination see UW  
33                            Regulation 4-2, “Discrimination and Harassment.”
- 34           **F.      **Dismissal.**** For claims related to dismissal see UW Regulation 2-6, “Dismissal of  
35                            Academic Personnel.”
- 36           **G.      **Post-Tenure Review.**** For claims related to post-tenure review see UW Regulation  
37                            2-10, “Post-Tenure Review Policy.”
- 38           **H.      **Reappointment, Evaluation, Promotion, and Granting of Tenure.**** For claims  
39                            related to reappointment, evaluation, promotion and the granting of tenure see UW  
40                            Regulation 2-7, “Tenure and Promotion Procedures for University Faculty.”
- 41           **I.      **Sexual Misconduct.**** For claims related to sexual misconduct see UW Regulation  
42                            4-3, “Title IX and Sexual Misconduct.”
- 43           **J.      **Violence in the Workplace.**** For claims related to violence in the workplace see  
44                            UW Regulation 4-4, “Violence in the Workplace.”

45           **Faculty Conciliator:** An individual appointed by the President from a list of three or more  
46                            persons nominated by the Faculty Senate, who serves at the pleasure of the President. The  
47                            President, in consultation with the Executive Committee of the Faculty Senate shall  
48                            establish the term and duties of the Faculty Conciliators or substitute Faculty Conciliators  
49                            if required under section V.C., and shall periodically review the functions of the office.  
50                            The Office of Academic Affairs shall provide necessary financial support for the Faculty  
51                            Conciliator.

52

53           **Faculty Dispute Resolution Panel:** The Faculty Dispute Resolution Panel shall consist of  
54                            eighteen (18) members elected for three-year staggered terms by ballot of the Faculty, from  
55                            nominations made by the Faculty Senate. Faculty Dispute Resolution Panel eligibility shall  
56                            be limited to tenured faculty and academic personnel on a fixed or extended term who hold  
57                            no administrative assignment, with no more than six (6) members to be elected from the  
58                            same college of the University. A pool of alternates for the Faculty Dispute Resolution  
59                            Panel shall be established, comprised of nominees who are not elected; if a member of the

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60 Faculty Dispute Resolution Panel is removed or leaves the Panel, the alternate with the  
61 greatest number of votes will automatically fill the term of the departing member.

62  
63 **Hearing Committee:** The three-member committee selected in the manner set forth herein  
64 to resolve a dispute under Step Three of this Regulation.

65 **Hearing Officer:** One or more individuals nominated by the President who, after  
66 consultation with the Executive Committee of the Faculty Senate, shall make final  
67 appointments. Hearing Officers shall assist in the resolution of Disputes pursuant to this  
68 Regulation.

69 **Parties:** The parties to a hearing as described in Section (VII)(D) shall be the complaining  
70 Academic Employee (hereinafter “Complainant”), any other persons whose action or  
71 inaction caused or contributed to the incident or conditions which gave rise to the Dispute  
72 (hereinafter “Respondent”), and any Administrator whose participation may be required in  
73 implementing a resolution of the Dispute.

74 **Time Limits:** The Faculty Conciliator or the Hearing Officer, in the interest of arriving at  
75 a just resolution, may extend the time limits prescribed by this regulation until the final  
76 Hearing Committee convenes. All parties shall be immediately notified of any change in  
77 time limits. In calculating periods of time, Saturdays, Sunday, University holidays and  
78 legal holidays shall be excluded.

### 80 **III. POLICY**

81  
82 The University recognizes the right of Academic Personnel to express differences of  
83 opinion and to seek fair and timely resolutions of disputes. It is the policy of the University  
84 that disputes shall be settled informally if possible and that all persons have the obligation  
85 to participate in good faith in the informal dispute resolution process before resorting to  
86 formal grievance procedures. The University encourages open communication and  
87 resolution of disputes through the informal processes described in this University  
88 Regulation. The University will not tolerate reprisals, harassment or discrimination against  
89 any person because of participation in this process. This regulation establishes an internal  
90 process to provide University Academic Personnel a prompt and efficient review and  
91 resolution of disputes. This regulation is the sole method for resolution of disputes as  
92 defined herein or appeals from terminations resulting from financial exigency.

93  
94

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95 **IV. ADMINISTRATIVE RESPONSIBILITY**

96  
97 All University Administrators shall inform, listen to, and counsel with Academic Personnel  
98 concerning disputes arising in areas over which the Administrators have supervisory or  
99 other responsibilities, and shall to the best of their ability contribute to timely resolution of  
100 any dispute taken to them.

101  
102 **V. STEP ONE – INFORMAL RESOLUTION**

103 It is the policy of the University that Disputes shall be settled informally, if possible, and  
104 that Academic Personnel must participate in good faith in informally resolving the dispute  
105 before continuing onto the steps outlined below.

106 **VI. STEP TWO – CONSULTATION WITH THE FACULTY CONCILIATOR**

107  
108 **A.** Academic Personnel must demonstrate to the Faculty Conciliator that he/she has  
109 participated in a reasonable attempt to resolve the Dispute informally, including  
110 participating in appropriate discussion with the persons whose actions have given  
111 rise to the Dispute and a discussion with the appropriate supervisor under Step One  
112 or provide an appropriate reason for not doing so.

113 **B.** Academic Personnel must consult with the Faculty Conciliator before proceeding  
114 to Steps Three or Four.

115 **C.** The Faculty Conciliator shall be available to assist all Parties in good faith attempts  
116 to resolve a Dispute informally, prior to submission to the Hearing Committee. The  
117 Faculty Conciliator may require any person, including Administrators at any level,  
118 to participate in any meeting called by the Faculty Conciliator for the purpose of  
119 effecting informal resolution of a Dispute.

120 In the event that the Faculty Conciliator is named as a party in a complaining  
121 Academic Employee's Dispute, or in circumstances in which the Faculty  
122 Conciliator may be involved in a Dispute as a witness, the President may, upon  
123 request of the complaining Academic Employee and in consultation with the  
124 Executive Committee of the Faculty Senate, appoint a substitute Faculty  
125 Conciliator for purposes of that dispute. If for any reason the President cannot act  
126 under this Regulation, the President shall appoint a neutral third-party, not in the  
127 same college as any Party, to act in the President's stead.

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- 128           **D.**     No statements made by the Parties in the course of the conciliation and no  
129           documents specially prepared by the Parties for use in the conciliation shall be  
130           admissible in Steps Three and Four. Statements, documents and other evidence  
131           which were made or existed prior to the conciliation shall not preclude admission  
132           of those statements, documents and other evidence in Steps Three and Four.
- 133           **E.**     Participation of the Faculty Conciliator in informal resolution efforts shall be for  
134           the purpose of effecting informal resolution of Disputes, and the Faculty  
135           Conciliator may not testify in Step Three.
- 136           **F.**     If the Dispute is not resolved within twenty (20) days after initiation of consultation  
137           with the Faculty Conciliator, the Faculty Conciliator shall notify the Parties in  
138           writing that the period for informal resolution is terminated.
- 139           **G.**     Within five (5) days after receipt of the termination notice, any party may  
140           commence to Step Three by submitting to the Faculty Conciliator, a written request  
141           to begin the Step Three process, as well as a written statement which must contain  
142           the following:
- 143                   **1.**    A brief statement detailing the nature and facts giving rise to the Dispute;
- 144                   **2.**    A designation of the Parties involved; and
- 145                   **3.**    A statement of the remedy and/or resolution requested.
- 146           **H.**     Within five (5) days after receipt of the written statement, the Faculty Conciliator  
147           shall transfer the matter to a Hearing Officer selected as set forth below. If neither  
148           party submits a written statement within the time provided, the Faculty Conciliator  
149           shall dismiss the Dispute, and report the dismissal to both Parties.

150 **VII. STEP THREE – SUBMISSION TO THE HEARING COMMITTEE**

151  
152     The Hearing Committee shall hear the Dispute in accordance with the Hearing Procedures  
153     outlined below.

154  
155     **A. Committee Selection**

- 156  
157           **1.**    The Hearing Officer shall select a Hearing Committee (hereinafter “HC”) of  
158           three (3) members by lot from the full Faculty Dispute Resolution Panel. The

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159 Committee shall be comprised of no more than two (2) members from the same  
160 college or unit under the supervision of the Provost and Vice President of  
161 Academic Affairs.

162  
163 2. The Hearing Officer shall select the HC within ten (10) days of receipt of the  
164 written statement by the Hearing Officer.

165  
166 3. The Hearing Officer shall convene the HC no later than fifteen (15) days after  
167 providing notification of the composition of the Hearing Committee. In the  
168 event of challenges to one (1) or more members of the HC, this meeting shall  
169 be held within twenty (20) days of providing the notification of the composition  
170 of the Hearing Committee. The HC shall select a hearing chairperson at its first  
171 meeting.

172  
173 **B. Challenges**

174  
175 The Complainant or any Respondent shall have the right to challenge any member  
176 of the HC for cause. Either party is limited to two challenges and shall submit the  
177 basis for the challenge in writing to the Hearing Officer within three days of the  
178 notification of the composition of the Hearing Committee. The Hearing Officer  
179 then has three days to decide whether to grant the challenge. In the case of  
180 disqualification, absence, or other inability to serve, replacement HC members shall  
181 be selected by lot; first from the remaining Faculty Dispute Resolution Panel  
182 members, then, if necessary, from the pool of alternates.

183  
184 **C. Jurisdiction**

185  
186 The HC shall decide whether to accept jurisdiction or whether the Dispute is  
187 frivolous, repetitive, involves harmless error, or is otherwise a Dispute beyond the  
188 authority of the HC to consider under this Regulation within fifteen (15) days after  
189 being convened by the Hearing Officer. If the HC concludes that it cannot consider  
190 the Dispute, it shall notify all Parties, in writing, of the reasons for that conclusion,  
191 and immediately dismiss the matter. If either Party disagrees with the dismissal,  
192 they may submit a written statement to the President pursuant to Section VIII.

193  
194 If accepting jurisdiction of the dispute, the HC shall meet to conduct a hearing  
195 within fifteen (15) days after issuing a jurisdictional decision.

196



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197           **D.     Proceedings**

198           The following guidelines apply throughout the hearing:  
199

- 200           **1.** All documents shall be provided to the opposite side through the Hearing  
201           Officer at least ten (10) days prior to the hearing. In the discretion of the HC,  
202           documents not so disclosed may be received in evidence for good cause shown  
203           and in the interest of justice.  
204
- 205           **2.** The hearing shall be held in confidence unless the Complainant requests, in  
206           writing, a public hearing. In that event, the HC may, at its discretion, allow a  
207           public hearing.  
208
- 209           **3.** The Parties have the option of being represented by counsel, or by any other  
210           individual. If a Party chooses to be represented by counsel, he/she is  
211           responsible for all costs of that counsel. University Officers or other designated  
212           representatives of the University may be represented by the Office of General  
213           Counsel.  
214
- 215           **4.** The HC shall determine the order of proof, is entitled to conduct the questioning  
216           of witnesses, and shall determine the relevance and admissibility of evidence  
217           and testimony.  
218
- 219           **5.** The HC shall attempt to resolve factual disputes by receiving witness testimony  
220           and other relevant evidence offered by the Parties.  
221
- 222           **6.** Parties or their representatives, if any, have the right to question all witnesses  
223           testifying in connection with the hearing in person. At the sole discretion of the  
224           HC, testimony may take place via electronic media or be taken by deposition  
225           upon good cause shown.  
226
- 227           **7.** The HC may direct the Parties to produce evidence on specific issues and may  
228           call witnesses and introduce evidence on its own motion.  
229
- 230           **8.** All evidence and testimony considered by the HC shall be part of the hearing  
231           record. All HC decisions shall be based solely on the hearing record. The  
232           burden of proof that an existing regulation, policy, and/or procedure was  
233           violated, misapplied, or misinterpreted and the alleged violation,

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- 234 misapplication, or misinterpretation adversely affected the Complainant's  
235 professional or academic capacity rests at all times with the Complainant and  
236 shall be satisfied only by substantial evidence in the record considered as a  
237 whole.
- 238
- 239 **9.** All evidence and testimony relevant to the dispute is admissible. The Parties  
240 may object to evidence on grounds of relevance and surprise only. All decisions  
241 regarding the admissibility of evidence and testimony shall be made by the HC  
242 in its sole discretion. If the HC declines to hear some evidence or testimony, it  
243 will be accepted for purposes of the file to preserve Complainant's appeal, but  
244 specifically excluded from the record used by the HC for its decision.
- 245
- 246 **10.** The HC may set reasonable time limits upon the Parties and the hearing for the  
247 presentation of the Parties' evidence and testimony in its sole discretion.
- 248
- 249 **11.** After consultation with the Parties and the Hearing Officer, the HC may grant  
250 reasonable continuances of the deadlines herein in its sole discretion, especially  
251 when required in the interests of justice to consider newly presented evidence  
252 for which a Party could not reasonably have been prepared.
- 253
- 254 **12.** The HC shall not be bound by formal rules of procedure or evidence otherwise  
255 applicable in civil litigation. Notwithstanding any language in this Regulation  
256 to the contrary, legally recognized privilege and confidentiality protections  
257 shall apply to the proposed use of any evidence and testimony.
- 258
- 259 **13.** The Provost and Vice President for Academic Affairs (or designee) shall secure  
260 the cooperation of witnesses if the witness is a University employee and insofar  
261 as feasible. However, it is the responsibility of each Party to call, notify, and  
262 arrange for their own witnesses' testimony.
- 263
- 264 **14.** Every administrative office of the University shall make available to the  
265 Complainant and the Respondent any relevant requested documents over which  
266 the University has control, and which are not privileged from disclosure by law.
- 267
- 268 **15.** A written verbatim record of the hearing shall be produced, the expense of  
269 which shall be borne by the University.
- 270
- 271

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**E. Order of Proceedings**

The order of proceedings shall, to the extent practicable, conform to the following pattern:

1. The Parties shall have the opportunity to present summary opening statements. The Complainant shall present evidence and testimony supporting the written Dispute.
2. The Respondent shall present evidence and testimony in opposition to the written Dispute.
3. The HC shall permit the Parties such rebuttal evidence as is not cumulative, repetitious, or irrelevant.
4. The Parties shall have the opportunity to present closing arguments.
5. The HC may vary the order of proceedings in its sole discretion if circumstances warrant.

**F. Recommendation**

Within twenty (20) days of the receipt of the transcript of the hearing, the HC shall notify the Parties, the Provost and Vice President for Academic Affairs, and any affected Dean, in writing, of its recommendations, findings of fact (including the resolution of any relevant factual disputes), and rationale in support of its decision. These recommendations must directly relate to the Dispute. The official record upon which the decision was based shall be made available to the Parties upon their request.

**VIII. STEP FOUR – WRITTEN STATEMENT TO THE PRESIDENT**

- A.** Within ten (10) days after receipt of the Hearing Committee's written findings and recommendations, any Party may submit a written statement of position to the President, stating the Party's position with respect to the Hearing Committee's decision and any grounds upon which the Party believes the President should accept, reject or suggest modification of the Hearing Committee's findings and recommendations.

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- 310           **B.**     The President, within 30 days, shall
- 311                     1.   render a decision based upon the record presented;
- 312                     2.   remand the matter back to the HC with a specific request for clarification of the
- 313                             HC’s written findings or recommendations; or
- 314                     3.   request that the HC reconvene and hear additional testimony on questions of
- 315                             fact that the President requests additional evidence about.
- 316           **C.**     The President shall render a decision in writing 30 days after determining that the
- 317                             record is complete and sufficient to support a decision. The President’s decision
- 318                             shall be immediately forwarded to the parties and the HC.
- 319
- 320           **D.**     The decision of the President shall be final and binding upon the Parties.

321

322   **IX.    ROLE OF THE HEARING OFFICER.**

323

324           All Disputes shall be submitted in writing to the Hearing Officer as outlined above, who

325                     shall transmit a copy to the Parties named in the statement initiating the dispute

326                     proceedings. The Hearing Officer shall be responsible for coordinating all prehearing

327                     matters such as production of documents and requests for information. The Hearing

328                     Officer shall schedule all hearings and logistical arrangements for the location of meetings

329                     and hearings, and inform the Parties and the HC of all proceedings and issues relevant to

330                     the efficient administration of the Dispute.

331

332           The Hearing Officer shall preside over hearings, but shall not vote on the disposition of the

333                     case. The Hearing Officer shall consult with and advise the members of the HC on all

334                     matters of hearing procedure, including the admissibility of evidence, the general conduct

335                     of the hearing, the order or presentation of evidence, examination and cross-examination

336                     of witnesses, oral arguments, and post-hearing briefs, if any. The Hearing Officer shall

337                     also arrange for a record of the hearing, including findings and any recommendations made

338                     by the Committee and a summary of evidence on which such findings are based. Ex parte

339                     evidentiary hearings and ex parte communications with HC members will not be permitted.

340

341           The Hearing Officer may confer with the HC during its private deliberations and provide

342                     it with assistance in drafting its decision.

343

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344 At any time during or after the hearing, the Hearing Officer may suspend or terminate the  
345 hearing to facilitate further efforts by the Parties to resolve the dispute informally, if so  
346 requested by the Parties and the Faculty Conciliator. The Hearing Officer also may, but is  
347 not required to, terminate the hearing if so requested by the Complainant. Any such  
348 dismissal shall be deemed and proceed in the same manner as a complete and final decision  
349 regarding the Dispute.

350  
351 It is the responsibility of the Hearing Officer to ensure that all Time Limits are enforced  
352 and that all procedures set forth in this Regulation are followed.  
353

354 

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355

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

357

358 **Source:** None

359

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

361

362 **Associated Regulations, Policies, and Forms:** None

363

364 **History:**

365 University Regulation 35, Revision 1; adopted 7/17/2008 Board of Trustees meeting

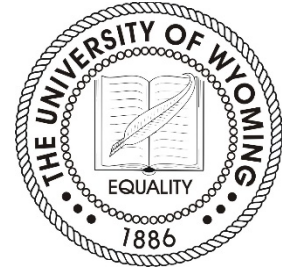
366 Revisions adopted 11/15/2013 Board of Trustees meeting

367 Revisions adopted 7/13/2016 Board of Trustees meeting

368 Reformatted 7/1/2018: previously UW Regulation 5-35, now UW Regulation 2-2

369

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**FACULTY SENATE VERSION 3-5-20**



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Academic Personnel Dispute Resolution

**Number:** UW Regulation 2-2

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### I. PURPOSE

The following Regulation outlines the procedures related to certain disputes, as defined below.

### II. DEFINITIONS

**Academic Personnel/Employee:** For purposes of this Regulation, Academic Personnel includes faculty as defined in UW Regulation 2-1.

**Administrator:** shall mean Academic Administrators as defined in UW Regulation 2-8, "Appointment, Evaluation and Removal of Academic Administrators."

**Dispute:** A claim which occurs when any academic personnel considers that any condition of employment, including actions or inactions by others, is unjust, inequitable, contrary to University regulations or policies, or a hindrance to effective faculty performance. Disputes addressed by this Regulation do not include the merits of decisions related to:

A. Annual Performance Reviews. For these types of claims, the Academic Employee may submit a written statement to the applicable dean or director. The statement will be added to the Academic Employee's personnel file.

B. Appointment, Evaluation, and Removal of Academic Administrators. For claims related to appointment, evaluation and removal of Academic Administrators see UW Regulation 2-8, "Appointment, Evaluation and Removal of Academic Administrators."

C. Claims related to Settlement Amounts, Attorney Fees or Any Other Types of Fees, Costs, or Assessments.

D. Compensation. Compensation and benefits are governed by UW Regulation 2-3, "Regulations Governing Vacation, Sick Leave, and Compensation for Faculty and University Officers" and the Employee Handbook.

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- 32            **E. Discrimination and Harassment.** For claims related to discrimination see UW  
33            Regulation 4-2, “Discrimination and Harassment.”
- 34            **F. Dismissal.** For claims related to dismissal see UW Regulation 2-6, “Dismissal  
35            of Academic Personnel.”
- 36            **G. Post-Tenure Review.** For claims related to post-tenure review see UW  
37            Regulation 2-10, “Post-Tenure Review Policy.”
- 38            **H. Reappointment, Evaluation, Promotion, and Granting of Tenure.** For claims  
39            related to reappointment, evaluation, promotion and the granting of tenure see  
40            UW Regulation 2-7, “Tenure and Promotion Procedures for University  
41            Faculty.”
- 42            **I. Sexual Misconduct.** For claims related to sexual misconduct see UW  
43            Regulation 4-3, “Title IX and Sexual Misconduct.”
- 44            **J. Violence in the Workplace.** For claims related to violence in the workplace see  
45            UW Regulation 4-4, “Violence in the Workplace.”

46            **Faculty Conciliator:** An individual appointed by the President from a list of three or more  
47            persons nominated by the Faculty Senate, who serves at the pleasure of the President. The  
48            President, in consultation with the Executive Committee of the Faculty Senate shall  
49            establish the term and duties of the Faculty Conciliators or substitute Faculty Conciliators  
50            if required under section V.C., and shall periodically review the functions of the office.  
51            The Office of Academic Affairs shall provide necessary financial support for the Faculty  
52            Conciliator.

53

54            **Faculty Dispute Resolution Panel:** The Faculty Dispute Resolution Panel shall consist of  
55            eighteen (18) members elected for three-year staggered terms by ballot of the Faculty, from  
56            nominations made by the Faculty Senate. Faculty Dispute Resolution Panel eligibility shall  
57            be limited to tenured faculty and academic personnel on a fixed or extended term who hold  
58            no administrative assignment, with no more than six (6) members to be elected from the  
59            same college of the University. A pool of alternates for the Faculty Dispute Resolution  
60            Panel shall be established, comprised of nominees who are not elected; if a member of the  
61            Faculty Dispute Resolution Panel is removed or leaves the Panel, the alternate with the  
62            greatest number of votes will automatically fill the term of the departing member.

63

64            **Hearing Committee:** The three-member committee selected in the manner set forth herein  
65            to resolve a dispute under Step Three of this Regulation.

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66           **Hearing Officer:** One or more individuals nominated by the President who, after  
67           consultation with the Executive Committee of the Faculty Senate, shall make final  
68           appointments. Hearing Officers shall assist in the resolution of Disputes pursuant to this  
69           Regulation.

70           **Parties:** The parties to a hearing as described in Section (VII)(D) shall be the complaining  
71           Academic Employee (hereinafter “Complainant”), any other persons whose action or  
72           inaction caused or contributed to the incident or conditions which gave rise to the Dispute  
73           (hereinafter “Respondent”), and any Administrator whose participation may be required in  
74           implementing a resolution of the Dispute.

75           **Time Limits:** The Faculty Conciliator or the Hearing Officer, in the interest of arriving at  
76           a just resolution, may extend the time limits prescribed by this regulation until the final  
77           Hearing Committee convenes. All parties shall be immediately notified of any change in  
78           time limits. In calculating periods of time, Saturdays, Sunday, University holidays and  
79           legal holidays shall be excluded.

80  
81   **III.    POLICY**

82  
83           The University recognizes the right of Academic Personnel to express differences of  
84           opinion and to seek fair and timely resolutions of disputes. It is the policy of the University  
85           that disputes shall be settled informally if possible and that all persons have the obligation  
86           to participate in good faith in the informal dispute resolution process before resorting to  
87           formal grievance procedures. The University encourages open communication and  
88           resolution of disputes through the informal processes described in this University  
89           Regulation. The University will not tolerate reprisals, harassment or discrimination against  
90           any person because of participation in this process. This regulation establishes an internal  
91           process to provide University Academic Personnel a prompt and efficient review and  
92           resolution of disputes. This regulation is the sole method for resolution of disputes as  
93           defined herein or appeals from terminations resulting from financial exigency.

94  
95   **IV.    ADMINISTRATIVE RESPONSIBILITY**

96  
97           All University Administrators shall inform, listen to, and counsel with Academic Personnel  
98           concerning disputes arising in areas over which the Administrators have supervisory or  
99           other responsibilities, and shall to the best of their ability contribute to timely resolution of  
100          any dispute taken to them.

101  
102   **V.     STEP ONE – INFORMAL RESOLUTION**



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103           A.     It is the policy of the University that Disputes shall be settled informally, if possible,  
104                     and that Academic Personnel must participate in good faith in informally resolving  
105                     the dispute before continuing onto the steps outlined below.

106 **VI.     STEP TWO – CONSULTATION WITH THE FACULTY CONCILIATOR**

107  
108           A.     Academic Personnel must demonstrate to the Faculty Conciliator that he/she has  
109                     participated in a reasonable attempt to resolve the Dispute informally, including  
110                     participating in appropriate discussion with the persons whose actions have given  
111                     rise to the Dispute and a discussion with the appropriate supervisor under Step One  
112                     or provide an appropriate reason for not doing so.

113           B.     Academic Personnel must consult with the Faculty Conciliator before proceeding  
114                     to Steps Three or Four.

115           C.     The Faculty Conciliator shall be available to assist all Parties in good faith attempts  
116                     to resolve a Dispute informally, prior to submission to the Hearing Committee. The  
117                     Faculty Conciliator may require any person, including Administrators at any level,  
118                     to participate in any meeting called by the Faculty Conciliator for the purpose of  
119                     effecting informal resolution of a Dispute.

120                     In the event that the Faculty Conciliator is named as a party in a complaining  
121                     Academic Employee's Dispute, or in circumstances in which the Faculty  
122                     Conciliator may be involved in a Dispute as a witness, the President may, upon  
123                     request of the complaining Academic Employee and in consultation with the  
124                     Executive Committee of the Faculty Senate, appoint a substitute Faculty  
125                     Conciliator for purposes of that dispute. If for any reason the President cannot act  
126                     under this Regulation, the President shall appoint a neutral third-party, not in the  
127                     same college as any Party, to act in the President's stead.

128           D.     No statements made by the Parties in the course of the conciliation and no  
129                     documents specially prepared by the Parties for use in the conciliation shall be  
130                     admissible in Steps Three and Four. Statements, documents and other evidence  
131                     which were made or existed prior to the conciliation shall not preclude admission  
132                     of those statements, documents and other evidence in Steps Three and Four.

133           E.     Participation of the Faculty Conciliator in informal resolution efforts shall be for  
134                     the purpose of effecting informal resolution of Disputes, and the Faculty  
135                     Conciliator may not testify in Step Three.

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- 136           **F.**     If the Dispute is not resolved within twenty (20) days after initiation of consultation  
137                     with the Faculty Conciliator, the Faculty Conciliator shall notify the Parties in  
138                     writing that the period for informal resolution is terminated.
- 139           **G.**     Within five (5) days after receipt of the termination notice, any party may  
140                     commence to Step Three by submitting to the Faculty Conciliator, a written request  
141                     to begin the Step Three process, as well as a written statement which must contain  
142                     the following:
- 143                     **1.** A brief statement detailing the nature and facts giving rise to the Dispute;
- 144                     **2.** A designation of the Parties involved; and
- 145                     **3.** A statement of the remedy and/or resolution requested.
- 146           **H.**     Within five (5) days after receipt of the written statement, the Faculty Conciliator  
147                     shall transfer the matter to a Hearing Officer selected as set forth below. If neither  
148                     party submits a written statement within the time provided, the Faculty Conciliator  
149                     shall dismiss the Dispute, and report the dismissal to both Parties.

150 **VII. STEP THREE – SUBMISSION TO THE HEARING COMMITTEE**

151  
152           The Hearing Committee shall hear the Dispute in accordance with the Hearing Procedures  
153           outlined below.

154  
155           **A. Committee Selection**

- 156  
157                     **1.** The Hearing Officer shall select a Hearing Committee (hereinafter “HC”) of  
158                     three (3) members by lot from the full Faculty Dispute Resolution Panel. The  
159                     Committee shall be comprised of no more than two (2) members from the same  
160                     college or unit under the supervision of the Provost and Vice President of  
161                     Academic Affairs.
- 162  
163                     **2.** The Hearing Officer shall select the HC within ten (10) days of receipt of the  
164                     written statement by the Hearing Officer.
- 165  
166                     **3.** The Hearing Officer shall convene the HC no later than fifteen (15) days after  
167                     providing notification of the composition of the Hearing Committee. In the  
168                     event of challenges to one (1) or more members of the HC, this meeting shall  
169                     be held within twenty (20) days of providing the notification of the composition

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170 of the Hearing Committee. The HC shall select a hearing chairperson at its first  
171 meeting.

172

173 **B. Challenges**

174

175 The Complainant or any Respondent shall have the right to challenge any member  
176 of the HC for cause. Either party is limited to two challenges and shall submit the  
177 basis for the challenge in writing to the Hearing Officer within three days of the  
178 notification of the composition of the Hearing Committee. The Hearing Officer  
179 then has three days to decide whether to grant the challenge. In the case of  
180 disqualification, absence, or other inability to serve, replacement HC members shall  
181 be selected by lot; first from the remaining Faculty Dispute Resolution Panel  
182 members, then, if necessary, from the pool of alternates.

183

184 **C. Jurisdiction**

185

186 The HC shall decide whether to accept jurisdiction or whether the Dispute is  
187 frivolous, repetitive, involves harmless error, or is otherwise a Dispute beyond the  
188 authority of the HC to consider under this Regulation within fifteen (15) days after  
189 being convened by the Hearing Officer. If the HC concludes that it cannot consider  
190 the Dispute, it shall notify all Parties, in writing, of the reasons for that conclusion,  
191 and immediately dismiss the matter. If either Party disagrees with the dismissal,  
192 they may submit a written statement to the President pursuant to Section VIII.

193

194 If accepting jurisdiction of the dispute, the HC shall meet to conduct a hearing  
195 within fifteen (15) days after issuing a jurisdictional decision.

196

197 **D. Proceedings**

198

199 The following guidelines apply throughout the hearing:

200

201 **1.** All documents shall be provided to the opposite side through the Hearing  
202 Officer at least ten (10) days prior to the hearing. In the discretion of the HC,  
203 documents not so disclosed may be received in evidence for good cause shown  
204 and in the interest of justice.

205

206 **2.** The hearing shall be held in confidence unless the Complainant requests, in  
207 writing, a public hearing. In that event, the HC may, at its discretion, allow a  
public hearing.

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245
3. The Parties have the option of being represented by counsel, or by any other individual. If a Party chooses to be represented by counsel, he/she is responsible for all costs of that counsel. University Officers or other designated representatives of the University may be represented by the Office of General Counsel.
  4. The HC shall determine the order of proof, is entitled to conduct the questioning of witnesses, and shall determine the relevance and admissibility of evidence and testimony.
  5. The HC shall attempt to resolve factual disputes by receiving witness testimony and other relevant evidence offered by the Parties.
  6. Parties or their representatives, if any, have the right to question all witnesses testifying in connection with the hearing in person. At the sole discretion of the HC, testimony may take place via electronic media or be taken by deposition upon good cause shown.
  7. The HC may direct the Parties to produce evidence on specific issues and may call witnesses and introduce evidence on its own motion.
  8. All evidence and testimony considered by the HC shall be part of the hearing record. All HC decisions shall be based solely on the hearing record. The burden of proof that an existing regulation, policy, and/or procedure was violated, misapplied, or misinterpreted and the alleged violation, misapplication, or misinterpretation adversely affected the Complainant's professional or academic capacity rests at all times with the Complainant and shall be satisfied only by substantial evidence in the record considered as a whole.
  9. All evidence and testimony relevant to the dispute is admissible. The Parties may object to evidence on grounds of relevance and surprise only. All decisions regarding the admissibility of evidence and testimony shall be made by the HC in its sole discretion. If the HC declines to hear some evidence or testimony, it will be accepted for purposes of the file to preserve Complainant's appeal, but specifically excluded from the record used by the HC for its decision.

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- 246                   **10.** The HC may set reasonable time limits upon the Parties and the hearing for the  
247                   presentation of the Parties' evidence and testimony in its sole discretion.  
248  
249                   **11.** After consultation with the Parties and the Hearing Officer, the HC may grant  
250                   reasonable continuances of the deadlines herein in its sole discretion, especially  
251                   when required in the interests of justice to consider newly presented evidence  
252                   for which a Party could not reasonably have been prepared.  
253  
254                   **12.** The HC shall not be bound by formal rules of procedure or evidence otherwise  
255                   applicable in civil litigation. Notwithstanding any language in this Regulation  
256                   to the contrary, legally recognized privilege and confidentiality protections  
257                   shall apply to the proposed use of any evidence and testimony.  
258  
259                   **13.** The Provost and Vice President for Academic Affairs (or designee) shall secure  
260                   the cooperation of witnesses if the witness is a University employee and insofar  
261                   as feasible. However, it is the responsibility of each Party to call, notify, and  
262                   arrange for their own witnesses' testimony.  
263  
264                   **14.** Every administrative office of the University shall make available to the  
265                   Complainant and the Respondent any relevant requested documents over which  
266                   the University has control, and which are not privileged from disclosure by law.  
267  
268                   **15.** A written verbatim record of the hearing shall be produced, the expense of  
269                   which shall be borne by the University.  
270

271                   **E.     Order of Proceedings**

272  
273                   The order of proceedings shall, to the extent practicable, conform to the following  
274                   pattern:  
275

- 276                   **1.** The Parties shall have the opportunity to present summary opening statements.  
277                   The Complainant shall present evidence and testimony supporting the written  
278                   Dispute.  
279  
280                   **2.** The Respondent shall present evidence and testimony in opposition to the  
281                   written Dispute.  
282  
283                   **3.** The HC shall permit the Parties such rebuttal evidence as is not cumulative,  
284                   repetitious, or irrelevant.

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- 285  
286           4. The Parties shall have the opportunity to present closing arguments.  
287  
288           5. The HC may vary the order of proceedings in its sole discretion if circumstances  
289           warrant.

290  
291       **F. Recommendation**

292  
293           Within twenty (20) days of the ~~close of hearing~~receipt of the transcript of the  
294           hearing, the HC shall notify the Parties, the Provost and Vice President for  
295           Academic Affairs, and any affected Dean, in writing, of its recommendations,  
296           findings of fact (including the resolution of any relevant factual disputes), and  
297           rationale in support of its decision. These recommendations must directly relate to  
298           the Dispute. The official record upon which the decision was based shall be made  
299           available to the Parties upon their request.

300  
301       **VIII. STEP FOUR – WRITTEN STATEMENT TO THE PRESIDENT**

302  
303       A. Within ten (10) days after receipt of the Hearing Committee's written findings and  
304       recommendations, any Party may submit a written statement of position to the  
305       President, stating the Party's position with respect to the Hearing Committee's  
306       decision and any grounds upon which the Party believes the President should  
307       accept, reject or suggest modification of the Hearing Committee's findings and  
308       recommendations.

309       B. The President, within 30 days, shall may

310           a. render a decision based upon the record presented;

311           b. remand the matter back to the HC with a specific request for clarification of  
312           the HC's written findings or recommendations; or

313           a-c. may request that the HC reconvene and hear additional testimony on  
314           questions of fact that the President requests additional evidence about.

315       B.C. The President shall ~~provide-render~~ a decision ~~within twenty (20) days of receiving~~  
316       ~~the written statement to review or the Hearing Committee's written findings and~~  
317       ~~recommendations if no statement is provided~~in writing 30 days after determining

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318 that the record is complete and sufficient to support a decision. The President's  
319 decision shall be immediately forwarded to the parties and the HC.

320  
321 ~~C.D.~~ The decision of the President shall be final and binding upon the Parties.  
322

## 323 **IX. ROLE OF THE HEARING OFFICER.**

324  
325 All Disputes shall be submitted in writing to the Hearing Officer as outlined above, who  
326 shall transmit a copy to the Parties named in the statement initiating the dispute  
327 proceedings. The Hearing Officer shall be responsible for coordinating all prehearing  
328 matters such as production of documents and requests for information. The Hearing  
329 Officer shall schedule all hearings and logistical arrangements for the location of meetings  
330 and hearings, and inform the Parties and the HC of all proceedings and issues relevant to  
331 the efficient administration of the Dispute.  
332

333 The Hearing Officer shall preside over hearings, but shall not vote on the disposition of the  
334 case. The Hearing Officer shall consult with and advise the members of the HC on all  
335 matters of hearing procedure, including the admissibility of evidence, the general conduct  
336 of the hearing, the order or presentation of evidence, examination and cross-examination  
337 of witnesses, oral arguments, and post-hearing briefs, if any. The Hearing Officer shall  
338 also arrange for a record of the hearing, including findings and any recommendations made  
339 by the Committee and a summary of evidence on which such findings are based. Ex parte  
340 evidentiary hearings and ex parte communications with HC members will not be permitted.  
341

342 The Hearing Officer may confer with the HC during its private deliberations and provide  
343 it with assistance in drafting its decision.  
344

345 At any time during or after the hearing, the Hearing Officer may suspend or terminate the  
346 hearing to facilitate further efforts by the Parties to resolve the dispute informally, if so  
347 requested by the Parties and the Faculty Conciliator. The Hearing Officer also may, but is  
348 not required to, terminate the hearing if so requested by the Complainant. Any such  
349 dismissal shall be deemed and proceed in the same manner as a complete and final decision  
350 regarding the Dispute.  
351

352 It is the responsibility of the Hearing Officer to ensure that all Time Limits are enforced  
353 and that all procedures set forth in this Regulation are followed.  
354

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

358

359 **Source:** None

360

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

362

363 **Associated Regulations, Policies, and Forms:** None

364

365 **History:**

366 University Regulation 35, Revision 1; adopted 7/17/2008 Board of Trustees meeting

367 Revisions adopted 11/15/2013 Board of Trustees meeting

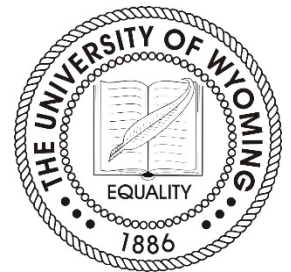
368 Revisions adopted 7/13/2016 Board of Trustees meeting

369 Reformatted 7/1/2018: previously UW Regulation 5-35, now UW Regulation 2-2

370



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1  
2  
3 **UNIVERSITY OF WYOMING REGULATIONS**  
4

5 **Subject:** Dismissal of Academic Personnel  
6 **Number:** UW Regulation 2-6  
7

8  
9 **I. PURPOSE**

10 ~~To establish dismissal procedures for tenured “faculty members,” as that employee~~  
11 ~~classification is defined in UW Regulation 1-1(III)(A), for extended term academic~~  
12 ~~professionals, as that employee classification is defined and referenced in UW Regulations~~  
13 ~~2-1(VI) and 2-4, for American Heritage Center academic personnel on extended term~~  
14 ~~appointment, as defined in UW Regulation 2-400, for Law Library academic personnel on~~  
15 ~~extended term appointment, as defined in UW Regulation 2-407, for University Library~~  
16 ~~academic personnel on extended term appointment, as defined in UW Regulation 2-409,~~  
17 ~~and for any other academic personnel holding continuing appointments within~~  
18 ~~classifications that the university has established, or may from time to time establish in the~~  
19 ~~future, that provide for such appointments subject to applicable UW Regulations. For~~  
20 ~~academic personnel with extended term appointments, these procedures apply only to cases~~  
21 ~~where termination for cause is sought prior to the end of the extended term.~~  
22

23 ~~I. — II. — RATIONALE~~

24 ~~These procedures are intended to afford appropriate due process to individuals employed~~  
25 ~~in the classifications referenced in the preceding section. The procedures are meant to~~  
26 ~~apply principally to faculty members with tenure, as that term is defined in UW Regulation~~  
27 ~~2-1(IV), and to academic personnel with extended term appointments, who are subject to~~  
28 ~~charges potentially culminating in dismissal for “cause”, as that term is defined in UW~~  
29 ~~Regulation 2-1(V). The procedures shall also apply to any academic personnel — whether~~  
30 ~~tenured, non-tenured, or contract —~~

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31 To establish dismissal procedures for Academic Personnel, including when it is alleged  
32 that a dismissal action is motivated by inappropriate interference with "academic freedom,"  
33 as ~~that term is~~ defined in UW Regulation 2-~~1(1)~~.15.  
34

## 35 II. DEFINITIONS

36  
37 Academic Personnel: Academic Personnel shall have the meaning assigned to it in UW  
38 Regulation 2-1.  
39

40 Cause: Cause shall include conduct that seriously impairs the ability of the individual, the  
41 department, the college, or the University of Wyoming as a whole to carry out its  
42 professional functions. Such conduct includes, but is not limited to:

- 43  
44 A. A lack of satisfactory work performance as determined by University  
45 Regulation;  
46  
47 B. A substantial physical or mental inability to perform assigned duties,  
48 provided that, consistent with laws prohibiting discrimination based upon  
49 disability, the individual cannot perform the essential functions of the  
50 individual's job with accommodations granted by the University through  
51 the interactive process or there are no reasonable accommodations possible;  
52  
53 C. Academic misconduct or the serious or persistent violation of professional  
54 ethical standards;  
55  
56 D. Neglect of duty, gross insubordination or persistent truancy;  
57  
58 E. Serious or persistent violations of University Regulations, Presidential  
59 Directives, or other University policies and procedures;  
60  
61 F. Serious or persistent work performance impairment associated with alcohol  
62 or controlled substance use. ;

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- G. Unlawful possession, use, or distribution of illicit drugs on University property or as part of any University activity;
  - H. Forms of harassment according to University Regulations;
  - I. Recklessly or intentionally endangering the safety of other UW employees or students;
  - J. Significant damage to or misappropriation of State or University property due to intentional or reckless conduct;
  - K. Behavior that leads to the conviction of a felony; and
  - L. A lack of civility or collegiality that substantially interferes with a faculty member's teaching, research, or service or with the department's functions, or which renders the faculty member unable to work effectively with colleagues or students. Mere curmudgeonliness, egocentricity, or conduct which is protected under UW Regulations does not satisfy this subparagraph.

83  
84

Extended-Term Appointment: Shall have the meaning assigned to it in UW Regulation 2-1.

85

Faculty Conciliator: Shall have the meaning assigned to it in UW Regulation 2-2.

86  
87  
88  
89

Probationary Employment: For purposes of this Regulation, probationary employment means the six-year probationary period for Extended-Term Appointments or the three-year probationary period for Fixed-Term Track Appointments plus three additional consecutive years of employment.

90

Unit Head: Shall have the meaning assigned to it in UW Regulation 2-8.

91  
92

**III. POLICY**

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93  
94 Tenured faculty members and Academic Personnel who have successfully completed their  
95 Probationary Employment may be dismissed (1) for Cause; (2) because of bona fide  
96 financial exigencies of the University as described in UW Regulation 2-11; or (3) because  
97 of program reorganization, consolidation, reduction or discontinuance as described in UW  
98 Regulation 2-13. Per UW Regulation 2-13, tenured faculty members may only be  
99 dismissed because of program discontinuance.

100  
101 Section III shall not be interpreted as to constitute interference with academic freedom.

#### 102 103 **IV. PROCEDURE**

##### 104 105 **A. Tenured faculty members and Academic Personnel who have successfully** 106 **completed their Probationary Employment**

107  
108 Proposed dismissals for Cause of tenured faculty members and Academic  
109 Personnel who have successfully completed their Probationary Employment must  
110 follow the procedures set forth in Sections V through IX of this Regulation. The  
111 procedures set forth in this Regulation do not apply to dismissals of faculty  
112 members because of bona fide financial exigencies or because of program  
113 reorganization, consolidation, reduction or discontinuance (see UW Regulation 2-  
114 14, which provides a process for hearing the appeal of any faculty member whose  
115 appointment is terminated pursuant to UW Regulation 2-11 or UW Regulation 2-  
116 13).

##### 117 118 **B. Other Full Time, Benefited Academic Personnel**

119  
120 The Provost may dismiss a faculty member under this Section B for Cause prior to the  
121 expiration of the faculty member's contract after consultation with the appropriate  
122 administrative and/or academic officers by following this procedure:  
123

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1. The Provost shall inform the employee in writing of the notice of intent to take such an employment action and the reasons for the action.
2. The employee shall have the right to respond in writing or meet with the Provost within three working days of the date of the notice of intent to take disciplinary action. The Provost may extend the deadline for the response or meeting in the Provost's sole discretion.
3. For faculty in their probationary period, the Provost shall instruct the University Reappointment, Tenure & Promotion Committee to review the matter. For other faculty covered under this Section B, the Provost may instruct the University Reappointment, Tenure & Promotion Committee to review the matter. The Committee shall notify the Provost in writing of its recommendations and rationale.
4. A final decision shall be given to the employee within fourteen working days from the date of the notice of intent to terminate unless the Provost requires additional time to finalize the decision.

Within, ——— ten working days after receipt of the Provost's final decision to terminate, the employee may submit a written statement of position to the President, asserting any grounds upon which the employee believes the President should accept, reject or suggest modification to the Provost's decision. The decision of the President shall be final and binding.

This Section B does not apply to at-will employees, including postdoctoral associates and academic administrators. An at-will appointment may be terminated at any time and for any reason except an unlawful one.

**H.V. PRELIMINARY PROCEEDINGS FOR TENURED FACULTY MEMBERS AND ACADEMIC PERSONNEL WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY EMPLOYMENT**

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**A. Personal Conference**

If the unit head or ~~comparable administrative officer (hereinafter denoted "AO")~~ determines Dean ("Administrative Officer") and the Provost and Vice President for Academic Affairs ("Provost") determine the need to dismiss a tenured faculty member or ~~extended term academic appointee (hereinafter denoted "AA"), the AO, as an~~ Academic Personnel who has successfully completed their Probationary Employment ("Employee"), the charging officer, Administrative Officer and the Provost, shall meet in person with the AA Employee to discuss the matter in confidence. The matter may thereafter be concluded informally by mutual consent of the Administrative Officer, the Provost and the Employee without the need for further proceedings.

**B. Referral to a ~~Peer Committee for Consultation~~ the Faculty Conciliator**

If, however, the ~~AO~~ Administrative Officer, the Provost and the ~~AA~~ Employee are unable to reach a mutually satisfactory accord within seven calendar days after the initial personal conference, or at such later time as all parties may agree, the Employee may request that the Provost refer the matter shall be referred to a committee of the AA's peers, the composition of which shall be determined by the rules or regulations of the involved unit, the Faculty Conciliator ("Conciliator"). The ~~Peer Committee~~ Conciliator shall consult in confidence with all involved parties to explore informal resolution of the potential dismissal proceedings. In the event the ~~Committee~~ Conciliator is able to achieve a resolution, the matter may thereafter be concluded informally, by mutual consent of the ~~AO and AA, without the need for further~~ proceedings. If, however, the Peer Committee is unable to negotiate a resolution, it shall recommend to the AO whether in its judgment formal dismissal proceedings should be initiated. The Peer Committee's findings and recommendations respecting the initiation of formal dismissal proceedings shall be submitted to the AO within 15 days of the Committee's receipt of the charge, or at such later time as all parties may agree. Administrative Officer, the Provost, and the Employee, without the need for further proceedings.

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Referral to a College Committee for ConsultationIf, however, the Conciliator is unable to negotiate a resolution within fifteen calendar days of the Conciliator's receipt of the charge, or at such later time as all parties may agree, the Conciliator shall recommend to the Provost whether, in the Conciliator's judgment, the Provost should initiate formal dismissal proceedings..

~~Within three days of the AO's receipt of the Peer Committee's findings and recommendations respecting the initiation of formal dismissal proceedings, the AO shall take one of the following actions. If the general recommendation of the Peer Committee is that formal dismissal proceedings should not be initiated, and the AO concurs in the recommendation, the AO will terminate further consideration of the matter, and notify all parties of the termination. If, on the other hand, the general recommendation of the peer committee is that formal dismissal proceedings should be initiated, and the AO concurs in the recommendation; or, if the AO disagrees with the Peer Committee's general recommendation that no formal dismissal proceedings be initiated, the AO shall refer the matter to the College Dean for consideration. Upon receipt of the AO's referral, the College Dean shall in turn refer the matter to a College Committee, the composition of which shall be determined by the rules or regulations of the involved college or comparable unit, within seven days, or at such later time as the parties may agree. The College Committee shall consult in confidence with all involved parties to explore informal resolution of the potential dismissal proceedings. In the event the committee is able to achieve a resolution the matter may thereafter be concluded informally, by mutual consent of the AO and AA, without the need for further proceedings. If, however, the College Committee is unable to negotiate a resolution, it shall submit its findings and recommendations to the College Dean as to whether in its judgment formal dismissal proceedings should be initiated. The College Committee's findings and recommendations respecting the initiation of formal dismissal proceedings shall be made to the College Dean within 15 days of the Committee's receipt of the charge, or at such later time as all parties may agree.~~

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220  
221 ~~A. Notification of the Provost and Vice President for Academic Affairs~~  
222 ~~(hereinafter "Provost")~~

223 Upon receiving the recommendation of the ~~college committee~~, the Dean shall promptly  
224 ~~inform the Provost of the peer and college committees' recommendations, along with~~  
225 ~~any recommendation the Dean may choose to make, and shall thereafter submit a report~~  
226 ~~within 10 working days of receipt of the recommendations of the College Committee.~~  
227 ~~Following consultation with a standing or ad hoc university committee~~Conciliator, the  
228 Provost shall determine whether to initiate formal dismissal proceedings against the  
229 ~~AA. The determination shall be made~~Employee no later than ~~30~~ten calendar days from  
230 the Provost's receipt of the ~~Dean's report. In the event the Provost should fail to render~~  
231 ~~the determination respecting whether to initiate formal dismissal proceedings against~~  
232 ~~the AA within 30 days, the AA's personnel record shall be expunged.~~Conciliator's  
233 ~~recommendation.~~

234  
235 **C. ~~AA~~ Request for Formal Proceedings**  
236

237 At any time during the informal, preliminary proceedings set forth above, the  
238 ~~AA~~Administrative Officer or the Employee may opt to initiate formal dismissal  
239 proceedings by directing a written request to ~~that effect to the Provost. Upon the AA's~~  
240 ~~tender of such a request, formal proceedings shall be initiated within 30 days of its~~  
241 ~~receipt by the Provost and, absent agreement of all parties, failure to the Provost. The~~  
242 ~~Provost shall initiate formal proceedings within this time frame shall result in final~~  
243 ~~termination of the matter with no subsequent opportunity for the university to pursue~~  
244 ~~the same matter, and shall further result in the expunction of the details surrounding~~  
245 ~~the matter from the AA's file. ten calendar days of receipt of the request. The Provost~~  
246 ~~may also opt to initiate dismissal proceedings at any time during the informal,~~  
247 ~~preliminary proceedings set forth above.~~

248 **IV. —**



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249 **III.VI. FORMAL PROCEEDINGS FOR TENURED FACULTY AND ACADEMIC**  
250 **PERSONNEL WHO HAVE SUCCESSFULLY COMPLETED THEIR**  
251 **PROBATIONARY EMPLOYMENT**

252 **A. Statement of Charges**

253 ~~The Provost shall initiate formal proceedings, within the time frame established in~~  
254 ~~Paragraph E of the Preliminary Proceedings, above, by delivering a written~~  
255 ~~statement of particulars to the AA. Copies of the statement will simultaneously~~  
256 ~~also be delivered to the unit head and College Dean. The statement of particulars~~  
257 ~~shall include the following:~~

258  
259 **A. Initiation of formal proceedings**

260  
261 ~~The Provost shall initiate formal proceedings by hand-delivering a written Statement~~  
262 ~~of Particulars to the Employee. The Employee shall acknowledge receipt of the~~  
263 ~~Statement of Particulars by signing a receipt upon delivery. If the Employee refuses to~~  
264 ~~acknowledge receipt of the Statement of Particulars, the person attempting to deliver~~  
265 ~~the Statement to the Employee shall sign a statement documenting the attempt to~~  
266 ~~deliver the Statement and the refusal of the Employee to acknowledge receipt thereof,~~  
267 ~~and shall nevertheless leave the Statement of Particulars with the Employee. All time~~  
268 ~~constraints for further proceedings listed below shall be measured from the date of~~  
269 ~~delivery or attempted delivery of the Statement of Particulars, as reflected on the receipt~~  
270 ~~signed by the Employee or the statement signed by the person attempting to deliver the~~  
271 ~~Statement.~~

272  
273 **B. Statement of Particulars**

274  
275 ~~The Statement of Particulars shall include the following:~~

- 276  
277
  1. An indication of ~~an~~the intent to dismiss with the specific grounds for dismissal  
278 ~~(hereinafter "(dismissal charges)") as set forth by the AOProvost.~~

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- 279 2. A declaration advising the ~~AA~~Employee that:
- 280 a. ~~a.~~—A formal hearing on the dismissal charges will be conducted
- 281 solely upon the ~~AA's~~Employee's written request;
- 282 ~~b.~~ ~~A Hearing Committee selected~~Employee has thirty calendar days from the
- 283 Faculty Dispute Resolution Panel ~~by date of the Faculty Senate Executive~~
- 284 ~~Committee will conduct any hearing held in connection with~~delivery of the
- 285 ~~dismissal charges~~
- 286 ~~b.~~ ~~e.~~—~~Failure~~Statement of Particulars to submit, to the Provost, a
- 287 written request for a hearing ~~in time for it and a written answer to be~~
- 288 ~~received~~the dismissal charges;
- 289 ~~c.~~ If the Employee does not submit a written request for a hearing and
- 290 a written answer within ~~30 thirty days~~the time period specified in
- 291 sub-paragraph b, the Employee will be dismissed effective on the
- 292 31<sup>st</sup> day after the delivery of the ~~statement of particulars' mailing~~
- 293 ~~may result~~Statement of Particulars;
- 294 ~~b.d.~~ If the Employee does submit a written request for a hearing and a
- 295 written answer, the Provost has five calendar days to forward the
- 296 written request for a hearing to the Faculty Senate Executive
- 297 Committee, who will select a Hearing Committee from the Faculty
- 298 Dispute Resolution Panel as established in ~~summary~~
- 299 ~~implementation of the dismissal charges~~UW Regulation 2-2.
- 300 3. A declaration that the purpose for holding a formal hearing is to determine
- 301 whether dismissal should occur on the grounds stated.
- 302 4. A copy of UW ~~Regulations~~Regulation 2-2(VI) and ~~2-6~~Appendix A thereto
- 303 governing, ~~respectively~~, the Faculty Dispute Resolution Panel and hearing
- 304 procedures, as well as a copy of this UW Regulation 2-6.

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- 305 5. An initial list of witnesses whom the ~~AOP~~Provost would expect to testify in  
306 support of the dismissal charges at a formal hearing.  
307

308 **B.C. Hearing Committee**

309 A

310 ~~The Faculty Senate Executive Committee shall choose a~~ Hearing Committee  
311 ~~(hereinafter called "(HC") shall be chosen~~ from the Faculty Dispute Resolution Panel  
312 ~~as established in UW Regulation 2-2(VI)).~~ The functions, powers, composition of, and  
313 challenges to the ~~Hearing Committee HC~~ are as follows:  
314

315 **1. Functions**

- 316 1. ~~:~~ The HC shall conduct the hearing, make findings, and ~~report, in writing, submit~~  
317 ~~to the President~~ its ~~written~~ conclusions and recommendations ~~to the Provost. It~~  
318 ~~may be represented by counsel, separate and apart from counsel for the AA and~~  
319 ~~from University counsel.~~  
320

321 **2. Powers**

- 322 2. ~~:~~ The ~~committee~~HC is a fact-finding body and serves solely in an advisory  
323 capacity.  
324

325 **3. Composition**

326 **3. Selection of the Hearing Committee**

- 327  
328 a. ~~The HC~~Faculty Senate Executive Committee shall ~~be composed~~randomly  
329 ~~draw the names of five regular~~12 members ~~and seven alternates chosen~~  
330 ~~by the Faculty Senate Executive Committee from the of the~~ Faculty  
331 Dispute Resolution Panel. ~~No more than one member of any academic~~  
332 ~~department can~~The names shall be assigned a number from 1 to 12  
333 ~~according to the order in which the names were randomly selected.~~

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- b. If any of the initial 12 persons selected is a member of the same academic department as the Employee, that person will be excused and another name will be selected at random from the remaining members of the Faculty Dispute Resolution Panel. The new name will be assigned the same number as the person who had been excused.
  - c. If there are two or more members of the same academic department on the initial list of 12 persons, the later-chosen person or persons will be excused and another name or names will be selected at random from the remaining members of the Faculty Dispute Resolution Panel. The new name or names will be assigned the same number as the person or persons who had been excused.
  - d. Once a list of 12 members of the Faculty Dispute Resolution Panel has been chosen, and which includes no members of the Employee's academic department, and no more than two members from the same academic department, the persons numbered one through five shall be designated tentative committee members, and the remaining seven persons shall be designated tentative alternates.
  - e. The list of 12 tentative committee members and alternates will then be submitted to the Employee and the Provost.
  - f. *Dismissal for cause.* If either the Employee or the Provost objects to any of the twelve persons on the list, the Employee or the Provost shall notify the Chair of the Faculty Senate Executive Committee of their objection, no later than four days after receiving the list. The only grounds for objection are that the proposed HC member has a clearly demonstrated personal animosity toward either the Provost or the Employee; that the proposed HC member may be a witness or otherwise has close involvement with or non-public knowledge of the event or events which

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366 form the basis of the dismissal proceeding; or that there exists other  
367 serious and compelling reason why the proposed HC member is unfit to  
368 serve as a regular or on the HC. The Chair of the Faculty Senate Executive  
369 Committee will rule on any objections for cause under this paragraph  
370 within three days after receiving them. If the Chair agrees with any  
371 dismissals for cause, another name or names will be chosen from the then-  
372 remaining members of the Faculty Dispute Resolution Panel, and added  
373 to the bottom of the list of twelve. If one or more of the tentative  
374 committee members has been dismissed for cause, alternates shall be  
375 moved up on the list into tentative committee members in the rank order  
376 in which they appear.

377  
378 g. *Peremptory dismissals.* After all dismissals for cause have been resolved,  
379 the final list of five tentative committee members and seven alternates will  
380 be provided to the Employee and the Provost. The Employee and the  
381 Provost will then meet with the Chair of the Faculty Senate Executive  
382 Committee within seven days after receiving the final list to exercise any  
383 peremptory challenges to the list. Both the Employee and the Provost shall  
384 have the right to strike two tentative committee members each, without  
385 providing any basis for such disqualification. The Provost will make the  
386 first strike (if desired), followed by the Employee (if desired). The Provost  
387 may then make his or her second strike (if desired), and the Employee  
388 may then make his or her second strike (if desired). After each strike (if  
389 any), the next person listed as an alternate will move up the list into a  
390 position as a tentative member of the HC. ~~Neither a regular nor any~~

391  
392 h. The five members remaining as members of the HC at the end of the  
393 peremptory strikes shall be appointed as the HC. Any members still listed  
394 as tentative alternates at the end of the peremptory strikes shall be  
395 designated alternate members of the HC member.

396

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428
- i. ~~The five HC members shall be a departmental colleague of the AA, notified of their selection as a member of the HC to consider the appeal filed by the Employee. They shall any designated HC member be authorized to serve if possessing asked to report to the Chair of the Faculty Senate Executive Committee, no later than 3 days after receiving the appointment, whether they accept the appointment. The only grounds for failing to accept the appointment shall be a good faith belief that personal considerations may interfere with reaching an unbiased decision. In the event a regular or If the Chair of the Faculty Senate Executive Committee accepts that member's belief, the member shall be excused and replaced with the next alternate HC member possesses a good faith belief of an inability to make member.~~
  - j. ~~Any member designated an unbiased decision, the Faculty Senate Executive Committee shall replace the regular or alternate HC member, as the case may be, with a new HC member selected from the Faculty Dispute Resolution Panel. In the event a regular HC member becomes unable in step h above shall be notified only that he or she has been listed as a potential alternate in a dismissal proceeding. The name of the Employee involved in the dismissal proceeding shall not be given to that alternate, unless and until that alternate is placed on the HC due to the unavailability of a member of the HC under steps i or k.~~
  - a.k. ~~Once all five members of the HC have accepted their appointments under step i, the Provost and the Employee shall be notified of the final composition of the HC. The HC will then proceed to schedule a hearing and conduct the pre-hearing and hearing processes listed below. If, however, unforeseen circumstances arise after the final appointment of the HC and the beginning of the hearing that make it impossible for any member of the HC to participate in all or a portion of the hearing after it has commenced, the Faculty Senate Executive Committee will, at its sole discretion, replace the regular member with one of the seven pre-~~

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429 designated alternate members. The regular HC members will designate  
430 one from among their number to serve as Chairperson. the hearing, that  
431 member or members may be replaced on the HC by the next remaining  
432 alternate.

#### 433 **4. Challenges**

434 Either the AA or the AO may disqualify up to two members of the HC without  
435 providing a basis for such disqualification provided the proposed  
436 disqualifications are transmitted in writing to the HC Chairperson no later than  
437 seven days after the regular HC members have been designated.

#### 438 **C.D. Scheduling the Formal Hearing**

439  
440 Within ~~The thirty calendar days after final formation of the HC, the HC shall meet and~~  
441 select from among its members a Chairperson. The function of the Hearing Committee,  
442 in consultation ~~Chairperson shall be to coordinate with the AA and AO, shall designate~~  
443 a Provost, the Employee, and the members of the HC the selection of a time, date and  
444 place for the formal hearing, and for any proceedings ancillary to the formal hearing,  
445 and shall; notify all involved parties of such times, dates and places. ~~Sufficient time~~  
446 for the preparation of a defense, not to exceed 60 days after receipt of; and to preside  
447 at the formal charges by the HC Chairperson, in the absence of good cause shown, shall  
448 be allowed to the AA hearing.

#### 449 **D.E. Pre-Hearing Conference**

450  
451 A pre-hearing conference shall be scheduled ~~14~~ fourteen calendar days prior to the  
452 formal hearing, or at such other time as all parties may agree, to exchange evidence and  
453 witness lists. ~~A preliminary list of witnesses for the formal hearing will be developed~~  
454 at this conference.

#### 455 **E.F. Performance of Duties During Dismissal Proceedings**

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459 **1.—**

460 Suspension of the ~~AA~~Employee during the pendency of dismissal proceedings lies  
461 within the discretion of the Provost. Any such suspension, however, shall be with pay,  
462 except in the event suspension is based on a criminal conviction or on an abandonment  
463 of employment. In the absence of suspension during the pendency of dismissal  
464 proceedings, the Provost may reassign the Employee to any duties reasonably suited to  
465 the Employee's skills and abilities that the Provost deems warranted. Any such  
466 reassignment shall be with pay.

467 ~~2. In the absence of suspension during the pendency of dismissal proceedings, as~~  
468 ~~described above in paragraph A, the AA may, in the alternative, be reassigned to any~~  
469 ~~duties reasonably suited to the AA's skills and abilities that the Provost deems~~  
470 ~~warranted.~~

471 **VII. COMMITTEE PROCEEDINGS FOR TENURED FACULTY AND ACADEMIC**  
472 **PERSONNEL WHO HAVE SUCCESSFULLY COMPLETED THEIR**  
473 **PROBATIONARY EMPLOYMENT**

474 **A. Hearing procedure**

475 ~~Any such reassignment shall be with pay.~~

476 **F. Committee Proceedings**

477 **1.—** The AA shall submit to the AO and the Chairperson of the HC a written answer  
478 to the dismissal charges that must be received by the Chairperson within 30  
479 days of the Provost's initiation of Formal Proceedings as described in Paragraph  
480 1 of the Formal Proceedings section, above.  
481

482 **2.—** Failure of the AA to dispute the charges reflected in the statement of particulars  
483 will be deemed an admission of the charges. The HC will in that event be  
484 privileged to consider whether the admission establishes on its face adequate  
485 grounds for dismissal, or whether, notwithstanding the admission, shall hold the  
486 hearing testimony will be required to determine whether the University has  
487



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- 488 satisfied its burden of proving that dismissal of the AA is warranted. The HC  
489 shall thereafter either convene a hearing, or, in the event it determines no  
490 hearing to be necessary, forward its written recommended findings and decision  
491 to the AA, AO and Provost.
- 492 ~~3. If, on the other hand, the AA submits a written answer, the HC shall conduct a~~  
493 ~~hearing to consider both the statement of particulars and the AA's written~~  
494 ~~answer to the statement. The following guidelines apply throughout the~~  
495 ~~hearing:~~
- 496 1. ~~a. The hearing shall be held~~ in confidence unless the AAEmployee requests,  
497 in writing, a public hearing. In that event, the HC ~~may, at its discretion,~~shall  
498 allow a public hearing.
- 499 ~~b.—~~
- 500 2. The ~~AA and the AO have~~Employee has the option of being represented by  
501 counsel, or by any other individual. ~~The HC may also be represented by~~  
502 ~~counsel.~~ If the AAEmployee chooses to be represented by counsel, he/she is  
503 responsible for all costs of that counsel. ~~If the AO and/or HC exercise their~~  
504 ~~option to arrange for counsel, the University Legal Office will contract for that~~  
505 ~~counsel.~~
- 506 ~~e.—~~
- 507 3. The HC shall determine the order of proof, is entitled to conduct the questioning  
508 of witnesses, and shall determine the relevance of evidence. ~~The HC shall at~~  
509 ~~all times make good faith efforts to develop reasonably grounded and reliable~~  
510 ~~evidence.~~
- 511 ~~d.—~~
- 512 4. The HC shall attempt to resolve factual disputes by receiving witness testimony  
513 and other relevant evidence offered by the parties.
- 514 ~~e.—~~
- 515 5. All witnesses shall testify under oath or affirmation. All parties have the right  
516 to hear and confront witnesses. Parties or their representatives, if any, have the  
517 right to question all witnesses testifying in connection with the hearing in

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- 518 person. At the sole discretion of the HC, testimony may be ~~taken by deposition~~  
519 ~~upon good cause shown~~ received by deposition upon good cause shown, so long  
520 as both the Employee and the Provost have had the opportunity to participate in  
521 the deposition and to ask questions during the deposition. Witnesses may be  
522 permitted to participate by electronic means so long as the electronic  
523 participation is synchronous with the formal hearing and the electronic method  
524 allows all participants at the formal hearing to hear each other and ask  
525 questions.
- 526 **f.** \_\_\_\_\_
- 527 6. The HC may direct the parties to produce evidence on specific issues and may  
528 call witnesses and introduce evidence on its own motion.
- 529 **g.** \_\_\_\_\_
- 530 7. All evidence is part of the hearing record. All HC decisions are based solely on  
531 the hearing record. The burden of proof that there is adequate cause for  
532 dismissal rests at all times with the ~~AOP~~ Provost and shall be satisfied only by  
533 clear and convincing evidence in the record considered as a whole.
- 534 ~~**h.** The HC may allow the parties to object to evidence on relevance grounds.~~  
535 ~~At its discretion, the HC may allow amendments to the statement of~~  
536 ~~particulars or to the AA's answer to the statement, at any time following the~~  
537 ~~commencement of the hearing and before the closing of the hearing. If, in~~  
538 ~~the judgment of the HC, such an amendment would introduce new issues or~~  
539 ~~factual disputes for which the adverse party could not reasonably have been~~  
540 ~~prepared, the HC may allow the hearing to be continued or extended to~~  
541 ~~allow the adverse party adequate time to prepare.~~
- 542 **i.** \_\_\_\_\_
- 543 8. The HC may allow the parties to object to evidence on relevance grounds.
- 544
- 545 ~~**8.9.**~~ The HC may grant reasonable continuances, especially when required in the  
546 interests of justice to meet newly presented evidence for which a party could  
547 not reasonably have been prepared.
- 548 **j.** \_\_\_\_\_

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- 549                    **9.10.** The HC shall not be bound by formal rules of procedure or evidence otherwise  
550                    applicable in civil litigation.
- 551 **k.** \_\_\_\_\_
- 552                    **10.11.** The Provost's office shall secure the cooperation of witnesses insofar as  
553                    feasible.
- 554 **i.** \_\_\_\_\_
- 555                    **11.12.** Every administrative office of the University shall make available to the  
556                    ~~AA~~Employee and ~~AO~~the Provost any requested documents over which the  
557                    University has control, and which are not privileged from disclosure by law.
- 558                    ~~m. Allegations of the AA's inadequate work performance must be supported~~  
559                    ~~by competent and reliable evidence. Testimony concerning such alleged~~  
560                    ~~inadequacies should be corroborated.~~
- 561 **n.** \_\_\_\_\_ ~~A~~
- 562                    **12.13.** The University shall produce a written verbatim record of the hearing ~~shall be~~  
563                    ~~produced, that its~~ expense ~~of which shall be borne by the University.~~
- 564                    ~~4. The order of proceedings shall, to the extent practicable, conform to the~~  
565                    ~~following pattern:~~
- 566                    **a.** \_\_\_\_\_
- 567                    **B. Order of Proceedings**
- 568 \_\_\_\_\_
- 569                    **13.1.** The parties shall have the opportunity to present opening statements.
- 570 **b.** \_\_\_\_\_
- 571                    **14.2.** The ~~AO~~Provost shall present evidence in support of the charges and stated  
572                    grounds for dismissal.
- 573 **e.** \_\_\_\_\_
- 574                    **15.3.** The ~~AA~~Employee shall present evidence in opposition to the charges and stated  
575                    grounds for dismissal.
- 576 **d.** \_\_\_\_\_
- 577                    **16.4.** The HC shall permit the parties such rebuttal evidence as is not cumulative,  
578                    repetitious, or irrelevant.

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- 579 e. \_\_\_\_\_  
580           **17.5.** The parties shall have the opportunity to present closing arguments.  
581 f. \_\_\_\_\_  
582           **18.6.** The HC may vary the order of proceedings if circumstances warrant, and may  
583           admit any evidence probative of the issues in dispute. The HC is not bound by  
584           formal rules of evidence.

585 **5.** \_\_\_\_\_  
586           **C. Written Recommendations, Findings, and Rationale**

587  
588           Within ~~30~~thirty calendar days of the close of hearing, the HC shall notify the  
589           AAEmployee, the AO and the Provost, and the President in writing, of its  
590           recommendations, findings and rationale in support of the decision, and shall provide  
591           all parties with the official record upon which the decision was based.

592 ~~Consideration by the Provost~~

593 **VIII. CONSIDERATION BY THE PRESIDENT**

594  
595           The President shall review the HC's recommendations, findings, and rationale and the  
596           record of the underlying proceedings and shall submit his or her written recommendation  
597           to the Board of Trustees within thirty calendar days of receipt of the HC's  
598           recommendations, findings and rationale. The President shall provide all parties with a  
599           copy of his or her written recommendation.

600  
601 **IX. CONSIDERATION BY THE BOARD OF TRUSTEES**

602           The Board of Trustees shall review  
603           ~~Within 30 days of receipt of the HC's recommendation, the Provost shall take one~~  
604           ~~of the following courses of action:~~

- 605           ~~1. If the HC has concluded that the evidence of record has not established cause~~  
606           ~~for dismissal, President's written recommendation and the Provost accepts the~~  
607           ~~conclusion, then the charges in question shall be expunged, the record of~~  
608           ~~hearing shall not become part of the AA's personnel file, and the AA shall~~

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- 609                    remain in, or be reinstated to, as the case may be, his or her position, with all  
610                    rights and privileges attendant thereto.
- 611                    ~~2. If, on the other hand, the HC has concluded that the evidence of record has~~  
612                    ~~established adequate cause for dismissal, but the Provost rejects the conclusion,~~  
613                    ~~the Provost shall provide all parties of record with written reasons for the~~  
614                    ~~rejection, and shall allow all such parties 30 days from their receipt of the~~  
615                    ~~Provost's written reasons for rejection within which to file written responses to~~  
616                    ~~the reasons. Following the expiration of this 30 day period, the charges in~~  
617                    ~~question shall be expunged, the record of hearing shall not become part of the~~  
618                    ~~AA's personnel file, and the AA shall remain in, or be reinstated to, as the case~~  
619                    ~~may be, his or her position, with all rights and privileges attendant thereto,~~  
620                    ~~unless the Provost, within 15 days following the 30 day period allowed to~~  
621                    ~~parties to file responses, chooses on further reflection to adopt the HC's~~  
622                    ~~decision. In that event, the Provost shall forward findings, conclusions, and~~  
623                    ~~recommendations from the underlying proceedings, with the record of hearing~~  
624                    ~~and the Provost's individual recommendation, to the President for further~~  
625                    ~~consideration~~
- 626                    ~~3. If the HC has concluded that the evidence has established adequate cause for~~  
627                    ~~dismissal and the Provost accepts the conclusion, the Provost shall forward~~  
628                    ~~findings, conclusions, and recommendations from the underlying proceedings,~~  
629                    ~~with the record of hearing, to the President for further consideration.~~
- 630                    ~~4. If the HC has concluded that the evidence has not established cause for~~  
631                    ~~dismissal, and the Provost rejects the conclusion, the Provost shall provide all~~  
632                    ~~parties of record with written reasons for the rejection, and shall allow all such~~  
633                    ~~parties 30 days from their receipt of the Provost's written reasons for rejection~~  
634                    ~~within which to file written responses to the reasons. If, after reviewing written~~  
635                    ~~responses submitted within the 30 day period, the Provost continues to reject~~  
636                    ~~the HC's conclusion, the Provost shall, within 15 days following the 30 day~~  
637                    ~~period allowed to parties to file responses, forward findings, conclusions, and~~

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638 ~~recommendations from the underlying proceedings, with the record of hearing~~  
639 ~~and the Provost's recommendation, to the President for further consideration.~~  
640 ~~If, on the other hand, after reviewing written responses submitted within the 30~~  
641 ~~day period, the Provost chooses on further reflection to adopt the HC's~~  
642 ~~conclusion, the charges in question shall be expunged, the record of hearing~~  
643 ~~shall not become part of the AA's personnel file, and the AA shall remain in,~~  
644 ~~or be reinstated to, as the case may be, his or her position, with all rights and~~  
645 ~~privileges attendant thereto.~~

646 **~~G. — Consideration by the President~~**

647 ~~Within 30 days of receipt from the Provost of findings, conclusions, and~~  
648 ~~recommendations from the underlying proceedings, with the record of hearing, the~~  
649 ~~President shall take one of the following courses of action:~~

650 ~~1. If the Provost has decided that the evidence has established adequate cause for~~  
651 ~~dismissal and the President accepts the decision, the President shall forward~~  
652 ~~findings, conclusions, and recommendations from the underlying proceedings,~~  
653 ~~with the record of hearing and the President's recommendation, to the Board of~~  
654 ~~Trustees for further consideration.~~

655 ~~2. If the Provost has decided that the evidence has established adequate cause for~~  
656 ~~dismissal and the President rejects the decision, the President shall provide all~~  
657 ~~parties of record with written reasons for the rejection, and shall allow all such~~  
658 ~~parties 30 days from their receipt of the President's written reasons for rejection~~  
659 ~~within which to file written responses to the reasons. Following the expiration~~  
660 ~~of this 30 day period, the charges in question shall be expunged, the record of~~  
661 ~~hearing shall not become part of the AA's personnel file, and the AA shall~~  
662 ~~remain in, or be reinstated to, as the case may be, his or her position, with all~~  
663 ~~rights and privileges attendant thereto, unless the President, within 15 days~~  
664 ~~following the 30 day period allowed to parties to file responses, chooses on~~  
665 ~~further reflection to adopt the Provost's decision. In that event, the President~~

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666 shall forward findings, conclusions, and recommendations from the underlying  
667 proceedings, with the record of hearing and the President's recommendation, to  
668 the Board of Trustees for further consideration

669 **H. — Consideration by the Board of Trustees**

670 ~~Within 60 days of receipt from the President of findings, conclusions, and recommendations from~~  
671 ~~the underlying proceedings, with the record of hearing, or as soon thereafter as is and if practicable,~~  
672 ~~the Board of Trustees shall review the proposed decision to dismiss the AA. The Board at its~~  
673 ~~discretion may provide further opportunity to the parties for oral or written argument. Whenever~~  
674 ~~possible, the Board shall render its final decision on the dismissal within 60thirty calendar days of~~  
675 ~~its receipt of findings, conclusions, and recommendations from the underlying~~  
676 ~~proceedings, President's recommendation. The Board of Trustees shall provide all parties with the~~  
677 ~~record of hearing, or within 60 days from the conclusion a copy of any additional arguments~~  
678 ~~allowed.its final decision.~~

679 

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

**Source:** None

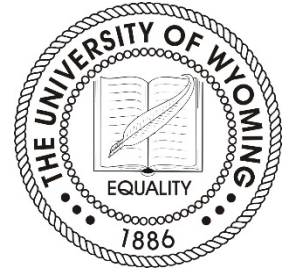
**Links:** <http://www.uwyo.edu/regs-policies>

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

**History:**

University Regulation 801, Revision 1 and Change 1; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 3/23/2012 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 5-801, now UW Regulation 2-6

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1  
2  
3 **UNIVERSITY OF WYOMING REGULATIONS**

4  
5 **Subject:** Dismissal of Academic Personnel  
6 **Number:** UW Regulation 2-6  
7  
8

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9 **I. PURPOSE**

10  
11 To establish dismissal procedures for Academic Personnel, including when it is alleged  
12 that a dismissal action is motivated by inappropriate interference with "academic freedom,"  
13 as defined in UW Regulation 2-15.  
14

15 **II. DEFINITIONS**

16  
17 **Academic Personnel:** Academic Personnel shall have the meaning assigned to it in UW  
18 Regulation 2-1.  
19

20 **Cause:** Cause shall include conduct that seriously impairs the ability of the individual, the  
21 department, the college, or the University of Wyoming as a whole to carry out its  
22 professional functions. Such conduct includes, but is not limited to:  
23

- 24 **A.** A lack of satisfactory work performance as determined by University Regulation;  
25  
26 **B.** A substantial physical or mental inability to perform assigned duties, provided that,  
27 consistent with laws prohibiting discrimination based upon disability, the  
28 individual cannot perform the essential functions of the individual's job with  
29 accommodations granted by the University through the interactive process or there  
30 are no reasonable accommodations possible;  
31  
32 **C.** Academic misconduct or the serious or persistent violation of professional ethical  
33 standards;



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- 34  
35           **D.**     Neglect of duty, gross insubordination or persistent truancy;  
36  
37           **E.**     Serious or persistent violations of University Regulations, Presidential Directives,  
38           or       other       University       policies       and       procedures;  
39  
40           **F.**     Serious or persistent work performance impairment associated with alcohol or  
41           controlled substance use. ;  
42  
43           **G.**     Unlawful possession, use, or distribution of illicit drugs on University property or  
44           as part of any University activity;  
45  
46           **H.**     Forms of harassment according to University Regulations;  
47  
48           **I.**     Recklessly or intentionally endangering the safety of other UW employees or  
49           students;  
50  
51           **J.**     Significant damage to or misappropriation of State or University property due to  
52           intentional or reckless conduct;  
53  
54           **K.**     Behavior that leads to the conviction of a felony; and  
55  
56           **L.**     A lack of civility or collegiality that substantially interferes with a faculty member's  
57           teaching, research, or service or with the department's functions, or which renders  
58           the faculty member unable to work effectively with colleagues or students. Mere  
59           curmudgeonliness, egocentricity, or conduct which is protected under UW  
60           Regulations does not satisfy this sub-paragraph.

61           **Extended-Term Appointment:** Shall have the meaning assigned to it in UW Regulation  
62           2-1.

63           **Faculty Conciliator:** Shall have the meaning assigned to it in UW Regulation 2-2.

64           **Probationary Employment:** For purposes of this Regulation, probationary employment  
65           means the six-year probationary period for Extended-Term Appointments or the three-year

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66 probationary period for Fixed-Term Track Appointments plus three additional consecutive  
67 years of employment.

68 **Unit Head:** Shall have the meaning assigned to it in UW Regulation 2-8.  
69

70 **III. POLICY**  
71

72 Tenured faculty members and Academic Personnel who have successfully completed their  
73 Probationary Employment may be dismissed (1) for Cause; (2) because of bona fide  
74 financial exigencies of the University as described in UW Regulation 2-11; or (3) because  
75 of program reorganization, consolidation, reduction or discontinuance as described in UW  
76 Regulation 2-13. Per UW Regulation 2-13, tenured faculty members may only be  
77 dismissed because of program discontinuance.  
78

79 Section III shall not be interpreted as to constitute interference with academic freedom.  
80

81 **IV. PROCEDURE**  
82

83 **A. Tenured faculty members and Academic Personnel who have successfully**  
84 **completed their Probationary Employment**  
85

86 Proposed dismissals for Cause of tenured faculty members and Academic  
87 Personnel who have successfully completed their Probationary Employment must  
88 follow the procedures set forth in Sections V through IX of this Regulation. The  
89 procedures set forth in this Regulation do not apply to dismissals of faculty  
90 members because of bona fide financial exigencies or because of program  
91 reorganization, consolidation, reduction or discontinuance (see UW Regulation 2-  
92 14, which provides a process for hearing the appeal of any faculty member whose  
93 appointment is terminated pursuant to UW Regulation 2-11 or UW Regulation 2-  
94 13).  
95  
96  
97  
98

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**B. Other Full Time, Benefited Academic Personnel**

The Provost may dismiss a faculty member under this Section B for Cause prior to the expiration of the faculty member’s contract after consultation with the appropriate administrative and/or academic officers by following this procedure:

1. The Provost shall inform the employee in writing of the notice of intent to take such an employment action and the reasons for the action.
2. The employee shall have the right to respond in writing or meet with the Provost within three working days of the date of the notice of intent to take disciplinary action. The Provost may extend the deadline for the response or meeting in the Provost’s sole discretion.
3. For faculty in their probationary period, the Provost *shall* instruct the University Reappointment, Tenure & Promotion Committee to review the matter. For other faculty covered under this Section B, the Provost *may* instruct the University Reappointment, Tenure & Promotion Committee to review the matter. The Committee shall notify the Provost in writing of its recommendations and rationale.
4. A final decision shall be given to the employee within fourteen working days from the date of the notice of intent to terminate unless the Provost requires additional time to finalize the decision.

Within ten working days after receipt of the Provost’s final decision to terminate, the employee may submit a written statement of position to the President, asserting any grounds upon which the employee believes the President should accept, reject or suggest modification to the Provost’s decision. The decision of the President shall be final and binding.

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130 This Section B does not apply to at-will employees, including postdoctoral associates  
131 and academic administrators. An at-will appointment may be terminated at any time  
132 and for any reason except an unlawful one.  
133

134 **V. PRELIMINARY PROCEEDINGS FOR TENURED FACULTY MEMBERS AND**  
135 **ACADEMIC PERSONNEL WHO HAVE SUCCESSFULLY COMPLETED THEIR**  
136 **PROBATIONARY EMPLOYMENT**

137  
138 **A. Personal Conference**  
139

140 If the unit head or Dean ("Administrative Officer") and the Provost and Vice  
141 President for Academic Affairs ("Provost") determine the need to dismiss a tenured  
142 faculty member or an Academic Personnel who has successfully completed their  
143 Probationary Employment ("Employee"), the Administrative Officer and the  
144 Provost, shall meet in person with the Employee to discuss the matter in  
145 confidence. The matter may thereafter be concluded informally by mutual consent  
146 of the Administrative Officer, the Provost and the Employee without the need for  
147 further proceedings.  
148

149 **B. Referral to the Faculty Conciliator**  
150

151 If, however, the Administrative Officer, the Provost and the Employee are unable  
152 to reach a mutually satisfactory accord within seven calendar days after the initial  
153 personal conference, or at such later time as all parties may agree, the Employee  
154 may request that the Provost refer the matter to the Faculty Conciliator  
155 ("Conciliator"). The Conciliator shall consult in confidence with all involved  
156 parties to explore informal resolution of the potential dismissal proceedings. In the  
157 event the Conciliator is able to achieve a resolution, the matter may thereafter be  
158 concluded informally, by mutual consent of the Administrative Officer, the  
159 Provost, and the Employee, without the need for further proceedings.  
160

161 If, however, the Conciliator is unable to negotiate a resolution within fifteen  
162 calendar days of the Conciliator's receipt of the charge, or at such later time as all

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163 parties may agree, the Conciliator shall recommend to the Provost whether, in the  
164 Conciliator's judgment, the Provost should initiate formal dismissal proceedings..

165  
166 Upon receiving the recommendation of the Conciliator, the Provost shall determine  
167 whether to initiate formal dismissal proceedings against the Employee no later than  
168 ten calendar days from the Provost's receipt of the Conciliator's recommendation.

169  
170 **C. Request for Formal Proceedings**

171  
172 At any time during the informal, preliminary proceedings set forth above, the  
173 Administrative Officer or the Employee may opt to initiate formal dismissal  
174 proceedings by directing a written request to the Provost. The Provost shall initiate  
175 formal proceedings within ten calendar days of receipt of the request. The Provost  
176 may also opt to initiate dismissal proceedings at any time during the informal,  
177 preliminary proceedings set forth above.

178  
179 **VI. FORMAL PROCEEDINGS FOR TENURED FACULTY AND ACADEMIC**  
180 **PERSONNEL WHO HAVE SUCCESSFULLY COMPLETED THEIR**  
181 **PROBATIONARY EMPLOYMENT**

182  
183 **A. Initiation of formal proceedings**

184  
185 The Provost shall initiate formal proceedings by hand-delivering a written  
186 Statement of Particulars to the Employee. The Employee shall acknowledge receipt  
187 of the Statement of Particulars by signing a receipt upon delivery. If the Employee  
188 refuses to acknowledge receipt of the Statement of Particulars, the person  
189 attempting to deliver the Statement to the Employee shall sign a statement  
190 documenting the attempt to deliver the Statement and the refusal of the Employee  
191 to acknowledge receipt thereof, and shall nevertheless leave the Statement of  
192 Particulars with the Employee. All time constraints for further proceedings listed  
193 below shall be measured from the date of delivery or attempted delivery of the  
194 Statement of Particulars, as reflected on the receipt signed by the Employee or the  
195 statement signed by the person attempting to deliver the Statement.

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**B. Statement of Particulars**

The Statement of Particulars shall include the following:

1. An indication of the intent to dismiss with the specific grounds for dismissal ("dismissal charges") as set forth by the Provost.
2. A declaration advising the Employee that:
  - a. A formal hearing on the dismissal charges will be conducted solely upon the Employee's written request;
  - b. Employee has thirty calendar days from the date of the delivery of the Statement of Particulars to submit, to the Provost, a written request for a hearing and a written answer to the dismissal charges;
  - c. If the Employee does not submit a written request for a hearing and a written answer within the time period specified in sub-paragraph b, the Employee will be dismissed effective on the 31<sup>st</sup> day after the delivery of the Statement of Particulars;
  - d. If the Employee does submit a written request for a hearing and a written answer, the Provost has five calendar days to forward the written request for a hearing to the Faculty Senate Executive Committee, who will select a Hearing Committee from the Faculty Dispute Resolution Panel as established in UW Regulation 2-2.
3. A declaration that the purpose for holding a formal hearing is to determine whether dismissal should occur on the grounds stated.
4. A copy of UW Regulation 2-2 and Appendix A thereto governing the Faculty Dispute Resolution Panel and hearing procedures, as well as a copy of this UW Regulation 2-6.

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223                   5. An initial list of witnesses whom the Provost would expect to testify in support  
224                   of the dismissal charges at a formal hearing.

225  
226           **C.     Hearing Committee**

227  
228           The Faculty Senate Executive Committee shall choose a Hearing Committee  
229           ("HC") from the Faculty Dispute Resolution Panel. The functions, powers,  
230           composition of, and challenges to the HC are as follows:

231  
232           **1. Functions:** The HC shall conduct the hearing, make findings, and submit to the  
233           President its written conclusions and recommendations.

234  
235           **2. Powers:** The HC is a fact-finding body and serves solely in an advisory  
236           capacity.

237  
238           **3. Selection of the Hearing Committee**

239  
240           **a.** The Faculty Senate Executive Committee shall randomly draw the names  
241           of 12 members of the Faculty Dispute Resolution Panel. The names shall be  
242           assigned a number from 1 to 12 according to the order in which the names  
243           were randomly selected.

244  
245           **b.** If any of the initial 12 persons selected is a member of the same academic  
246           department as the Employee, that person will be excused and another name  
247           will be selected at random from the remaining members of the Faculty  
248           Dispute Resolution Panel. The new name will be assigned the same number  
249           as the person who had been excused.

250  
251           **c.** If there are two or more members of the same academic department on the  
252           initial list of 12 persons, the later-chosen person or persons will be excused  
253           and another name or names will be selected at random from the remaining  
254           members of the Faculty Dispute Resolution Panel. The new name or names

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- 255 will be assigned the same number as the person or persons who had been  
256 excused.  
257  
258 **d.** Once a list of 12 members of the Faculty Dispute Resolution Panel has been  
259 chosen, and which includes no members of the Employee's academic  
260 department, and no more than two members from the same academic  
261 department, the persons numbered one through five shall be designated  
262 tentative committee members, and the remaining seven persons shall be  
263 designated tentative alternates.  
264  
265 **e.** The list of 12 tentative committee members and alternates will then be  
266 submitted to the Employee and the Provost.  
267  
268 **f.** *Dismissal for cause.* If either the Employee or the Provost objects to any of  
269 the twelve persons on the list, the Employee or the Provost shall notify the  
270 Chair of the Faculty Senate Executive Committee of their objection, no later  
271 than four days after receiving the list. The only grounds for objection are  
272 that the proposed HC member has a clearly demonstrated personal  
273 animosity toward either the Provost or the Employee; that the proposed HC  
274 member may be a witness or otherwise has close involvement with or non-  
275 public knowledge of the event or events which form the basis of the  
276 dismissal proceeding; or that there exists other serious and compelling  
277 reason why the proposed HC member is unfit to serve on the HC. The Chair  
278 of the Faculty Senate Executive Committee will rule on any objections for  
279 cause under this paragraph within three days after receiving them. If the  
280 Chair agrees with any dismissals for cause, another name or names will be  
281 chosen from the then-remaining members of the Faculty Dispute Resolution  
282 Panel, and added to the bottom of the list of twelve. If one or more of the  
283 tentative committee members has been dismissed for cause, alternates shall  
284 be moved up on the list into tentative committee members in the rank order  
285 in which they appear.  
286



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- g.** *Peremptory dismissals.* After all dismissals for cause have been resolved, the final list of five tentative committee members and seven alternates will be provided to the Employee and the Provost. The Employee and the Provost will then meet with the Chair of the Faculty Senate Executive Committee within seven days after receiving the final list to exercise any peremptory challenges to the list. Both the Employee and the Provost shall have the right to strike two tentative committee members each, without providing any basis for such disqualification. The Provost will make the first strike (if desired), followed by the Employee (if desired). The Provost may then make his or her second strike (if desired), and the Employee may then make his or her second strike (if desired). After each strike (if any), the next person listed as an alternate will move up the list into a position as a tentative member of the HC.
  - h.** The five members remaining as members of the HC at the end of the peremptory strikes shall be appointed as the HC. Any members still listed as tentative alternates at the end of the peremptory strikes shall be designated alternate members of the HC.
  - i.** The five HC members shall be notified of their selection as a member of the HC to consider the appeal filed by the Employee. They shall be asked to report to the Chair of the Faculty Senate Executive Committee, no later than 3 days after receiving the appointment, whether they accept the appointment. The only grounds for failing to accept the appointment shall be a good faith belief that personal considerations may interfere with reaching an unbiased decision. If the Chair of the Faculty Senate Executive Committee accepts that member's belief, the member shall be excused and replaced with the next alternate member.
  - j.** Any member designated an alternate in step h above shall be notified only that he or she has been listed as a potential alternate in a dismissal proceeding. The name of the Employee involved in the dismissal proceeding shall not be given to that alternate, unless and until that alternate

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320 is placed on the HC due to the unavailability of a member of the HC under  
321 steps i or k.

322  
323 k. Once all five members of the HC have accepted their appointments under  
324 step i, the Provost and the Employee shall be notified of the final  
325 composition of the HC. The HC will then proceed to schedule a hearing and  
326 conduct the pre-hearing and hearing processes listed below. If, however,  
327 unforeseen circumstances arise after the final appointment of the HC and  
328 the beginning of the hearing that make it impossible for any member of the  
329 HC to participate in the hearing, that member or members may be replaced  
330 on the HC by the next remaining alternate.

331  
332 **D. Scheduling the Formal Hearing**

333  
334 Within thirty calendar days after final formation of the HC, the HC shall meet and  
335 select from among its members a Chairperson. The function of the Chairperson  
336 shall be to coordinate with the Provost, the Employee, and the members of the HC  
337 the selection of a time, date and place for the formal hearing, and for any  
338 proceedings ancillary to the formal hearing; notify all involved parties of such  
339 times, dates and places; and to preside at the formal hearing.

340  
341 **E. Pre-Hearing Conference**

342  
343 A pre-hearing conference shall be scheduled fourteen calendar days prior to the  
344 formal hearing, or at such other time as all parties may agree, to exchange evidence  
345 and witness lists.

346  
347 **F. Performance of Duties During Dismissal Proceedings**

348  
349 Suspension of the Employee during the pendency of dismissal proceedings lies  
350 within the discretion of the Provost. Any such suspension, however, shall be with  
351 pay, except in the event suspension is based on a criminal conviction or on an  
352 abandonment of employment. In the absence of suspension during the pendency of

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353 dismissal proceedings, the Provost may reassign the Employee to any duties  
354 reasonably suited to the Employee's skills and abilities that the Provost deems  
355 warranted. Any such reassignment shall be with pay.  
356

357 **VII. COMMITTEE PROCEEDINGS FOR TENURED FACULTY AND ACADEMIC**  
358 **PERSONNEL WHO HAVE SUCCESSFULLY COMPLETED THEIR**  
359 **PROBATIONARY EMPLOYMENT**  
360

361 **A. Hearing procedure**  
362

- 363 1. The HC shall hold the hearing in confidence unless the Employee requests, in  
364 writing, a public hearing. In that event, the HC shall allow a public hearing.  
365
- 366 2. The Employee has the option of being represented by counsel, or by any other  
367 individual. If the Employee chooses to be represented by counsel, he/she is  
368 responsible for all costs of that counsel.  
369
- 370 3. The HC shall determine the order of proof, is entitled to conduct the questioning  
371 of witnesses, and shall determine the relevance of evidence.  
372
- 373 4. The HC shall attempt to resolve factual disputes by receiving witness testimony  
374 and other relevant evidence offered by the parties.  
375
- 376 5. All witnesses shall testify under oath or affirmation. All parties have the right  
377 to hear and confront witnesses. Parties or their representatives, if any, have the  
378 right to question all witnesses testifying in connection with the hearing in  
379 person. At the sole discretion of the HC, testimony may be received by  
380 deposition upon good cause shown, so long as both the Employee and the  
381 Provost have had the opportunity to participate in the deposition and to ask  
382 questions during the deposition. Witnesses may be permitted to participate by  
383 electronic means so long as the electronic participation is synchronous with the  
384 formal hearing and the electronic method allows all participants at the formal  
385 hearing to hear each other and ask questions.

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6. The HC may direct the parties to produce evidence on specific issues and may call witnesses and introduce evidence on its own motion.
  7. All evidence is part of the hearing record. All HC decisions are based solely on the hearing record. The burden of proof that there is adequate cause for dismissal rests at all times with the Provost and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
  8. The HC may allow the parties to object to evidence on relevance grounds.
  9. The HC may grant reasonable continuances, especially when required in the interests of justice to meet newly presented evidence for which a party could not reasonably have been prepared.
  10. The HC shall not be bound by formal rules of procedure or evidence otherwise applicable in civil litigation.
  11. The Provost's office shall secure the cooperation of witnesses insofar as feasible.
  12. Every administrative office of the University shall make available to the Employee and the Provost any requested documents over which the University has control, and which are not privileged from disclosure by law.
  13. The University shall produce a written verbatim record of the hearing at its expense.
- B. Order of Proceedings**
1. The parties shall have the opportunity to present opening statements.

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- 418                   2. The Provost shall present evidence in support of the charges and stated grounds  
419                   for dismissal.  
420  
421                   3. The Employee shall present evidence in opposition to the charges and stated  
422                   grounds for dismissal.  
423  
424                   4. The HC shall permit the parties such rebuttal evidence as is not cumulative,  
425                   repetitious, or irrelevant.  
426  
427                   5. The parties shall have the opportunity to present closing arguments.  
428  
429                   6. The HC may vary the order of proceedings if circumstances warrant, and may  
430                   admit any evidence probative of the issues in dispute. The HC is not bound by  
431                   formal rules of evidence.  
432

433                   **C.     Written Recommendations, Findings, and Rationale**  
434

435                   Within thirty calendar days of the close of hearing, the HC shall notify the  
436                   Employee, the Provost, and the President in writing, of its recommendations,  
437                   findings and rationale in support of the decision and shall provide all parties with  
438                   the official record upon which the decision was based.  
439

440                   **VIII.   CONSIDERATION BY THE PRESIDENT**  
441

442                   The President shall review the HC's recommendations, findings, and rationale and the  
443                   record of the underlying proceedings and shall submit his or her written recommendation  
444                   to the Board of Trustees within thirty calendar days of receipt of the HC's  
445                   recommendations, findings and rationale. The President shall provide all parties with a  
446                   copy of his or her written recommendation.  
447

448                   **IX.     CONSIDERATION BY THE BOARD OF TRUSTEES**  
449

450                   The Board of Trustees shall review the President's written recommendation and the record  
                      of the underlying proceedings, and if practicable, shall render its final decision on the

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451 dismissal within thirty calendar days of its receipt of the President's recommendation. The  
452 Board of Trustees shall provide all parties with a copy of its final decision.  
453

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

**Source:** None

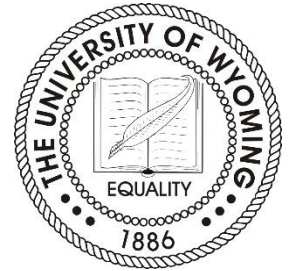
**Links:** <http://www.uwyo.edu/regs-policies>

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

**History:**

University Regulation 801, Revision 1 and Change 1; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 3/23/2012 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 5-801, now UW Regulation 2-6

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1  
2  
3 **UNIVERSITY OF WYOMING REGULATIONS**  
4

5 **Subject:** Dismissal of Academic Personnel  
6 **Number:** UW Regulation 2-6  
7  
8

9 **I. PURPOSE**  
10

11 To establish dismissal procedures for Academic Personnel, including when it is alleged  
12 that a dismissal action is motivated by inappropriate interference with "academic  
13 freedom," as defined in UW Regulation 2-15.  
14

15 **II. DEFINITIONS**  
16

17 **Academic Personnel:** Academic Personnel shall have the meaning assigned to it in UW  
18 Regulation 2-1.  
19

20 **Cause:** Cause shall include conduct that seriously impairs the ability of the individual,  
21 the department, the college, or the University of Wyoming as a whole to carry out its  
22 professional functions. Such conduct includes, but is not limited to:  
23

- 24       A. A lack of satisfactory work performance as determined by University  
25 Regulation;  
26  
27       B. A substantial physical or mental inability to perform assigned duties,  
28 provided that, consistent with laws prohibiting discrimination based upon  
29 disability, the individual cannot perform the essential functions of the  
30 individual's job with accommodations granted by the University through  
31 the interactive process or there are no reasonable accommodations is  
32 possible;  
33  
34       C. A academic misconduct or the substantial-serious or persistent violation of  
35 professional ethical standards;  
36

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- 37 D. Neglect of duty, ~~gross unwarranted~~ insubordination or persistent truancy;  
38  
39 E. Serious or persistent violations of University Regulations, Presidential  
40 Directives, or other University policies and procedures;  
41  
42 F. Serious or persistent work performance impairment associated with  
43 alcohol or controlled substance use. ~~Working while impaired under the~~  
44 influence of alcohol or persistent work performance problems associated  
45 with alcohol use;  
46  
47 G. ~~Working while impaired under the influence of controlled substances~~  
48 used illegally Unlawful possession, use, or distribution of illicit drugs on  
49 University property or as part of any University activity;  
50  
51 H. Forms of harassment according to University Regulations;  
52  
53 I. Recklessly or intentionally endangering the safety of other UW  
54 employees or students;  
55  
56 J. Significant damage to or misappropriation of State or University property  
57 due to intentional or reckless conduct;  
58  
59 K. Behavior that leads to the conviction of a felony; and  
60  
61 L. A lack of civility or collegiality that substantially interferes with a faculty  
62 member's teaching, research, or service or with the department's  
63 functions, or which renders the faculty member unable to work effectively  
64 with colleagues or students. Mere curmudgeonliness, ~~or~~ egocentricity, or  
65 conduct which is protected under UW Regulations does not satisfy this  
66 sub-paragraph.
- 67 Extended-Term Appointment: Shall have the meaning assigned to it in UW  
68 Regulation 2-1.
- 69 Faculty Conciliator: Shall have the meaning assigned to it in UW Regulation 2-  
70 2.



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71                    **Unit Head:** S shall have the meaning assigned to it in UW Regulation 2-8.

72  
73 **III.    POLICY AND PROCEDURE**

74  
75                    Tenured faculty members and Academic Personnel with five-year rolling contracts with  
76                    rolling contracts and who have achieved the rank of Associate Professor or higher, or  
77                    Fixed-term faculty with 5-year rolling contracts or extended term ~~Extended Term~~  
78                    Appointments who have successfully completed their probationary employment ~~faculty~~  
79                    may be dismissed (1) for Cause; (2) because of bona fide financial exigencies of the  
80                    University as described in UW Regulation 2-11; or (3) because of program  
81                    reorganization, consolidation, reduction or discontinuance as described in UW  
82                    Regulation 2-13. Per UW Regulation 2-13, tenured faculty members may only be  
83                    dismissed because of program discontinuance.

84  
85                    Section III shall not be interpreted as to constitute interference with academic freedom.

86  
87  
88 **IV.    PROCEDURE**

89  
90                    **A.** ~~— Tenured faculty members or fixed-term faculty with 5-year rolling contracts~~  
91                    ~~or extended term faculty and Academic Personnel with five-year rolling~~  
92                    ~~contracts who have successfully completed their probationary~~  
93                    ~~employment with rolling contracts and who have achieved the rank of~~  
94                    ~~Associate Professor or higher, or Extended-Term Appointments~~

95                    **B.** ~~—~~

96                    **C.** ~~— Tenured faculty members may be dismissed (1) for Cause; (2) because of bona~~  
97                    ~~fide financial exigencies of the University as described in UW Regulation 2-11; or~~  
98                    ~~(3) because of program discontinuance as described in UW Regulation 2-13.~~

99                    **D.A.** ~~—~~

100                    ~~Fixed-term faculty with 5-year rolling contracts or extended term faculty may be~~  
101                    ~~dismissed (1) for Cause; (2) because of bona fide financial exigencies of the~~  
102                    ~~University as described in UW Regulation 2-11; or (3) because of program~~  
103                    ~~reorganization, consolidation, reduction or discontinuance as described in UW~~  
104                    ~~Regulation 2-13.~~

105

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106 Proposed dismissals for Cause of tenured faculty members and Academic  
107 Personnel with five-year rolling contracts who have successfully completed their  
108 probationary employment with rolling contracts and who have achieved the rank  
109 of Associate Professor or higher, or Extended Term Appointments, fixed term  
110 faculty with a 5-year rolling contract, or extended term faculty must follow the  
111 procedures set forth in Sections V through IX of this Regulation. The procedures  
112 set forth in this Regulation do not apply to dismissals of faculty members because  
113 of bona fide financial exigencies or because of program reorganization,  
114 consolidation, reduction or discontinuance (see UW Regulation 2-14, which  
115 provides a process for hearing the appeal of any faculty member whose  
116 appointment is terminated pursuant to UW Regulation 2-11 or UW Regulation 2-  
117 13).

118  
119 **E.B. Other Full Time, Benefited Academic Personnel**

120  
121 ~~Full time, benefited Academic Personnel other than tenured faculty members, fixed-~~  
122 ~~term faculty with 5-year rolling contracts, or extended term faculty, may be~~  
123 ~~dismissed (1) for Cause; (2) because of bona fide financial exigencies of the~~  
124 ~~University as described in University Regulation 2-11; or (3) because of program~~  
125 ~~reorganization, consolidation, reduction or discontinuance as described in~~  
126 ~~University Regulation 2-13.~~

127  
128 ~~Proposed dismissals for Cause of Academic Personnel other than tenured faculty~~  
129 ~~members, fixed term faculty with 5 year rolling contracts, or extended term faculty~~  
130 ~~must follow the procedures set forth in this Regulation. The procedures set forth~~  
131 ~~in this Regulation do not apply to dismissals of faculty members because of bona~~  
132 ~~fide financial exigencies or because of program reorganization, consolidation,~~  
133 ~~reduction or discontinuance (see UW Regulation 2-14, which provides a process~~  
134 ~~for hearing the appeal of any faculty member whose appointment is terminated~~  
135 ~~pursuant to UW Regulations 2-11 or 2-13)~~

136  
137 The Provost may dismiss ~~the a~~ faculty member under this Section B for Cause prior  
138 to the expiration of the faculty member's contract ~~or probationary period~~ after  
139 consultation with the appropriate administrative and/or academic officers by  
140 following this procedure:  
141

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1. The Provost shall inform the employee in writing of the notice of intent to take such an employment action and the reasons for the action.
  2. The employee shall have the right to respond in writing or meet with the Provost within three working days of the date of the notice of intent to take disciplinary action. The Provost may extend the deadline for the response or meeting in the Provost's sole discretion.
  3. For faculty ~~on 3three year rolling contracts~~ in their probationary period, the Provost ~~shall order instruct a review by the~~ University Reappointment, Tenure & Promotion Committee to review the matter. For other faculty covered under this Section B, the Provost ~~may order a review by~~ instruct the University Reappointment, Tenure & Promotion Committee to review the matter. The Committee shall notify the Provost in writing of its recommendations and rationale.
  4. A final decision shall be given to the employee within fourteen working days from the date of the notice of intent to terminate unless the Provost requires additional time to finalize the decision.

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Within ten working days after receipt of the Provost's final decision to terminate, the employee may submit a written statement of position to the President, asserting any grounds upon which the employee believes the President should accept, reject or suggest modification to the Provost's decision. The decision of the President shall be final and binding.

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This Section B does not apply to at-will employees, including postdoctoral associates and academic administrators. An at-will appointment may be terminated at any time and for any reason except an unlawful one.

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~~Section III shall not be interpreted as to constitute interference with academic freedom.~~

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**VII.V. PRELIMINARY PROCEEDINGS FOR TENURED FACULTY MEMBERS AND ACADEMIC PERSONNEL WITH FIVE-YEAR ROLLING CONTRACTS WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY EMPLOYMENT WITH ROLLING CONTRACTS AND WHO HAVE ACHIEVED**

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178 THE RANK OF ASSOCIATE PROFESSOR OR HIGHER, OR EXTENDED-  
179 TERM APPOINTMENTS TENURED FACULTY, FIXED-TERM FACULTY  
180 WITH 5-YEAR ROLLING CONTRACTS, OR EXTENDED TERM FACULTY  
181

182 **A. Personal Conference**  
183

184 If the unit head or Dean ("Administrative Officer"), ~~in consultation with~~ and the  
185 Provost and Vice President for Academic Affairs ("Provost"), determines the need to  
186 dismiss a tenured faculty member or an Academic Personnel who has successfully  
187 completed their probationary employment with rolling contract and who has  
188 achieved the rank of Associate Professor or higher, with a five-year rolling contract or  
189 an Extended Term Appointment a tenured, fixed-term faculty member with a 5-year  
190 rolling contract, or extended term faculty member ("Employee"), the Administrative  
191 Officer and the Provost, shall meet in person with the Employee to discuss the  
192 matter in confidence. The matter may thereafter be concluded informally by mutual  
193 consent of the Administrative Officer, the Provost and the Employee without the need  
194 for further proceedings.  
195

196 **B. Referral to the University Reappointment, Tenure & Promotion Committee for**  
197 **Consultation Faculty Conciliator**  
198

199 If, however, the Administrative Officer, the Provost and the Employee are unable to  
200 reach a mutually satisfactory accord within seven calendar days after the initial  
201 personal conference, or at such later time as all parties may agree, the Employee may  
202 request that the Provost shall refer the matter to the University Reappointment,  
203 Tenure & Promotion Committee Faculty Conciliator ("Conciliator"). The Committee  
204 Conciliator shall consult in confidence with all involved parties to explore informal  
205 resolution of the potential dismissal proceedings. In the event the Committee  
206 Conciliator is able to achieve a resolution, the matter may thereafter be concluded  
207 informally, by mutual consent of the Administrative Officer, the Provost, and the  
208 Employee, without the need for further proceedings.  
209

210 If, however, the Committee Conciliator is unable to negotiate a resolution within  
211 fifteen calendar days of the Conciliator's receipt of the charge, or at such later time as  
212 all parties may agree, the Conciliator shall recommend to the Provost whether, in its  
213 the Conciliator's judgment, the Provost should initiate formal dismissal proceedings.

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214           ~~The Committee shall submit its findings and recommendations to the Provost within~~  
215           ~~fifteen calendar days of the Committee's receipt of the charge, or at such later time as~~  
216           ~~all parties may agree.~~

217  
218           Upon receiving the recommendation of the ~~University Reappointment, Tenure &~~  
219           ~~Promotion Committee~~Conciliator, the Provost shall determine whether to initiate  
220           formal dismissal proceedings against the Employee no later than ten calendar days  
221           from the Provost's receipt of the ~~Committee's~~Conciliator's recommendation.  
222

### 223           **C. Request for Formal Proceedings**

224  
225           At any time during the informal, preliminary proceedings set forth above, the  
226           Administrative Officer or the Employee may opt to initiate formal dismissal  
227           proceedings by directing a written request to the Provost. The Provost shall initiate  
228           formal proceedings within ten calendar days of receipt of the request. The Provost  
229           may also opt to initiate dismissal proceedings at any time during the informal,  
230           preliminary proceedings set forth above.  
231

## 232           ~~VIII.VI.~~ **FORMAL PROCEEDINGS FOR TENURED FACULTY AND ACADEMIC** 233           **PERSONNEL, WHO HAVE SUCCESSFULLY COMPLETED THEIR** 234           **PROBATIONARY EMPLOYMENT**~~FIXED-TERM FACULTY WITH ROLLING~~ 235           **CONTRACT AND WHO HAS ACHIEVED THE RANK OF ASSOCIATE** 236           **PROFESSOR OR HIGHER, WITH ROLLING 5-YEAR CONTRACTS, AND** 237           **EXTENDED TERM FACULTY**

### 238 239           **A. Initiation of formal proceedings**

240  
241           The Provost shall initiate formal proceedings by hand-delivering a written Statement  
242           of Particulars to the Employee. The Employee shall acknowledge receipt of the  
243           Statement of Particulars by signing a receipt upon delivery. If the Employee refuses  
244           to acknowledge receipt of the Statement of Particulars, the person attempting to  
245           deliver the Statement to the Employee shall sign a statement documenting the attempt  
246           to deliver the Statement and the refusal of the Employee to acknowledge receipt  
247           thereof, and shall nevertheless leave the Statement of Particulars with the Employee.  
248           All time constraints for further proceedings listed below shall be measured from the  
249           date of delivery or attempted delivery of the Statement of Particulars, as reflected on

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250 the receipt signed by the Employee or the statement signed by the person attempting  
251 to deliver the Statement.

252

253 **B. Statement of Particulars**

254

255 The Statement of Particulars shall include the following:

256

257 1. An indication of the intent to dismiss with the specific grounds for dismissal  
258 ("dismissal charges") as set forth by the Provost.

259 2. A declaration advising the Employee that:

260 a. A formal hearing on the dismissal charges will be conducted solely  
261 upon the Employee's written request;

262 b. Employee has thirty calendar days from the date of the delivery of  
263 the Statement of Particulars to submit, to the Provost, a written  
264 request for a hearing and a written answer to the dismissal charges;

265 c. If the Employee does not submit a written request for a hearing and  
266 a written answer within the time period specified in sub-paragraph  
267 b, the Employee will be dismissed effective on the 31<sup>st</sup> day after  
268 the delivery of the Statement of Particulars;

269 d. If the Employee does submit a written request for a hearing and a  
270 written answer, the Provost has five calendar days to forward the  
271 written request for a hearing to the Faculty Senate Executive  
272 Committee, who will select a Hearing Committee from the Faculty  
273 Dispute Resolution Panel as established in UW Regulation 2-2.

274 3. A declaration that the purpose for holding a formal hearing is to determine  
275 whether dismissal should occur on the grounds stated.

276 4. A copy of UW Regulation 2-2 and Appendix A thereto governing the Faculty  
277 Dispute Resolution Panel and hearing procedures, as well as a copy of this  
278 UW Regulation 2-6.

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279                   5. An initial list of witnesses whom the Provost would expect to testify in  
280                   support of the dismissal charges at a formal hearing.

281  
282                   **C. Hearing Committee**

283  
284                   The Faculty Senate Executive Committee shall choose a Hearing Committee ("HC")  
285                   from the Faculty Dispute Resolution Panel. The functions, powers, composition of,  
286                   and challenges to the HC are as follows:

287  
288                   **1. Functions:** The HC shall conduct the hearing, make findings, and submit to  
289                   the President its written conclusions and recommendations.

290  
291                   **2. Powers:** The HC is a fact-finding body and serves solely in an advisory  
292                   capacity.

293  
294                   **3. Selection of the Hearing Committee**

295  
296                   a. The Faculty Senate Executive Committee shall randomly draw the  
297                   names of 12 members of the Faculty Dispute Resolution Panel. The  
298                   names shall be assigned a number from 1 to 12 according to the order in  
299                   which the names were randomly selected.

300  
301                   b. If any of the initial 12 persons selected is a member of the same  
302                   academic department as the Employee, that person will be excused and  
303                   another name will be selected at random from the remaining members of  
304                   the Faculty Dispute Resolution Panel. The new name will be assigned  
305                   the same number as the person who had been excused.

306  
307                   c. If there are two or more members of the same academic department on  
308                   the initial list of 12 persons, the later-chosen person or persons will be  
309                   excused and another name or names will be selected at random from the  
310                   remaining members of the Faculty Dispute Resolution Panel. The new  
311                   name or names will be assigned the same number as the person or  
312                   persons who had been excused.

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- d. Once a list of 12 members of the Faculty Dispute Resolution Panel has been chosen, and which includes no members of the Employee's academic department, and no more than two members from the same academic department, the persons numbered one through five shall be designated tentative committee members, and the remaining seven persons shall be designated tentative alternates.
  - e. The list of 12 tentative committee members and alternates will then be submitted to the Employee and the Provost.
  - f. *Dismissal for cause.* If either the Employee or the Provost objects to any of the twelve persons on the list, the Employee or the Provost shall notify the Chair of the Faculty Senate Executive Committee of their objection, no later than four days after receiving the list. The only grounds for objection are that the proposed HC member has a clearly demonstrated personal animosity toward either the Provost or the Employee; that the proposed HC member may be a witness or otherwise has close involvement with or non-public knowledge of the event or events which form the basis of the dismissal proceeding; or that there exists other serious and compelling reason why the proposed HC member is unfit to serve on the HC. The Chair of the Faculty Senate Executive Committee will rule on any objections for cause under this paragraph within three days after receiving them. If the Chair agrees with any dismissals for cause, another name or names will be chosen from the then-remaining members of the Faculty Dispute Resolution Panel, and added to the bottom of the list of twelve. If one or more of the tentative committee members has been dismissed for cause, alternates shall be moved up on the list into tentative committee members in the rank order in which they appear.
  - g. *Peremptory dismissals.* After all dismissals for cause have been resolved, the final list of five tentative committee members and seven alternates will be provided to the Employee and the Provost. The Employee and the Provost will then meet with the Chair of the Faculty Senate Executive Committee within seven days after receiving the final list to exercise any peremptory challenges to the list. Both the Employee



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- 350 and the Provost shall have the right to strike two tentative committee  
351 members each, without providing any basis for such disqualification.  
352 The Provost will make the first strike (if desired), followed by the  
353 Employee (if desired). The Provost may then make his or her second  
354 strike (if desired), and the Employee may then make his or her second  
355 strike (if desired). After each strike (if any), the next person listed as an  
356 alternate will move up the list into a position as a tentative member of  
357 the HC.  
358  
359 h. The five members remaining as members of the HC at the end of the  
360 peremptory strikes shall be appointed as the HC. Any members still  
361 listed as tentative alternates at the end of the peremptory strikes shall be  
362 designated alternate members of the HC.  
363  
364 i. The five HC members shall be notified of their selection as a member of  
365 the HC to consider the appeal filed by the Employee. They shall be  
366 asked to report to the Chair of the Faculty Senate Executive Committee,  
367 no later than 3 days after receiving the appointment, whether they accept  
368 the appointment. The only grounds for failing to accept the appointment  
369 shall be a good faith belief that personal considerations may interfere  
370 with reaching an unbiased decision. If the Chair of the Faculty Senate  
371 Executive Committee accepts that member's belief, the member shall be  
372 excused and replaced with the next alternate member.  
373  
374 j. Any member designated an alternate in step h above shall be notified  
375 only that he or she has been listed as a potential alternate in a dismissal  
376 proceeding. The name of the Employee involved in the dismissal  
377 proceeding shall not be given to that alternate, unless and until that  
378 alternate is placed on the HC due to the unavailability of a member of  
379 the HC under steps i or k.  
380  
381 k. Once all five members of the HC have accepted their appointments  
382 under step i, the Provost and the Employee shall be notified of the final  
383 composition of the HC. The HC will then proceed to schedule a hearing  
384 and conduct the pre-hearing and hearing processes listed below. If,  
385 however, unforeseen circumstances arise after the final appointment of

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386 the HC and the beginning of the hearing that make it impossible for any  
387 member of the HC to participate in the hearing, that member or members  
388 may be replaced on the HC by the next remaining alternate.  
389

#### 390 **D. Scheduling the Formal Hearing**

391  
392 Within thirty calendar days after final formation of the HC, the HC shall meet and  
393 select from among its members a Chairperson. The function of the Chairperson shall  
394 be to coordinate with the Provost, the Employee, and the members of the HC the  
395 selection of a time, date and place for the formal hearing, and for any proceedings  
396 ancillary to the formal hearing; notify all involved parties of such times, dates and  
397 places; and to preside at the formal hearing.  
398

#### 399 **E. Pre-Hearing Conference**

400  
401 A pre-hearing conference shall be scheduled fourteen calendar days prior to the  
402 formal hearing, or at such other time as all parties may agree, to exchange evidence  
403 and witness lists.  
404

#### 405 **F. Performance of Duties During Dismissal Proceedings**

406  
407 Suspension of the Employee during the pendency of dismissal proceedings lies within  
408 the discretion of the Provost. Any such suspension, however, shall be with pay,  
409 except in the event suspension is based on a criminal conviction or on an  
410 abandonment of employment. In the absence of suspension during the pendency of  
411 dismissal proceedings, the Provost may reassign the Employee to any duties  
412 reasonably suited to the Employee's skills and abilities that the Provost deems  
413 warranted. Any such reassignment shall be with pay.  
414

415 **IX.VII. COMMITTEE PROCEEDINGS FOR TENURED FACULTY AND**  
416 **ACADEMIC PERSONNEL, WHO HAVE SUCCESSFULLY COMPLETED THEIR**  
417 **PROBATIONARY EMPLOYMENT, FIXED-TERM FACULTY WITH ROLLING**  
418 **CONTRACT AND WHO HAS ACHIEVED THE RANK OF ASSOCIATE**  
419 **PROFESSOR OR HIGHER WITH 5-YEAR ROLLING CONTRACTS, AND**  
420 **EXTENDED-TERM FACULTY**  
421

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**A. Hearing procedure**

1. The HC shall hold the hearing in confidence unless the Employee requests, in writing, a public hearing. In that event, the HC shall allow a public hearing.
2. The Employee has the option of being represented by counsel, or by any other individual. If the Employee chooses to be represented by counsel, he/she is responsible for all costs of that counsel.
3. The HC shall determine the order of proof, is entitled to conduct the questioning of witnesses, and shall determine the relevance of evidence.
4. The HC shall attempt to resolve factual disputes by receiving witness testimony and other relevant evidence offered by the parties.
5. All witnesses shall testify under oath or affirmation. All parties have the right to hear and confront witnesses. Parties or their representatives, if any, have the right to question all witnesses testifying in connection with the hearing in person. At the sole discretion of the HC, testimony may be received by deposition upon good cause shown, so long as both the Employee and the Provost have had the opportunity to participate in the deposition and to ask questions during the deposition. Witnesses may be permitted to participate by electronic means so long as the electronic participation is synchronous with the formal hearing and the electronic method allows all participants at the formal hearing to hear each other and ask questions.
6. The HC may direct the parties to produce evidence on specific issues and may call witnesses and introduce evidence on its own motion.
7. All evidence is part of the hearing record. All HC decisions are based solely on the hearing record. The burden of proof that there is adequate cause for dismissal rests at all times with the Provost and shall be satisfied only by clear and convincing evidence in the record considered as a whole.
8. The HC may allow the parties to object to evidence on relevance grounds.

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- 458                    9. The HC may grant reasonable continuances, especially when required in the  
459                    interests of justice to meet newly presented evidence for which a party could  
460                    not reasonably have been prepared.  
461  
462                    10. The HC shall not be bound by formal rules of procedure or evidence  
463                    otherwise applicable in civil litigation.  
464  
465                    11. The Provost's office shall secure the cooperation of witnesses insofar as  
466                    feasible.  
467  
468                    12. Every administrative office of the University shall make available to the  
469                    Employee and the Provost any requested documents over which the  
470                    University has control, and which are not privileged from disclosure by law.  
471  
472                    13. The University shall produce a written verbatim record of the hearing at its  
473                    expense.

474  
475                    **B. Order of Proceedings**  
476

- 477                    1. The parties shall have the opportunity to present opening statements.  
478  
479                    2. The Provost shall present evidence in support of the charges and stated  
480                    grounds for dismissal.  
481  
482                    3. The Employee shall present evidence in opposition to the charges and stated  
483                    grounds for dismissal.  
484  
485                    4. The HC shall permit the parties such rebuttal evidence as is not cumulative,  
486                    repetitious, or irrelevant.  
487  
488                    5. The parties shall have the opportunity to present closing arguments.  
489  
490                    6. The HC may vary the order of proceedings if circumstances warrant, and may  
491                    admit any evidence probative of the issues in dispute. The HC is not bound  
492                    by formal rules of evidence.  
493

**Draft 3-8-19**  
**Endorsed by the Trustees AA/SA Committee 2-28-19**  
**Endorsed by the Trustees Regulation Committee 3-6-19**  
**Revisions proposed by Faculty Senate subcommittee 9-20-19**  
**Revisions per FSE 9-30-19**  
**Revisions per meeting with GC 10\_8\_19**  
**Revisions from AA/GC 10-15-19**  
**Revisions per FSE 11-11-19**  
**FINAL APPROVED BY FACULTY SENATE 12-2-19**

494 **C. Written Recommendations, Findings, and Rationale**

495  
496 Within thirty calendar days of the close of hearing, the HC shall notify the Employee,  
497 the Provost, and the President in writing, of its recommendations, findings and  
498 rationale in support of the decision and shall provide all parties with the official  
499 record upon which the decision was based.  
500

501 **X.VIII. CONSIDERATION BY THE PRESIDENT**

502  
503 The President shall review the HC's recommendations, findings, and rationale and the  
504 record of the underlying proceedings and shall submit his or her written recommendation  
505 to the Board of Trustees within thirty calendar days of receipt of the HC's  
506 recommendations, findings and rationale. The President shall provide all parties with a  
507 copy of his or her written recommendation.  
508

509 **XI.IX. CONSIDERATION BY THE BOARD OF TRUSTEES**

510 The Board of Trustees shall review the President's written recommendation and the  
511 record of the underlying proceedings, and if practicable, shall render its final decision on the  
512 dismissal within thirty calendar days of its receipt of the President's recommendation. The  
513 Board of Trustees shall provide all parties with a copy of its final decision.  
514

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

**Source:** None

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

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

**History:**

University Regulation 801, Revision 1 and Change 1; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 3/23/2012 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 5-801, now UW Regulation 2-6

**AGENDA ITEM TITLE:** Approval of modifications to UW Regulation 2-15 (Academic Freedom),  
Brown/Evans

Endorsed by the Trustees Academic Affairs and Regulation Committees 8-29-18  
Faculty Senate Executive Committee approved 2-4-19  
Faculty Senate approved 3-11-19  
AA/GC comments after Deans Council review 8-30-19  
Regulation Committee endorsed 2-26-20



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Academic Freedom

**Number:** UW Regulation 2-15

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### I. PURPOSE

To describe the University's policy on academic freedom.

### II. DEFINITIONS

**Academic Personnel:** University employees who are identified as academic personnel in UW Regulation 2-1 (non-tenure track academic personnel, academic personnel on a fixed term appointment, including extended term academic professionals, tenure track faculty, and tenured faculty). For purposes of this Regulation, academic personnel includes all University employees who are engaged in activities pertaining to the academic mission.

### III. POLICY

Education flourishes only when ~~academic personnel~~Academic Personnel have both freedom and responsibilities in the conduct of their official duties. ~~These~~Academic freedom applies to these duties which include: teaching activities, ~~including~~ extension and outreach; research and other scholarly work; and creative activities; academic service; professional service; and shared governance. Adopting a system of freedoms and responsibilities helps ensure that the university ~~can~~will serve as a forum in which ideas may be examined openly and rigorously, without implying institutional endorsement. Although many of these freedoms are protected by the First Amendment of the Constitution, they also exist as a fundamental requirement of the mission of the university.

The university adheres to the principles of the 1940 "Statement of Principles on Academic Freedom and Tenure," by the American Association of University Professors. The following expresses the meaning of that statement, updated for current values.

Academic freedom in teaching protects the rights of ~~teachers~~Academic Personnel to teach according to their expertise. ~~Teachers~~Academic Personnel are entitled to freedom in discussing their subject. ~~Teachers~~Academic Personnel have a responsibility to ensure that their teaching is effective and consistent with the standards of the discipline, understanding that disciplines may have diverse points of

Endorsed by the Trustees Academic Affairs and Regulation Committees 8-29-18  
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45 view on any given subject. Teaching may involve controversial material; however,  
46 with academic freedom in the classroom, ~~teachers~~Academic Personnel also have the  
47 responsibility to respect others' freedom to express disagreement and alternate  
48 opinions.

49  
50 Academic freedom in research and scholarship is fundamental to the advancement of  
51 truth. Academic ~~personnel~~Personnel are entitled to full freedom in research, publication  
52 of the results, and other scholarly activities that are part of their employment. Academic  
53 ~~personnel~~Personnel have the responsibility to pursue research and scholarship with  
54 integrity and fidelity to their profession and the institution.

55  
56 Academic freedom does not negate the rights of students and the public to disagree  
57 with ~~academic personnel's~~Academic Personnel's work, although students are expected  
58 to learn material with which they may disagree. Nor does academic freedom shield  
59 ~~academic personnel's~~Academic Personnel's work from the consequences of expert  
60 review by colleagues in their field of study~~discipline~~, which is essential to the rigorous  
61 evaluation of teaching, research, professional service, extension, and creative activity.

62  
63 Freedom in university governance entails the rights of ~~academic personnel~~UW  
64 employees to express their judgments about administrative matters that bear on the  
65 university's mission. It includes the right of UW employees to express agreement or  
66 disagreement with institutional policies and the positions of others, including  
67 university officials. ~~Academic personnel~~UW employees have the responsibility to  
68 participate in university governance and service for the maintenance, health and  
69 improvement of the institution.

70  
71 Freedoms of ~~academic personnel~~Academic Personnel also include the ability to invite  
72 guest speakers and artists, who are afforded the same academic freedoms and  
73 responsibilities ~~of as~~ resident ~~academic personnel~~Academic Personnel. Invitation of  
74 guest speakers and artists does not imply university approval or endorsement of the  
75 expressed views.

76  
77 When ~~academic personnel~~Academic Personnel speak or write as citizens, they should be  
78 free from institutional censorship or discipline. They should remember that the public  
79 may judge their profession and their institution by their utterances. Hence they should  
80 at all times be accurate, exercise appropriate restraint, show respect for others' right to  
81 disagree, and make it clear that they are not speaking for the institution.

82  
83

84  
85 **Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

86  
87 **Source:** None

88



Endorsed by the Trustees Academic Affairs and Regulation Committees 8-29-18  
Faculty Senate Executive Committee approved 2-4-19  
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Regulation Committee endorsed 2-26-20

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

90

91 **Associated Regulations, Policies, and Forms:** None

92

93 **History:**

94 Trustee Regulation V; adopted 7/17/2008 Board of Trustees meeting

95 Revisions adopted 9/17/2010 Board of Trustees meeting

96 Revisions adopted 11/15/2013 Board of Trustees meeting

97 Revisions adopted 9/12/2014 Board of Trustees meeting

98 Revisions adopted 3/25/2015 Board of Trustees meeting

99 Revisions adopted 11/18/2016 Board of Trustees meeting

100 Revisions adopted 12/14/2016 Board of Trustees meeting

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

102 Moved to new UW Regulation 2-15 on 6/12/2019 Board of Trustees (effective 7/1/2019)

## Deans' Council Resolution on Freedom of Expression and Academic Freedom

*Proposed UW Regulation 2-15 Revisions*

*August 6, 2019*

*Passed Unanimously by Voice Vote*

### **Recommendations:**

1. We, the Deans' Council of the University of Wyoming, oppose the recent revisions to UW Regulation 2-15, Academic Freedom, which expands the standards and values of academic freedom to include freedom of expression as approved by the UW Faculty Senate. We oppose these proposed revisions because, if approved, we believe that UW Reg. 2-15 would conflate two distinctly and necessarily different sets of values, standards and ethical principles: *Academic Freedom vs. Freedom of Expression*. If the University chooses to address both of these ethical and legal frameworks in regulation, we recommend that separate regulations would be preferable, as we believe that these two ethical and legal frameworks aren't the same in scope, content or applicability.
2. We also recommend defining what we mean by "academic personnel," in UW Reg. 2-15 as this group of UW employees is the recipient of the special responsibilities and protections afforded by the ethical and legal frameworks of academic freedom as described by the AAUP 1940 Statement on Academic Freedom with 1970 interpretative comments. UW intends to extend the special protections of Academic Freedom to the following categories of employees:
  - *Extension educators: Local government and the University of Wyoming fund these individuals jointly. They are embedded in their local county where they live and teach, serve and disseminate research. They face a more complicated and difficult challenge of teaching directly to the public.*
  - *Graduate Assistants and Postdoctoral Fellows: Postdocs and GAs teach, publish and carry out research under the direction of a member of the tenure-stream faculty.*
  - *Staff: By and large, staff members are engaged in support functions at the University, which by definition are non-instructional and unrelated in most cases to the mission of research, teaching and service of the university. Such employees enjoy broad protection of their freedom of expression by virtue of their employment at a public institution and as U.S. citizens. Staff members who carry out research, co-author academic publications and contribute to the teaching, and outreach mission of the University should enjoy the special protections afforded to all academic personnel in the conduct of these specific duties.*

3. We do not recommend drafting or approving a specific UW regulation on *Freedom of Expression* given the robust constitutional protections already afforded to public employees. Instead, we recommend joining the growing number of top tier nationally recognized institutions of higher education that have affirmed the *University of Chicago's Freedom of Expression* document.
  - Public employees enjoy freedom of expression with explicit constraints such as the requirement that protected speech deal with “matters of public concern” and not every matter with which public employees may agree or disagree.
  - We also suggest that the Office of University Counsel provide a legal opinion as to which categories of UW employees are rightfully considered public employees.

The landscape of societal norms is shifting rapidly and the legal topography is similarly changing quickly with regard to what is considered permissible speech. Thus, any UW Regulation composed around *Freedom of Expression* may become outdated relatively quickly.

Furthermore, we neither believe that UW could produce a more erudite and informed freedom of expression document than that produced at the University of Chicago and subscribed to by an impressive list of the nation’s top institutions of higher education nor do we believe it would be a productive use of university employee time to do so. Given the significant protections for free speech already afforded public employees by legal precedent and the U.S. Constitution, care also should be taken to ensure that producing a new UW Regulation on freedom of expression doesn’t inadvertently reduce or limit free expression on the campus for any group or category of employees or students.

## University Statement on Free Speech

The purpose of this statement is to affirm the University of Wyoming's endorsement of the "Report of the Committee on Freedom of Expression" at the University of Chicago (the Chicago Statement). This statement is fully consistent with existing University of Wyoming policies and is intended to supplement the Chicago Statement.

In 1869, the Wyoming Territory became the first government in the world to allow women to vote in unrestricted elections and to hold office. Eighteen years later, the Territorial Legislature created the University of Wyoming (UW) in Laramie, which was charged with educating "young men and young women, on equal terms." When Wyoming became a state three years later, our first legislators went further by including the UW in the State Constitution and declaring "The university shall be equally open to students of both sexes, irrespective of race or color." Thus, from their very founding, the UW and the State of Wyoming have dedicated themselves to equality as a source of strength and pride.

In our nearly 150 years of pursuing both our land-grant and flagship/research missions, we have sought to allow members of our community to better understand the ideas, assertions, arguments, customs, traditions, and beliefs of others. Our goal is the free and open exchange of ideas that (a) addresses the very real problems that confront the people of our state, country, and world, (b) leads to the creation of new knowledge and understanding, and (c) promotes progress. To accomplish these three goals, all members of the University community are afforded the broadest possible latitude to speak, write, challenge, and learn in a civil and respectful manner.

We are also committed to fostering civil discourse and creating a welcoming and inclusive environment for people of all backgrounds. Within our culture of respect for students, staff, and

faculty, we must support an academic and workplace climate where ideas and opinions can be expressed, debated, and protested openly. The entire campus is a “free speech zone”.

In this spirit of promoting educational excellence through the free expression of ideas, the University of Wyoming remains steadfastly committed to its focus on equality and its land-grant and flagship/research missions. Expression that (a) defames a specific individual, (b) truly threatens and/or incites violence, (c) infringes on the privacy rights of employees or students, or (d) interferes with the free speech rights of others does not pursue either of these goals. Such expression is not protected by the First Amendment of the U.S. Constitution and is not welcome at UW.

## Report of the Committee on Freedom of Expression

*The Committee on Freedom of Expression at the University of Chicago was appointed in July 2014 by President Robert J. Zimmer and Provost Eric D. Isaacs “in light of recent events nationwide that have tested institutional commitments to free and open discourse.” The Committee’s charge was to draft a statement “articulating the University’s overarching commitment to free, robust, and uninhibited debate and deliberation among all members of the University’s community.”*

*The Committee has carefully reviewed the University’s history, examined events at other institutions, and consulted a broad range of individuals both inside and outside the University. This statement reflects the long-standing and distinctive values of the University of Chicago and affirms the importance of maintaining and, indeed, celebrating those values for the future.*

From its very founding, the University of Chicago has dedicated itself to the preservation and celebration of the freedom of expression as an essential element of the University’s culture. In 1902, in his address marking the University’s decennial, President William Rainey Harper declared that “the principle of complete freedom of speech on all subjects has from the beginning been regarded as fundamental in the University of Chicago” and that “this principle can neither now nor at any future time be called in question.”

Thirty years later, a student organization invited William Z. Foster, the Communist Party’s candidate for President, to lecture on campus. This triggered a storm of protest from critics both on and off campus. To those who condemned the University for allowing the event, President Robert M. Hutchins responded that “our students . . . should have freedom to discuss any problem that presents itself.” He insisted that the “cure” for ideas we oppose “lies through open discussion rather than through inhibition.” On a later occasion, Hutchins added that “free inquiry is indispensable to the good life, that universities exist for the sake of such inquiry, [and] that without it they cease to be universities.”

In 1968, at another time of great turmoil in universities, President Edward H. Levi, in his inaugural address, celebrated “those virtues which from the beginning and until now have characterized our institution.” Central to the values of the University of Chicago, Levi explained, is a profound commitment to “freedom of inquiry.” This freedom, he proclaimed, “is our inheritance.”

More recently, President Hanna Holborn Gray observed that “education should not be intended to make people comfortable, it is meant to make them think. Universities should be expected to provide the conditions within which hard thought, and therefore strong disagreement, independent judgment, and the questioning of stubborn assumptions, can flourish in an environment of the greatest freedom.”

The words of Harper, Hutchins, Levi, and Gray capture both the spirit and the promise of the University of Chicago. Because the University is committed to free and open inquiry in all matters, it guarantees all members of the University community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the University, the University of Chicago fully respects and supports the freedom of all members of the University community “to discuss any problem that presents itself.”

Of course, the ideas of different members of the University community will often and quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the University greatly values civility, and although all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University’s commitment to a completely free and open discussion of ideas.

In a word, the University’s fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the University community, not for the University as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University’s educational mission.

As a corollary to the University’s commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. Although members of the University community are free to criticize and contest the views expressed on campus, and to criticize and contest

speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

As Robert M. Hutchins observed, without a vibrant commitment to free and open inquiry, a university ceases to be a university. The University of Chicago's long-standing commitment to this principle lies at the very core of our University's greatness. That is our inheritance, and it is our promise to the future.

Geoffrey R. Stone, Edward H. Levi Distinguished Service Professor of Law,  
*Chair*

Marianne Bertrand, Chris P. Dialynas Distinguished Service Professor of  
Economics, Booth School of Business

Angela Olinto, Homer J. Livingston Professor, Department of Astronomy and  
Astrophysics, Enrico Fermi Institute, and the College

Mark Siegler, Lindy Bergman Distinguished Service Professor of Medicine and  
Surgery

David A. Strauss, Gerald Ratner Distinguished Service Professor of Law

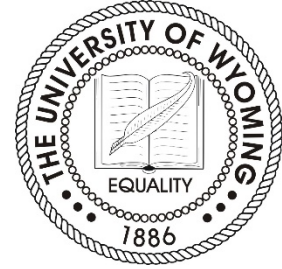
Kenneth W. Warren, Fairfax M. Cone Distinguished Service Professor,  
Department of English and the College

Amanda Woodward, William S. Gray Professor, Department of Psychology  
and the College



**AGENDA ITEM TITLE: Approval of modifications to UW Regulation 2-106 (Assignment of Grades) and adoption of new UW Regulation 2-121 (Change of Grades), Brown/Evans**

Draft 4-23-20



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Assignment of Grades

**Number:** UW Regulation 2-106

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### 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).

**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.

**Draft 4-23-20**

**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:

<b>Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Points</b>	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.

#### **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.

**Draft 4-23-20**

- 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.

**~~IV. CHANGE OF RECORDED GRADES~~**

~~The assignment of grades for a course is the responsibility of the instructor of record. 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).~~

**~~A. Mode of grading~~**

~~The mode of grading (letter grades or Satisfactory/Unsatisfactory) 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.~~

**~~B. Notice~~**

**Draft 4-23-20**

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

**~~C. 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, Division, or School Head and Dean of the College responsible for the course.~~

**~~D. Administrative procedures~~**

- ~~1. 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.~~
- ~~2. Once initiated, the form shall be handled only by appropriate faculty members and employees of the relevant department, division, or School, Dean, and Registrar.~~
- ~~3. The completed form shall be submitted to the Registrar within 30 calendar days or the beginning of the semester immediately following the term in which the grade was assigned.~~
- ~~4. If communication with the responsible instructor is demonstrably impractical, the Head of the department, division, or School concerned shall investigate the case and act upon the change of grade in the instructor's place. The same limitations in time shall apply.~~
- ~~5. When the completed form is received, the Registrar shall notify the student of the action taken.~~
- ~~6. Exceptions to the limitations in time may be approved by the Provost.~~

**~~E. Appeals~~**

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

**V.IV. S-U GRADES**

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

**Draft 4-23-20**

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

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

**A. Change of grading system**

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

**B. Registration required**

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

**C. Auditing privilege**

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

**D. General limitations**

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

**Draft 4-23-20**

**E. College limitations**

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

**F. Acceptable Petitions**

A student who changes majors within a college or transfers from one college to another may petition the new department head or the dean of the new college for the acceptance of "S" credits previously earned where such credits are in conflict with published UW Regulations authorized in Section V.E above. Such petitions shall be reviewed under the same principles that are applied in the case of a student who transfers from a college or university other than the University of Wyoming.

**VI.V. ASSIGNMENT AND REMOVAL OF THE GRADE OF I (INCOMPLETE)**

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

A grade of I (incomplete) is a temporary grade assigned in those rare instances when no other grade will ensure justice to the student. The Final grade from the instructor should be submitted within 120 days of the end of the semester in which the "I" is given. The instructor is expected to communicate, in writing, with the student regarding the remaining tasks that must be performed to complete the course as well as the name of a substitute instructor 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, the relevant department, division, or School office, and a substitute instructor.

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.

In specified 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.

**Draft 4-23-20**

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.

During the time in which 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.

**B. Administrative provisions**

1. Information regarding authorization and processing of incomplete grades may be obtained from the Registrar.
2. The assignment of an "I" 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.
3. College Deans shall file a list of "research courses" with the Registrar. Unless a research course receives approval from a Dean for an extension beyond 120 days, no extension will be allowed by the Registrar.
4. The 120-day period will be computed from the last day of a semester or the term during which the course was offered. To allow 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.
5. The requirement that the grade of "I" stand permanently for a student who has graduated in the interim does 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 course work is otherwise completed in a timely and satisfactory way.



**Draft 4-23-20**

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

**Source:** None

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

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

**History:**

University Regulation 710, Revision 2; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 11/16/2012 Board of Trustees meeting  
Revisions adopted 6/16/2015 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 6-710, now UW Regulation 2-106  
Revisions adopted 6/12/2019 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  
Reformatted 7/1/2018: previously UW Regulation 6-716, now UW Regulation 2-110  
Revisions adopted and moved to UW Regulation 2-106 on 6/12/2019 Board of Trustees meeting

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  
Revisions adopted and moved to UW Regulation 2-106 on 6/12/2019 Board of Trustees meeting

University Regulation 722, Revision 2; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 11/16/2012 Board of Trustees meeting  
Revisions adopted 6/16/2015 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 6-722, now UW Regulation 2-113  
Revisions adopted and moved to UW Regulation 2-106 on 6/12/2019 Board of Trustees meeting

Academic Affairs drafted  
Regulation Committee endorsed 4-8-20  
Minor edit corrected 4-23-20



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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Change of Grades  
**Number:** UW Regulation 2-121

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### I. PURPOSE

To outline the processes and procedures for changing grades, including appeals and complaints.

### II. CHANGE OF RECORDED GRADES

Commented [TE1]: Transferred from UW Regulation 2-106

The assignment of grades for a course is the responsibility of the instructor of record. 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).

#### A. Mode of grading

The mode of grading (letter grades or Satisfactory/Unsatisfactory) 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.

#### B. Notice

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

#### C. Allowable reasons for change

Except as provided below, 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, Division, or School Head and Dean of the College responsible for the course. No grade shall be changed by any other person for any other reason except through the grade appeal process specified in paragraph II-E below, or pursuant to sub-paragraph II-D-4 below.

#### D. Administrative procedures

Academic Affairs drafted  
Regulation Committee endorsed 4-8-20  
Minor edit corrected 4-23-20

1. 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.
2. Once initiated, the form shall be handled only by appropriate faculty members and employees of the relevant department, division, or School, Dean, and Registrar.
3. The completed form shall be submitted to the Registrar within 30 calendar days ~~or of~~ the beginning of the semester immediately following the term in which the grade was assigned.
4. If communication with the responsible instructor is demonstrably impractical, the Head of the department, division, or School concerned shall investigate the case and act upon the change of grade in the instructor's place. The same limitations in time shall apply. This subsection does not create any substantive right to change grades other than for the limited purpose identified in paragraph II-C above.
5. When the completed form is received, the Registrar shall notify the student of the action taken.
6. Exceptions to the limitations in time may be approved by the Provost.

**E. Appeals and Complaints**

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

All appeals and complaints should begin with consultation with the instructor. Two or more students with the same complaint may join a group action for complaints or appeals. Should these meetings fail to achieve a resolution, the student or group of students should meet with the Department Head and the Dean of the College or School in which the course is offered. The Dean or designee shall work to resolve the dispute. This informal resolution process shall include consultation by the Department Head and Dean with the instructor whose grade is being challenged.

If the student or group of students, the Department Head and the Dean are unable to reach a mutually satisfactory agreement, the student or group of students may utilize the ~~established~~ grade appeal processes adopted by the applicable College. If the appeal is by a group of students, the group shall submit one statement, which

Academic Affairs drafted  
Regulation Committee endorsed 4-8-20  
Minor edit corrected 4-23-20

will be processed in the same manner described for individual appeals. Individual grades may still be reviewed even if a group statement is submitted. A review of the outcome of the appeal may be submitted to the Provost's Office for final resolution.

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

**Source:** None

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

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

**History:**

**AGENDA ITEM TITLE:** Approval of modifications to UW Regulation 11-8 (Incoming Student Live-In Requirement), Brown/Evans

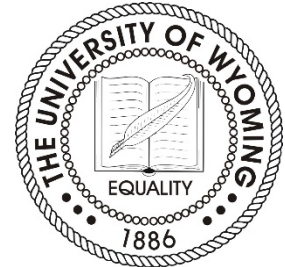
Drafted by Student Affairs and General Counsel  
Trustees AA/SA Committee endorsed 4-4-19  
Trustees Regulation Committee endorsed 4-24-19  
Proposed new edit per President 12-6-19  
Incorporated Committee feedback 12-20-19  
Incorporated additional Committee feedback 4-3-20  
Regulation Committee endorsed 3-31-20

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## UNIVERSITY OF WYOMING REGULATIONS

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

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### I. PURPOSE/POLICY

The University of Wyoming Board of Trustees requires all incoming new students enrolled in at least 6 credit hours per semester 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's graduation date from high school (or date student obtained General Education Development (GED) credentials or other approved alternative education credentials) is at least 24 months prior to the first day of classes of the student's first academic year at the University of Wyoming;
- B.C. Student is married;
- C.D. Student is a single parent with custody of child;
- D.E. Student ~~plans to live~~ lives in Laramie (or within a 60 mile driving distance from Laramie) with parent(s), grandparent(s), sibling(s), or legal guardian(s);
- E.F. Student will live on property purchased by parent(s) or legal guardian(s) while attending UW;
- F.G. Student has completed two semesters as a full-time student, or the equivalent credit hours, at a prior university or college (24 credit hours); credit earned as a high

**Drafted by Student Affairs and General Counsel**  
**Trustees AA/SA Committee endorsed 4-4-19**  
**Trustees Regulation Committee endorsed 4-24-19**  
**Proposed new edit per President 12-6-19**  
**Incorporated Committee feedback 12-20-19**  
**Incorporated additional Committee feedback 4-3-20**  
**Regulation Committee endorsed 3-31-20**

school guest or while in high school as dual or concurrent enrollment does not qualify); and

~~**G.H.** Student has a medical condition that is directly related disability pursuant to living in the residence halls and/or eating in Washakie Americans with Disabilities Act and is approved through the University Disability Support Services Office and Residence Life and Dining Center (student must provide documentation which explains why the condition cannot be accommodated by Services for a reasonable accommodation to the residence hall housing and/or dining room facilities). plan policy.~~

## **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. Appeals may be made to the Housing and Contract Release Committee.~~

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**Responsible Division/Unit:** Division of Student Affairs

**Source:** None.

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

**Associated Regulations, Policies, and Forms:** New Student Live-In Policy

**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

**AGENDA ITEM TITLE:** Contracts and Grants Report, Synakowski



Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Battelle Energy Alliance	\$5,040.00	Johnson, Patrick A.	Chemical Engineering	Graphite and Carbon Materials Research
Blue Cross Blue Shield of Wyoming	\$62,955.00	Schillinger, Jessica Lyn	Wyoming Survey & Analysis Center	Blue Cross Blue Shield Wyoming Website System Development
Campbell County Public Health	\$2,476.00	Pearson, Timothy	Wyoming Survey & Analysis Center	Campbell County Suicide Study 2019-2020
Laramie Audubon Society	\$494.00	Murphy, Melanie A.	Ecosystem Science & Management	Evaluating Consequences of Species' Rarity
McGinley Orthopaedic Innovations	\$12,846.00	Muknahallipatna, Su	Electrical & Computer Engineering	Development of a Machine Learning Algorithm to analyze and filter the data to ignore Bony Trabeculations while drilling with MO Clinical software
National Geographic Society	\$8,500.00	Shinker, Jacqueline	Geology & Geophysics	Wyoming K-12 Teachers Geographic Professional Development
National Institute of General Medical Sciences/NIH/DHHS	\$325,584.00	Levy, Daniel L.	Molecular Biology	Mechanisms of nuclear size regulation
National Park Service (Interior)	\$10,012.00	Gerow, Kenneth G.	Mathematics & Statistics	Biostatistics Support for NPS Fire Ecology Program
National Science Foundation	\$149,810.00	Goheen, Jacob R.	Zoology & Physiology	Collaborative Research: Integrating the core-satellite and resource-breadth hypotheses in small mammal communities: field tests of a macroecological pattern (44.5% IC)
North Dakota State Univ	\$500.00	Heitholt, James J.	R&E Center Powell	Advance 20 Pounds of ND112929 Dry Bean to About One Thousand Pounds
Serve WY	\$542,048.00	Fried, James A.	Residence Life Administration	Wyoming Conservation Corps (Americorps 2019-2020)
Small Business Administration	\$188,889.00	Kline, Jill K	Small Business Development Center	Wyoming Small Business Development Centers 2019-2021
The Nature Conservancy	\$11,500.00	Fried, James A.	Residence Life Administration	The Nature Conservancy, Red Canyon Creek Stream Restoration and Beaver Dam Analogues
U.S. Fish & Wildlife Service/Department of the Interior	\$6,250.00	Albeke, Shannon	Wyoming Geographic Information Science Center	NCTC Data Wrangling Course taught by Shannon Albeke 2020
Utah State University	\$1,364.00	Freeburn, James W.	Cooperative Extension Service	Western SARE Speakers Bureau
Wyoming Game and Fish Department	\$125,000.00	Wyckoff, Teale B.	Wyoming Geographic Information Science Center	Geospatial Services - WISDOM & Wyoming Migration Initiative Viewer

Externally Funded Programs

\$1,453,268.00

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
A^3 by Airbus, LLC	\$116,942.00	Lebo, Zachary J.	Atmospheric Science	Assimilating Aircraft Observations in Numerical Weather Prediction Models
A^3 by Airbus, LLC	\$135,252.00	Oolman, Larry D.	Atmospheric Science	A^3 PROJECT MONARK FLIGHT TEST #1
Bayer Inc.	\$5,300.00	Mealor, Brian A	Plant Sciences	Managing Invasive Weeds in Rangelands
Bureau of Justice Statistics/Department of Justice	\$202,440.00	Wimbish, Laurel Allison	Wyoming Survey & Analysis Center	2019 State Justice Statistics (SFS) Program - Wyoming Statistical Analysis Center
Bureau of Land Management/Department of the Interior	\$78,000.00	Monteith, Kevin L.	Haub School of Environment & Natural Resources	The Wyoming Range Mule DEER Project: Carryover Effects and Factors Limiting Recovery from a Severe Winter RM CESU
Bureau of Land Management/Department of the Interior	\$50,000.00	Monteith, Kevin L.	Haub School of Environment & Natural Resources	WY Whiskey Mountain Big Horn Sheep Survival RM CESU
Clackamas County Children, Family, and Community Connections	\$195,000.00	Grant, Emily A.	Wyoming Survey & Analysis Center	Clackamas County Partnerships for Success (PFS) 2019 Grant Evaluation
Clackamas County Children, Family, and Community Connections	\$100,000.00	Grant, Emily A.	Wyoming Survey & Analysis Center	Evaluation of Opioid Affected Youth Project for Clackamas County 2019
Corteva Agriscience	\$20,000.00	Mealor, Brian A	Plant Sciences	Invasive Weed Science and Restoration Program
Corteva Agriscience	\$15,000.00	Tekiela, Daniel R.	Plant Sciences	Corteva Novel Herbicide Weed Management Strategies
Equal Justice Wyoming Foundation	\$25,000.00	Cover, Danielle Renee	College of Law Deans Office	University of Wyoming Civil Legal Services Clinic and the UW Family & Child Legal Advocacy Clinic 2020
Federal Communications Commission	\$61,966.00	Root-Elledge, Sandra Lee	Wyoming Institute for Disabilities WIND	Wyoming Deaf-Blind Equipment Distribution Program - 2019-2020
Foreign Agricultural Services/Department of Agriculture	\$50,000.00	Schumaker, Brant A.	Veterinary Science	BFP19 Ethiopia (Lakew) AH@Wyoming
Forest Service (USDA)	\$156,560.00	Tinker, Daniel Bryan	Botany	Ecosystem Response and Recovery Following Severe Bark Beetle and Wildfire- Beaver Creek Fire
Idaho Department of Fish & Game	\$70,515.00	Kauffman, Matthew	Wyoming Coop Unit	Statewide Mapping of Elk, Mule Deer, and Pronghorn Winter Ranges, Movement Corridors and Stopover Locations
Institute of Museum & Library Service	\$260,675.00	Kornfeld, Marcel	Anthropology	Hell Gap Archaeological Site Collection Archive
Microbios, Inc.	\$14,951.00	Lake, Scott L	Animal Science	The effect of DFM and tannins on weaned calf performance

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
National Energy Technology Laboratory/Department of Energy	\$948,443.00	Brant, Jonathan A.	Civil & Architectural Engineering	RESOURCE RECOVERY AND ENVIRONMENTAL PROTECTION IN WYOMING'S GREATER GREEN RIVER BASIN USING SELECTIVE NANOSTRUCTURED MEMBRANES
National Park Service/Department of	\$10,012.00	Gerow, Kenneth G.	Mathematics & Statistics	Biostatistics Support for NPS Fire Ecology Program
National Science Foundation	\$31,000.00	Zhong, Ping	Mathematics & Statistics	Rocky Mountain Mathematics Consortium Summer School on Free Probability, Random Matrices, and Applications
National Science Foundation	\$202,866.00	Aidhy, Dilpuneet Singh	Mechanical Engineering	RII Track--4: Controlling Point-Defect Energetics in Complex Oxides Via Interfacial Strain
National Science Foundation	\$235,685.00	Surovell, Todd A.	Anthropology	Clovis Subsistence and Social Organization at the La Prele Mammoth Site (48CO1401), Converse County, Wyoming
National Science Foundation	\$433,139.00	Wang, Liping	Civil & Architectural Engineering	CAREER: Commercial Building Indoor Greenery Systems' Effects on Thermal Environment and Occupant Comfort under Climate Change
National Science Foundation	\$217,143.00	Wang, Liping	Civil & Architectural Engineering	RII Track-4: Adaptive Fault Detection and Diagnosis Based on Growing Gaussian Mixture Regressions for High-Performance HVAC Systems
Pacer Technology Inc	\$20,000.00	Cunningham, Hannah Crocker	Animal Science	Investigation of natural products compared to commercially available products on the prevalence of coccidiosis, influence on feed efficiency, performance, and the rumen microbiome in post-weaned calves
Psi Chi: The National Honor Society in Psychology	\$1,500.00	Sensibaugh, Tesalee K	Psychology Department	Learning to Escape: The Relation of Behavioral Inhibition System Sensitivity to Navigation Under Threat
Resono Pressur Systems LLC	\$7,500.00	Naughton, Jonathan W.	Mechanical Engineering	A Robust and Cost-Effective Pressure Measurement System for Advanced Unsteady Aerodynamic Applications
U.S. Fish & Wildlife Service/Department of the Interior	\$100,000.00	Beauvais, Gary P. & Graf, Nicholas Edward	Wyo Natural Diversity Database	Data Collection for Species of Conservation Concern

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
University of Arkansas at Little Rock	\$40,000.00	Anatchkova, Bistra B.	Wyoming Survey & Analysis Center	Survey to assess awareness and use of Arkansas' Prescription Drug Monitoring Program and the Educational Offerings of Arkansas' efforts at providing Opioid Education to Change Prescription Practices
University of Nevada, Las Vegas	\$66,000.00	McKibbin, Christine L.	INBRE Program	MW-CTR-IN Year 7: Leveraging technology to improve health outcomes for youth with emotional and behavioral disturbances (UWY-07-04-Pilot Grant)
University of Nevada, Las Vegas	\$11,000.00	Moody, Eric John	INBRE Program	MW-CTR-IN Year 7: Developing real-time user interaction and motion tracking in 3D immersive VR for telerehabilitation (UWY-07-05-DTTG)
Utah State University	\$94,668.00	Norton, Jay B.	Ecosystem Science & Management	From Compost Carryover to Compost Legacy: Intercropping and Compost Effects on Yield, Quality, and Soil Health in Organic Dryland Wheat
Utah, University of	\$14,500.00	Western, Jessica M.	Haub School of Environment & Natural Resources	Bridger Teton National Forest Situation Assessment
WY Arts Council	\$21,640.00	Selting, Leigh W.	Theatre & Dance	Community Support Grant: UW Theatre & Dance, Multiple Projects
WY Business Council	\$22,352.00	Bryant, Hayley Victoria	Research Products Center	Wyoming Technology Transfer/Research Products Center (WY-TTRPC) 2019-2020
WY Business Council	\$129,492.00	Kline, Jill K	Small Business Development Center	Market Research Center (MRC) 2019-2020
WY Business Council	\$10,000.00	Kline, Jill K	Small Business Development Center	Gro-Biz Conference and Idea Expo 2019-2020
WY Dept of Agriculture	\$30,000.00	Monteith, Kevin L.	Haub School of Environment & Natural Resources	Summer Nutrition, Disease, or Predation? Quantifying Causes of Poor Lamb Survival in Northwest Wyoming
WY Dept of Agriculture	\$30,000.00	Monteith, Kevin L.	Haub School of Environment & Natural Resources	Coyotes and Coyote Control on Sympatric Ungulates in Southwest Wyoming
WY Dept of Agriculture	\$40,000.00	Monteith, Kevin L.	Haub School of Environment & Natural Resources	Effects of Predation on Mule Deer in the Wyoming Range Following the Devastating 2016-2017 Winter

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
WY Weed and Pest Council	\$21,500.00	Tekiela, Daniel R.	Plant Sciences	Risk assessments, cheatgrass seedbank management and herbicide sensitivity window; partial salary, travel, and supplies (2020)
Wyoming Bean Commission	\$15,000.00	Sarangi, Debalin	Plant Sciences	A Proposal to Request Partial Start-up Funds (Dry Bean Research)
Wyoming Game and Fish Department	\$93,000.00	Monteith, Kevin L.	Haub School of Environment & Natural Resources	Effects of Harvest Intensity on Size and Quality of Pronghorn
Wyoming Humanities Council	\$34,473.00	Budowle, Rachael Elizabeth	Haub School of Environment & Natural Resources	Digital Storytelling to Promote Health, Resilience, and Food Sovereignty in the Wind River Reservation
Wyoming Humanities Council	\$8,059.00	Laegreid, Renee M.	American Studies & History	Keynote Speaker for "Women's Suffrage on the Northern Plains: a Symposium"
Wyoming Instrumentation Development	\$25,000.00	Naughton, Jonathan W.	Mechanical Engineering	Investigation of Flows Relevant to Wind Turbine Wakes
Wyoming Instrumentation Development	\$10,000.00	Naughton, Jonathan W.	Mechanical Engineering	Testing Capabilities for Evaluating Passive Coatings for Aircraft Drag Reduction
Wyoming State Parks and Cultural Resources	\$114,000.00	Bastian, Chris	Agriculture & Applied Economics	Economic Importance of Snowmobiling and Off-Road Vehicle Use on the Wyoming State Trail System
Wyoming State Parks and Cultural Resources	\$11,500.00	Fried, James A.	Residence Life Administration	The Veterans Trail Crew will provide trail work with Wyoming State Parks (NRT-1907)
Wyoming State Parks and Cultural Resources	\$34,500.00	Fried, James A.	Residence Life Administration	The Wyoming Conservation Corps (Veterans Trail Crew) Will work with Wyoming State Parks to fix, maintain, and construct new trails across the state (NRT-1906)

Externally Funded Programs

\$4,641,573.00

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Administration for Community Living/DHHS	720.00	Sandra Root-Elledge	Wyoming Institute for Disabilities WIND	Wyoming State Plan for Assistive Technology 2018-2020: Wyoming Assistive Technology Resources (WATR)
Administration for Community Living/DHHS	388,010.00	Sandra Root-Elledge	Wyoming Institute for Disabilities WIND	Wyoming Assistive Technology Resources 2019-2021: Reutilization
Equal Justice Wyoming Foundation	3,283.00	Tawnya Plumb	Law Library	Access to Justice: Legal Research on the Road
Health Resources and Services Administration/DHHS	599,525.00	David Jones	Laramie Clinic	Educational Health Center of Wyoming: New Access Point 2020-2022
Laramie County Community College	12,500.00	Paul Kunkel	Transit & Parking Services	LCCC Financial Contribution for Transit Service
Makhteshim Agan of North America/ADAMA	6,100.00	Andrew Kniss	Plant Sciences	Wyoming Weed Management Research
Montana State University	499,277.00	Benjamin Rashford	Agriculture & Applied Economics	Integrating Sustainable Social, Ecological and Technological Innovation for Achieving Global Climate Stabilization through Negative CO2 Emission Policies (NSF FPSCoR RII Track 2)
National Institutes of Health (DHHS)	249,000.00	Todd Schoborg	Molecular Biology	Investigating the molecular mechanisms of microcephaly
National Science Foundation	285,620.00	Jeffrey French	Atmospheric Science	Wyoming King Air as a National Facility (CA8)
National Science Foundation	2,839.00	Jonathan Prather	Zoology & Physiology	CAREER: From Perception to Action: What Songbird Mate Choice Can Teach Us About Human Decision Making
National Science Foundation	895,806.00	Pamela Innes	Anthropology	Immigration and integration in rural Arctic communities
U.S. Fish & Wildlife Service/Department of the Interior	40,034.00	Bonnie Heidel	Wyo Natural Diversity Database	F.E. Warren Air Force Base Threatened and Endangered Species
U.S. Geological Survey/Department of the Interior	138,000.00	Matthew Kauffman	Wyoming Coop Unit	Evaluating the influence of energy development on mule deer migrations
Utah State University	89,808.48	Jay Norton	Ecosystem Science & Management	Integrating Livestock and Cover Crops into Irrigated Crop Rotations
Various Sponsors	250.00	Christine Hime	Family & Consumer Sciences	Departmental Research Support
Various Sponsors	50,580.31	David Jones	Laramie Clinic	New Access Point - Program Income 2019-2022
Various Sponsors	140.00	Gary Beauvais	Wyo Natural Diversity Database	VAR SPON DATABASE MANAGEMENT
Various Sponsors	390.00	Gary Beauvais	Wyo Natural Diversity Database	VAR SPON DATABASE MANAGEMENT
Various Sponsors	180.00	Gary Beauvais	Wyo Natural Diversity Database	VAR SPON DATABASE MANAGEMENT
Various Sponsors	3,255.90	Jill Kline	Small Business Development Center	Program Income for FY18 SBDC SBA
Various Sponsors	71.26	Jill Kline	Small Business Development Center	Market Research Center Program Income
Various Sponsors	24.00	Melinda Meuli	Cooperative Extension Service	Program Income - SNAP ED
Various Sponsors	721.80	Paul Kunkel	Transit & Parking Services	Transpark Farebox Revenue

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Various Sponsors	16,200.00	Rocky Case	Manufacturing Works	Program Income - NIST Year 3
Various Sponsors	9,885.95	Rocky Case	Manufacturing Works	Program Income - NIST Year 3
WY Cultural Trust Fund	15,000.00	Elizabeth Lynch	Anthropology	Hell Gap National Historical Landmark Consultation: Developing a Sustainable Virtual Museum to Preserve Wyoming Culture Heritage
WY Dept of Transportation	218,750.00	Khaled Ksaibati	Civil & Architectural Engineering	Wyoming Technology Transfer Center (T2) 2020
WY Dept of Transportation	37,500.00	Khaled Ksaibati	Civil & Architectural Engineering	Wyoming Local Technical Assistant Program (LTAP) 2020
WY Dept of Transportation	239,328.00	Mohamed Ahmed	Civil & Architectural Engineering	Automated Real-Time Weather Detection System using Artificial Intelligence - Federal Portion
WY Dept of Transportation	149,809.00	Mohamed Ahmed	Civil & Architectural Engineering	Impacts of Cooperative Automated Transportation on Wyoming Highway Infrastructure
WY Dept of Transportation	171,668.00	Shawn Griffiths	Civil & Architectural Engineering	Characterization of Soil and Rock for Transportation Infrastructure Using Seismic Methods in Wyoming
Wyoming Game and Fish Department	30,000.00	Jerod Merkle	Wyoming Coop Unit	Winter Range Threshold Analysis
Wyoming Game and Fish Department	50,000.00	Kevin Monteith	Haub School of Environment & Natural Resources	Behavioral Ecology of a Heat-Sensitive Species: Insights for Viability and Management of Shiras Moose

Externally Funded Programs \$4,204,276.70

**Total Funding for Jan-Mar 2020 \$10,299,117.70**

**AGENDA ITEM TITLE: Service Contract and Procurement Reports, Evans**



**UW Regulation 7-2 (Signature Authority) Contracts Board Report - February 16, 2020 - April 15, 2020**

Contract Number	Contract Header Name	Contract Type	Department	Supplier	Signed Date	Agreed Amount	Signer Name	Signer Job Title
21003 - salesforce.org - March 2020	21003 - salesforce.org - March 2020	Services Contract	AVP of Fiscal Administration	Salesforce.org	3/11/20	\$129,580.00	William Mai	Interim Vice President for Administration
22001PointConsultingMarch2020	Point Consulting OSP Costing and Staffing Support	Services Contract	AVP of Fiscal Administration	Point Consulting Group	3/8/20	\$365,000.00	William Mai	Interim Vice President for Administration
21003 - salesforce.org - Feb 2020	21003 - salesforce.org - Feb 2020	Services Contract	AVP of Fiscal Administration	Salesforce.org	3/1/20	\$129,580.00	Robert Aylward	Vice President
12106-WildlifeAirLLC-Feb2020	Wildlife Air, LLC	Services Contract	College of Agriculture & Natural Resources	Wildlife Air LLC	3/2/20	\$92,214.00	Barbara Rasco	Dean of AGNR
12107UnivMissouriJuly2019	Agreement for Services	Services Contract	College of Agriculture & Natural Resources	Curators of the University of Missouri	2/24/20	\$52,807.44	Diana Hulme	Assoc VP, Research
13131-LecoCorporation-Mar2020	Leco Corporation	Services Contract	College of Arts & Sciences	LECO Corporation	3/10/20	\$366,781.96	Paula Lutz	Dean/Professor
14001-InstConnect-Feb2020	Instructional Connections Academic Coaches contract	Services Contract	College of Business	Instructional Connections, LLC	3/10/20	\$128,000.00	David Sprott	Dean/Professor
16105-Univ of Cincinnati-February 2020	MOA - WYSLICE	Services Contract	College of Engineering & Applied Science	University of Cincinnati	3/8/20	\$60,000.00	Cameron Wright	Interim Dean/Professor
17013 Gaumard 2.27.20	Gaumard	Services Contract	College of Health Sciences	Gaumard Scientific Co Inc	3/8/20	\$94,656.00	David Jones	Dean
10401AdvancedTelemetrySystemsMarch2020	Agreement for Services	Services Contract	Haub School of Environment and Natural Resources	Advanced Telemetry Systems Inc	3/31/20	\$100,000.00	Douglas Wachob	Acting Dean
23001-LinkedInCorp Student-April 2020	LinkedIn Learning Site License - additional students	Services Contract	Human Resources	LinkedIn Corporation	4/14/20	\$103,785.60	William Mai	Interim Vice President for Administration
22201-Worxtime-March2020	22201-Worxtime-March2020	Services Contract	Human Resources	Worxtime, LLC	3/30/20	\$113,422.20	Robert Aylward	Vice President
23001-LinkedInCorp-April2020	LinkedIn Learning Site License	Services Contract	Human Resources	LinkedIn Corporation	3/29/20	\$121,440.00	William Mai	Interim Vice President for Administration
40001-Unified Power-March 2020	Unified Power's Terms & Conditions	Services Contract	Information Technology	Unified Power	3/22/20	\$76,591.48	Robert Aylward	Vice President
40003-Honorlock ShortTerm-March 2020	Master Subscription and Order Form	Services Contract	Information Technology	Honorlock Inc	3/24/20	\$50,000.00	Robert Aylward	Vice President
40003-Oracle BICS to OAC-Feb 2020	BICS to OAC Ordering Document	Services Contract	Information Technology	Oracle America, Inc.	2/20/20	\$458,946.06	William Mai	Interim Vice President for Administration
40004-ConvergeOne POC-Oct 2019	Proof of Concept Agreement and Solution Summary	Services Contract	Information Technology	ConvergeOne Inc	4/2/20	\$266,066.80	Robert Aylward	Vice President
40004-Red Hat-Jan 2020	Red Hat Site Subscription Renewal and Red Hat EULAs	Services Contract	Information Technology	Red Hat Inc.	2/20/20	\$105,374.22	Robert Aylward	Vice President
40003-Salesforce Rev2-April 2019	Order Form P-00242651, Order Form P-00396184, Order Form P-00400108, Order Form Quote # Q-83375	Services Contract	Information Technology	Salesforce.org	3/29/20	\$68,401.65	Robert Aylward	Vice President
40003-Honorlock Inc-Aug 2018	Master Subscription and Order Form	Services Contract	Information Technology	Honorlock Inc	3/22/20	\$216,000.00	Robert Aylward	Vice President
90014PalmsMarch2020	MWC Tournament 2021-2022	Services Contract	Intercollegiate Athletics	Palms Casino Resort	4/14/20	\$154,020.00	Thomas Burman	Athletic Director
28350-VilladelVergigno-February2020	Villa del Vergigno - Summer 2020	Services Contract	Provost	Villa del Vergigno Archaeological Project	2/26/20	\$95,000.00	Tami Benham-Deal	Vice Provost
28350-KayaResponsibleTravel-February2020	Kaya Responsible Travel	Services Contract	Provost	Kaya Responsible Travel	2/26/20	\$60,000.00	Tami Benham-Deal	Vice Provost
1003556D-Good News Travel-Feb 2020	Good News Travels, Inc	Services Contract	Provost	Good News Travels Inc	2/26/20	\$78,925.00	Tami Benham-Deal	Vice Provost
70010-LUMStudio-Mar2020	WTBC Marketing Service Agreement	Services Contract	Research & Economic Development	Hinge Studio Marketing & Communications	3/22/20	\$53,000.00	Diana Hulme	Assoc VP, Research
70015OlympusAmericaIncFeb2020	70015OlympusAmericaIncFeb2020	Services Contract	Research & Economic Development	Olympus America Inc	2/23/20	\$496,286.15	William Mai	Interim Vice President for Administration
33004UniversityLoftCompanyMarch2020	University Loft Company Quotation #034517-01	Services Contract	Residence Life Dining	University Loft Company	3/11/20	\$78,409.00	Kimberly Steich	Interim Vice President for Student Affairs



**UW Regulation 7-2 (Signature Authority) Procurement Board Report - February 16, 2020 - April 15, 2020**

PO Processed Date	Supplier Name	Line #	Description	Quantity	Line Unit Price	Total Line Price	Total PO Amount	Department	Last Approver	Last Approver Title	Approval Date
02/17/2020	KONE Inc	1	COE LIBRARY - ALL LABOR, MATERIALS, TOOLS TO INSTALL NEW HYDRAULIC CYLINDER ON WEST ELEVATOR	1	75,737.00	75,737.00	<b>75,737.00</b>	Facilities Management	Bryant, Darcy	Deputy Director, Business Serv	02/16/2020
02/20/2020	YBP Library Services	1	Replenish deposit account from which we buy books from YBP (Gobi) for the UW Libraries	1	300,000.00	300,000.00	<b>300,000.00</b>	University Library Collection Development	Benham-Deal, Tami	Vice Provost	02/20/2020
02/21/2020	Core Laboratories LP	1	VCL Series Visual Cell	6	19,140.00	114,840.00	<b>114,840.00</b>	School of Energy Resources Directors Office	Northam, Mark	Executive Director	02/21/2020
02/21/2020	Nanoscience Instruments Inc	1	Fluidnatek LE-500 Pilot-scale eStretching chine/ Air Conditioning: Temperature and PH control unit / Modification on AC unit / Second Semi-continuous pressurized liquid feeding system / Syringe pumps w/ <del>electro-chemic control</del>	1	456,768.87	456,768.87	<b>456,768.87</b>	Civil & Architectural Engineering	Theobald, Neil	Acting President	02/21/2020
02/27/2020	Dell Marketing LP	2	Red Hat Ceph Storage Academic Site Subscription 2/27/2020-2/26/2021, Standard per attached bid	1141.02	7.12	8,124.06		Enterprise Infrastructure	Synakowski, Edmund	Vice President	02/27/2020
02/27/2020	Dell Marketing LP	1	Red Hat Infrastructure for Academic Institutions - Site Subscription 2/27/2020-2/26/2021, Standard per FTE per attached bid	1141.02	30.26	34,527.27		Enterprise Infrastructure	Synakowski, Edmund	Vice President	02/27/2020
02/27/2020	Dell Marketing LP	2	Red Hat Ceph Storage Academic Site Subscription 2/27/2020-2/26/2021, Standard per attached bid	1677.98	7.12	11,947.22		Research Computing Support	Synakowski, Edmund	Vice President	02/27/2020
02/27/2020	Dell Marketing LP	1	Red Hat Infrastructure for Academic Institutions - Site Subscription 2/27/2020-2/26/2021, Standard per FTE per attached bid	1677.98	30.26	50,775.67	<b>105,374.22</b>	Research Computing Support	Synakowski, Edmund	Vice President	02/27/2020
03/02/2020	Colorado Hazard Control LLC	1	ABATEMENT OF THE 6TH FLOOR	1	201,660.00	201,660.00	<b>201,660.00</b>	Facilities Management	Bryant, Darcy	Deputy Director, Business Serv	03/01/2020
03/02/2020	Plan One Architects	1	BUS MAINTENANCE FACILITY 2102 S 15TH ST - DESIGN SERVICES (INCLUDES REIMBURSABLES)	1	167,680.00	167,680.00	<b>167,680.00</b>	Facilities Construction Mgt	John Davis	Assoc VP for Univ Operations	03/02/2020
03/04/2020	Spradley Barr	1	Ford Expedition, Color Stone Grey	1	46,292.00	46,292.00		Auxiliary Services Directors Office	Theobald, Neil	Acting President	03/04/2020
03/04/2020	Spradley Barr	2	Ford Expedition, Color Stone Grey	1	46,292.00	46,292.00		Auxiliary Services Directors Office	Theobald, Neil	Acting President	03/04/2020
03/04/2020	Spradley Barr	3	Ford Expedition, Color Stone Grey	1	46,292.00	46,292.00		Auxiliary Services Directors Office	Theobald, Neil	Acting President	03/04/2020
03/04/2020	Spradley Barr	4	Ford Explorer, Color Magnetic	1	28,859.00	28,859.00		Auxiliary Services Directors Office	Theobald, Neil	Acting President	03/04/2020
03/04/2020	Spradley Barr	5	Ford Explorer, Color Magnetic	1	28,859.00	28,859.00		Auxiliary Services Directors Office	Theobald, Neil	Acting President	03/04/2020
03/04/2020	Spradley Barr	6	Ford Fusion, Color White Gold	1	19,793.00	19,793.00		Auxiliary Services Directors Office	Theobald, Neil	Acting President	03/04/2020
03/04/2020	Spradley Barr	7	Ford Fusion, Color White Gold	1	19,793.00	19,793.00		Auxiliary Services Directors Office	Theobald, Neil	Acting President	03/04/2020
03/04/2020	Spradley Barr	8	Ford Fusion, Color White Gold	1	19,793.00	19,793.00	<b>255,973.00</b>	Auxiliary Services Directors Office	Theobald, Neil	Acting President	03/04/2020
03/05/2020	Core Laboratories LP	2	VCL Series Visual Cell - VCL-50-HC	1.5	19,520.00	29,280.00		Center of Innovation for Flow through Porous Media	Benham-Deal, Tami	Vice Provost	03/05/2020
03/05/2020	Core Laboratories LP	1	VCL Series Visual Cell VCL-25-HC	3	19,140.00	57,420.00		Center of Innovation for Flow through Porous Media	Benham-Deal, Tami	Vice Provost	03/05/2020
03/05/2020	Core Laboratories LP	3	VCL Series Visual Cell VCL-10-HC	2.5	16,712.00	41,780.00		Center of Innovation for Flow through Porous Media	Benham-Deal, Tami	Vice Provost	03/05/2020
03/05/2020	Core Laboratories LP	2	VCL Series Visual Cell - VCL-50-HC	1.5	19,520.00	29,280.00		School of Energy Resources Directors Office	Benham-Deal, Tami	Vice Provost	03/05/2020
03/05/2020	Core Laboratories LP	1	VCL Series Visual Cell VCL-25-HC	3	19,140.00	57,420.00		School of Energy Resources Directors Office	Benham-Deal, Tami	Vice Provost	03/05/2020
03/05/2020	Core Laboratories LP	3	VCL Series Visual Cell VCL-10-HC	2.5	16,712.00	41,780.00	<b>256,960.00</b>	School of Energy Resources Directors Office	Benham-Deal, Tami	Vice Provost	03/05/2020
03/05/2020	Fremont Motor Casper Inc	1	Ram 1500, Color White	1	26,671.00	26,671.00		Auxiliary Services Directors Office	Fletcher, Shawn	Assistant Director, Transportation Services	03/05/2020
03/05/2020	Fremont Motor Casper Inc	2	Ram 1500, Color White	1	26,671.00	26,671.00		Auxiliary Services Directors Office	Fletcher, Shawn	Assistant Director, Transportation Services	03/05/2020
03/05/2020	Fremont Motor Casper Inc	3	Ram 3500 Flatbed, Color White	1	46,212.00	46,212.00	<b>99,554.00</b>	Auxiliary Services Directors Office	Fletcher, Shawn	Assistant Director, Transportation Services	03/05/2020
03/05/2020	Fisher Scientific	2	Invitrogen Countess II FL Automated Cell Counter	1	5,253.02	5,253.02		Molecular Biology	Zuniga, Bianca	Financial Affairs Associate	03/05/2020

03/05/2020	Fisher Scientific	1	Evos M5000 imaging system	1	48,684.69	48,684.69	<b>53,937.71</b>	Molecular Biology	Zuniga, Bianca	Financial Affairs Associate	03/05/2020
03/05/2020	Fremont Motor Casper Inc	1	Washakie: 2020 Dodge Ram Promaster with Tommy Lift Gate from RFP: "UW Fleet Services Full Size 2 Passenger Cargo Vans (RLDS)" Bid Number : MAN-2020-08 Please see attached Bid for spec details	1	42,213.00	42,213.00		Dining	Miller, Jamison	Dir Student Affairs Bus Op.	03/05/2020
03/05/2020	Fremont Motor Casper Inc	2	Catering: 2020 Dodge Ram Promaster with Tommy Lift Gate from RFP: "UW Fleet Services Full Size 2 Passenger Cargo Vans (RLDS)" Bid Number : MAN-2020-08 Please see attached Bid for spec details	1	42,213.00	42,213.00	<b>84,426.00</b>	Dining	Miller, Jamison	Dir Student Affairs Bus Op.	03/05/2020
03/06/2020	Olympus America Inc	1	Lab Equipment, IX83P2ZF-1-2 Microscope fram with 2 decks, components, software, SpinSR Laser	0.2	496,286.15	99,257.23		INBRE Program	Synakowski, Edmund	Vice President	03/06/2020
03/06/2020	Olympus America Inc	1	Lab Equipment, IX83P2ZF-1-2 Microscope fram with 2 decks, components, software, SpinSR Laser	0.8	496,286.15	397,028.92	<b>496,286.15</b>	INBRE Program	Synakowski, Edmund	Vice President	03/06/2020
03/09/2020	Piri Technologies LLC	1	PTSP 2019-121 Hess Bakken - Milestone 2	1	350,000.00	350,000.00	<b>350,000.00</b>	School of Energy Resources Directors Office	Benham-Deal, Tami	Vice Provost	03/09/2020
03/09/2020	Colorado Hazard Control LLC	1	REMOVAL & DISPOSAL OF FLOORING BASE, ASSOCIATED MASTIC,PIPE INSULATION,WALL TEXTURE,UNIT HEATER,COVERS,ABANDONED IT/PHONE LINES,LIGHTS,CEILING FANS, WINDOW BLINDS, AND WALL ANCHORS FOR PHASE III OF THE ENGINEERING STUDENT SUCCESS CENTER	1	58,865.00	58,865.00	<b>58,865.00</b>	Facilities Engineering	Bryant, Darcy	Deputy Director, Business Serv	03/09/2020
03/11/2020	University of Washington	1	3rd (final) UWSOM Tuition & Fees Contract payment for 2019-2020	1	1,983,282.00	1,983,282.00	<b>1,983,282.00</b>	WWAMI Medical Education Program	Jewell, David	Assoc VP, Budget & Inst Plan	03/11/2020*
03/11/2020	Rocky Mountain Power	1	RELOCATION OF RMP 13.2KV OVERHEAD DISTRIBUTION FACILITIES TO UNDERGROUND. (SEE RMP QUOTE FOR SPECIFIC DETAILS)	1	55,959.00	55,959.00	<b>55,959.00</b>	Facilities Construction Mgt	Bryant, Darcy	Deputy Director, Business Serv	03/11/2020
03/13/2020	Dooley Oil Inc	1	Fuel	1	92,500.00	92,500.00	<b>92,500.00</b>	Fleet Services	Fletcher, Shawn	Assistant Director, Transportation Services	03/13/2020
03/13/2020	Ellenbecker Oil Inc	1	Fuel	1	92,500.00	92,500.00	<b>92,500.00</b>	Fleet Services	Fletcher, Shawn	Assistant Director, Transportation Services	03/13/2020
03/13/2020	United Healthcare Student Resources	1	International Student Health Insurance Premium - Invoice 19-005857-3-21TL	1	625,322.00	625,322.00	<b>625,322.00</b>	Risk Management & Safety Office	Theobald, Neil	Acting President	03/13/2020
03/13/2020	21st Century Equipment LLC	1	John Deere 6155M tractor with 640R loader	1	125,000.00	125,000.00	<b>125,000.00</b>	R&E Center SAREC	Rasco, Barbara	Dean of AGNR	03/13/2020
03/14/2020	United Healthcare Student Resources	1	Domestic Student Health Insurance Premium - Invoice 19-005857-3-2DOM	1	1,158,237.00	1,158,237.00	<b>1,158,237.00</b>	Risk Management & Safety Office	Jewell, David	Assoc VP, Budget & Inst Plan	03/14/2020**
03/17/2020	Ron's Equipment Co Inc	1	Model 3TS-8T, serial #: 3106321 Teleskid S/5 track per sales quote 252185 prepared by Ron's Equipment. Attached is a second quote from Taylor Implement Company. Second quote is higher price; therefore, we are buying from Ron's	1	79,763.60	79,763.60	<b>79,763.60</b>	Agriculture Experiment Station	Zuniga, Bianca	Financial Affairs Associate	03/17/2020
03/17/2020	Newark element14	1	SINGLE BRD COMPUTER, 10 BBC MICRO-BIT; Silicon; Quote #36554510 Version #1	500	133.00	66,500.00	<b>66,500.00</b>	Computer Science	Wood, Cindy	Assistant Director, Business Operations	03/16/2020
03/19/2020	Point Consulting Group	1	Interim Staffing to onboard new Sr., Dir, Office of OSP, and assist in implementing new org structure, and calculation of draft F&A rates	1	420,000.00	420,000.00	<b>420,000.00</b>	AVP of Fiscal Administration	Theobald, Neil	Acting President	03/19/2020
03/20/2020	Salesforce.org	1	Expand the Salesforce platform on campus and use its Student Advising module. The CRM and Advisor link modules will be a pipeline from customer to active student	1	25,000.00	25,000.00		Office of the President	Theobald, Neil	Acting President	03/20/2020

03/20/2020	Salesforce.org	1	Expand the Salesforce platform on campus and use its Student Advising module. The CRM and Advisor link modules will be a pipeline from customer to active student	1	45,000.00	45,000.00		Office of the President	Theobald, Neil	Acting President	03/20/2020
03/20/2020	Salesforce.org	1	Expand the Salesforce platform on campus and use its Student Advising module. The CRM and Advisor link modules will be a pipeline from customer to active student	1	45,000.00	45,000.00		Office of the President	Theobald, Neil	Acting President	03/20/2020
03/20/2020	Salesforce.org	1	Expand the Salesforce platform on campus and use its Student Advising module. The CRM and Advisor link modules will be a pipeline from customer to active student	1	14,580.00	14,580.00	<b>129,580.00</b>	AVP of Fiscal Administration	Theobald, Neil	Acting President	03/20/2020
03/20/2020	Consolidated Sterilizer Systems	1	Autoclave Model SSR-3A: 20" x 20" x 38" chamber single door sterilizer	1	51,330.00	51,330.00	<b>51,330.00</b>	College of Agriculture & Natural Resources Deans Office	Zuniga, Bianca	Financial Affairs Associate	03/20/2020
03/20/2020	Shepard Construction Inc	1	REMODEL WRESTLING TEAM SHOWER AREA	1	86,785.00	86,785.00	<b>86,785.00</b>	Facilities Engineering	Bryant, Darcy	Deputy Director, Business Serv	03/20/2020
03/23/2020	Marshall Contracting Inc	1	PROVIDE RADIATOR COVERS & CLEANING SERVICES FOR PHASE III OF THE ENGINEERING STUDENT SUCCESS CENTER REMODEL PROJECT PER THE PROPOSAL DATED 2/12/20	1	51,479.24	51,479.24	<b>51,479.24</b>	Facilities Engineering	Bryant, Darcy	Deputy Director, Business Serv	03/20/2020
03/26/2020	Vectronic Aerospace Inc.	1	Vertex Plus-7 Collar	15	1,710.00	25,650.00		Haub School of Environment & Natural Resources	Wachob, Douglas	Acting Dean	03/26/2020
03/26/2020	Vectronic Aerospace Inc.	2	Iridium bi-direction option	15	450.00	6,750.00		Haub School of Environment & Natural Resources	Wachob, Douglas	Acting Dean	03/26/2020
03/26/2020	Vectronic Aerospace Inc.	3	UHF External sensors option	15	108.00	1,620.00		Haub School of Environment & Natural Resources	Wachob, Douglas	Acting Dean	03/26/2020
03/26/2020	Vectronic Aerospace Inc.	4	Vectronic radio and time controlled drop off	15	432.00	6,480.00		Haub School of Environment & Natural Resources	Wachob, Douglas	Acting Dean	03/26/2020
03/26/2020	Vectronic Aerospace Inc.	5	VERTEX PLUS camera option 238 GByte	15	1,242.00	18,630.00		Haub School of Environment & Natural Resources	Wachob, Douglas	Acting Dean	03/26/2020
03/26/2020	Vectronic Aerospace Inc.	6	UHF ID Coded Vaginal Implant Transmitter	15	270.00	4,050.00		Haub School of Environment & Natural Resources	Wachob, Douglas	Acting Dean	03/26/2020
03/26/2020	Vectronic Aerospace Inc.	7	Iridium subscription fee	15	180.00	2,700.00		Haub School of Environment & Natural Resources	Wachob, Douglas	Acting Dean	03/26/2020
03/26/2020	Vectronic Aerospace Inc.	8	Transmitted locations fee	15	210.24	3,153.60	<b>69,033.60</b>	Haub School of Environment & Natural Resources	Wachob, Douglas	Acting Dean	03/26/2020
03/28/2020	Unified Power	2	Freight Charges per attached quote	1	175.00	175.00		Office of the CIO	Aylward, Robert	Vice President	03/28/2020
03/28/2020	Unified Power	1	Battery, CSB, 12V 500WPC, Insert Terminals per attached quote	361	211.68	76,416.48	<b>76,591.48</b>	Office of the CIO	Aylward, Robert	Vice President	03/28/2020
03/31/2020	1939 Sheet Metal Products LLC	1	all labor and materials to install new mechanical systems as 2102 s 15th st.	1	70,656.00	70,656.00	<b>70,656.00</b>	Facilities Construction Mgt	Bryant, Darcy	Deputy Director, Business Serv	03/31/2020
03/31/2020	Colorado Hazard Control LLC	1	CRANE/HILL ABATEMENT	1	267,455.00	267,455.00	<b>267,455.00</b>	Facilities Management	Davis, John	Assoc VP for Univ Operations	03/31/2020
04/01/2020	Core Laboratories LP	3	Crating Charges	1	500.00	500.00		School of Energy Resources Directors Office	Ferrell, Rachel	Dir, Business Operations	03/31/2020
04/01/2020	Core Laboratories LP	1	BP-100-HC BP Series Back Pressure Regulator	16	5,632.00	90,112.00		School of Energy Resources Directors Office	Ferrell, Rachel	Dir, Business Operations	03/31/2020
04/01/2020	Core Laboratories LP	2	A-1422-GFT Spare Graphite-Impregnated Teflon Diaphragm	16	120.00	1,920.00	<b>92,532.00</b>	School of Energy Resources Directors Office	Ferrell, Rachel	Dir, Business Operations	03/31/2020
04/01/2020	Mountain West Conference	2	Mountain West - BB Conference Consignment Tickets - Las Vegas March 4-7, 2020.	4	775.00	3,100.00		Special Events Athletics	Sparks, Billy	Sr Assoc Ath Dir/Business Ops	04/01/2020
04/01/2020	Mountain West Conference	1	Mountain West - BB Conference Consignment Tickets - Las Vegas March 4-7, 2020.	500	250.00	125,000.00	<b>128,100.00</b>	Special Events Athletics	Sparks, Billy	Sr Assoc Ath Dir/Business Ops	04/01/2020
04/06/2020	Oracle America, Inc.	1	Oracle Order Number 10440327 Subscription for Period 11/29/19-2/28/20	1	323,899.14	323,899.14	<b>323,899.14</b>	Application & Database Services	Aylward, Robert	Vice President	04/06/2020

04/09/2020	Presidio Networked Solutions LLC	1	Juniper EX3400, Power Supplies, Power Cords per attached quote	1	55,894.59	55,894.59	<b>55,894.59</b>	Enterprise Infrastructure	Aylward, Robert	Vice President	04/09/2020
04/09/2020	Drilling Systems (UK) Limited	1	Drilling Simulator, maintenance and technical support	1	130,000.00	130,000.00	<b>130,000.00</b>	Engineering & Applied Science Deans Office	Wright, Cameron	Interim Dean/Professor	04/09/2020
04/09/2020	Cowboy Supply House	15	KARCHER CHARIOT 2 ISCRUB 20D-KARCHER CHARIOT 2 IVAC 24ATV	1	8,805.59	8,805.59		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	16	KARCHER CHARIOT 2 ISCRUB 20D-KARCHER CHARIOT 2 IVAC 24ATV	1	8,805.59	8,805.59		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	14	KARCHER CHARIOT 2 IVAC 24ATV	1	9,751.72	9,751.72		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	17	KARCHER CHARIOT 2 IVAC 24ATV	1	9,751.72	9,751.72		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	5	KARCHER CHARIOT 2 ISCRUB 20D-KARCHER CHARIOT 2 IVAC 24ATV	1	8,805.59	8,805.59		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	1	KARCHER BV5/1 BATTERY POWERED BACK PACK VACUUM	11	1,062.92	11,692.12		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	11	KARCHER BDP 51/1500C HIGH SPEEDER	6	1,422.80	8,536.80		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	12	KARCHER BDS 51/175-300C	1	1,165.19	1,165.19		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	13	HILLYARD CC17XP + TRIDENT	1	2,232.39	2,232.39		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	2	KARCHER ADM8 ADMIRAL 8 CARPET EXTRACTOR	7	3,035.82	21,250.74		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	3	KARCHER NT 68/1 WET/DRY SHOP VACUUM	8	969.76	7,758.08		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	4	KARCHER ICAPSOL BRC 43/500	2	2,274.42	4,548.84		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	6	KARCHER COMPACT SCRUBBER BR 30/4 C	1	2,463.69	2,463.69		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	7	KARCHER COMPACT SCRUBBER BR 40/10 C ADV	6	3,634.64	21,807.84		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	8	KARCHER PRESTO 3 COMPACT EXTRACTOR	2	765.27	1,530.54		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	9	KARCHER PUZZI 30/4 BOX AND WAND EXTRACTOR	2	2,524.94	5,049.88		Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/09/2020	Cowboy Supply House	10	KARCHER AB84CUL CARPET FAN	2	306.97	613.94	<b>134,570.26</b>	Custodial Services	Davis, John	Assoc VP for Univ Operations	04/09/2020
04/10/2020	Classic Club	3	MG-TEAM-PALM DESERT. CA-2.15.20-HOME TOURNAMENT EXPENSES-CJC-equipment/glove	1	15.99	15.99		Cowboy Joe Club	Hulet, Rachael	Assoc AD/Budgeting & Fin Mgmt	03/19/2020
04/10/2020	Classic Club	1	MG-TEAM-PALM DESERT. CA-2.15.20-HOME TOURNAMENT EXPENSES-CJC-golf fees	1	34,159.00	34,159.00		Cowboy Joe Club	Hulet, Rachael	Assoc AD/Budgeting & Fin Mgmt	03/19/2020
04/10/2020	Classic Club	2	MG-TEAM-PALM DESERT. CA-2.15.20-HOME TOURNAMENT EXPENSES-CJC-meals	1	20,323.00	20,323.00	<b>54,497.99</b>	Cowboy Joe Club	Hulet, Rachael	Assoc AD/Budgeting & Fin Mgmt	03/19/2020
04/13/2020	Mountain West Conference	1	EXTRA BOWL TICKETS	1	100,400.00	100,400.00	<b>100,400.00</b>	Special Events Athletics	Sparks, Billy	Sr Assoc Ath Dir/Business Ops	04/13/2020
04/13/2020	ConvergeOne Inc	1	Islon Support 1 YR Renewal per attached bid and quote	1	141,053.48	141,053.48	<b>141,053.48</b>	Enterprise Infrastructure	Aylward, Robert	Vice President	04/13/2020
04/14/2020	Kincaid Equipment Mfg	1	(1) brand new custom made Kincaid Great Plains 500 Min-Till Drill with Cone Seeder for research at UW Sheridan R&E Center	1	62,002.40	62,002.40	<b>62,002.40</b>	Agriculture Experiment Station	Pray, Andrew	Pooled Position Limited Tempor	04/14/2020
04/14/2020	DeVries Manufacturing Inc	1	Attached Sole Source form signed. (1) brand new custom made DeVries Generation 4 Research Track Sprayer for research at UW Sheridan R&E Center.	1	56,205.00	56,205.00	<b>56,205.00</b>	Agriculture Experiment Station	Pray, Andrew	Pooled Position Limited Tempor	04/14/2020

\*Board of Trustees approved in FY20 budget.  
 \*\*Board of Trustees approved in FY20 budget.

**AGENDA ITEM TITLE:** Capital Construction Report, Mai

**Capital Construction  
 Progress Report as of April 27, 2020**

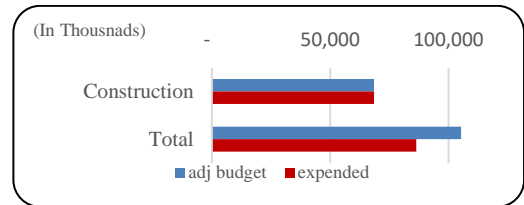
The following is an accounting of the progress and activity of construction and design since the last Trustees meeting. Also reported are approved change orders.

**PROJECTS IN CONSTRUCTION**

**1. Engineering Education and Research Building (EERB)**

Contractor: GE Johnson Construction Wyoming  
 Jackson, WY

Original Project Budget \$ 105,358,910 (a)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Grant – AML funds	350,000.00	350,000.00
Grant 2 – AML funds	750,154.00	750,154.00
State appropriation	55,000,000.00	55,000,000.00
Reduced by 2015 legislative action	(8,570,000.00)	(8,570,000.00)
Reduced by 2015 legislative action	(3,475,737)	(3,475,737)
State gen fun from AML – held until match	15,800,000.00	15,800,000.00
State matching funds	14,200,000.00	14,200,000.00
State Sec I swap for cap construction	10,000,000.00	10,000,000.00
2016 Appropriation	14,500,000.00	14,500,000.00
2015 DEQ redirected funds	3,475,737	3,475,737
Foundation donation	3,328,756	3,328,756
<b>Total Project</b>	<b>105,358,910.00</b>	<b>105,358,910.00</b>

Guaranteed Maximum Price \$69,014,882  
 Contract Substantial Completion Date February 13, 2019

**Note:** Funds have been reallocated among the budget categories. The adjusted budget has not changed in total.



(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	72,491	(2,406)	(1,575)	68,510	(68,498)	(12)	-
<b>Equipment</b>	-	3,106	-	3,106	(3,106)	-	-
<b>Contingency</b>	8,205	(4,175)	(2,434)	1,596	-	-	1,596
<b>Reserve</b>	5,243	3,369	8,000	16,612	-	(16,612)	-
<b>Design</b>	7,943	(105)	-	7,838	(7,813)	(23)	2
<b>FF&amp;E</b>	3,993	(75)	303	4,221	(4,041)	(183)	(3)
<b>Tech</b>	3,474	(75)	(2,951)	448	(451)	-	(3)
<b>Admin</b>	4,010	361	(1,343)	3,028	(2,457)	(567)	4
<b>Total</b>	<b>105,359</b>	-	-	<b>105,359</b>	<b>(86,366)</b>	<b>(17,397)</b>	<b>1,596</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>\$69,014,882</b>
Change order #1	Owner requested changes to AV/IT base bid package	762,148
Change order #2	Owner requested changes to boardroom AV/IT base bid package	279,003
Change order #3	Owner savings to finalize contract value	(1,574,691)
<b>Adj Contract</b>		<b>\$68,481,342</b>

**Work Completed/In Progress:**

- Project is 100% complete.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

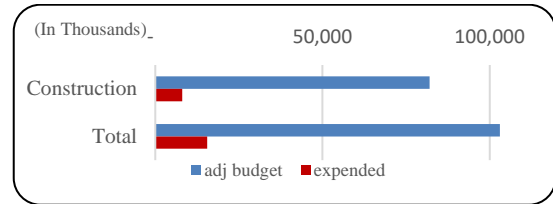
**Work Planned for the Upcoming Month:**

- Hot and Cold-water loops from the West Campus Satellite Energy Plant have been tied into the North West vault. Site and street remediation will be forthcoming.

## 2. Science Initiative

Contractor: GE Johnson Construction Wyoming  
 Jackson, WY

Original Project Budget \$ 103,000,000 (a)  
 Adjusted Project Budget \$ 103,000,000 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
State	3,000,000.00	3,000,000.00
UW	15,000,000.00	15,000,000.00
State	85,000,000.00	85,000,000.00
UW INBRE program		325,000.00
<b>Total Project</b>	<b>103,000,000.00</b>	<b>103,325,000.00</b>

Guaranteed Maximum Price \$74,359,220  
 Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	82,029	-	-	82,029	(8,100)	(66,259)	7,670
<b>Contingency</b>	3,919	-	(248)	3,671	-	-	3,671
<b>Reserve</b>	1,702	-	-	1,702	-	-	1,702
<b>Design</b>	6,962	42	248	7,252	(6,113)	(1,183)	(44)
<b>FF&amp;E</b>	3,100	-	-	3,100	-	-	3,100
<b>Tech</b>	2,287	-	-	2,287	-	-	2,287
<b>Admin</b>	3,001	283	-	3,284	(1,335)	(278)	1,671
<b>Total</b>	<b>103,000</b>	<b>325</b>	<b>-</b>	<b>103,325</b>	<b>(15,548)</b>	<b>(67,720)</b>	<b>20,104</b>

### Statement of Contract Amount

<b>Original contract</b>	<b>Pre-construction</b>	<b>\$142,000</b>
10/16/2019	GMP established, includes full project scope excluding alternates, reserve held for north greenhouses. (Includes pre-construction)	74,359,220
<b>Adj Contract</b>		<b>\$74,359,220</b>

<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>• Guaranteed Maximum Price contract amendment was approved 10/16/2019.</li> <li>• Construction activities commenced 10/17/2019.</li> <li>• Deep foundations, grade beams, caps and high walls are complete.</li> <li>• Plumbing and electrical underground are complete.</li> <li>• Level one concrete slab on grade is complete.</li> <li>• Steel erection and metal decking is in progress.</li> </ul>

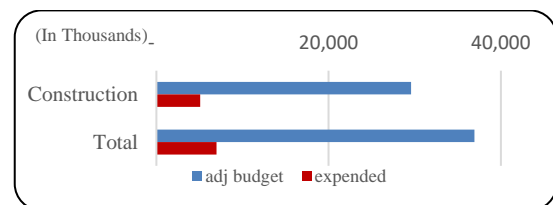
<b>Issues Encountered with Proposed Resolution for Each:</b>
<ul style="list-style-type: none"> <li>• None at this time.</li> </ul>

<b>Work Planned for Upcoming Month:</b>
<ul style="list-style-type: none"> <li>• Placement of concrete slab on metal decking.</li> </ul>

### 3. West Campus Satellite Energy Plant

Contractor: GE Johnson Construction Wyoming  
 Jackson, WY

Original Project Budget \$ (a)  
 Adjusted Project Budget \$ (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Major Maintenance	18,000,000.00	22,000,000.00
EERB Project Reserve	12,314,336.00	12,612,600.00
SI Project Reserve	2,000,000.00	1,701,736.00
UW – Capital Reserves (BOT)	4,616,773.00	616,773.00
<b>Total Project</b>	<b>36,931,109.00</b>	<b>36,931,109.00</b>

Guaranteed Maximum Price \$ 29,058,549.00  
 Contract Substantial Completion Date October 19, 2021

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	29,559	-	-	29,559	(5,088)	(23,971)	500
<b>Contingency</b>	3,688	-	-	3,688	-	-	3,688
<b>Design</b>	2,623	-	-	2,623	(1,464)	(595)	564
<b>FF&amp;E</b>	110	-	-	110	-	-	110
<b>Tech</b>	25	-	-	25	-	-	25
<b>Admin</b>	926	-	-	926	(447)	(136)	343
<b>Total</b>	<b>36,931</b>	-	-	<b>36,931</b>	<b>(6,999)</b>	<b>(24,702)</b>	<b>5,230</b>

**Statement of Contract Amount**

<b>Original contract</b>	<b>Pre-construction</b>	<b>\$61,250</b>
Amendment #1	Initial Guaranteed Maximum Price for Foundation and Utilities. (Includes pre-construction)	15,486,191
Amendment #2	Final Guaranteed Maximum Price; full project scope.	13,572,358
<b>Adj Contract</b>		<b>\$29,058,549</b>

<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>• Bid Package #1 was issued for foundation and utilities. The public bid opening was held 6/18/2019.</li> <li>• Construction site is cleared and secured.</li> <li>• Initial Guaranteed Maximum Price was prepared and approved at the August 2019 Board of Trustees Meeting.</li> <li>• Construction activities commenced 9/16/2019.</li> <li>• Bid Package #2 was issued, 100% construction documents. The public bid opening was held 10/4/2019.</li> <li>• Final GMP was approved on 11/14/2019.</li> <li>• Foundation high walls and tank foundation are complete.</li> <li>• Underground plumbing and electrical are complete.</li> <li>• Basement slab on grade is complete.</li> <li>• Steel erection and metal decking are in progress.</li> <li>• Distribution piping is in progress.</li> </ul>

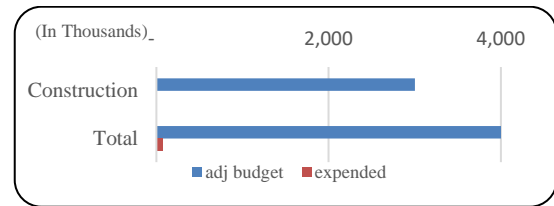
<b>Issues Encountered with Proposed Resolution for Each:</b>
<ul style="list-style-type: none"> <li>• None at this time.</li> </ul>

<b>Work Planned for Upcoming Month:</b>
<ul style="list-style-type: none"> <li>• Complete steel erection.</li> <li>• Continue distribution piping.</li> </ul>

#### 4. 11<sup>th</sup> & 12<sup>th</sup>/Lewis Street Reconstruction

Contractor:

Original Project Budget \$ (a)  
 Adjusted Project Budget \$ (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
EERB Project Reserve	4,000,000.00	4,000,000.00
<b>Total Project</b>	<b>4,000,000.00</b>	<b>4,000,000.00</b>

Guaranteed Maximum Price \$  
 Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	3,000	-	-	3,000	-	-	<b>3,000</b>
<b>Contingency</b>	450	-	-	450	-	-	<b>450</b>
<b>Design</b>	365	-	-	365	(48)	(466)	<b>(149)</b>
<b>FF&amp;E</b>	-	-	-	-	-	-	-
<b>Tech</b>	-	-	-	-	-	-	-
<b>Admin</b>	185	-	-	185	(30)	-	<b>155</b>
<b>Total</b>	<b>4,000</b>	-	-	<b>4,000</b>	<b>(78)</b>	<b>(466)</b>	<b>3,456</b>

#### Statement of Contract Amount

<b>Original contract</b>		\$-
<b>Adj Contract</b>		\$-

#### **Work Completed/In Progress:**

- Schematic design in progress.
- Survey complete.

#### **Issues Encountered with Proposed Resolution for Each:**

- Determining the likelihood of vacating Lewis and side streets. Will meet with the City/UW Administration to discuss previous MOU, proposed adjustments and any cost sharing strategies.

#### **Work Planned for Upcoming Month:**

- Continue with schematic design.

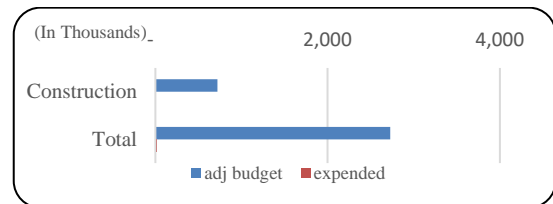
## UW Housing Phase I

### 5. Wyoming Hall Demolition

Contractor:

Original Project Budget \$ (a)

Adjusted Project Budget \$ (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
UW – Housing Reserve Account	2,726,536.00	2,726,536.00
<b>Total Project</b>	<b>2,726,536.00</b>	<b>2,726,536.00</b>

Guaranteed Maximum Price \$  
 Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	720	-	-	720	-	-	<b>720</b>
<b>Contingency</b>	108	-	-	108	-	-	<b>108</b>
<b>Design</b>	43	-	-	43	(12)	(10)	<b>21</b>
<b>FF&amp;E</b>	-	-	-	-	-	-	-
<b>Tech</b>	-	-	-	-	-	-	-
<b>Admin</b>	1,856	-	-	1,856	(9)	(32)	<b>1,815</b>
<b>Total</b>	<b>2,727</b>	-	-	<b>2,727</b>	<b>(21)</b>	<b>(42)</b>	<b>2,664</b>

### Statement of Contract Amount

<b>Original contract</b>		\$-
<b>Adj Contract</b>		\$-

### **Work Completed/In Progress:**

- Deconstruction drawings complete.
- Industrial hygienist finalizing work plan for abatement.
- CMAR RFP is currently in progress. Recommendation will be taken to the FCC meeting in May.

### **Issues Encountered with Proposed Resolution for Each:**

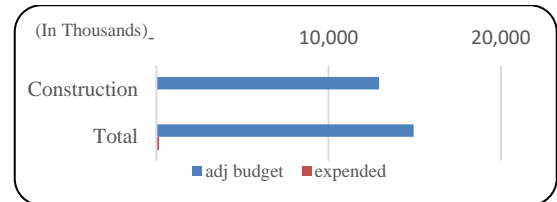
- None at this time.

<b>Work Planned for Upcoming Month:</b>
<ul style="list-style-type: none"> <li>• Complete abatement plan.</li> <li>• Compile and issue bidding documents.</li> <li>• Coordinate final deconstruction documents with the Wyoming Hall utilities project.</li> </ul>

**6. Wyoming Hall Utility Relocation**

Contractor:

Original Project Budget \$ (a)  
 Adjusted Project Budget \$ (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
UW – Construction Reserve Account	10,000,000.00	10,000,000.00
Major Maintenance	4,929,300.00	4,929,300.00
<b>Total Project</b>	<b>14,929,300.00</b>	<b>14,929,300.00</b>

Guaranteed Maximum Price \$  
 Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	12,929	-	-	12,929	-	-	<b>12,929</b>
<b>Contingency</b>	1,200	-	-	1,200	-	-	<b>1,200</b>
<b>Design</b>	331	-	-	331	(130)	(201)	-
<b>FF&amp;E</b>	-	-	-	-	-	-	-
<b>Tech</b>	240	-	-	240	-	-	<b>240</b>
<b>Admin</b>	229	-	-	229	(6)	(16)	<b>207</b>
<b>Total</b>	<b>14,929</b>	-	-	<b>14,929</b>	<b>(136)</b>	<b>(217)</b>	<b>14,576</b>

**Statement of Contract Amount**

<b>Original contract</b>		\$-
<b>Adj Contract</b>		\$-

<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>• Construction documents complete.</li> <li>• Geotechnical report and survey complete.</li> <li>• CMAR RFP is currently in progress. Recommendation will be taken to the FCC meeting in May.</li> </ul>





<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>• Survey complete.</li> <li>• Geotechnical report complete.</li> <li>• Vacation of alleyway complete.</li> <li>• Programming document 90% complete.</li> <li>• Coordination with UW and franchise utilities for relocation underground.</li> </ul>

<b>Issues Encountered with Proposed Resolution for Each:</b>
<ul style="list-style-type: none"> <li>• None at this time.</li> </ul>

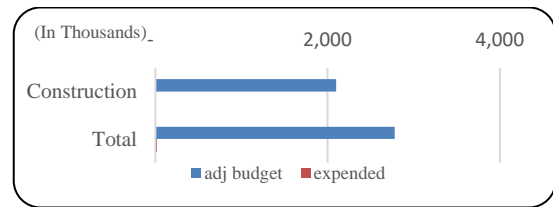
<b>Work Planned for Upcoming Month:</b>
<ul style="list-style-type: none"> <li>• Schematic design phase in progress.</li> <li>• Onboard CMAR and begin developing schedules and budgets.</li> </ul>

**8. Bus Garage/Fleet Relocation**

Contractor:

Original Project Budget \$ (a)

Adjusted Project Budget \$ (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
UW – Construction Reserve Account	2,779,260.00	2,779,260.00
<b>Total Project</b>	<b>2,779,260.00</b>	<b>2,779,260.00</b>

Guaranteed Maximum Price \$  
 Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	2,100	-	-	2,100	-	-	<b>2,100</b>
<b>Contingency</b>	315	-	-	315	-	-	<b>315</b>
<b>Design</b>	125	-	-	125	(10)	(153)	<b>(38)</b>
<b>FF&amp;E</b>	86	-	-	86	-	-	<b>86</b>
<b>Tech</b>	71	-	-	71	-	-	<b>71</b>
<b>Admin</b>	82	-	-	82	(11)	(153)	<b>(82)</b>
<b>Total</b>	<b>2,779</b>	-	-	<b>2,779</b>	<b>(21)</b>	<b>(306)</b>	<b>2,452</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>\$-</b>
<b>Adj Contract</b>		<b>\$-</b>

**Work Completed/In Progress:**

- Pricing for the renovation of the existing facility is complete.
- Design is underway for the new bus maintenance facility.
- Abatement of existing facility is complete.
- Demolition of existing materials is 80% complete.
- Mechanical, electrical and plumbing (MEP) rough in is underway on existing building
- Exterior painting on existing building is underway.

**Issues Encountered with Proposed Resolution for Each:**

- Hazardous material (rodent) was discovered during demolition on the insulation above the grid ceilings. Contractor abated and work was completed on 4/21/2020.

**Work Planned for Upcoming Month:**

- Continue designing the new facility.
- Begin construction on the renovation.
- Rough carpentry renovation.
- Exterior painting renovation.
- MEP rough renovation.
- Audio Visual/Information Technology rough renovation.