

**THE UNIVERSITY OF WYOMING  
MINUTES OF THE TRUSTEES**

**December 9, 1989**

**For the confidential information  
of the Board of Trustee**

THE UNIVERSITY OF WYOMING

Minutes of the Trustees

December 9, 1989

TABLE OF CONTENTS

	<u>Page</u>
ROLL CALL -----	1
ANNOUNCEMENTS -----	1
APPROVAL OF MINUTES -----	1
RATIFICATION OF EXECUTIVE COMMITTEE ACTION OF NOVEMBER 3, 1989 -----	1
RATIFICATION OF EXECUTIVE COMMITTEE ACTION OF DECEMBER 1, 1989 -----	2
ACADEMIC ISSUES COMMITTEE -----	2
VISITATION, STUDENT FINANCIAL AID -----	2
CHANGES IN ACADEMIC CALENDAR -----	3
COE CHAIR -----	4
RESEARCH MISCONDUCT PROCEDURE -----	5
BUDGET COMMITTEE -----	6
AUTHORIZATION FOR STOCK TRANSFERS -----	6
AUDIT OF REVENUE BOND OPERATIONS, JULY 1, 1988 - JUNE 30, 1989 -----	7
BUDGET TRANSFERS -----	8
AUTHORITY TO SETTLE CLAIMS -----	9
ACCEPTANCE OF CONTRACTS, GRANTS, GIFTS, SCHOLARSHIPS -----	9
GOVERNOR'S RECOMMENDATIONS ON UW BUDGET REQUEST -----	10

	<u>Page</u>
QUARTERLY REPORT, UNIVERSITY ENDOWMENT FUNDS -----	10
PERSONNEL COMMITTEE -----	10
APPOINTMENTS -----	10
ADJUNCT APPOINTMENTS -----	11
CLINICAL FACULTY APPOINTMENTS -----	12
ADMINISTRATIVE APPOINTMENTS -----	12
CONTINUATION OF PROBATIONARY APPOINTMENTS -----	13
LEAVES OF ABSENCE WITHOUT PAY -----	15
SABBATICAL LEAVES -----	16
CANCELLATION OF SABBATICAL LEAVE -----	19
RETIREMENTS -----	19
RECALLS -----	20
PART-TIME APPOINTMENTS -----	20
RESIGNATIONS -----	20
REVIEW OF HEWITT ASSOCIATES REPORT -----	21
PHYSICAL PLANT AND EQUIPMENT COMMITTEE -----	21
DEED TO VORE BUFFALO JUMP AND JOINT RESOLUTION BETWEEN UW AND TUF RANCHES, INC. -----	21
PROGRESS REPORTS AND CHANGE ORDERS -----	22
W. R. COE/CHARLES CHACEY KUEHN ESTATE COMMITTEE -----	22
QUARTERLY REPORT, W. R. COE SCHOOL, W. R. COE ESTATE, AND CHARLES CHACEY KUEHN ESTATE FUNDS -----	22
COMMITTEE OF THE WHOLE -----	22
1989 REPUBLISHED EDITION OF THE <u>REGULATIONS</u> OF THE TRUSTEES -----	23
PROPOSED REVISION TO ANNUAL LEAVE POLICY -----	23
AMENDMENT TO 1989 REPUBLISHED EDITION OF THE <u>REGULATIONS</u> OF THE TRUSTEES -----	24
ENHANCED OIL RECOVERY INSTITUTE'S CO2 HUFF 'N' PUFF FIELD DEMONSTRATION PROGRAM -----	24

	<u>Page</u>
NEW BUSINESS -----	25
PUBLIC COMMENTS -----	25
EXECUTIVE SESSION -----	25
ANNOUNCEMENT AND DATE OF NEXT MEETING -----	26

THE UNIVERSITY OF WYOMING

Minutes of the Trustees  
December 9, 1989

A regular meeting of the Trustees of the University of Wyoming was called to order at 9:10 a.m. on December 9, 1989 in the Board Room of Old Main. Committee meetings were held on December 8, 1989.

ROLL CALL

The following Trustees were in attendance:

Bonner, Bussart, Dray, Hammons, Jorgensen, Kirk, Mickelson, Miracle, Schutte, Sharratt, Updike and ex officio members Roark and Miller. Trustee Brown and ex officio members Governor Sullivan and Superintendent Simons were not present.

ANNOUNCEMENTS

President Bussart reported that the University of Wyoming Cowgirl volleyball team was successful in its game against Stanford University on December 8, and offered congratulations to the team and the coaches, saying the team is a credit to the University and the State.

APPROVAL OF MINUTES

President Bussart asked if there were any corrections or additions to the minutes of the meeting of October 13, 1989. There were no corrections or additions, and Mr. Bonner moved that the minutes of October 13, 1989 be approved as circulated. Mr. Dray seconded the motion, and it carried.

RATIFICATION OF EXECUTIVE  
COMMITTEE ACTION OF NOVEMBER  
3, 1989

President Bussart reported on the conference telephone meeting of the Executive Committee of the Trustees of the University of Wyoming which was held on November 3, 1989. The purpose of the conference call was to provide information on the claim from Deines, Myrick, McLain & Associates for services provided as architects for an addition to the Department of Geology & Geophysics.

The minutes of the conference telephone meeting are included as Enclosure 1, blue.

Mr. Miracle moved ratification of the Executive Committee action of November 3, 1989, as outlined in Enclosure 1. The motion was seconded by Mrs. Hammons, and it carried.

RATIFICATION OF EXECUTIVE  
COMMITTEE ACTION OF DECEMBER  
1, 1989

President Bussart reported on the conference telephone meeting of the Executive Committee which was held on December 1, 1989. The purpose of the conference call was to report the jury verdict in the case of John Meier & Sons, Inc. v. Seed Certification Service, Plant Science Division, University of Wyoming.

The minutes of the conference telephone meeting are included as Enclosure 2, pink.

Mr. Miracle moved ratification of the Executive Committee action of December 1, 1989, as outlined in Enclosure 2. The motion was seconded by Mr. Schutte, and it carried with Mr. Dray abstaining.

ACADEMIC ISSUES COMMITTEE

President Bussart called upon acting Chairman Dray for a report from the Academic Issues Committee meeting held December 8. Committee members Dray, Hammons, Jorgensen, Kirk, Sharratt, Simons, Updike, and ex officio members Bussart and Roark attended the committee meeting, along with other Trustees and University staff. Committee chairman Miracle was not present. Based on the committee meeting, Mr. Dray presented the following report and recommendations to the full Board.

VISITATION  
STUDENT FINANCIAL AID

The Academic Issues Committee heard a brief report by Mr. John Nutter, Director of the Office of Student Financial Aid. Mr. Nutter addressed forms of financial aid, including scholarships, grants, employment and loans; types of financial aid, including need-based and non-need-based; factors that determine a student's need; and impact of a tuition increase. Mr. Nutter said that approximately 72

percent to 75 percent of the University of Wyoming student body is receiving some form of student financial aid, including scholarships, need-based aid, as well as departmental employment.

CHANGES IN ACADEMIC CALENDAR      Provost Karnig reviewed for members of the Academic Issues Committee, proposed changes to the academic calendar. He said it was proposed that fall classes begin after Labor Day. When Labor Day falls on September 1 through 5, registration would be held on Tuesday after Labor Day, and classes would commence on Wednesday; when Labor Day falls on September 6 or 7, registration would occur on the previous Friday, and classes would start on the Tuesday after Labor Day. Provost Karnig said that in order to accomplish the change, the Academic Planning Committee of the Faculty Senate and the full Senate have recommended that classes no longer be canceled on the Friday prior to Homecoming Day. The proposed fall semester 1990 schedule would include 70 class days, as shown in Enclosure 3, green.

Provost Karnig reported that spring semester would be scheduled to include approximately 70 class days. Spring semester 1991 registration would be held Tuesday, January 15, and classes would begin on Wednesday, January 16. Commencement exercises would be scheduled for Saturday, May 11, 1991.

Based on the Academic Issues Committee's recommendation, it was moved by Mr. Dray and seconded by Mr. Mickelson that Trustees of the University of Wyoming approve the proposed changes to the academic year calendar beginning fall semester 1990 as shown in Enclosure 3.

Mr. Schutte then asked Trustees to reconsider the possibility of canceling classes the day before homecoming. He said homecoming is a special day to the University community, and suggested that many students participate in homecoming activities, which should be included as part of their general education.

It was moved by Mr. Schutte to amend the original motion to include canceling

classes the day before homecoming in order to allow students to participate in pre-planning homecoming activities. The motion to amend was seconded by Mrs. Kirk.

President Roark asked Trustees to consider holding classes the day prior to homecoming in order to allow one more day of classroom instruction to students.

Following general discussion, the motion to amend the original motion was defeated.

ASUW President Miller asked Trustees to consider allowing students one break in classes between the beginning of school and Thanksgiving recess.

The original motion, to approve the proposed changes to the academic year calendar beginning fall semester 1990 as outlined in Enclosure 3, carried.

COE CHAIR

President Roark and Special Assistant David

Baker briefly discussed the history of the Coe Chair with members of the Academic Issues Committee. Mr. Baker explained that it was proposed that the Coe Chair in American Studies be defined as a visiting teaching chair which would be occupied one semester during every other academic year. Chair holders would be chosen by a committee composed of American Studies Faculty and representatives of the Advisory Committee. The courses offered by the chair would normally be in the American Studies Program and the chair would teach two courses and be expected to engage in colloquium or public-presentation activity. Mr. Baker said the chair holder would receive approximately \$35,000 in salary, with fringe benefits paid by the University from sources other than the Coe account.

Mrs. Hammons inquired as to why the proposal was for the chair holder to receive \$35,000 in salary for only one semester every other academic year. Mrs. Hammons said she would like to have more information regarding the overall American Studies program before voting on the proposed definition of the Coe Chair. Mrs. Simons inquired as to possible reasons why enrollment in the



American Studies program has declined over the years from the once vigorous program it once was.

A motion in the Academic Issues Committee to table action on the Coe Chair failed.

President Roark said that at a future meeting of the Trustees, the administration would provide Trustees with a report on the American Studies program and a visitation to the Cooper Mansion where the American Studies program is located.

Based on a recommendation from the Academic Issues Committee, it was moved by Mr. Dray, seconded by Mr. Miracle, and carried, that Trustees accept the definition of the Coe Chair as described above.

#### RESEARCH MISCONDUCT PROCEDURE

Members of the Academic Issues Committee heard a report from Vice President Ralph DeVries regarding recently published new regulations requiring every institution receiving grant or cooperative agreement funds from the Public Health Service of the U. S. Department of Health and Human Services for biomedical or behavioral research to develop policies and procedures for dealing with possible instances of scientific misconduct. Vice President DeVries said institutions receiving or applying for Federal funds must file assurances with the new Office of Scientific Integrity by January 1, 1990, and annually thereafter, that they have policies and procedures for reviewing, investigating, and reporting misconduct allegations.

Vice President DeVries said the Faculty Senate had not yet had a chance to review the proposed Research Misconduct Procedure policy. Professor Beverly Taheri, Chair of the Faculty Senate, addressed members of the Academic Issues Committee by saying she encouraged the committee to adopt the Research

Misconduct Procedure policy in order for the University to meet the January 1, 1990 compliance deadline even though Faculty Senate had not seen the document.

Mr. Dray told members of the full Board that two recommendations had come from the Academic Issues Committee meeting. The first was that the Academic Issues Committee recommend to Trustees of the University of Wyoming approval of the proposed Research Misconduct Procedure policy, as shown in Enclosure 4, yellow, subject to approval by Faculty Senate. The second recommendation was that the Academic Issues Committee recommend to Trustees of the University of Wyoming approval of the proposed Research Misconduct Procedure policy, as shown in Enclosure 4, with the understanding that it would be revisited if faculty concerns were expressed during Faculty Senate review.

It was moved by Mr. Dray, seconded by Mr. Schutte, and carried, that Trustees of the University of Wyoming approve the Research Misconduct Procedure policy as shown in Enclosure 4.

#### BUDGET COMMITTEE

President Bussart called on Chairman Schutte for a report from the Budget Committee meeting held on December 8. Committee members Schutte, Bonner, Brown, Dray, Hammons, Kirk, Mickelson, Sharratt, and ex officio members Bussart and Roark attended the committee meeting, along with other Trustees and University staff. Based on the committee meeting, Mr. Schutte presented the following recommendations and reports to the full Board.

#### AUTHORIZATION FOR STOCK TRANSFERS

Mr. Schutte reported to members of the Budget Committee that brokerage firms are requesting certification of resolutions carrying a date within six months of the transaction. It was moved by Mr. Schutte, seconded by Mrs. Kirk, and carried, that Trustees of the University of Wyoming adopt the following resolution:

RESOLVED that the Treasurer of the Board of Trustees and the President

of The University of Wyoming, representing the Trustees of The University of Wyoming, a body corporate, are hereby authorized to sell, assign and transfer stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by this corporation in its own right or in any fiduciary capacity, and to execute any and all instruments necessary, proper or desirable for the purpose; further that any past action in accordance herewith is hereby ratified and confirmed; and further, that any officer of this corporation is hereby authorized to certify this Resolution to whom it may concern.

AUDIT OF REVENUE BOND  
OPERATIONS, JULY 1, 1988-  
JUNE 30, 1989

The audit report prepared by McGladrey &  
Pullen, Certified Public Accountants, and

required by the July 15, 1984, July 15, 1986 and November 1, 1987 bond resolutions, for the fiscal year ending June 30, 1989, was provided for the acceptance of the Budget Committee. The auditor's report was unqualified, and no significant problems or conditions were identified in the examination.

Mr. Jim Hearn of McGladrey & Pullen told members of the Budget Committee that the accounting procedures and practices of the University conform to the requirements of the bond resolutions in all material respects. He said two items of noncompliance with the bond covenants were noted in connection with the audit, but he does not believe either of them to be of significance or require any additional action. In regard to the first item, the University does not maintain records relating to pledged revenue showing the number of users by classes or the pledged revenue received from charges by classes of users, and monies otherwise received pertaining to the facilities as required by the bond covenants. The University is unable to do so because classes of users are not defined by the bond resolutions. Second, the University has not, on or before the first day of July in each year, filed with the purchaser or purchasers, a

certificate signed and verified by an officer of the University, stating that the University has complied with the insurance requirement of the bond covenants, listing all policies carried, and also stating that all insurance premiums have been paid. Again, the University cannot comply because it does not know who purchased the bonds, but it does file this information with paying agents.

It was moved by Mr. Schutte, seconded by Mr. Mickelson, and carried, that Trustees of the University of Wyoming accept the bond audit report of McGladrey & Pullen for fiscal year ended June 30, 1989, prepared in compliance with the July 15, 1984, July 15, 1986, and November 1, 1987 bond resolutions as shown in Enclosure 5, salmon.

#### BUDGET TRANSFERS

Mr. Schutte told members of the Budget

Committee that authorization is requested to transfer funds within programs under authority granted the Trustees by the 1988 Legislature for the 1989-1990 biennium.

Based on a recommendation from the Budget Committee, it was moved by Mr. Schutte, seconded by Mr. Mickelson, and carried, that Trustees of the University of Wyoming approve the following transfers:

Transfer \$40,000 from General Services FY 1989 carryover salary funds to equipment and support services. The current equipment technology utilized within the President's Office, Provost's Office, Finance Office, and other offices for centralized word processing is no longer compatible with the systems used elsewhere on campus. This is a one-time transfer of funds, and not a permanent reallocation of resources.

Transfer \$37,500 in the Research Office from salaries to equipment. The University has been unable to fill the position of Associate Vice President for Technology Transfer, and as a consequence funding for this position will not be utilized during the present fiscal year. Transfer of \$37,500 from this salary allotment to equipment will allow the Research Office to purchase equipment to help with start-up costs related to field studies being conducted by the Enhanced Oil Recovery Institute. This is a one-time transfer of funds, and is not a permanent reallocation of resources.

AUTHORITY TO SETTLE CLAIMS

Mr. Schutte reviewed for members of the Budget Committee, Wyoming Statutes section 21-17-203

which authorize the Board of Trustees to appoint and authorize a person to examine and approve for payment all legal claims against the corporation. The Vice President for Finance has been so appointed. The State of Wyoming has given specific authority for settlement and compromise of claims under the State Self-Insurance Program to specified individuals. The State's risk manager is authorized to settle claims for an amount not to exceed \$20,000. There are times when the University of Wyoming is in a position where settlement of a claim is advisable.

Based on a recommendation from the Budget Committee, it was moved by Mr. Schutte, seconded by Mr. Bonner, and carried, that Trustees of the University of Wyoming grant the President or his designee authority to settle claims up to \$20,000, with any such settlement to be reported to Trustees on or before the next regular or special meeting of the Board.

ACCEPTANCE OF CONTRACTS,  
GRANTS, GIFTS, SCHOLARSHIPS

Based on a recommendation from the Budget Committee, it was moved by Mr. Schutte,

seconded by Mr. Dray, and carried, that Trustees of the University of Wyoming accept contracts and grants in the amount of \$2,543,922 for the period October 6, 1989, through November 17, 1989; and gifts and scholarships in the amount of \$142,787.33 for the period September 16, 1989, through November 3, 1989.

Mr. Miracle asked for assurance from the administration that the University of Wyoming is not involved in or performing any classified research with regard to military weaponry. President Roark stated that to the best of his knowledge the University was not engaged in such research.

GOVERNOR'S RECOMMENDATIONS  
ON UW BUDGET REQUEST

Mr. Schutte reported that members of the Budget Committee were provided a report summarizing the Governor's budget recommendations for the University. There was discussion regarding the Governor's recommendations. President Roark said the proposed 7.1 percent increase for faculty would keep the University steady and in the bottom 20th percentile. Mr. Ed Oleske, Budget Analyst, responded to questions from members of the Budget Committee and briefly reviewed the budget process.

QUARTERLY REPORT,  
UNIVERSITY ENDOWMENT FUNDS

As an item for information, members of the Budget Committee were presented with a report of Stein Roe & Farnham, Investment Manager for the University endowment portfolio, for the quarter ended September 30, 1989.

PERSONNEL COMMITTEE

President Bussart called upon Chairman Mickelson for a report from the Personnel Committee meeting held on December 8. Committee members Mickelson, Bonner, Hammons, Jorgensen, Updike, and ex officio members Bussart and Roark attended the meeting, along with other Trustees and University staff. Based on a recommendation from the Personnel Committee, Mr. Mickelson moved approval of the following appointments, adjunct appointments, clinical faculty appointments, administrative appointments, continuation of probationary appointments, leaves of absence without pay, sabbatical leaves, cancellation of sabbatical leave, retirements, and recalls. The motion was seconded by Mr. Updike, and it carried.

APPOINTMENTS

The following appointments were approved under the conditions cited:

COLLEGE OF AGRICULTURE

1. Ari M. Michelsen as Temporary Associate Professor of Agricultural Economics and Associate Director Technology and Information Transfer-- Wyoming Water Research Center, effective December 12, 1989 at an annual (11-month) salary rate of \$51,504. This is a non-tenure track appointment.
2. George F. Vance, Jr. as Assistant Professor of Plant, Soil, and Insect Sciences, effective December 15, 1989 at an annual (11-month) salary rate of \$35,004, contingent upon the completion of the requirements for the Ph.D. by January 15, 1990, or the rank will be that of Instructor. This is a tenure track appointment.

SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE

3. Charlotte W. Farr as Assistant Professor of Extended Credit Programs and Coordinator, Instructional Design and Teleconferencing, effective August 7, 1989 at an annual (11-month) salary rate of \$33,240. This is a tenure track appointment.

ADJUNCT  
APPOINTMENTS

The following adjunct appointments were approved under the conditions cited.

COLLEGE OF ARTS AND SCIENCES

1. John W. Birch, Professor of Economics, as Adjunct Professor of Statistics for a three-year period effective August 24, 1989.
2. Douglas G. Bonnett, Associate Professor of Business Administration, as Adjunct Professor of Statistics for a three-year period effective October 1, 1989.
3. Alan D. Moore, Assistant Professor of Educational Foundations and Instructional Technology, as Adjunct Assistant Professor of Statistics for a three-year period effective November 1, 1989.

COLLEGE OF ENGINEERING

4. Robert D. Burman, Professor Emeritus of Agricultural Engineering, as Adjunct Professor of Agricultural Engineering for a three-year period effective January 16, 1990.
5. Robert D. Gunn, Professor Emeritus of Chemical Engineering, as Adjunct Professor of Chemical Engineering for a three-year period effective January 16, 1990.

CLINICAL FACULTY  
APPOINTMENTS

The following clinical faculty appointments, in support of student programs, were approved in the School of Human Medicine for a two-year period effective November 1, 1989.

Name	Clinical Title	Location
Davis, Leon J.	Clinical Faculty in Human Medicine/Family Practice	Casper Residency Program
Romero, Calixto A.	Clinical Faculty in Human Medicine/Cardiology	Casper Residency Program
Simon, Kerry M.	Clinical Faculty in Human Medicine/Family Practice	Casper Residency Program

ADMINISTRATIVE  
APPOINTMENTS

The following administrative appointments were approved as shown.

COLLEGE OF AGRICULTURE

1. Ray A. Field as Head of the Department of Animal Science and Professor of Animal Science for the period November 1, 1989 through December 31, 1990 at an annual (11-month) salary rate of \$65,016.

COLLEGE OF ARTS AND SCIENCES

2. Stephen L. Bieber as Chair of the Department of Psychology and Associate Professor of Psychology for a four-year term effective July 1, 1988 at an annual (9-month) salary rate of \$40,896. (Board of



Trustee approval corrected previous oversight in seeking authorization for this appointment.)

COLLEGE OF ENGINEERING

3. David O. Cooney as Head of the Department of Chemical Engineering and Professor of Chemical Engineering for the period January 16, 1990 through June 30, 1990 at an annual (11-month) salary rate of \$60,000.

COLLEGE OF LAW

4. Robert B. Keiter as Dean of the College of Law and Professor of Law for the period January 1, 1990 through June 30, 1990 at an annual (11-month) salary rate of \$85,680.

OFFICE OF THE PRESIDENT

5. William E. Walden as Special Assistant to the President for Information Technology and Director of Computer Services effective December 1, 1989 at an annual (11-month) salary rate of \$74,448.

CONTINUATION OF  
PROBATIONARY APPOINTMENTS

The following faculty members in their  
second year of service have been reappointed

as indicated.

<u>Name</u>	<u>Department</u>	<u>Academic Rank</u>
<u>COLLEGE OF AGRICULTURE</u>		
Langer, Pamela J.	Molecular Biology	Assistant Professor
Legg, David E.	Plant, Soil & Insect Sciences	Assistant Professor
Raisbeck, Merl F.	Veterinary Science	Associate Professor
Stayton, Mark M.	Molecular Biology	Assistant Professor
Vincelli, Paul C.	Plant, Soil & Insect Sciences	Assistant Professor

COLLEGE OF ARTS AND SCIENCES

Green, Richard T.	Political Science	Assistant Professor
Hilliker, Rebecca J.	Theatre and Dance	Assistant Professor
Lindner, Vicki	English	Assistant Professor
Sharps, Matthew J.	Psychology	Assistant Professor
Su, Shyh-Chang	Computer Science	Assistant Professor
Theurer, Britton	Music	Assistant Professor

COLLEGE OF COMMERCE AND INDUSTRY

Cahan, Steven F.	Accounting	Assistant Professor
Manuel, Timothy A.	Business Administration	Assistant Professor
Parks, Don M.	Business Administration	Assistant Professor

COLLEGE OF EDUCATION

Baird, David A.	Vocational Education	Instructor
Kite, Thomas S.	Curriculum and Instruction	Assistant Professor
Kleinsasser, Audrey M.	Educational Foundations and Instructional Technology	Assistant Professor
Moore, Alan D.	Educational Foundations and Instructional Technology	Assistant Professor
Rudolph, Jack	Vocational Education	Assistant Professor

COLLEGE OF ENGINEERING

Coon, Dennis N.	Mechanical Engineering	Assistant Professor
Howell, Henry C., III	Electrical Engineering	Assistant Professor
Montague, Derek C.	Atmospheric Science	Associate Professor
Stephens, Michael M.	Chemical Engineering	Assistant Professor
Towler, Brian F.	Petroleum Engineering	Assistant Professor

COLLEGE OF HEALTH SCIENCES

Abdalla, Ghassan	Pharmacy	Assistant Professor
Bright, Douglas A.	Family Practice/Cheyenne	Assistant Professor
Gaupp, Frederick B.	Family Practice/Cheyenne	Assistant Professor
Goller, Vernon L.	Family Practice/Casper	Assistant Professor
Marks, Mary C.	Physical and Health Education	Assistant Professor
Marquis, Katherine A.	Nursing	Assistant Professor
Vandell, Kerri J.	Pharmacy	Assistant Professor

COLLEGE OF LAW

Leary, Suzanne	Law	Assistant Professor
----------------	-----	---------------------

UNIVERSITY LIBRARIES

Barstow, Sandra M.	Acquisitions	Senior Assistant Librarian
Hinze, Jamie Sue	UW/CC Center	Senior Assistant Librarian
Hutto, Dena M.	Cataloging	Senior Assistant Librarian
Whitson, Donna L.	Outreach Services	Senior Assistant Librarian
Zellmer, Linda R.	Geology Library	Senior Assistant Librarian

LEAVES OF ABSENCE  
WITHOUT PAY

The following leaves of absence without pay  
were granted under the conditions cited.

COLLEGE OF ARTS AND SCIENCES

1. Richard Gross, Assistant Professor of Communication and Mass Media, for the period October 3, 1989 through May 19, 1990 to serve as the Osaka exchange professor for 1989-90.

2. David J. Hoffmann, Professor of Physics and Astronomy, for calendar year 1990 to lead and reorganize a group at the National Oceanic and Atmospheric Administration in Boulder, Colorado.
3. Ravinder Krishnaswamy, Assistant Professor of Computer Science, for spring semester 1990 to continue to conduct research in his area of expertise with Audo-Drol Technology Corporation, Denver, Colorado.

#### UNIVERSITY LIBRARIES

4. Nancy M. Gustafson, Senior Assistant Librarian, for the period November 4 through November 30 and one-half time leave of absence without pay for the period December 1 through December 30, 1989 for health reasons.

#### SABBATICAL LEAVES

Concern was expressed by Trustees regarding the high number of sabbatical leave requests.

President Roark said the administration would look into the University's past experience with faculty members who have taken sabbatical leaves to determine how many of them later left the University or were hired by the institutions where they took their sabbatical leave.

Requests for sabbatical leave during 1990-91 were reviewed by the appropriate department head and dean. A faculty member who fails to return to the University for at least one academic year immediately following a sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of his or her leave. Leaves for a full contract year are compensated at a rate equal to 60 percent of the faculty member's annual salary; leaves for a half-contract year are compensated at the annual salary rate. The following 35 faculty members were approved for sabbatical leaves during 1990-91 subject to available funds and under the conditions cited.

1. Dr. Myron Allen, Associate Professor of Mathematics, for the 1990-91 academic year.
2. Dr. Henry Bauer, Professor of Computer Science, for the 1990-91 academic year.
3. Dr. Harold Bergman, Professor of Zoology and Physiology, for fall semester 1990.
4. Dr. Edward B. Bradley, Associate Professor of Agricultural Economics, for the period June 1, 1990 through November 30, 1990.
5. Dr. David Brookshire, Professor of Economics, for the 1990-91 academic year.
6. Dr. Janet Clark, Professor of Political Science, for the 1990-91 academic year.
7. Dr. John Cowles, Associate Professor of Computer Science, for fall semester 1990.
8. Dr. Joseph Deaderick, Professor of Art, for fall semester 1990.
9. Dr. Ronald H. Delaney, Professor of Plant, Soil, and Insect Sciences, for the period January 1, 1991 through June 30, 1991.
10. Dr. John Dorst, Associate Professor of American Studies, for the 1990-91 academic year.
11. Dr. Robert R. Fletcher, Professor of Agricultural Economics, for the period January 1, 1991 through June 30, 1991.
12. Dr. Morris Forslund, Professor of Sociology, for spring semester 1991.
13. Dr. George Frison, Professor of Anthropology, for spring semester 1991.

14. Dr. Carol Frost, Associate Professor of Geology and Geophysics, for the 1990-91 academic year.
15. Dr. John George, Professor of Mathematics, for fall semester 1990.
16. Dr. Gary Grasdalen, Professor of Physics and Astronomy, for the period January 1, 1991 through December 31, 1991.
17. Dr. Paul Heller, Associate Professor of Geology and Geophysics, for the 1990-91 academic year.
18. Dr. Michael Humenick, Professor of Civil Engineering, for the period July 1, 1990 until the beginning of fall semester 1991.
19. Dr. Sharron S. Humenick, Professor of Nursing, for the 1990-91 academic year.
20. Dr. Peter Huntoon, Professor of Geology and Geophysics, for fall semester 1990.
21. Dr. Thomas Kennedy, Professor of History, for spring semester 1991.
22. Dr. Quee-Young Kim, Associate Professor of Sociology, for the 1990-91 academic year.
23. Dr. Robert Kitchen, Associate Professor of Zoology and Physiology, for the 1990-91 academic year.
24. Dr. Charles Ksir, Professor of Psychology, for spring semester 1991.
25. Dr. Walter Langlois, Professor of Modern and Classical Languages, for spring semester 1991.
26. Dr. Theodore Lapina, Professor of Music, for spring semester 1991.

27. Dr. William Moore, Professor of History, for fall semester 1990.
28. Dr. Lewis Noe, Professor of Chemistry, for the 1990-91 academic year.
29. Dr. Eric Nye, Associate Professor of English, for the 1990-91 academic year.
30. Dr. Michael Parker, Associate Professor of Zoology and Physiology, for spring semester 1991.
31. Dr. Richard Pasewark, Professor of Psychology, for spring semester 1991.
32. Dr. Jean-Louis Picherit, Professor of Modern and Classical Languages, for fall semester 1990.
33. Dr. Charles Reher, Associate Professor of Anthropology, for fall semester 1990.
34. Dr. Robert H. Stobart, Associate Professor of Animal Science, for the period September 1, 1990 through August 31, 1991.
35. Dr. Y. K. Tung, Professor of Statistics, for calendar year 1991.

CANCELLATION OF  
SABBATICAL LEAVE

The following sabbatical leave was cancelled.

COLLEGE OF ARTS AND SCIENCES

1. At the December 8, 1988 meeting of the Trustees, Paul Johnson, Associate Professor of Physics and Astronomy, was granted a sabbatical leave for the 1990 spring semester. Professor Johnson requested this sabbatical leave be cancelled.

RETIREMENTS

The following retirements were approved by Trustees under the conditions cited.

<u>Name</u>	<u>Position</u>	<u>Birth Date</u>	<u>Employment Date</u>	<u>Date of Retirement</u>
Burman, Robert D.	Professor of Agricultural Engineering	8/8/25	12/26/56	12/20/89 with designation as <u>Emeritus</u>
Gunn, Robert D.	Professor of Chemical Engineering	5/29/28	9/1/71	12/20/89 with designation as <u>Emeritus</u>

RECALLS

Trustees approved the following recalls as shown.

1. Charles P. Cooper, Associate Professor Emeritus of the School of Extended Studies, was recalled as Director of the Division of Non-Credit Educational Services for the period November 1, 1989 through December 31, 1989.

2. Paul R. Kipper, Professor Emeritus of Extended Studies, was recalled as Acting Director of Extended Studies from December 1, 1989 through December 31, 1989.

PART-TIME APPOINTMENTS

As a matter of information only, Trustees acknowledged part-time appointments.

RESIGNATIONS

The following resignations were noted by Trustees.

1. Jan R. Busboom, Assistant Professor of Animal Science, October 13, 1989.
2. Paul Darlington, Assistant Professor of Electrical Engineering, December 21, 1989.
3. Steven R. Hemphill, Assistant Professor of Music, May 19, 1990.
4. Bryan H. Johnson, Professor and Head of the Department of Animal Science, November 1, 1989.



5. Scott Zasadil, Assistant Professor of Mathematics, May 19, 1990.

REVIEW OF HEWITT  
ASSOCIATES REPORT

As an item for information only, Trustees were provided a report prepared by Hewitt

Associates, summarizing the State health insurance plan for the purpose of reducing or minimizing the increase in premium costs.

PHYSICAL PLANT AND  
EQUIPMENT COMMITTEE

President Bussart called on Chairperson Kirk for a report from the Physical Plant and

Equipment Committee meeting held December 8. Committee members Kirk, Dray, Jorgensen, Mickelson, Schutte, and ex officio members Bussart and Roark attended the meeting, along with other Trustees and University staff. Based on the Physical Plant and Equipment Committee meeting, the following report and recommendations were presented to the full Board.

DEED TO VORE BUFFALO JUMP  
AND JOINT RESOLUTION BETWEEN  
UW AND TUF RANCHES, INC.

Special Assistant David Baker reviewed for members of the Physical Plant and Equipment

Committee, that at their September 1989 meeting, Trustees expressed some concerns regarding the proposed transfer of the Vore Buffalo Jump to the University of Wyoming and the accompanying Joint Resolution of the University of Wyoming and TUF Ranches, Inc. Mr. Baker said that in response to Trustee concerns and as a result of the subsequent death of Woodrow Vore, President of TUF Ranches, Inc., a new Agreement regarding development of the Vore Buffalo Jump Archaeological site and a new corporate resolution were signed by TUF Ranches, Inc. However, TUF Ranches, Inc., specifically requested that the Joint Resolution and the warranty deed which contain Woodrow Vore's signature remain part of the transfer package to the University of Wyoming.

During the committee meeting and the full Board meeting, Mr. Sharratt expressed concerns about the University's ability to limit liability under the contract, as well as concerns about not knowing how much the site development

would cost. Other Trustees felt that the archaeological site would fall into outside hands if the University failed to accept the deed and the resolution.

Professors George Frison and Charles Reher from the Anthropology Department attended the committee meeting and said the Vore Buffalo Jump is a world-class archaeological site, which would be a very unique asset to the University of Wyoming.

Based on a recommendation of the Physical Plant and Equipment Committee, it was moved by Mrs. Kirk, seconded by Mr. Updike, and carried with Mr. Sharratt opposed, that Trustees of the University of Wyoming accept transfer of title to the Vore Buffalo Jump site and authorize the President of the Board of Trustees to sign the Joint Resolution and the Agreement as shown in Enclosure 6, blue.

PROGRESS REPORTS AND  
CHANGE ORDERS

Progress reports and change orders were presented for the information of Trustees.

W. R. COE/CHARLES  
CHACEY KUEHN ESTATE  
COMMITTEE

President Bussart called on Acting Chairman Bonner for a report from the W. R. Coe/Charles

Chacey Kuehn Estate Committee meeting on December 8. Present were committee members Bonner and Jorgensen and ex officio members Bussart and Roark, along with other Trustees and University staff. Committee member Brown was not present. Based on the Coe/Kuehn Estate Committee meeting, the following report was presented to the full Board.

QUARTERLY REPORT, W. R.  
COE SCHOOL, W. R. COE  
ESTATE, AND CHARLES CHACEY  
KUEHN ESTATE FUNDS

As an item for information only, the quarterly investment report for the quarter ending September 30, 1989, prepared by John A. Vann,

Investment Adviser to the Coe/Kuehn Committee, was provided to Trustees.

COMMITTEE OF THE  
WHOLE

President Bussart reported on the meeting of the Committee of the Whole held on December

8. Those present were committee members Bonner, Bussart, Dray, Hammons, Jorgensen, Kirk, Mickelson, Miracle, Schutte, Sharratt, Updike, and ex officio

members Roark, Simons, and Miller. Trustee Brown and ex officio member Governor Sullivan were not present. Based on the committee meeting, the following recommendations and report were presented to the full Board.

1989 REPUBLISHED EDITION  
OF THE REGULATIONS OF  
THE TRUSTEES

The Regulations of the Trustees were last republished February 18, 1985. Since that

time, changes have occurred.

Based on a recommendation from the Committee of the Whole, it was moved by Mr. Schutte, seconded by Mr. Jorgensen, and carried, that Trustees of the University of Wyoming approve the 1989 Republished Edition of the Regulations of the Trustees as shown in Enclosure 7, pink.

PROPOSED REVISION  
TO ANNUAL LEAVE  
POLICY

Mr. Phill Harris, Deputy to the Vice President for Finance, briefly reviewed the proposed

revision to the annual leave policy for members of the Committee of the Whole.

Based on a recommendation from the Committee of the Whole, it was moved by Mrs. Kirk, seconded by Mr. Dray, and carried, that Trustees of the University of Wyoming approve the following change to Chapter V, Section 9 of the Regulations of the Trustees:

Section 9. VACATION

Faculty and University officers on a fiscal year contract are entitled to twenty-two (22) working days of vacation annually accrued at the rate of 1.834 working days per month. Part-time faculty or University officers on a fiscal year contract working the equivalent of twenty (20) to thirty (30) hours per week are entitled to accrue vacation at 50 percent of the full-time accrual rate. Part-time faculty or University officers on a fiscal year contract working the equivalent of thirty (30) to forty (40) hours per

week are entitled to accrue vacation at 75 percent of the full-time accrual rate.

Faculty and University officers whose working term is less than twelve months, regardless of the fact that their salaries may be paid in twelve monthly installments, are not entitled to vacation with pay.

Vacation benefits accrue to eligible faculty and University officers after they have been in the employ of the University for six months. ~~Vacations must be taken in the year in which earned or in the following year.~~ VACATION LEAVE CREDITS MAY NOT ACCRUE BEYOND THE MAXIMUM AMOUNT WHICH MAY BE EARNED OVER TWO YEARS. EMPLOYEES TERMINATING FOR ALL REASONS OTHER THAN DISCIPLINARY MAY ELECT A LUMP SUM PAYMENT AND/OR TERMINAL LEAVE; AN EMPLOYEE RELEASED FOR DISCIPLINARY REASONS MUST TAKE THE ACCRUED ANNUAL LEAVE IN A LUMP SUM. NO OTHER TYPE OF LEAVE MAY BE USED DURING TERMINAL ANNUAL LEAVE EXCEPT HOLIDAY LEAVE. Dates for vacation shall be approved by the appropriate administrative supervisor.

AMENDMENT TO 1989  
REPUBLISHED EDITION OF  
THE REGULATIONS OF THE  
TRUSTEES

It was moved by Mr. Bonner, seconded by Mr. Jorgensen, and carried, that Trustees of the University of Wyoming amend the 1989

Republished Edition of the Regulations of the Trustees to reflect the above mentioned revision to the annual leave policy.

ENHANCED OIL RECOVERY  
INSTITUTE'S CO2 HUFF 'N'  
PUFF FIELD DEMONSTRATION  
PROGRAM

Vice President Ralph DeVries introduced Professor Harry Deans, co-director of the Enhanced Oil Recovery Institute, to members of the Committee of the Whole. Professor Deans said the Enhanced Oil Recovery Institute has moved into a new phase of operation with the fall commencement of a field project to apply the CO2 Huff 'n' Puff process to a well in Wold Oil Company's Crooks Gap field. Dr. Deans said this is the first application of the

Huff 'n' Puff process in Wyoming, and 10 wells are expected to be tested across Wyoming.

#### NEW BUSINESS

Mr. Schutte suggested Trustees consider making more efficient use of auditors' time than requiring them to attend the Trustee meetings in the event a Trustee has a question to ask concerning their audit report. Mr. Schutte requested Vice President Baccari determine when an audit report may generate questions from Trustees and then ask the auditor to be on call. Otherwise, it would not be expected that the auditor would be in attendance. President Roark suggested that Trustees may wish to continue the practice of inviting Mr. Van Jacobson, Internal Auditor, and Mr. John Vann, University Investment Adviser, to attend the Trustee meetings to report on audits they perform.

Mr. Bonner called attention to the newspaper insert, Choices, which was recently published and circulated statewide, and suggested Trustees write a thank you letter to the University of Wyoming Foundation Board which provided funding for the publication. Mr. Bonner publicly acknowledged the fine efforts of Mr. Vern Shelton in helping with the paper. President Bussart will write a letter of thanks to the Foundation Board.

Mr. Dray inquired as to the next step after receiving the NCHEMS report. Provost Karnig reported that a committee is being formed to establish the criteria and processes for reallocations. The committee recommendations will be reviewed with faculty and campus groups before President Roark presents recommendations to Trustees in February. Interested Trustees may work with the reallocation committee in developing recommendations.

The Legislative Management Audit committee will report back to the appropriations committee during January and later to the full legislature. Trustees expressed a desire to have a well-defined course of action articulated,

and asked that Trustees be represented on the committee along with faculty, staff, and students to study the issues.

PUBLIC COMMENTS

Professor Beverly Taheri, Chair of Faculty Senate, said she had had an opportunity since December 8 to review the Research Misconduct Policy and she had no concerns with the procedure, rather her concern was that faculty did not have a chance to review it prior to its adoption. President Roark said he, too, was troubled that Faculty Senate was not alerted of the proposed change earlier.

Ms. Carol Kuntzman, Chair of Staff Council, said that at times Staff Council has felt some pressure in reviewing proposals due to short time deadlines.

EXECUTIVE SESSION

Trustees went into Executive Session at 10:30 a.m. for the purpose of discussing litigation.

ANNOUNCEMENT AND DATE OF NEXT MEETING

The next meeting of the Trustees of the University of Wyoming is scheduled for January 19-20, 1990. There being no further business to come before the Trustees, the meeting adjourned at 12:30 p.m.

Respectfully submitted,

  
Terri Given Hennig  
Deputy Secretary

MINUTES OF  
CONFERENCE TELEPHONE MEETING OF THE  
EXECUTIVE COMMITTEE OF THE  
TRUSTEES OF THE UNIVERSITY OF WYOMING

November 3, 1989

A conference telephone meeting of the Executive Committee of the Trustees of the University of Wyoming was held at 3:15 p.m. on November 3, 1989, with committee members Hammons, Sharratt, and Updike present. Committee members Bussart and Schutte were absent. Also participating were Vice President Baccari and Special Assistant Baker of the University.

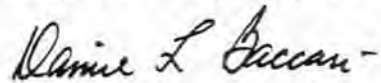
Mr. Baker provided information on the claim from Deines, Myrick, McLain & Associates for services provided as architects for an addition to the Department of Geology & Geophysics. Mr. Baccari explained that the 1986 Legislature appropriated \$699,473 for planning an addition to the Geology Building. The appropriation was cut by Governor's Executive Order and deappropriated by the 1987 Legislature. Because of the high priority placed on the addition, the University continued on with the planning even though the appropriation had been cut, with the understanding that \$699,473 in planning funds would be provided from a combination of federal planning grants, nongovernmental gifts and grants, and funds derived from unexpended bond revenues. Subsequently, an agreement was entered into with Deines, Myrick, McLain &

Associates on October 12, 1987, for a total of \$808,900, and the architects began to render services. The planning grants and nongovernmental gifts to be raised by the Department of Geology did not materialize, and on May 17, 1988, the University terminated the agreement.

It was moved by Trustee Sharratt and seconded by Trustee Updike to settle the claim with Deines, Myrick, McLain & Associates for \$10,000, and to submit the action for ratification to the Trustees at the December 9, 1989 meeting. The motion carried unanimously.

There being no further business to come before the committee, the conference telephone meeting was adjourned at 3:30 p.m.

Respectfully submitted,



Daniel L. Baccari



MINUTES OF  
CONFERENCE TELEPHONE MEETING OF THE  
EXECUTIVE COMMITTEE OF THE  
TRUSTEES OF THE UNIVERSITY OF WYOMING

December 1, 1989

A conference telephone meeting of the Executive Committee of the Trustees of the University of Wyoming was held at 11:00 a.m. on December 1, 1989, with committee members Bussart, Hammons, Updike, and Sharratt present. Committee member Schutte was absent. Also participating was David Baker, Special Assistant to the President.

Mr. Baker reported on the jury verdict in the case of John Meier & Sons, Inc. v. Seed Certification Service, Plant Science Division, University of Wyoming. The \$4.8 million verdict exceeds the University's insurance coverage for the claim. The insurance policy is for \$3,000,000 which has been reduced by the amount of payments made to date, estimated to be in excess of \$300,000. In addition, the University has a pending claim against the policy in the case of Bott v. UW which could further reduce the amount available to meet a final judgment in the Meiers case. Under terms of the policy, the insurance company must give its permission to any settlement of the case.

Trustees expressed concern about the handling of the litigation and the need for separate counsel to represent the University's interest with respect to the excess judgment and its relationship to the insurance carrier. It was agreed that Mr. Bruce Willoughby of the firm of Murane and Bostwick, who tried the case, will provide a full report on the litigation to the Board of Trustees at its December 9, 1989 meeting in executive session.

On motion of Mr. Sharratt, seconded by Mrs. Hammons, Mr. Baker was authorized to retain the services of attorney John Stanfield to make an evaluation of the matter. Mr. Stanfield will be invited to the December 9 Board meeting to hear the litigation report by way of background and, subsequently, to give any preliminary report he may have developed by that time.

Trustees also requested that Mr. Baker prepare and present to the Board at its December meeting a detailed summary of all recent and pending litigation, to coordinate preparation of a report on service and other outreach programs which may present exposure to legal liability similar to that in the seed certification program, and to request that Vice President Baccari re-examine the cost of the University's insurance. Mr. Baker said that he will calender quarterly litigation reports to the Board.

Trustees also discussed a proposal by Mr. Baker to authorize the President to settle small claims, up to \$20,000, along lines used by the state under its self-insurance program and provide regular reports to the Trustees. It was agreed that the proposal will be submitted to the Trustees at the December meeting.

Respectfully submitted,

*David L. Baker*

David L. Baker

Proposed Academic-Year Calendar\*

	<u>Fall 1990 Pre-Advisement- Days Change</u>	<u>Fall 1990 As Scheduled</u>	<u>Proposed Fall 1990-Post Labor Day Schedule without Homecoming Day</u>
Reporting Day	Aug 27	Aug 27	Aug 29 (department permission to report on September 4)
Registration Day	Aug 27	Aug 27	Sept 4
First Class Day	Aug 28	Aug 28	Sept 5
Last Class Day	Dec 14	Dec 12	Dec 14
Last Day Finals	Dec 22	Dec 20	Dec 22
# MWF Days	42	42	42
# TTR Days	30	30	28
Total # Class Days	72	72	70**

\* Decision Rule: Registration on the Tuesday after Labor Day, except if Labor Day falls on September 6 or 7. In the latter case, registration would take place on the Friday before Labor Day, and the first day of class would occur on the Tuesday after Labor Day. Spring semester would be scheduled to include 70 days, and would end one week earlier than normal, e.g., Spring 1991 would have registration on Jan 15, the first day of class on Jan. 16..., Commencement exercises on May 11.

\*\*The 1982-1989 mode and median were 71 days of class.

## RESEARCH MISCONDUCT PROCEDURE

The University of Wyoming is committed to integrity in research and will deal promptly and fairly with any allegation of misconduct in research pursuant to the following procedures administered by the Vice President for Research. For purposes of this procedure, misconduct in science means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting or reporting research; but not including honest error or honest differences in interpretations or judgments of data.

In conjunction with the procedures outlined in this policy, the Vice President for Research is responsible for complying with applicable Federal regulations, including notifying sponsoring agencies at the appropriate time and keeping Committees of Inquiry and Committees of Investigation well informed with respect to the requirements of these agencies.

Initial Allegations

Questions about, or suspicions of, misconduct in research should be brought to the attention of the Vice President for Research for confidential counseling and possible informal resolution. Official allegations of misconduct shall be presented to the Vice President for Research in writing. Anonymous reports will not be accepted. The Vice President for Research will acknowledge allegations in writing to the charging party.

After a review of the allegation, the Vice President for Research must decide within 15 days whether Committee of Inquiry is needed and, if so, establish such a committee promptly. The charging party must be informed, in writing, of the decision. If a decision is made to establish a Committee of Inquiry, the party charged must be informed in writing of the allegation, advised of the initiation of the inquiry process, and asked to provide information. The Vice President for Research shall consult with the appropriate dean or director in reaching any decision to establish a Committee of Inquiry.

Committee of Inquiry

The Vice President for Research shall appoint a three-member Committee of Inquiry. Committee members should be faculty or staff who, in the judgment of the Vice President for Research, have the appropriate seniority and knowledge to assess the alleged misconduct and do not have a conflict of interest that would interfere with an objective review. In the event the Vice President for Research determines that no member of the University community possesses sufficient specialized knowledge in the field of the researcher being charged, or is eligible to serve, one scholar from outside the University may be substituted on the Committee.

The Vice President for Research shall charge, in writing, the Committee of Inquiry to conduct a discreet inquiry based on separate communications with the parties. The purpose of the inquiry is to determine if there is reason to believe that misconduct has occurred. The inquiry should be limited to activities necessary to determine whether to recommend a formal investigation. The identities of the parties will be kept confidential by members of the Committee, if possible.

The Committee of Inquiry has 30 days to conduct the inquiry. If the inquiry cannot be reasonably completed within 30 days, the Committee may request an extension of up to 30 days from the Vice President for Research.

If a majority of the Committee of Inquiry recommend that a formal investigation be conducted, the Vice President for Research must establish a Committee of Investigation. If only a minority of the Committee of Inquiry recommend a formal investigation, the Vice President for Research may either dismiss the allegation or establish a Committee of Investigation. In the event the Committee of Inquiry determines that the allegations have been made in a capricious or malicious manner, they will report this to the Vice President for Research for appropriate action.

When a decision is made to establish a Committee of Investigation, the party charged must be informed of the identity of the charging party and given 15 days to respond prior to initiating the investigation. Sponsoring agencies shall be informed if appropriate or mandated.

#### Committee of Investigation

The Committee of Investigation will have five members. The Vice President for Research will appoint three members, one of whom was a member of the Committee of Inquiry. The Chairs of the University Research Coordination Committee and the Faculty Senate will each appoint one member.

The Vice President for Research shall charge, in writing, the Committee of Investigation to conduct a thorough investigation of the allegation. The Committee should have access to all persons and information needed to determine the extent to which misconduct has occurred. Otherwise, the investigation should be as confidential as possible.

The Committee of Investigation has 90 days to complete the investigation. If the investigation cannot be reasonably completed within 90 days, the Committee may request an extension of up to 30 days from the Vice President for Research.

The Committee of Investigation will prepare a written report which thoroughly documents the extent to which misconduct has occurred. This report will be given to the Vice President for Research and to the parties. In addition, the Committee of Investigation may recommend to the Vice President for Research a course of action based on their findings.

#### Appeal

The parties have 30 days following the receipt of the report from the Committee of Investigation to file an appeal of the findings of the Committee with the President, whose decision shall be final.

#### Determination of Action

Based on the report and following any appeal therefrom, the Vice President for Research will determine and take appropriate action which, in addition to notification to funding agencies, journals, and co-authors, may include specific sanctions or referral to the cognizant University officer for disciplinary action. Imposition of sanctions or disciplinary actions shall be pursuant to University procedures relating to grievances or appeals and pursuant to any hearings or appeals accorded to individuals subject to dismissal for cause.

UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

FINANCIAL REPORT

JUNE 30, 1989

## C O N T E N T S

	Page
INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS	1
FINANCIAL STATEMENTS	
Balance sheet	2 and 3
Statement of revenue, expenditures and changes in fund balances	4
Statement of current fund revenue, expenditures and other changes	5
Notes to financial statements	6-12
INDEPENDENT AUDITOR'S REPORT ON THE SUPPLEMENTARY INFORMATION	13
SUPPLEMENTARY INFORMATION	
Schedule of net pledged revenue	14-16
Capital expenditures	17
Debt service requirements of the July 15, 1984, July 15, 1986 and November 1, 1987 bond resolutions	18 and 19
Schedule of insurance coverage	20 and 21
INFORMATION REQUIRED BY BOND RESOLUTIONS	
Accounting procedures, practices and method of operations including compliance with requirements of bond resolutions and subsequent years' budget	22-24



# McGLADREY & PULLEN

Certified Public Accountants and Consultants

## INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS

To the Board of Trustees  
University of Wyoming  
Laramie, Wyoming

We have audited the combined balance sheet of certain Bond Funds of the University of Wyoming established by the June 1, 1978, July 15, 1984, July 15, 1986 and November 1, 1987 bond resolutions of the University of Wyoming as of June 30, 1989, and the related statements of revenue, expenditures and changes in fund balances and current fund revenue, expenses and other changes for the year then ended. These financial statements are the responsibility of the University's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As explained in Note 1 to the financial statements, the accompanying financial statements present only the Bond Funds established by the June 1, 1978, July 15, 1984, July 15, 1986 and November 1, 1987 bond resolutions of the University of Wyoming and are not intended to present fairly the financial position and results of operations of the University of Wyoming as a whole in conformity with generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bond Funds established by the June 1, 1978, July 15, 1984, July 15, 1986 and November 1, 1987 bond resolutions of the University of Wyoming as of June 30, 1989, and the revenue, expenditures and changes in fund balances and the current fund revenue, expenditures and other changes for the year then ended, in conformity with generally accepted accounting principles.

*McGladrey & Pullen*

Cheyenne, Wyoming  
September 22, 1989



UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

BALANCE SHEET  
June 30, 1989

ASSETS

Current funds	
Unrestricted:	
Cash	\$ 1,067,774
Accounts receivable (Note 5)	1,734,029
Inventories	1,038,822
Prepaid expenses	<u>221,242</u>
Total current funds	<u>\$ 4,061,867</u>
 Plant funds	
Unexpended:	
Cash	\$ 717,889
Accrued interest receivable	16,492
Investments, net	2,669,061
Total unexpended	<u>\$ 3,403,442</u>
 Renewals and replacement, cash	<u>\$ 1,044,563</u>
 Retirement of indebtedness:	
Cash	\$ 297,091
Prepaid expenses	482,988
Due from other funds (Note 7)	2,673,315
Total retirement of indebtedness	<u>\$ 3,453,394</u>
 Total plant funds	<u>\$ 7,901,399</u>

See Notes to Financial Statements.

LIABILITIES AND FUND BALANCES

Current funds	
Unrestricted:	
Accounts payable	\$ 308,206
Due to other funds (Note 7)	2,673,315
Accrued liabilities	195,700
Other	22,039
Fund balance, undesignated	<u>862,607</u>
Total current funds	<u>\$ 4,061,867</u>
Plant funds	
Unexpended:	
Fund balances - restricted	<u>\$ 3,403,442</u>
Renewals and replacement:	
Fund balance - restricted	<u>\$ 1,044,563</u>
Retirement of indebtedness:	
Accrued bond interest payable (Note 7)	\$ 2,668,315
Matured bond principal outstanding (Note 4)	205,000
Fund balances - restricted	580,079
Total retirement of indebtedness	<u>\$ 3,453,394</u>
Total plant funds	<u>\$ 7,901,399</u>

UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES  
Year ended June 30, 1989

	Current Funds	Plant Funds		
		Unexpended	Funds for Renewal and Replacement	Funds for Retirement of Indebtedness
Revenue and other additions:				
Sales and services of auxiliary enterprises	\$ 13,168,418	\$ -	\$ -	\$ -
Investment income	3,128,956	278,368	51,159	66,998
Government royalty	11,817,019	-	-	-
Government permanent land income	50,088	-	-	-
Other income	866,165	-	-	5,556
Reimbursement for overhead costs	900,000	-	-	-
Total revenue and other additions	<u>\$ 29,930,646</u>	<u>\$ 278,368</u>	<u>\$ 51,159</u>	<u>\$ 72,554</u>
Expenditures and other deductions:				
Unrestricted expenditures	\$ 11,691,499	\$ -	\$ -	\$ -
Interest on indebtedness	-	-	-	2,939,976
Retirement of indebtedness	-	-	-	2,000,000
Expended for plant facilities	-	4,171,708	754,316	-
Total expenditures and other deductions	<u>\$ 11,691,499</u>	<u>\$ 4,171,708</u>	<u>\$ 754,316</u>	<u>\$ 4,939,976</u>
Transfers among funds - additions/(deductions):				
Mandatory, principal and interest	\$ (872,726)	\$ -	\$ -	\$ 872,726
Other fund transfers (Note 2)	(17,432,037)	-	458,900	3,413,744
Total transfers	<u>\$(18,304,763)</u>	<u>\$ -</u>	<u>\$ 458,900</u>	<u>\$ 4,286,470</u>
Net (decrease) for the year	\$ (65,616)	\$ (3,893,340)	\$ (244,257)	\$ (580,952)
Fund balances at June 30, 1988	<u>928,223</u>	<u>7,296,782</u>	<u>1,288,820</u>	<u>1,161,031</u>
Fund balances at June 30, 1989	<u>\$ 862,607</u>	<u>\$ 3,403,442</u>	<u>\$ 1,044,563</u>	<u>\$ 580,079</u>

See Notes to Financial Statements.

UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

STATEMENT OF CURRENT FUND REVENUE, EXPENDITURES  
AND OTHER CHANGES  
Year ended June 30, 1989

Revenue:		
Sales		\$ 8,345,892
Dormitory and apartment rentals		4,822,526
Interest		3,128,956
Government royalty		11,817,019
Other revenue		916,253
Reimbursement for overhead costs		<u>900,000</u>
Total revenue		<u>\$ 29,930,646</u>
Expenditures and mandatory transfers:		
Cost of sales or rentals		\$ 4,894,797
Salaries		2,937,769
Maintenance and repair		756,702
Operating expenses		3,102,231
Mandatory transfers, principal and interest		<u>872,726</u>
Total expenditures and mandatory transfers		<u>\$ 12,564,225</u>
Other transfers, non-bond fund transfers		<u>\$ 17,432,037</u>
Net (decrease) in fund balances		<u><u>\$ (65,616)</u></u>

See Notes to Financial Statements.

UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

NOTES TO FINANCIAL STATEMENTS

Note 1. The Reporting Entity, Description of Funds and  
Significant Accounting Policies

REPORTING ENTITY

The financial statements present only the Bond Funds established by the June 1, 1978, July 15, 1984, July 15, 1986 and November 1, 1987 bond resolutions of the University of Wyoming and are not intended to present fairly the financial position and results of operations of the University of Wyoming taken as a whole in conformity with generally accepted accounting principles.

The financial statements include the "bond funds" which were created or continued by the University of Wyoming Facilities Refunding Revenue Bonds, Series June 1, 1978 Second Lien Special Purpose Revenue Bonds, July 15, 1984 Series B Facilities Revenue Bonds, the Series July 15, 1986 Facilities Refunding Revenue Bonds and the Series November 1, 1987 Facilities Revenue Bonds.

These "bond funds" include operations from the following:

- The University Bookstore
- The Student Union
- Food Service Facilities
- Housing Facilities
- Interest income on idle funds
- Government royalties
- Permanent land income
- Fees and games
- Utility income
- Telecommunications

DESCRIPTION OF FUNDS

The accounts of the Bond Funds are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts. The various funds are grouped as follows in the financial statements:

Combined Income and Operations Accounts (Current Funds):

The resolutions establish an income account to be credited for gross pledged revenue as defined therein and an operations and maintenance account to be charged for reasonable, necessary expenses for operating, maintaining, and repairing certain facilities with pledged revenue.

NOTES TO FINANCIAL STATEMENTS

Project Acquisition Funds (Unexpended Fund):

The Project Acquisition Funds were created to pay for all costs incidental to the financing and acquisition of the projects authorized by the Bond Resolutions.

Capital Fund (Renewals and Replacement Fund):

The Capital Fund, created by the June 1, 1967 Bond Resolution and continued by subsequent resolutions, is required to receive a minimum of 2% of net pledged revenue to maintain a continuing reserve of \$500,000. No payment to this fund is required unless withdrawals reduce the fund balance below the minimum reserve requirement.

Retirement of Indebtedness Funds:

1978 Second Lien Bond Fund:

The 1978 Second Lien Bond Fund was utilized for payment of matured interest coupons and bonds issued under the June 1, 1978 Bond Resolution.

Reserve Fund:

The Reserve Fund, created by the June 1, 1967 Bond Resolution and continued by subsequent resolutions, must be sufficient enough to fund the combined maximum annual principal and interest requirements of all First Lien securities required to be paid from pledged revenue unless surety bonds are maintained to fund the reserve requirement. The bonds have been obtained by the University.

Series B 1984 Bond Fund:

The Series B 1984 Bond Fund is utilized for payment of matured interest and bonds issued under the July 15, 1984 Bond Resolution.

Series 1986 Refunding Bond Fund:

The Series 1986 Refunding Bond Fund is utilized for payment of matured interest and bonds issued under the July 15, 1986 Bond Resolution.

Series 1987 Bond Fund:

The Series 1987 Bond Fund is utilized for payment of matured interest and bonds issued under the November 1, 1987 Bond Resolution.

## NOTES TO FINANCIAL STATEMENTS

### SIGNIFICANT ACCOUNTING POLICIES

#### Basis of accounting:

The financial statements of the University of Wyoming funds created or continued by the bond resolutions have been prepared on the accrual basis.

Since the bond resolutions do not require presentation of the investment in plant fund, it is not included within the financial statements.

The statement of current fund revenue, expenses, and other changes is a statement of financial activities of bond related funds for the current reporting period. It does not purport to present the results of operations or the net income or loss for the period.

To the extent that revenue funds are used to finance plant assets, the amounts so provided are accounted for as nonmandatory transfers to the investment in plant fund.

#### Fund accounting:

In order to ensure observance of limitations and restrictions placed on the use of the resources available to the University, the accounts of the University are maintained in accordance with the principles of "fund accounting." This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into funds that are in accordance with specified activities or objectives and bond resolutions. Separate accounts are maintained for each fund.

Fund balances are restricted in accordance with the bond resolutions. Restricted funds may only be utilized in accordance with the purposes established by the bond resolutions. Undesignated fund balances, although not restricted through bond resolutions, will remain available as additional reserve for debt service as directed by the Board of Trustees.

All gains and losses arising from the sale, collection, or other disposition of investments and other noncash assets are accounted for in the fund which owned such assets. Ordinary income derived from investments is accounted for in the fund owning such assets, except for interest income on idle University of Wyoming current operating funds, which is specifically identified as pledged revenue and included in current funds.

## NOTES TO FINANCIAL STATEMENTS

### Inventories:

Inventories are stated at the lower of cost or market. Cost is determined principally by the first-in, first-out and retail methods.

### Investments:

Investments are stated at par, net of any unamortized premiums or unaccreted discounts. Premiums and discounts are amortized over the life of the particular investment.

### Note 2. Other Fund Transfers

The University transfers the revenue in excess of bond requirements as permitted by Section 513 of the bond resolutions. These transfers are used for general University operations.

### Note 3. Investments

At June 30, 1989, investments are made up of pooled investments, primarily FHLB and FNMA discount notes.

### Note 4. Outstanding Bond Issues

The University Bond Funds have the following bond issues outstanding at June 30, 1989.

#### Series June 1, 1978 Special Purpose Revenue Bonds:

These bonds were originally issued for the purchase of the University's mainframe computer. Under the June 1, 1978 Bond Resolution, the University's Current Fund made semiannual transfers to the Sinking Fund to provide for the payment of the Series June 1, 1978 bonds at maturity. The outstanding principal balance of \$7,365,000 matured at June 1, 1988. The unredeemed balance at June 30, 1989 is \$205,000.

#### Series B - July 15, 1984 Facilities Improvement Revenue Bonds:

The proceeds from these bonds, after the payment of issuance costs, are being used to construct and equip an Animal Science/Molecular Biology building on the University of Wyoming campus. The outstanding principal balance at June 30, 1989 is \$5,950,000.



NOTES TO FINANCIAL STATEMENTS

Series July 15, 1986 Facilities Refunding Revenue Bonds:

In July, 1986 the University has issued and outstanding, \$32,710,000 Facilities Refunding Revenue Bonds, Series July 15, 1986. The proceeds of these bonds, net of the underwriter's discount and cost of issuance, were used to purchase U.S. Government Securities which have been placed in escrow to provide funding to pay all future principal and interest on the Series A - May 15, 1984 Facilities Refunding Revenue Bonds with a current outstanding principal balance of \$21,130,000.

The July 15, 1986 escrow funds are held by independent trustees and are not included in the accompanying financial statements. As of June 30, 1989, it is believed that the funds in the escrow account are sufficient to pay all principal and interest as they become due. However, the University is contingently liable if, for any reason, the funds become insufficient. After the principal and interest on all outstanding bonds have been paid, the remaining funds in the escrow account, together with any interest thereon, shall be returned to the University.

Series November 1, 1987 Revenue Bonds:

The proceeds from these bonds, after the payment of issuance costs, are being used to purchase and install a telecommunications system on the University of Wyoming Campus. The outstanding principal balance at June 30, 1989 is \$7,600,000.

Aggregate maturities of the long-term debt at June 30, 1989 are as follows:

1990	\$ 2,530,000
1991	3,055,000
1992	3,030,000
1993	3,250,000
1994	3,280,000
Later years	31,115,000
	<u>\$46,260,000</u>

Note 5. Major Source of Revenue and Related Party Receivable

The University of Wyoming Pledged Revenue Fund received \$11,817,019 from the State of Wyoming for its share of Federal mineral royalties. This represents approximately 39% of the total revenue pledged to secure the Bond Funds.

The University of Wyoming Bond Funds also has approximately \$1,137,000 in accounts receivable for various departments within the University.

NOTES TO FINANCIAL STATEMENTS

Note 6. Commitments

The unexpended plant funds at June 30, 1989 are funds from the Series B 1984 and November 1, 1987 bond issues. These funds will be used in the construction of the new Animal Science/Molecular Biology building and University telecommunications system. Various commitments exist concerning these construction projects.

Note 7. Due to and from Other Funds and Accrued Interest Payable

The amount due to and from other funds representing accrued interest payable and matured bond principal outstanding is made up of the following:

Amortization of bond discount on capital appreciation bonds	\$2,513,481
Matured interest payable on bonds paying interest currently	154,834
	<u>\$2,668,315</u>
Matured bond principal outstanding	5,000
	<u>\$2,673,315</u>

The capital appreciation bonds mature semi-annually from December 1, 1992 through June 1, 2000. The amortization of discount will accrue to a maximum of \$6,237,860 at December 1, 1992, and decrease as the capital appreciation bonds are redeemed.

Note 8. Retirement Commitments

All full-time and benefited part-time University of Wyoming Bond Funds employees have the option of participating in either the Wyoming Retirement System or the University sponsored defined contribution pension plan. The Wyoming Retirement System ("System") is a multiple-employer public employee retirement system. The payroll for employees covered by the System for the year ended June 30, 1989 was \$1,894,881.

Employees who retire at or after age 60 with four years of credited service are entitled to a retirement benefit according to predetermined formulas and allowed to select one of five optional methods for receiving benefits. Early retirement is allowed provided the employee has completed four years of service and attained age 50, but will result in a reduction of benefits based on the length of time remaining to normal retirement age. The System also provides death and disability benefits. Benefits are established by State statute.

## NOTES TO FINANCIAL STATEMENTS

The System statutorily requires 11.25% of the covered employees salary to be contributed to the plan, of which 3.71% is paid by the employee and the remaining 7.54% is paid by the University of Wyoming Bond Funds. The University's contribution requirement for the year ended June 30, 1989 was \$143,484.

The "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure, which is the actuarial present value of credited projected benefits, is intended to help users assess the System's funding status on a going-concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among PERS and employers. The System does not make separate measurements of assets and pension benefit obligation for individual employers. The pension benefit obligation at January 1, 1988 for the System as a whole, determined through an actuarial valuation performed as of that date was \$1.25 billion. The System's net assets available for benefits on that date (valued at market) was \$1.23 billion, leaving an unfunded pension benefit obligation of \$20 million. The University of Wyoming Bond Funds' 1989 contribution represented .28% of total contributions required of all participating entities.

Historical trend information showing the System's progress in accumulating sufficient assets to pay benefits when due is presented in the System's December 31, 1988 annual financial report for the periods for which the information is available.

For those employees not electing to participate in the System, the University has a defined contribution pension plan ("Plan"). The Plan requires 11.25% of the covered employees salary to be contributed to the Plan, of which 3.71% is paid by the employee and the remaining 7.54% is paid by the University of Wyoming Bond Funds. The total expense for the year amounted to \$9,539.



# McGLADREY & PULLEN

Certified Public Accountants and Consultants

## INDEPENDENT AUDITOR'S REPORT ON THE SUPPLEMENTARY INFORMATION

To the Board of Trustees  
University of Wyoming  
Laramie, Wyoming

Our audit was made for the purpose of forming an opinion on the financial statements of certain bond funds of the University of Wyoming taken as a whole. The supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information, except for that portion marked "unaudited", on which we express no opinion, has been subjected to the auditing procedures applied in the audit of the financial statements of certain bond funds of the University of Wyoming and, in our opinion, is fairly stated in all material respects in relation to those financial statements taken as a whole.

*McGladrey + Pullen*

Cheyenne, Wyoming  
September 22, 1989

UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

SCHEDULE OF NET PLEDGED REVENUE  
Year Ended June 30, 1989

	<u>University Bookstore</u>	<u>Student Union</u>	<u>Washakie Food Services</u>
Gross pledged revenue:			
Sales	\$ 4,042,516	\$ 760,280	\$ 3,543,096
Dormitory and apartment rentals	-	-	-
Interest	-	9,611	-
Government royalty	-	-	-
Reimbursement for overhead costs	-	-	-
Other income:			
Fees and games	-	461,176	-
Utility sales	-	-	-
Permanent land fund	-	-	-
Miscellaneous	12,077	850	25,690
	<u>\$ 4,054,593</u>	<u>\$ 1,231,917</u>	<u>\$ 3,568,786</u>
Total			
Operation and maintenance expenses:			
Cost of sales or rentals	\$ 2,981,073	\$ 229,067	\$ 1,221,592
Salaries	436,181	593,092	1,008,104
Maintenance and repair	13,320	49,624	127,859
Operating expenses:			
Administrative assessment	52,102	10,547	153,564
Bad debts	2,344	-	739
Garbage removal	-	-	10,044
Insurance	3,191	13,804	14,226
Laundry	-	3,841	7,986
Other payroll costs	87,158	109,325	184,157
Parts and supplies	56,874	70,517	138,315
Rent	66,180	-	-
Travel	15,870	4,829	8,761
Utilities	12,822	29,151	63,037
Real estate taxes	-	-	-
Miscellaneous	45,804	48,571	48,123
	<u>\$ 3,772,919</u>	<u>\$ 1,162,368</u>	<u>\$ 2,986,507</u>
Depreciation expense	26,083	34,635	80,339
Loss (gain) on sale of equipment	-	(196)	-
	<u>\$ 3,799,002</u>	<u>\$ 1,196,807</u>	<u>\$ 3,066,846</u>
Total			
Net pledged revenue	<u>\$ 255,591</u>	<u>\$ 35,110</u>	<u>\$ 501,940</u>

<u>Housing Facilities</u>	<u>Other Revenue</u>	<u>Total</u>
\$ -	\$ -	\$ 8,345,892
4,822,526	-	4,822,526
-	3,119,345	3,128,956
-	11,817,019	11,817,019
-	900,000	900,000
-	-	461,176
-	191,414	191,414
-	50,088	50,088
-	174,958	213,575
<u>\$ 4,822,526</u>	<u>\$16,252,824</u>	<u>\$29,930,646</u>
\$ 463,065	\$ -	\$ 4,894,797
900,392	-	2,937,769
565,899	-	756,702
609,360	-	825,573
-	-	3,083
45,972	-	56,016
71,234	-	102,455
16,233	-	28,060
197,747	-	578,387
192,364	-	458,070
-	-	66,180
-	-	29,460
637,656	-	742,666
23,200	-	23,200
40,312	6,271	189,081
<u>\$ 3,763,434</u>	<u>\$ 6,271</u>	<u>\$11,691,499</u>
125,115	-	266,172
31,390	-	31,194
<u>\$ 3,919,939</u>	<u>\$ 6,271</u>	<u>\$11,988,865</u>
<u>\$ 902,587</u>	<u>\$16,246,553</u>	<u>\$17,941,781</u>

UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

SCHEDULE OF NET PLEDGED REVENUE (Continued)  
Year Ended June 30, 1989

Net pledged revenue	<u>\$17,941,781</u>
Maximum annual debt service requirement (fiscal 1991):	
Principal	\$ 3,055,000
Interest	<u>1,645,058</u>
	<u>\$ 4,700,058</u>
Excess of net pledged revenue over maximum debt service requirement	<u>\$13,241,723</u>
Percentage of net pledged revenue to maximum debt service requirement	<u>382%</u>
Percentage of net pledged revenue to current debt service requirements	<u>446%</u>

UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

CAPITAL EXPENDITURES  
For the Year Ended June 30, 1989

	<u>Furniture and Equipment</u>
Capital expenditures made from current funds:	
Crane - Hill Halls	\$ 18,896
Downey Hall	4,235
McIntyre Hall	4,249
Orr Hall	54,224
White Hall	4,003
Washakie Recreation Area	19,344
Student Apartments	91,299
Spanish Walk Apartments	26,878
Bookstore	34,723
Union	35,101
Washakie Center - Food Service	<u>63,173</u>
Total capital expenditures	<u>\$356,125</u>



UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

DEBT SERVICE REQUIREMENTS OF THE JULY 15, 1984,  
JULY 15, 1986 AND NOVEMBER 1, 1987 BOND RESOLUTIONS  
June 30, 1989

Fiscal Year Ending June 30,	July 15, 1984 Bond Resolution (Series B 1984)		
	Principal	Interest	Total
1990	\$ 2,150,000	\$ 532,425	\$ 2,682,425
1991	2,650,000	344,300	2,994,300
1992	1,150,000	105,800	1,255,800
1993	-	-	-
1994	-	-	-
1995	-	-	-
1996	-	-	-
1997	-	-	-
1998	-	-	-
1999	-	-	-
2000	-	-	-
2001	-	-	-
2002	-	-	-
2003	-	-	-
	<u>\$ 5,950,000</u>	<u>\$ 982,525</u>	<u>\$ 6,932,525</u>

July 15, 1986 Bond Resolution (Series 1986)			November 1, 1987 Bond Resolution (Series 1987)			Combined Annual Requirement
Principal	Interest	Total	Principal	Interest	Total	
\$ -	\$ 763,863	\$ 763,863	\$ 380,000	\$ 560,076	\$ 940,076	\$ 4,386,364
-	763,862	763,862	405,000	536,896	941,896	4,700,058
1,450,000	763,863	2,213,863	430,000	511,380	941,380	4,411,043
2,795,000	675,050	3,470,050	455,000	483,000	938,000	4,408,050
2,795,000	675,050	3,470,050	485,000	452,060	937,060	4,407,110
2,795,000	675,050	3,470,050	520,000	418,110	938,110	4,408,160
2,795,000	675,050	3,470,050	560,000	380,670	940,670	4,410,720
2,795,000	675,050	3,470,050	600,000	339,230	939,230	4,409,280
2,795,000	675,050	3,470,050	645,000	294,230	939,230	4,409,280
2,795,000	675,050	3,470,050	695,000	245,210	940,210	4,410,260
2,795,000	675,050	3,470,050	750,000	191,696	941,696	4,411,746
2,750,000	624,425	3,374,425	805,000	133,196	938,196	4,312,621
2,960,000	412,300	3,372,300	870,000	69,600	939,600	4,311,900
3,190,000	182,970	3,372,970	-	-	-	3,372,970
<u>\$32,710,000</u>	<u>\$ 8,911,683</u>	<u>\$41,621,683</u>	<u>\$ 7,600,000</u>	<u>\$ 4,615,354</u>	<u>\$12,215,354</u>	<u>\$60,769,562</u>

UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

SCHEDULE OF INSURANCE COVERAGE  
June 30, 1989  
(Unaudited)

1. Policy Number: INPD1-34-19-000 - Primary  
INPD1-80-53-80-9 Excess over  
general liability and auto  
Insurer: CIGNA  
Expiration date: March 17, 1990  
Risks covered and amount:  
All risks, including fire, theft  
Blanket per schedule on file  
(90% coinsurance clause) \$419,494,102  
Bodily injury and property damage  
liability combined, each occurrence \$ 3,000,000  
Business interruption \$ 2,700,000
  
2. Policy Number: HO 0887869  
Insurer: CIGNA  
Expiration date: March 17, 1990  
Risks covered and amount:  
All vehicles:  
Bodily injury and property damage:  
Each payment \$ 3,000,000  
Each occurrence \$ 3,000,000  
Medical payments:  
Each payment \$ 5,000
  
3. Policy Number: 3F68514100  
Insurer: Kemper Group  
Expiration date: May 1, 1990  
Risks covered and amount:  
Money orders and counterfeit currency \$ 50,000  
Depositors' forgery \$ 700,000  
Cash on location per schedule \$200 - \$1,800,000
  
4. Policy Number: 3XN-020-554-01  
Insurer: Kemper Group  
Expiration date: July 1, 1990  
Risks covered and amount:  
Blanket property loss, property damage liability,  
bodily injury and defense, settlement, supplementary  
payments coverage over specified power and electrical  
equipment, each per accident \$ 20,000,000

UNIVERSITY OF WYOMING  
CERTAIN BOND FUNDS

SCHEDULE OF INSURANCE COVERAGE (Continued)  
June 30, 1989  
(Unaudited)

5. Policy Number: None  
Insurer: State of Wyoming  
Expiration date: None  
Risks covered and amount:  
Worker's compensation Statutory Limits
6. Policy Number: ELP 8800131  
Insurer: United Educators  
Expiration date: February 1, 1990  
Risks covered and amount:  
Legal liability \$ 3,000,000
7. Policy Number: 3822(1)  
Insurer: Municipal Bond Insurance Association  
Expiration date: None  
Risks covered and amount:  
Payment of bonds (principal and interest  
to bondholders) Maturing Bond  
Principal and  
Interest

In addition to the above listed policies, the University of Wyoming maintains a number of insurance policies covering specialized risks involving, among others, special equipment, aircraft, art objects, employers' overseas liability and livestock mortality.

The foregoing summary of insurance coverage is presented on the basis of unaudited information obtained from policies on file with the University of Wyoming. The adequacy of the coverage was not investigated by the auditors.



# McGLADREY & PULLEN

Certified Public Accountants and Consultants

To the Board of Trustees  
University of Wyoming  
Laramie, Wyoming

We have audited the financial statements of certain Bond Funds of the University of Wyoming and have issued our report thereon dated September 22, 1989. The following comments are presented as specified by the bond resolutions. The information has been subjected to the audit procedures applied in the examination of the financial statements and supplementary data.

## Accounting Procedures, Practices and Methods of Operation

The accounting procedures and practices established for the University of Wyoming as a whole are applied to the auxiliary enterprises. Revenue is received by the University cashier and is deposited in the general bank account. Expenditure vouchers are processed and paid through the University business office. Purchases and payrolls for the auxiliary enterprises are processed under the same systems in use for the University, except that the bookstore issues its own purchase orders. The University records are maintained on a cash basis. The auxiliary enterprises maintain their own books of account on the accrual basis which are reconciled monthly to the University records.

The business office has established income funds for the purpose of accounting for revenue pledged for the bond issues. For accounting convenience, separate operation and maintenance funds, as prescribed by the bond resolutions, have not been established since the expenses are similarly accounted for by charging them to separate accounts in the income funds.

The Division of Service and Auxiliary Enterprises has the responsibility for the management of food services and the bookstore. The Division has its own staff of trained managers, food service personnel, accountants, etc. Management of all dormitories and student apartments is the responsibility of the Director of Housing. The management of the Wyoming Union is the responsibility of the Director of the Wyoming Union. Budget and accounting responsibilities for all dormitories, student apartments and the Wyoming Union is the responsibility of the Division of Service and Auxiliary Enterprises.

## Compliance With Requirements of Bond Resolutions

The accounting procedures and practices of the University conform to the requirements of the bond resolutions in all material respects.

The following items of noncompliance with the bond covenants were noted in connection with our audit:

1. The University does not maintain records relating to pledged revenue showing the number of users by classes or the pledged revenue received from charges by classes of users, and monies otherwise received pertaining to the facilities as required by the bond covenants.

Correspondingly, the auditors' report does not include a statement showing the number of customers per class of users and the revenue per class of users at the beginning and at the end of the audit period as required.

### Response

The University maintains records it considers necessary for the prudent management of each facility. Since "classes of users" is not defined by the bond resolutions, and the term is so ambiguous, the University is at a loss as to what to report. However, the following list is an example of the type of records that are kept, and are available for examination:

- Occupancy of Residency Halls and Apartments
- Number of individuals on different Food Service board plans
- Customer counts in the Bookstore and Union
- Singles vs. families in Apartments
- Faculty/Staff vs. students in Apartments
- Freshman, sophomores, juniors, seniors and graduates in Residence Halls
- Males vs. females in Residence Halls
- Number of doubles or singles in Residence Halls
- Number of guests in Residence Halls
- Number eating each meal in Food Service
- Food Service participation rate
- Percentage of Bookstore credit card or charge sales
- Student Union Fees

2. The University has not, on or before the first day of July in each year, filed with the purchaser or purchasers, a certificate signed and verified by an officer of the University, stating that the University has complied with the insurance requirement of the bond covenants, listing all policies carried, and also stating that all insurance premiums have been paid.

In addition, the University has not furnished by first-class mail, postage prepaid, within 90 days from the time each audit report is prepared and filed with the University, a copy of such report to the holder of any of the outstanding bonds and to a purchaser as required by the bond ordinances.

Response

The University has, as a matter of prudent management, consistently renewed or rebid the insurance policies in adequate time to prevent any lapse in coverage. An annual certificate of insurance has not been filed with the purchaser or purchasers of the University bonds. The University has no record of the purchaser or purchasers; however, annual certificates of insurance will be sent to the paying agents. For similar reasons, the University annually sends the bond audit report only to the paying agents. Certificates of insurance and audit reports are available upon request.

Subsequent Year's Budget

Based on information contained in the approved budget for the year ending June 30, 1990, the rates, fees and other charges will produce net pledged revenue in an amount of at least 130% of the year's debt service requirements. Because the budget is based on assumptions and estimates, and since some assumptions inevitably will not materialize, and unanticipated events may occur, we can express no opinion on the achievability of the budget.

*M<sup>rs</sup> Gladrey & Bullen*

Cheyenne, Wyoming  
September 22, 1989

I, MARY K. VORE, Secretary of TUF Ranches, Inc., DO HEREBY CERTIFY that the Board of Directors of TUF Ranches, Inc. has authority to act on behalf of TUF Ranches, Inc.; that the by-laws of TUF Ranches, Inc., provide, among other things, that there shall be officers of the corporation and that such officers shall have the powers and duties usually incident to their respective offices; and that the officers of TUF Ranches, Inc., include a President, Vice President, Secretary, and Treasurer.

I, FURTHER CERTIFY that the Board of Directors, at a meeting held on NOVEMBER 26, 1989, at which a quorum was present and acting throughout, adopted the following resolution and that such resolution is now in full force and effect:

RESOLVED: That TUF Ranches, Inc. hereby ratifies and confirms the actions of its deceased President, Woodrow Vore, and specifically ratifies and confirms the warranty deed dated September 5, 1989, from TUF Ranches, Inc., to University of Wyoming Board of Trustees, and the Joint Resolution of the University of Wyoming and TUF Ranches, Inc., dated September 5, 1989, and further ratifies and confirms the additional Agreement Regarding Development of Vore Buffalo Jump Archaeological Site, dated NOVEMBER 26, 1989.

I FURTHER CERTIFY that DORIS A. VORE V.P. and MARY K. VORE presently occupy, respectively, the offices of President and Treasurer of said corporation.

IN WITNESS WHEREOF, I have set my hand as Secretary of TUF Ranches, Inc., and the seal of said Corporation this 26TH. day of November, 1989.

Mary K. Vore  
Secretary

(SEAL)

STATE OF WYOMING )  
                          ) SS  
COUNTY OF CROOK )

The foregoing instrument was acknowledged before me by MARY K. VORE this 27TH. day of November, 1989. Witness my hand and official seal.

Alene J. Tenke  
Notary Public

My commission expires:           MARCH 24, 1991



AGREEMENT REGARDING DEVELOPMENT OF  
VORE BUFFALO JUMP ARCHAEOLOGICAL SITE

THIS AGREEMENT IS MADE THIS 26TH. day of NOVEMBER, 1989, 1989, by and between, TUF Ranches, Inc., (hereinafter TUF) and the University of Wyoming Board of Trustees, (hereinafter University).

WHEREAS, TUF now owns an archaeological site which has been investigated by the University of Wyoming Department of Anthropology; and

WHEREAS, this investigation has shown the Vore Buffalo Jump to be one of the most significant archaeological sites in the world, and has caused the site to be placed on the National Register of Historic Places; and

WHEREAS, the University of Wyoming Department of Anthropology is conducting a study of the potential of the site as a research and educational center; and

WHEREAS, both parties agree that development and management of the site by professional archaeologists from the University would obtain the maximum benefit from the site in terms of research and education, and would make the site a showcase for the population of the world,

NOW THEREFORE in consideration of the mutual covenants and promises contained herein, the parties agree that:

1. This agreement incorporates herein the Joint Resolution of the parties dated September 5, 1989. In the event that any terms or conditions herein are inconsistent with the Joint Resolution or are more limiting than the Joint Resolution, the terms and conditions of this Agreement are to control.

2. TUF will deed to the University the Vore Buffalo Jump and appurtenant lands adjacent thereto as set forth in the deed for "Tract B" dated September 5, 1989, and as more fully described on the plat hereto attached and made a part of this agreement (hereinafter "site").

3. University will use its best efforts to develop an archaeological site which will include a site museum/building facility which will cover the jump and a field lab facility. The site may also contain an extended museum facility and other buildings as needed. In order to help defray the costs of operating the site, University may operate a museum shop selling items standard to a museum setting.

4. University has the sole discretion to determine whether any food, beverage, or lodging concession will be allowed on

"Tract B." In the event the University determines that a food and beverage concession to service the visiting public is desired, pursuant to the deed, TUF has the concession rights. In return for providing water and electricity to the concession site on "Tract B," TUF agrees to pay five percent (5%) to University of the gross of the concession on "Tract B." In the event that TUF determines that it does not want to operate a concession on "Tract B," and University determines that a food and beverage concession is desired to service the needs of the visiting public, TUF agrees to grant its concession rights to University in return for five percent (5%) of the gross of the concession on "Tract B."

5. For the purposes of this Agreement and the Joint Resolution and deed, the premises are deemed to be "open to the public" when University allows general admission of the public, with or without a fee, and with or without completion at facilities construction. University has sole authority and discretion to determine when the site is to be opened to the public.

6. TUF agrees to continue to limit access to the site and periodically inspect the site as it has in the past until given notice by the University. University will maintain property and liability insurance for the site. TUF will carry insurance necessary to cover its respective interests.

7. University will continue to allow access for ranching purposes to the property shown as Tract A on the plat, until such a time as satisfactory, direct access from the adjacent frontage road is allowed by the Wyoming Highway Department. University will continue to allow free use of Tract B for grazing livestock until such a time as construction, opening to the public, or other activities make grazing no longer feasible.

8. TUF may use its best efforts to develop a lodging facility and/or trailer/camping area, and a food facility on the adjacent "Tracts A and/or C" described on the attached plat. In the event TUF decides to develop such facilities, TUF agrees to limit lighted signs and other advertisement so that such are not obtrusive.

9. The parties agree to work in the spirit of long term cooperation and continued consultation on such matters as landscaping between the two properties, sharing of water and other resources, access to adjacent property, and other matters.

10. Both parties expressly understand that University is a publicly funded institution and as such is dependent upon legislative allotments and other funding sources for its continued operation. University makes no representations or warranties whatsoever that the Vore Buffalo Jump site will be developed or that once it is developed it will continue to be operated and funded.

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

12. Any actions or claims against the University under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. §1-39-101 et seq. (1977) as amended.

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

14. The signators hereto represent and warrant that they have legal authority to enter into this agreement.

TUF RANCHES, INC.

UNIVERSITY OF WYOMING  
BOARD OF TRUSTEES

*James A. Tane V. Pres.*  
\_\_\_\_\_  
President

\_\_\_\_\_  
Ford T. Bussart  
President

*Mary K. Dore*  
\_\_\_\_\_  
Secretary

JOINT RESOLUTION OF THE  
UNIVERSITY OF WYOMING AND TUF RANCHES, INC.

A Resolution Authorizing the Transfer of Title to Lands Known as the Vore Buffalo Jump to the University of Wyoming Board of Trustees.

Whereas, the TUF Ranches, Inc. now owns an archaeological site which has been investigated by the Department of Anthropology, and  
Whereas, this investigation has shown the Vore Buffalo Jump to be one of the most significant archaeological sites in the world, and has caused the site to be placed on the National Register of Historic Places, and  
Whereas, the Department of Anthropology is conducting a study of the potential of the site as a research and educational center, and  
Whereas, both parties agree that development and management of the site by professional archaeologists from the Department of Anthropology would obtain the maximum benefit from the site in terms of research and education, and would make the site a showcase for the population of the world,

Now Therefore Be It Resolved by the TUF Ranches, Inc. and the University of Wyoming that the Vore Buffalo Jump and appurtenant lands adjacent thereto be deeded to the University of Wyoming as per the deed for "Tract B" on the plat hereto attached and made a part of this agreement.

Be It Further Resolved that this agreement is entered into in the spirit of long term cooperation with regard to the development of the property deeded to the University and adjacent properties retained by TUF Ranches, Inc., including continued consultation between both parties about landscaping and construction, sharing of water and other resources, access to adjacent property, and other matters, and

Be It Further Resolved more specifically that the University will continue to allow access for ranching purposes to the property shown as Tract A, until such a time as satisfactory, direct access from the adjacent frontage road is allowed by the Wyoming Highway Department, and that the University will continue to allow free use of Tract B for grazing livestock until such a time as construction or other activities make grazing no longer feasible, and

Be It Finally Resolved that the University will not establish, nor allow parties other than the Vore Family to establish, commercial operations of any kind on Tract B, with the exception of those standard in a museum setting such as a small University museum shop selling anthropological publications and other materials related to the educational purpose of the facility.

Dated this 5 day of Sept, 1969

W. Rodney Vore  
President, TUF Ranches, Inc.

\_\_\_\_\_  
President, Univ. of Wyoming

Mary Vore  
Secretary, TUF Ranches, Inc.

Doris Vore  
Stockholder

\_\_\_\_\_  
President, Board of Trustees

James Vore  
Stockholder

WARRANTY DEED

TUF RANCHES, INC.

grantor of Box 338, Beulah, Crook County, and State of Wyoming, for and in consideration of One Dollar and Other Good and Valuable Consideration

in hand paid, receipt whereof is hereby acknowledged, CONVEY AND WARRANT TO University of Wyoming Board of Trustees,

grantee of Albany County and State of Wyoming

the following described real estate, situate in Crook County and State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

Tract B located in the Southeast Quarter of Section Thirty-four (34), Township Fifty-three (53) North, Range Sixty-one (61) West of the 6th P.M., Crook County, Wyoming, as more fully described by the plat thereof filed for record in the Office of the Crook County Register of Deeds on the 2nd day of August, 1989, at 4:00 o'clock, p.m., in File Number 244, Map Number 128. RESERVING, however, unto Grantor, its successors and assigns, all mineral, oil and gas rights, if any, and subject to a thirty (30) foot ingress and egress easement to Tract A as shown on the plat of Tract B; and further reserving to Grantor, its successors and assigns, all concession rights for food, beverage and lodging sales to the public.

It is further agreed that if said Grantee does not open the premises to the public within twelve (12) years from the date of this conveyance, then said premises shall revert to the Grantor or its successors or assigns.

WITNESS our hands this 5th day of September, 1989.

TUF RANCHES, INC.

ATTEST: Doris A. Vore Its Vice President

BY: Woodrow Vore, President

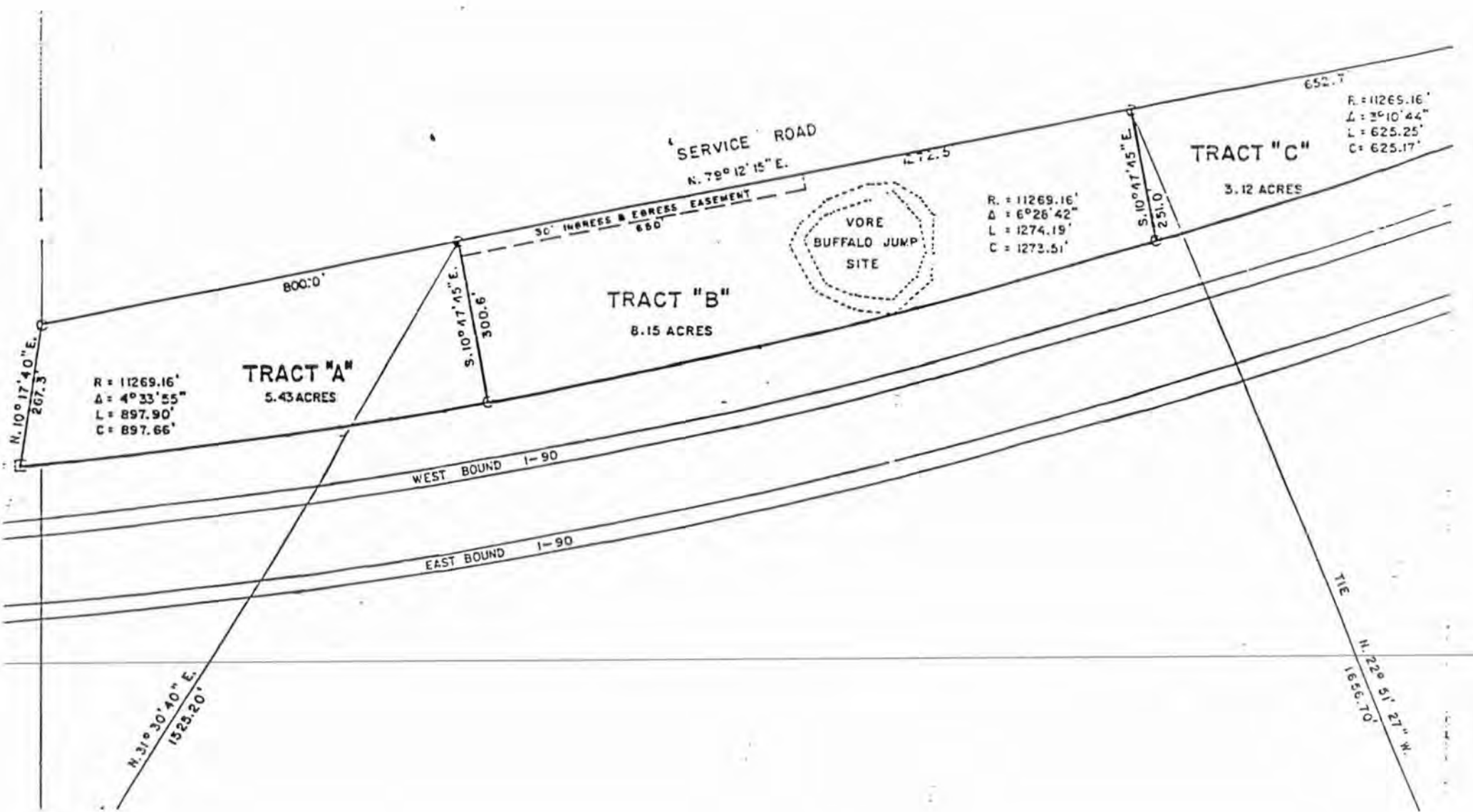
State of South Dakota } ss. County of Lawrence

The foregoing instrument was acknowledged before me this 5th day of September, 1989

Witness my hand and official seal.

Signature of Notary Public

My Commission Expires: 7-5-90



N. 10° 17' 40" E.  
267.3'

R = 11269.16'  
Δ = 4° 33' 55"  
L = 897.90'  
C = 897.66'

**TRACT "A"**  
5.43 ACRES

800.0'

S. 10° 47' 45" E.  
300.6'

**TRACT "B"**  
8.15 ACRES

**SERVICE ROAD**  
N. 79° 12' 15" E.  
172.5'

30' INGRESS & EGRESS EASEMENT  
650'

VORE  
BUFFALO JUMP  
SITE

R = 11269.16'  
Δ = 6° 26' 42"  
L = 1274.19'  
C = 1273.51'

S. 10° 47' 45" E.  
251.0'

**TRACT "C"**  
3.12 ACRES

652.7'

R = 11265.16'  
Δ = 3° 10' 44"  
L = 625.25'  
C = 625.17'

WEST BOUND I-90

EAST BOUND I-90

N. 31° 30' 40" E.  
1523.20'

TIE  
N. 22° 51' 27" W.  
1656.10'

WARRANTY DEED

TUF RANCHES, INC.

grantor of Box 338, Beulah, Crook County, and State of Wyoming, for and in consideration of One Dollar and Other Good and Valuable Consideration

XXXXXXXX  
XXXXXXXX

in hand paid, receipt whereof is hereby acknowledged, CONVEY AND WARRANT TO University of Wyoming Board of Trustees,

grantee of Albany County and State of Wyoming

the following described real estate, situate in Crook County and State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

Tract B located in the Southeast Quarter of Section Thirty-four (34), Township Fifty-three (53) North, Range Sixty-one (61) West of the 6th P.M., Crook County, Wyoming, as more fully described by the plat thereof filed for record in the Office of the Crook County Register of Deeds on the 2nd day of August, 1989, at 4:00 o'clock, p.m., in File Number 244, Map Number 128. RESERVING, however, unto Grantor, its successors and assigns, all mineral, oil and gas rights, if any, and subject to a thirty (30) foot ingress and egress easement to Tract A as shown on the plat of Tract B; and further reserving to Grantor, its successors and assigns, all concession rights for food, beverage and lodging sales to the public.

It is further agreed that if said Grantee does not open the premises to the public within twelve (12) years from the date of this conveyance, then said premises shall revert to the Grantor or its successors or assigns.

WITNESS our hands this 5th day of September, 1989.

TUF RANCHES, INC.

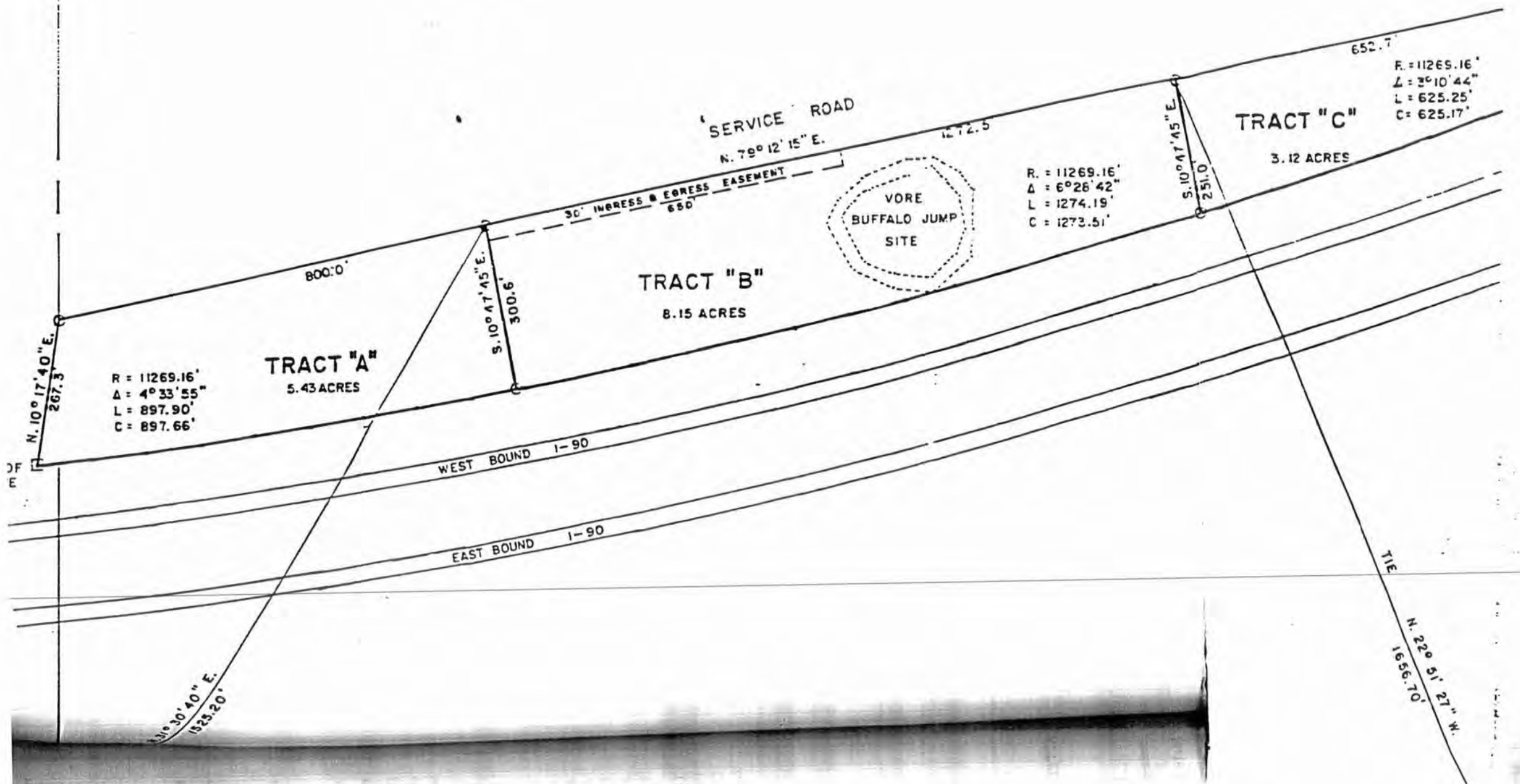
ATTEST: Doris A. Vore Its Vice President

By: Woodrow Vore, President

State of South Dakota } ss.  
County of Lawrence

The foregoing instrument was acknowledged before me this 5th day of September, 1989. Witness my hand and official seal. Christal J. Mitchell, presently Christal J. Marlett Signature Notary Public Title of Officer

My Commission Expires: 7-5-90



N. 10° 17' 40" E.  
267.3

R = 11269.16'  
Δ = 4° 33' 55"  
L = 897.90'  
C = 897.66'

**TRACT "A"**  
5.43 ACRES

800.0'

S. 10° 47' 45" E.  
300.6'

**TRACT "B"**  
8.15 ACRES

**SERVICE ROAD**  
N. 79° 12' 15" E.  
1272.5

30' INGRESS & EGRESS EASEMENT  
650'

VORE  
BUFFALO JUMP  
SITE

R = 11269.16'  
Δ = 6° 26' 42"  
L = 1274.19'  
C = 1273.51'

S. 10° 47' 45" E.  
251.0'

**TRACT "C"**  
3.12 ACRES

F = 11269.16'  
Δ = 3° 10' 44"  
L = 625.25'  
C = 625.17'

652.7'

WEST BOUND 1-90

EAST BOUND 1-90

S. 31° 30' 40" E.  
1525.20'

TIE  
N. 22° 51' 27" W.  
1656.70'





Office of the President  
 Post Office Box 3434  
 Room 206, Old Main  
 Laramie, Wyoming 82071-3434  
 (307) 766-4121

November 20, 1989

Dear Trustees:

The Regulations of the Trustees were last republished on February 18, 1985. Since that time the following Trustee actions have occurred.

- \* Titles for administrative officers and divisions have been updated (pages i, 2 through 14, 36, 37, 40, 41)
- \* Divisions have been transferred to different units (pages 3, 5, 6, 7, 8, 10, 12)
- \* School of Extended Studies, Division of Student Affairs, and UW/Casper College Upper Division Center have been added (pages 11-13)
- \* Leave policies edited to conform to UniReg 174 (pages 28-30)
- \* Policy on student classifications for fee purposes has been changed (page 40)
- \* Other minor policy changes (pages 21, 22, 31, 33, 38)

Editorial changes reflecting all the above changes have been incorporated into the attached draft of the Regulations of the Trustees. Also, the draft has been edited to be gender-neutral.

At the December 1988 Board meeting a similar draft of the Trustee Regulations was considered. At that time a motion was made to table the Regulations with the recommendation that the American Association of University Professors "academic freedom" Statement be updated. In checking with AAUP we have been advised that the AAUP 1940 statement is closely associated with the history and tradition of that professional faculty organization and that the association has no plans to update the sexist language. Accordingly, we have left as written that portion of the "academic freedom" statement, which quotes from the AAUP 1940 Statement. The remainder has been edited.

If there are no objections from any trustee, I will ask that these editorial, "housekeeping" changes in the Regulations be placed on the agenda for the December meeting. If you have any questions, please contact me.

Sincerely,

A handwritten signature in cursive script that reads 'David L. Baker'.

David L. Baker  
 Special Assistant to the President

ENCLOSURE

REGULATIONS OF THE TRUSTEES OF  
THE UNIVERSITY OF WYOMING  
Republished Edition 1989

	<u>Page</u>
CHAPTER I. OFFICERS OF THE UNIVERSITY	
Section 1. DESIGNATION. . . . .	1
Section 2. APPOINTMENT. . . . .	1
Section 3. REMOVAL. . . . .	1
CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY	
Section 1. PRESIDENT OF THE UNIVERSITY. . . . .	2
Section 2. PROVOST AND VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS . . . . .	3
Section 3. VICE PRESIDENT FOR FINANCE . . . . .	4
Section 4. VICE PRESIDENT FOR RESEARCH. . . . .	5
Section 5. VICE PRESIDENT FOR DEVELOPMENT, ALUMNI RELATIONS, AND UNIVERSITY RELATIONS . . . . .	6
Section 6. SPECIAL ASSISTANT TO THE PRESIDENT . . . . .	7
Section 7. ASSISTANT TO THE PRESIDENT FOR GOVERNMENTAL RELATIONS. . . . .	7
Section 8. THE AMERICAN HERITAGE CENTER . . . . .	8
Section 9. INTERCOLLEGIATE ATHLETICS. . . . .	8
CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY	
Section 1. THE UNIVERSITY FACULTY . . . . .	9
Section 2. COLLEGES . . . . .	9
Section 3. THE GRADUATE SCHOOL. . . . .	10
Section 4. THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE. . . . .	11
Section 5. THE UNIVERSITY LIBRARY . . . . .	11
Section 6. COMPUTER SERVICES. . . . .	12
Section 7. THE UNIVERSITY OF WYOMING/CASPER COLLEGE UPPER DIVISION CENTER . . . . .	12
Section 8. DIVISION OF STUDENT AFFAIRS. . . . .	13
Section 9. DIVISIONS OF MILITARY SCIENCE AND AEROSPACE STUDIES . . . . .	13
CHAPTER IV. REGULATIONS OF THE PRINCIPAL ADMINISTRATIVE AND ACADEMIC UNITS OF THE UNIVERSITY	
Section 1. REGULATIONS OF ADMINISTRATIVE UNITS. . . . .	14
Section 2. REGULATIONS OF ACADEMIC UNITS. . . . .	14
Section 3. REVIEW AND APPROVAL OF PROPOSED REGULATIONS. . . . .	14
Section 4. PUBLICATION AND EFFECT OF REGULATIONS. . . . .	15
Section 5. REPEAL OR CHANGE OF REGULATIONS. . . . .	16

	<u>Page</u>
CHAPTER V. FACULTY	
Section 1. ACADEMIC FREEDOM . . . . .	17
Section 2. DESIGNATION. . . . .	18
Section 3. APPOINTMENT. . . . .	18
Section 4. REAPPOINTMENT AND TENURE . . . . .	20
Section 5. PROMOTION. . . . .	22
Section 6. LEAVES OF ABSENCE. . . . .	23
Section 7. DISMISSAL FOR CAUSE. . . . .	24
Section 8. EVALUATIONS OF AND RECOMMENDATIONS FOR A FACULTY MEMBER . . . . .	25
Section 9. VACATION . . . . .	25
Section 10. SICK LEAVE . . . . .	26
CHAPTER VI. STAFF OF THE UNIVERSITY	
Section 1. DESIGNATION. . . . .	27
Section 2. APPOINTMENT. . . . .	27
Section 3. DISCHARGE. . . . .	28
Section 4. LEAVES OF ABSENCE. . . . .	28
<del>Section 5. VACATION</del>	
<del>Section 6. SICK LEAVE</del>	
CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL PERSONNEL	
Section 1. EQUAL EMPLOYMENT OPPORTUNITY . . . . .	31
Section 2. NEPOTISM . . . . .	31
Section 3. COMPENSATION . . . . .	31
Section 4. MILITARY LEAVE . . . . .	34
Section 5. RETIREMENT . . . . .	34
Section 6. POLITICAL ACTIVITIES . . . . .	35
Section 7. PATENTS AND COPYRIGHTS . . . . .	36
Section 8. CLASSIFIED RESEARCH AND SECURITY CLEARANCE . . . . .	36
Section 9. SAFETY . . . . .	37
CHAPTER VIII. STUDENTS	
Section 1. ADMISSIONS . . . . .	38
Section 2. FEES . . . . .	38
Section 3. STUDENT CLASSIFICATION FOR FEE PURPOSES. . . . .	38
Section 4. FEE SCHOLARSHIPS . . . . .	41
Section 5. DISMISSAL. . . . .	41
Section 6. STUDENT ORGANIZATIONS. . . . .	42
Section 7. STUDENT PUBLICATIONS . . . . .	42
Section 8. THE WYOMING UNION. . . . .	42
Section 9. STUDENT EMPLOYMENT . . . . .	43

CHA

CHA

	<u>Page</u>
CHAPTER IX. DEGREES AND DIPLOMAS	
Section 1. DEGREES AND DIPLOMAS IN COURSE . . . . .	44
Section 2. HONORARY DEGREES . . . . .	44

CHAPTER X. PHYSICAL PLANT	
Section 1. BUILDINGS. . . . .	45
Section 2. MOTOR VEHICLES . . . . .	45
Section 3. PURCHASES. . . . .	45

REGULATIONS OF THE TRUSTEES OF  
THE UNIVERSITY OF WYOMING  
Republished Edition 1989

CHAPTER I. OFFICERS OF THE UNIVERSITY

Section 1. DESIGNATION

Officers of the University are: The President; Administrative Officers, to include the principal administrative officers of the University and the heads of their administrative subunits as set forth in Chapter II; and Academic Officers, to include Deans, Directors, Associate and Assistant Deans and Department and Division Heads, of the organized education units specified in Chapter III.

Section 2. APPOINTMENT

The President of the University shall be appointed by the Trustees as provided in the Bylaws of the Trustees of the University of Wyoming. Nine affirmative votes of the Trustees shall be required for appointment.

All other officers shall be appointed by the Trustees upon the recommendation of the President following consultation with the appropriate University officers and faculty.

All appointments under this Section shall be on such terms with respect to salary, terms of employment and like matters as the Trustees may determine.

Section 3. REMOVAL

Any person appointed to an office or position pursuant to this Chapter may be removed by the Trustees whenever in their judgment the best interests of the University will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Likewise such removal shall be without prejudice to the rights, if any, of such person as a tenured member of the faculty.

## CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

### Section 1. PRESIDENT OF THE UNIVERSITY

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided by laws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce these Regulations and other University regulations adopted pursuant to Chapter IV hereof, and THE PRESIDENT ~~he~~ is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/HER to any other member of the faculty or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting president has been appointed by the Trustees, the duties of the President shall be performed by the PROVOST and Vice President for Academic and Student Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and the faculty and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between the faculty or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a PROVOST AND Vice President for Academic AND STUDENT Affairs, Vice President for Finance, a Vice President for Research, a Vice President for Development, ALUMNI RELATIONS, AND UNIVERSITY RELATIONS, and a Special Assistant to the President. He also shall have the following administrative officers reporting directly to him: Assistant to the President for the American Heritage Center and Assistant to the President for Information. HE ALSO MAY HAVE OTHER ASSISTANTS AS ARE AUTHORIZED FROM TIME TO TIME.

Section 2. PROVOST AND VICE PRESIDENT FOR ACADEMIC AND  
STUDENT AFFAIRS

The PROVOST AND Vice President for Academic AND STUDENT Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs and student services, THE PROVOST ~~he~~ shall maintain administrative supervision of the colleges, GRADUATE SCHOOL, THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE, THE UNIVERSITY OF WYOMING/CASPER COLLEGE CENTER, the Divisions of Military Science and Aerospace Studies, University Library, HONORS PROGRAM, INSTITUTIONAL ANALYSIS, INTERNATIONAL PROGRAMS, Admissions, UNIVERSITY COUNSELING CENTER, CAREER PLANNING AND PLACEMENT CENTER, CENTER FOR ACADEMIC ADVISING, OFFICE OF STUDENT LIFE, Housing, Registration and Records, Student Educational Opportunity, Student Financial Aids, Student Health Service, and Wyoming Union. The Directors of Housing and the Wyoming Union shall also be subject to the supervision of the Vice President for Finance with regard to business and financial affairs.

THE PROVOST ~~he~~ shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. ~~He~~ THE PROVOST shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, faculty appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, faculty and other matters as may be determined by the President.

Additional administrative units may be assigned to the PROVOST by the President and the PROVOST may be assisted by AN ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS, AN ASSOCIATE PROVOST FOR STUDENT AFFAIRS, AND by such OTHER associates and assistants as are authorized from time to time.

### Section 3. VICE PRESIDENT FOR FINANCE

The Vice President for Finance shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University. As the principal financial officer of the University, the Vice President for Finance shall perform such duties as are required by statute or by University regulations.

He THE VICE PRESIDENT FOR FINANCE shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University of Wyoming in accordance with programs and functions of the University authorized by regulations or other directions of the Trustees.

The Vice President for Finance shall have administrative supervision over the following units: FISCAL OPERATIONS, Finance (Controller), Physical Plant, Personnel Services, FACILITIES PLANNING, Campus Planning Office, Campus Police, Service and Auxiliary Enterprises, University Safety Office, and such other units and personnel as may be designated by the President. He THE VICE PRESIDENT shall be assisted by a deputy who shall be empowered to act in all matters in the absence of or at the HIS/HER direction and by such assistants as are authorized from time to time.

In accordance with the Bylaws, the Vice President for Finance shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, to include the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments; and the disbursement or investment of such funds and monies as authorized by the Trustees, such disbursements to be upon vouchers authorized and approved by the Vice President for Finance, by the deputy, or by other designee when authorized in writing by the Vice President for Finance.



Section 4. VICE PRESIDENT FOR RESEARCH AND  
~~GRADUATE STUDIES~~

The Vice President for Research and ~~Graduate Studies~~ shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University, review and evaluation of proposed research projects, and continuing review of the status of existing contracts and grants to assure that they meet University objectives and comply with the terms and conditions of such contracts and grants.

~~He~~ THE VICE PRESIDENT shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

~~He~~ THE VICE PRESIDENT shall maintain general administrative supervision of ~~Graduate Studies, the Division of Computer Services,~~ CONTRACTS AND GRANTS, WYOMING WATER RESEARCH CENTER, AND ENHANCED OIL RECOVERY INSTITUTE and any such other units as may be designated by the President.

Section 5. VICE PRESIDENT FOR DEVELOPMENT, ALUMNI RELATIONS,  
AND UNIVERSITY RELATIONS

The Vice President for Development, ALUMNI RELATIONS, AND UNIVERSITY RELATIONS shall be responsible to the President for private fund raising AND UNIVERSITY RELATIONS WITH ALUMNI AND THE PUBLIC AT LARGE. His/her primary function shall include seeking private financial support as a supplement to legislative and other public funds, and coordinating the University's private development and fund raising activities which involve a variety of administrative units that encompass the entire campus. THE VICE PRESIDENT SHALL ALSO BE RESPONSIBLE FOR ORGANIZING ALUMNI PARTICIPATION IN THE LIFE OF THE UNIVERSITY THROUGH CLUBS, REUNIONS, SPECIAL EVENTS, AND A VARIETY OF ACTIVITIES DESIGNED TO PROMOTE ALUMNI SUPPORT. HE/SHE SHALL ALSO BE RESPONSIBLE FOR PROMOTING THE UNIVERSITY AND ENHANCING ITS IMAGE IN A POSITIVE WAY TO ITS MANY CONSTITUENCIES AND THE PUBLIC AT LARGE. HE/SHE SHALL ALSO UNDERTAKE SPECIAL PROJECTS THAT involve a variety of University units.

THE VICE PRESIDENT FOR DEVELOPMENT, ALUMNI RELATIONS AND UNIVERSITY RELATIONS shall maintain administrative supervision of the Office of Development, the divisions of Alumni Relations AND UNIVERSITY RELATIONS, NEWS SERVICE, AND PUBLICATIONS. THE VICE PRESIDENT SHALL serve as the chief executive officer of the University of Wyoming Foundation.

THE VICE PRESIDENT ~~he~~ shall initiate, organize, or direct such actions as are necessary and appropriate to assure that development, ALUMNI RELATIONS AND UNIVERSITY RELATIONS efforts are properly implemented and coordinated. He/she shall consult with and advise the President on all development, ALUMNI RELATIONS, AND UNIVERSITY RELATIONS.

Section 6. SPECIAL ASSISTANT TO THE PRESIDENT

The Special Assistant is responsible to the President and has general supervision of University Legal Services, the Division of Intercollegiate Athletics, the Employment Practices Office, the University Affirmative Action Program, THE AMERICAN HERITAGE CENTER, AND THE ART MUSEUM. The Special Assistant shall also undertake special projects that involve a variety of University units at the direction of the President.

Section 7. ASSISTANT TO THE PRESIDENT FOR  
GOVERNMENTAL RELATIONS

The Assistant to the President for GOVERNMENTAL RELATIONS ~~for information~~ shall be responsible to the President for the University's GOVERNMENTAL relations. ~~with the public at large.~~ THE ASSISTANT SHALL HAVE ADMINISTRATIVE SUPERVISION OVER THE DIVISION OF COMMUNICATION SERVICES. THE ASSISTANT ALSO SHALL HAVE RESPONSIBILITY FOR SPECIAL PROJECTS IN SUPPORT OF THE PRESIDENT'S OFFICE, TRUSTEES, AND THE UNIVERSITY.

Section 7. ASSISTANT TO THE PRESIDENT FOR THE  
AMERICAN HERITAGE CENTER

The Assistant to the President for the American Heritage Center shall be responsible to the President for developing and administering special programs within the Center.

Section 8. THE AMERICAN HERITAGE CENTER

The American Heritage Center shall be headed by A DIRECTOR, reporting to the Special Assistant to the President. ~~an assistant to the president,~~ THE CENTER shall be composed of special programs relating to the American heritage, and shall specifically include the Western History Research Center. The objective of the Western History Research Center shall be the acquisition, organization, and management of all University archival collections relating to the history of American civilization, with particular emphasis on the American West.

Section 9. ~~10.~~ INTERCOLLEGIATE ATHLETICS

Under the administrative supervision of the Special Assistant to the President, the Director of Intercollegiate Athletics shall be responsible to the President for the conduct of the University's intercollegiate athletic program to include the staging of all intercollegiate athletic contests and for the enforcement of all applicable rules and regulations of associations governing the conduct of intercollegiate athletics.

A University athletic committee shall be advisory to the President for the formulation of intercollegiate athletic policy. The committee shall consist of the following members: The faculty representative to the Western Athletic Conference and the National Collegiate Athletic Association, four other faculty members, two staff, and two students, all appointed by the President of the University.

## CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

### Section 1. THE UNIVERSITY FACULTY

The University Faculty shall consist of all persons having the faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor; and Assistant Librarian, Senior Assistant Librarian, Associate Librarian or Librarian.

All individuals holding full-time temporary, supply, or Lecturer positions become voting members of the faculty after employment for two consecutive academic years or longer.

All individuals holding part-time appointments, Faculty Emeriti, Adjunct Professors, and full-time supply, temporary or Lecturer positions of less than two consecutive academic years duration are ex officio members of the faculty without vote.

The President of the University shall be the presiding officer at meetings of the University Faculty and shall, with the advice of the faculty, appoint a faculty member annually as Secretary of the University Faculty.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance with the authority and review procedures established in Chapter IV.

### Section 2. COLLEGES

The University shall have the following colleges: Agriculture, Arts and Sciences, Commerce and Industry, Education, Engineering, Health Sciences, and Law.

Each college shall be headed by a dean who shall be responsible for all matters relating to the educational and administrative affairs of the college and who shall report to the PROVOST. The dean shall preside at meetings of the college faculty, recommend the college budget in consultation with the heads of subunits within the college, transmit and recommend appointments and promotions with respect to the faculty and staff of the college and exercise general administrative supervision over the educational programs and operations of the college.

The faculty of the college shall consist of the President of the University and the PROVOST, ex officio without vote, the dean, and all members of the University faculty serving in the college.

The college faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college, including the determination of curricula, the standards for admission to, continuation in, and graduation from the college, except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University.

Questions of autonomy and jurisdiction between a college faculty and the University faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees.

The college faculty, through the dean of the college, shall recommend candidates for diplomas and degrees in course to the President and the Trustees.

Subject to the approval of the Trustees, each college may be organized into schools, departments, divisions or faculties under the general directions of an academic officer.

### Section 3. THE GRADUATE SCHOOL

The Graduate School shall be headed by a Dean who shall be responsible for the recommendation of the Graduate School budget and for the administration of the programs and functions of the School. The Dean shall report to the PROVOST. ~~Vice President for Research and Graduate Studies.~~

The Graduate Faculty shall consist of appropriately qualified and selected faculty, regardless of rank, the President, the PROVOST, the Vice President for Research, and the deans of the colleges and INDEPENDENT schools, the heads of departments, divisions and schools in which work for graduate credit is authorized, and the Directors of the University Library and the Division of Computer Services. Persons holding faculty rank who may have occasion to direct graduate research may be members of the Graduate Faculty upon the recommendation of the Graduate Dean and approval of the Graduate Faculty. The Graduate Faculty may, at its discretion, delegate its powers to a duly constituted and representative group.

The Graduate Faculty shall review proposals for new graduate programs and make recommendations through the Dean of the Graduate School and the PROVOST ~~Vice President for Research and Graduate Studies~~ to the President.

Candidates for advanced degrees and diplomas shall be recommended to the President and the Trustees by the Graduate Faculty through the Dean of the Graduate School.

Section 4. THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE  
~~The University Summer School~~

THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE SHALL BE HEADED BY AN ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS WHO SHALL BE RESPONSIBLE FOR THE RECOMMENDATION OF THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE BUDGET AND FOR THE ADMINISTRATION OF THE PROGRAMS AND FUNCTIONS OF THE SCHOOL. THE ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS SHALL REPORT TO THE PROVOST.

~~The Vice President for Academic Affairs shall be responsible for planning, coordinating, and promoting the courses offered by the colleges during the summer terms, and for recommending the summer school budget.~~

~~The faculty of the Summer School shall be appointed annually by the President of the University upon the recommendation of the Vice President for Academic Affairs.~~

Section 5. THE UNIVERSITY LIBRARY

The University Library shall be headed by a Director who shall be responsible for the provision of library service, and for the recommendation of the Library budget. The Director shall report to the PROVOST.

Librarians at the University shall be appointed by the Trustees. Recommendations for such appointment shall be initiated by the Director of Libraries, and shall be forwarded to the PROVOST who shall add his/her recommendations to the President of the University for recommendation to the Trustees. The designation "Librarian" shall be an academic title, signifying faculty status, and shall apply only to those qualified to provide professional library services in support of the University's instructional, research and public service functions, including the following:

- a. Selection and development of library collections and other informational resources;
- b. Bibliographical control of collections and their organization for use;
- c. Reference, bibliographic instruction and advisory services;
- d. Development and application of specialized information systems;
- e. Library administration and management; and,
- f. Research where necessary or desirable in relation to the foregoing.

The Librarians shall be subject to a peer review, ranking, promotion and extended term appointment system more specifically set forth in University Regulation 631, AS AMENDED. Recruiting, appointments and salaries will be administered by the Director of Libraries, through the PROVOST.

The principles of academic freedom as defined in these Regulations shall apply to Librarians.

=====  
Section 6. THE AMERICAN HERITAGE CENTER  
(Move to Chapter II. as Section 8.)  
=====

Section 6. 7. COMPUTER SERVICES

Computer Services shall be headed by a CHIEF INFORMATION OFFICER ~~Director~~ who shall be responsible for the provision of computer services for the academic programs and administrative services of the University and for the recommendation of the Computer Services budget. The CHIEF INFORMATION OFFICER ~~Director~~ shall report to the ~~Vice President for Research and Graduate Studies,~~ PRESIDENT.

SECTION 7. THE UNIVERSITY OF WYOMING/CASPER COLLEGE CENTER

THE UNIVERSITY OF WYOMING/CASPER COLLEGE CENTER SHALL BE HEADED BY A DEAN WHO SHALL BE RESPONSIBLE FOR THE ADMINISTRATION OF THE PROGRAMS AND FUNCTIONS OF THE UNIVERSITY OF WYOMING/CASPER COLLEGE CENTER. THE DEAN SHALL REPORT TO THE PROVOST.



## SECTION 8. DIVISION OF STUDENT AFFAIRS

THE DIVISION OF STUDENT AFFAIRS SHALL PROVIDE SUCH SERVICES AND PROGRAMS AS STUDENTS NEED TO ASSIST THEM WITH THEIR EDUCATIONAL EXPERIENCE AND TO DEVELOP AS INDIVIDUALS. THE DIVISION SHALL BE HEADED BY AN ASSOCIATE PROVOST FOR STUDENT AFFAIRS, WHO SHALL REPORT TO THE PROVOST. THE DIVISION OF STUDENT AFFAIRS SHALL CONSIST OF THE FOLLOWING UNITS: ADMISSIONS, CAREER PLANNING AND PLACEMENT CENTER, CENTER FOR ACADEMIC ADVISING, OFFICE OF HOUSING, OFFICE OF STUDENT EDUCATIONAL OPPORTUNITY, OFFICE OF STUDENT FINANCIAL AIDS, OFFICE OF STUDENT LIFE, REGISTRATION AND RECORDS, UNIVERSITY COUNSELING CENTER, AND WYOMING UNION. EACH UNIT SHALL BE HEADED BY A DIRECTOR WHO SHALL BE RESPONSIBLE FOR ALL MATTERS RELATING TO THE ADMINISTRATIVE AFFAIRS OF THAT UNIT.

## Section 9. DIVISIONS OF MILITARY SCIENCE AND AEROSPACE STUDIES

The Divisions of Military Science and Aerospace Studies shall offer such programs in the Reserve Officer Training Corps as may be authorized by the Congress of the United States and the Department of Defense through the Secretaries of the Army and Air Force, respectively, and as approved by the Trustees. The Divisions shall be headed by a Professor of Military Science and a Professor of Aerospace Studies, respectively, who shall report to the PROVOST. The professors shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.

## CHAPTER IV. REGULATIONS OF THE PRINCIPAL ADMINISTRATIVE AND ACADEMIC UNITS OF THE UNIVERSITY

### Section 1. REGULATIONS OF ADMINISTRATIVE UNITS

The President and the principal administrative officers of the University shall establish such regulations as are necessary to discharge their responsibilities and to provide for the organization and operation of the various divisions under their supervision as defined in Chapter II.

### Section 2. REGULATIONS OF ACADEMIC UNITS

In accordance with its bylaws, the University Faculty may adopt regulations to establish educational and academic policies for the University as a whole; to promote the general welfare of the University, the students and the faculty; to establish policies regarding student conduct and all phases of student life, activities and student organizations; and to establish faculty committees.

The faculties of the various colleges and of the Graduate School shall propose regulations to establish the organization of their respective units, including functions, programs and procedures. Other academic units specified in Chapter III, after consultation with the PROVOST, may propose such regulations as are required for the discharge of their responsibilities.

### Section 3. REVIEW AND APPROVAL OF PROPOSED REGULATIONS

All proposed regulations shall be reviewed by the President of the University. Incident to such review, THE PRESIDENT ~~he~~ shall consider the need for such regulations, the duties and authority of the officer or academic unit proposing the regulation, possible conflicts with other existing regulations, and such other matters as ~~he~~ THE PRESIDENT may deem relevant to the best interests of the University.

THE PRESIDENT ~~He~~ may cause the proposed regulations to be reviewed by any affected units of the University, and any officers or committees concerned with the substance of the proposal in order to elicit their recommendations.

In his/HER DISCRETION, the President may return the proposed regulation for consideration of matters requested by him/HER. But, if in the case of a regulation which has been proposed by the Faculty Senate, the Senate, after consideration of the President's views, shall agree to repass the regulation by a three-fourths vote of the members present and voting (there being

a quorum of at least two-thirds of the voting members present), the President shall refer the regulation to the Trustees, at their next regularly scheduled meeting, for final approval, disapproval or other disposition of the regulation. At this meeting, the President shall present his/her views on the proposed regulation to the Trustees and the Chairperson of the Faculty Senate or his/HER designated representative shall be invited by the Trustees to represent the view of the Faculty Senate on the proposed regulation.

Except as provided for in the preceding paragraph no regulations authorized under this Chapter shall become effective unless and until approved by the President. In his/HER discretion, THE PRESIDENT ~~he~~ may approve regulations which are ministerial in nature or which are in furtherance of and necessary to implementation of functions and responsibilities established by Regulations of the Trustees, or THE PRESIDENT ~~he~~ may refer them to the Trustees for consideration before he/SHE takes action thereon.

Proposed regulations which involve substantial changes to the functions, programs and procedures of academic units or the organization and operation of the offices of the principal administrative officers or which involve significant matters of University-wide concern and policy shall be referred to the Trustees for consideration before the President takes action thereon.

#### Section 4. PUBLICATION AND EFFECT OF REGULATIONS

All regulations approved under this Chapter shall be identified as to their source and shall be published and distributed in such uniform manner as is directed by the President. All such regulations shall be deemed to be issued by the authority of the Trustees of the University of Wyoming. It shall be the duty of all employees to conduct themselves in accordance with the provisions thereof, as well as Regulations of the Trustees of the University of Wyoming, as a condition of their employment.

Students applying for admission or enrolled in the University of Wyoming shall comply with all such regulations pertaining to academic procedures and requirements, student conduct, use of facilities and such other matters specifically applicable to students, as a condition of enrollment in the University of Wyoming.

Section 5. REPEAL OR CHANGE OF REGULATIONS

All regulations approved and published in accordance with this Chapter shall remain effective until repealed or changed in the same manner as provided for the establishment of such regulations.

Any administrative regulation or regulation of an academic unit of the University may be reviewed, modified, or annulled by the Trustees at any regular or special meeting of the Trustees. When the President has referred a regulation to the Trustees for review prior to its approval, the date of such review shall be noted in the published regulation.

## CHAPTER V. FACULTY

### Section 1. ACADEMIC FREEDOM

The faculty is the educational body of the University and in recognition of the fact that true education may flourish only when the faculty is both free and responsible, the Trustees subscribe to the following statement on academic freedom and the responsibilities of faculty members as adopted in 1940 by the American Association of University Professors:

Academic freedom .... applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the students to freedom in learning. It carries with it duties correlative with rights.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.\*

\*Note: References to the male gender in the AAUP statement are read by the University as including the female gender.

## Section 2. DESIGNATION

Faculty status shall be granted at the appropriate rank to those individuals engaged in teaching or research in the colleges of the University and to such other groups or individuals as the Trustees may designate. The general qualifications for the various faculty ranks shall be as follows:

- a. Instructors normally shall have a master's degree and preferably at least one year of additional study or of professional experience in the field in which the instructorship is granted.
- b. Assistant professors shall normally have the doctor's degree in course, and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.
- c. Associate professors shall normally have the doctor's degree in course, shall have established a reputation in scholarship, teaching, artistic creation, or other productive activity in the field in which they are to serve.
- d. Professors in addition to having the qualifications of associate professors, shall have demonstrated superior capacity for direction of graduate work and research; shall have attained wide recognition in their professional fields for scholarship or other creative work; and shall have gained recognition as teachers and as consistent contributors to the fields in which they are to render University service.
- e. Lecturer shall be the title granted to individuals temporarily employed on the staff for such special teaching assignments as would make other academic titles inappropriate.

The general qualifications may be waived or modified at the discretion of the President and the Trustees. Further, in the interest of providing the opportunity for the tenure, reappointment, and promotion of faculty whose assigned responsibilities substantially preclude fulfilling the criteria enumerated above (such as "wide recognition in their professional fields for scholarship or other creative work"), faculty may offer evidence of equivalent distinction.

## Section 3. APPOINTMENT

- a. Full time members of the faculty shall be appointed by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit.

Recommendations shall then be forwarded through the appropriate academic and/or administrative officers, who shall add their recommendations to the President of the University for recommendation to the Trustees.

No appointment shall be binding upon the University unless accepted in writing by the faculty member within fifteen working days following action by the Trustees. Appointments shall be for a special period at the appropriate rank as described in Section 2 of this Chapter to be classified as follows:

(1) Probationary appointments to fill a budgeted vacancy. Such appointments normally will be for one academic year. Individuals so appointed will be considered for reappointment annually for the term of the probationary period specified in Section 4 of this Chapter. If reappointed at the termination of such period, they normally will be granted tenure. Persons in pursuance of an academic degree normally will not receive a probationary appointment.

(2) Supply appointments to serve for a specified period during the absence of the budgeted incumbent or in lieu of a fully qualified incumbent. Such appointments shall normally terminate upon the expiration of the contract period. However, in the event of appointment to a budgeted vacancy, service in a supply capacity may, on the basis of mutual agreement between the candidate and the appropriate University officers, be considered in meeting probationary requirements.

(3) Temporary appointments to fill a position authorized for a limited duration. Temporary positions may be authorized when needed to provide services for programs or projects which are supported by contracts, grants, or otherwise of limited duration.

Temporary appointments shall be for not more than one year in duration, but an individual may be reappointed. In no event shall reappointment as a temporary faculty member entitle an individual to consideration for tenure and its privileges. If an individual is reappointed for a sixth consecutive year to a temporary position, such reappointment shall remain in effect for so long as the temporary position is authorized, and the letter of reappointment shall so advise the individual and shall set forth those factors other than budget which would cause termination of the position and the individual's employment.

All temporary appointments and reappointments are subject to termination for cause and shall be subject to immediate termination whenever it is determined that the temporary position must be cancelled.

Standards and procedures for reappointment and promotion of temporary faculty will conform to those specified for

faculty in the University Regulations except when conditions under the grant or contract make that not feasible.

In the event a temporary faculty member is appointed to a faculty position for which tenure consideration is authorized, service in a temporary position may be considered toward meeting probationary requirements.

(4) Visiting appointments to bring to campus faculty members from other institutions or professional persons in various fields to offer a special program.

b. Emeriti appointments will be awarded by the Trustees to those faculty members who are retired after long and distinguished service to the University of at least ~~ten~~ FIFTEEN years.

c. Part-time appointments and appointments in the Summer School will be made by the President of the University upon the recommendation of the appropriate University officers.

d. Adjunct or clinical appointments may be made in the same manner provided for the appointment of full-time members of the faculty. Such appointments may be made when deemed appropriate to make available to the University, on a limited or part-time basis, the services of persons who have attained recognition in their professional fields for scholarship, creativity, or other distinguished accomplishments relevant to programs of the University.

Appointments shall be for not more than three years, subject to reappointment, without rights of tenure. Each letter of appointment shall set forth the terms and conditions under which services are to be performed by the appointee.

#### Section 4. REAPPOINTMENT AND TENURE

To hold a position with tenure means that the appointment is considered permanent and is not subject to termination or substantial reduction in status without adequate justification as outlined in Section 7 of this Chapter.

Faculty members employed on a temporary, supply, or part-time basis (including lecturers, adjunct or clinical appointments), members of the athletic staff whose duties are predominantly coaching, members of the University Library faculty, and officers in the Divisions of Military Science and Aerospace Studies shall not be eligible for tenure.

Administrative and academic officers do not have tenure in their administrative positions and shall serve in such capacity at the pleasure of the President and/or the Trustees. If they hold concurrent faculty appointments, they may be granted tenure



in the faculty position at the discretion of the Trustees. However, no one shall forfeit tenure by reason of appointment to an administrative position.

Other members of the faculty shall be eligible for tenure upon completion of the period of probationary employment set forth below:

a. Instructors may be appointed annually for a period of six years; during the sixth year the tenure decision will be made.

b. Assistant professors may be appointed annually for a period of six years; during the sixth year the tenure decision will be made.

c. Associate professors may be appointed annually for a period of four years; during the fourth year the tenure decision will be made.

d. Professors may be appointed annually for a period of three years; during the third year the tenure decision will be made.

The probationary time for tenure decisions is based on rank at the time of the initial appointment to the University of Wyoming. In exceptional cases, and with prior consultation with the Tenure and Promotion Committee, an instructor, an assistant professor, an associate professor, or a professor may be granted tenure at less than normal time specified above.

An individual who is not offered tenure at the end of his/HER probationary period shall not be retained. A faculty member who has been offered tenure and who has refused to accept tenure can be reappointed annually at the discretion of the department in which this individual holds an appointment; in addition, any such person shall have all rights and responsibilities of tenured faculty members except permanent appointment.

Recommendations concerning reappointment or tenure shall be initiated in accordance with the procedures specified in University Regulation 803, AS REVISED. Academic and/or administrative officers shall normally initiate all recommendations concerning heads of units within their charge. The recommendation shall be contained in a written report evaluating the teaching ability, productive scholarship, and other relevant qualifications and characteristics of the faculty member under consideration.

In all tenure decisions, the President shall consider the recommendations of the University Tenure and Promotion Committee (hereinafter referred to as the Committee) before making his/HER recommendation to the Trustees.

The Committee shall be notified in writing at least two weeks prior to the meeting at which tenure recommendations are to be considered, and committee members shall have access in advance of the meetings to all reports made on the individuals. The Committee's recommendation shall be based on the majority vote of the members present, exclusive of ex officio members.

When the Committee's recommendation is at variance with that of the dean or other major administrative and/or academic officer, this officer shall be advised prior to the President's recommendation to the Trustees. If the President does not concur in the recommendation of the Committee, THE PRESIDENT ~~he~~ shall bring to the Trustees the Committee's recommendation together with his/HER own.

When an individual on probationary appointment is not recommended for reappointment, the President shall advise THE FACULTY MEMBER ~~him~~ in writing of this decision at least three months in advance of the end of the contract year if THE FACULTY MEMBER ~~he~~ is in his/HER first year of service, at least six months in advance of the end of the contract year if THE FACULTY MEMBER ~~he~~ is in his/HER second year of service, and at least twelve months in advance of the end of the contract year if THE FACULTY MEMBER ~~he~~ has served more than two years at the University.

These changes will become effective for all faculty who begin employment on or after June 1, 1976. Any faculty member serving on probationary employment at the time these changes go into effect may elect to come under these changes by filing a written request for such treatment with the head of the unit in which such faculty member holds an appointment. Such an election shall be filed not later than sixty days after these changes become effective. The unit head concerned shall give written notice of such election to all appropriate administrative and/or academic officers.

#### Section 5. PROMOTION

Promotion of faculty members shall be governed by the qualifications for the various academic ranks as set forth in Section 2 of this Chapter.

A written evaluation shall be prepared on all individuals recommended for promotion. A written evaluation shall also be prepared on all individuals below the rank of professor who have been in rank for a period of five or more years and for whom promotion is not recommended, unless such an individual requests in writing that an evaluation not be submitted.

The criteria to be considered in making this evaluation shall be relevant to the assigned responsibilities of each individual faculty member and may include: teaching

effectiveness, helpfulness with students, continuing scholarship and research, professional publication, participation in the life of the University and the community.

Possession of the highest earned degree attainable in the faculty member's academic area weighs heavily in decisions concerning promotion.

Recommendations for promotion shall be initiated in accordance with the procedures specified in University Regulation 803, AS REVISED.

After consultation with the University Tenure and Promotion Committee in accordance with the procedure outlined in Section 4, above, the President shall make his/HER recommendation to the Trustees. If THE PRESIDENT ~~he~~ does not concur in the recommendation of the Committee, ~~he~~ THE PRESIDENT shall bring to the Trustees the Committee's recommendation together with his/HER own.

#### Section 6. LEAVES OF ABSENCE

a. Emergency or Short-term Leave With Pay. When a faculty member finds it necessary to be absent from regular duties at the University for a period not exceeding two weeks, THE FACULTY MEMBER ~~he~~ shall secure approval from his/HER immediate superior for his/HER absence. A temporary leave for more than two weeks but not to exceed four weeks may be granted, for good cause, upon written recommendation of the appropriate administrative superior and with the approval of the President. An individual making application for such leave should submit a statement suggesting a plan for carrying on his/HER work during his/HER absence. Any leave in excess of four weeks, except for illness, shall require approval by the Trustees.

b. Leave Without Pay. Upon recommendation of the appropriate administrative and/or academic officers and with the approval of the President of the University, leaves of absence without pay may be granted to faculty members by the Trustees for a period normally not in excess of one contract year.

c. Sabbatical Leave. Sabbatical leave may be granted to any tenured member of the University faculty for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical leave time may be used for research, writing, and/or study at a place of the recipient's choosing. University personnel holding academic rank whose duties are primarily administrative in nature shall also be eligible for sabbatical leave. A minimum of six years of academic service at the University must precede each period of sabbatical leave although no right accrues automatically through lapse of time. The granting of such leave is, in each case, within the discretion of the Trustees upon the recommendation of

the President. Sabbatical leaves shall not be ordinarily available for the purpose of seeking an advanced degree.

A request for sabbatical leave should be initiated by the individual during the first semester of the year preceding the year for which leave is requested. The request, which shall contain a statement concerning the purpose for which the leave is requested, shall be forwarded to the President of the University through the appropriate administrative and/or academic officers, with a recommendation from each attached. The President shall consult with the appropriate faculty committee in making his/HER recommendation to the Trustees.

Sabbatical leaves will normally be granted for either a full or half contract year. Leave for a full contract year shall be compensated at a rate equal to sixty per cent of the faculty member's annual salary; leave for half contract year shall be compensated at the annual rate.

While on sabbatical leave, grants and other forms of outside compensation may be accepted. The University shall not, however, be obligated to pay the individual more than that amount of sabbatical compensation which, when added to the outside sources of compensation, will equal his full regular salary for the period of leave. If allowances for travel and other expenses directly related to the leave are included in the outside grant, the amount of these allowances may be disregarded in computing the contribution to be made by the University.

A faculty member who fails to return to the University for at least one academic year immediately following sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of his/HER leave.

#### Section 7. DISMISSAL FOR CAUSE

"Cause" is defined to include any conduct which seriously impairs the ability of the University of Wyoming to carry out its functions, including physical or mental incapacity, incompetency, neglect of duty, dishonesty, immorality or conviction of a felony. This provision shall not be interpreted as to constitute interference with academic freedom.

Faculty members on tenure may be dismissed only for cause or because of bona fide financial exigencies of the University. A recommendation for the dismissal for cause of a faculty member with tenure shall be made in writing by the appropriate dean or comparable administrative officer to the President of the University. If the President finds substantial basis for dismissal for cause, ~~he~~ THE PRESIDENT shall appoint the appropriate dean or comparable administrative officer to act as charging authority for the preparation of a statement of charges and presentation of the case to a Hearing Committee, if the

faculty member desires a hearing, under procedures established by University Regulation.

During the probationary period, the President of the University may dismiss a faculty member for cause prior to the expiration of the contract period after consultation with the appropriate administrative and/or academic officers. The President, prior to acting may, if he/SHE determines it to be necessary or desirable, cause an investigation to be made and may order a hearing by the appropriate faculty committee.

#### Section 8. EVALUATIONS OF AND RECOMMENDATIONS FOR A FACULTY MEMBER

Evaluations and recommendations of faculty members with respect to reappointment, promotion, tenure and merit ratings upon which salary increases may be based, shall be communicated to the faculty member concerned in writing before the time of their being submitted by the dean of the college, or equivalent officer, to the general University administration. If the faculty member concerned desires to comment upon the recommendation, ~~he~~ THE FACULTY MEMBER may do so by forwarding his/HER remarks in writing to the appropriate University officers who will make the remarks a part of the official documents that will be presented to the Tenure and Promotion Committee, the President, and the Trustees.

#### Section 9. VACATION

Faculty and University officers on a fiscal year contract are entitled to twenty-two working days of vacation annually accrued at the rate of 1.834 working days per month.

Part-time faculty or University officers on a fiscal year contract working the equivalent of twenty to thirty hours per week are entitled to accrue vacation at fifty percent of the full-time accrual rate.

Part-time faculty or University officers on a fiscal year contract working the equivalent of thirty to forty hours per week are entitled to accrue vacation at seventy-five percent of the full-time accrual rate.

Faculty and University officers whose working term is less than twelve months, regardless of the fact that their salaries may be paid in twelve monthly installments, are not entitled to vacation with pay.

Vacation benefits accrue to eligible faculty and University officers after they have been in the employ of the University for six months. Vacations must be taken in the year in which earned

or in the following year. Dates for vacation shall be approved by the appropriate administrative supervisor.

#### Section 10. SICK LEAVE

For absences from duties due to illness, injury, pregnancy and/or childbirth, death in family or medical care of family, a full-time regular faculty or University officer appointed on a continuing or temporary basis is eligible to accrue sick leave at a rate of eight hours per paid month of service.

A part-time faculty or University officer appointed to a continuing or temporary position for the equivalent of twenty to thirty hours per week shall be eligible to accrue sick leave at a rate of four hours per paid month of service.

A part-time faculty or University officer appointed to a continuing or temporary position for the equivalent of thirty to forty hours per week shall be eligible to accrue sick leave at a rate of six hours per paid month of service.

Faculty or University officers are not eligible for sick leave until he, or she, has been in the employ of the University for one month. Faculty and University officers are entitled to accrue an unlimited amount of sick leave.

## CHAPTER VI. STAFF OF THE UNIVERSITY

### Section 1. DESIGNATION

All employees of the University other than those designated as Officers (Chapter I), Faculty (Chapter V), or Student Employees (Chapter VIII), shall be classified as Staff. ~~further designated as follows:~~

EMPLOYEES OF THE UNIVERSITY APPOINTED TO STAFF POSITIONS ARE DESIGNATED AS PROFESSIONAL OR GENERAL STAFF EMPLOYEES. PROFESSIONAL STAFF DESIGNATION REQUIRES EITHER A JOB RELATED BACCALAUREATE DEGREE, APPROPRIATE CREDENTIAL, OR EXPERIENCE OF SUCH KIND AND AMOUNT AS TO PROVIDE A COMPARABLE BACKGROUND. ALL OTHER STAFF EMPLOYEES ARE GENERAL STAFF.

a. ~~Professional Staff.~~ These staff positions of the University which require either a baccalaureate degree from a college or University, or experience of such kind and amount as to provide a comparable background. Included as professional staff are employees in executive, administrative or managerial assignments who are not designated as University officers.

b. ~~General Staff.~~ These staff positions of the University in clerical, technical or para-professional, skilled craft, service or maintenance assignment.

### Section 2. APPOINTMENT

Appointments to the staff shall be made as set forth below and in University Regulation 174. APPOINTMENTS shall be reviewed by the Director of Personnel Services to ensure conformity with approved uniform salary and wage scales. When appropriate, a stated period of probation, not to exceed six months for a general staff employee or twelve months for a professional staff employee, may be required as a condition of employment. COMMENCING WITH INITIAL EMPLOYMENT, ALL STAFF ON A CONTINUING OR TEMPORARY BASIS ARE REQUIRED TO SERVE A PROBATIONARY PERIOD OF ONE (1) YEAR.

The President shall designate an appointing authority or appointing authorities for each administrative unit or subunit of the University.

Each appointment to a staff position shall have a continuing, temporary or limited temporary status. BASIS.

### Section 3. DISCHARGE

Staff employees appointed under the provisions of this Chapter UNIVERSITY REGULATIONS may be discharged by the appointing authority.

ALL staff employees may be separated from University service for just cause. in accordance with disciplinary procedures established by the President. STAFF WITH LIMITED TEMPORARY APPOINTMENTS MAY BE TERMINATED DURING THEIR EMPLOYMENT AT THE DISCRETION OF THE APPOINTING AUTHORITY WITH APPROPRIATE NOTICE. TERMINATIONS OF EMPLOYMENT OF STAFF EMPLOYEES WITH CONTINUING APPOINTMENTS MAY BE APPEALED PURSUANT TO HEARING PROCEDURES ESTABLISHED BY THE TRUSTEES.

ALL staff employees may be separated from University service when positions are discontinued due to BECAUSE OF insufficient funding, lack of work, program changes, or mandated changes in the structure of departments, divisions, or other University administrative units. EMPLOYEES BEING RETRENCHED SHALL BE GIVEN AS MUCH ADVANCED NOTICE AS POSSIBLE.

Staff employees serving initial probationary periods may be terminated when such actions are deemed to be in the best interests of the University.

### Section 4. LEAVES OF ABSENCE

a. Leave Without Pay. Leaves of absence without pay may be granted to staff employees by the appointing authority for periods up to four work weeks annually. Staff employees may be recommended by the appointing authority to the cognizant University officer for extended leaves of absence for periods from four work weeks to one year.

b. Emergency or Short-Term Leave With Pay. When a regular full time member of the staff finds it necessary to be absent from regular duties at the University for a period not exceeding two weeks, the staff employee shall secure approval from his/her appointing authority and the Director of Personnel Services, for such absence. A temporary leave for more than two weeks but not to exceed four weeks may be granted, for good cause, upon written recommendation of the appointing authority and with the approval of the President. The approval of the Trustees is required for leave with pay in excess of four weeks.



STAFF ON A CONTINUING OR TEMPORARY STATUS ARE ENTITLED TO VACATION AND SICK LEAVE UNLESS OTHERWISE STATED IN THEIR OFFICIAL LETTER OF APPOINTMENT. IN SPECIFIED INSTANCES SUCH AS JURY OR LEGAL DUTY, VOTING, WORK RELATED FUNCTIONS AND CERTAIN MILITARY LEAVE AND SHORT-TERM EMERGENCIES THESE STAFF MAY BE GRANTED LEAVE WITH PAY. LEAVE WITHOUT PAY MAY ALSO BE GRANTED TO EMPLOYEES. ALL STAFF OTHER THAN THOSE ON A LIMITED TEMPORARY BASIS RECEIVE LEAVE FOR OFFICIAL UNIVERSITY HOLIDAYS. DETAILS FOR STAFF LEAVE ARE DESCRIBED IN THE STAFF HANDBOOK.

#### ~~Section 5. VACATION~~

~~Full-time professional staff employees are entitled to twenty-two working days of vacation annually, accrued at a rate of 1.834 working days per month except where specific conditions of employment and/or contractual arrangements exist.~~

~~Part-time professional staff employees working twenty to thirty hours per week are entitled to accrue vacation at fifty percent of the above full-time accrual rate annually. Part-time professional staff employees working thirty to forty hours per week are entitled to accrue vacation at seventy-five percent of the above full-time accrual rate annually.~~

~~Full-time general staff employees are entitled to ten working days of vacation annually, accrued at the rate of 0.834 working days per month, for the first two years of employment; sixteen working days of vacation annually, accrued at the rate of 1.334 working days per month commencing with the twenty-fifth month of employment; twenty-two working days of vacation annually, accrued at the rate of 1.834 working days per month, commencing with the seventy-third month of employment.~~

~~Part-time general staff employees working twenty to thirty hours per week are entitled to accrue vacation at fifty percent of the above full-time accrual rate annually. Part-time general staff employees working thirty to forty hours per week are entitled to accrue vacation at seventy-five percent of the above full-time accrual rate annually.~~

~~Vacation privileges accrue to eligible employees after they have been in the employ of the University for six months. Vacation must be taken in the year in which earned or in the following anniversary year. Dates for vacation must be approved by the appropriate administrative superior. No additional compensation shall be paid to persons not taking the vacations to which they are entitled.~~

~~Employees whose working term is less than twelve months, irrespective of the fact that their salaries may be paid in twelve-month installments, are not entitled to vacation with pay.~~

Section 6. ~~SICK LEAVE~~

For absences from duties due to illness, injury, pregnancy and/or childbirth, death in family or medical care of family, a full-time employee in a continuing or temporary position is entitled to ~~ninety-six~~ hours of paid sick leave during each anniversary year accrued at a rate of ~~eight~~ hours per month.

A part-time employee working twenty to thirty hours per week on a continuing or temporary basis is entitled to ~~forty-eight~~ hours of paid sick leave during each anniversary year accrued at a rate of ~~four~~ hours per month. A part-time employee working thirty to forty hours per week on a continuing or temporary basis is entitled to ~~seventy-two~~ hours of paid sick leave during each anniversary year accrued at a rate of ~~six~~ hours per month.

An employee is not eligible for sick leave until he, or she, has been in the employ of the University for one month. Employees are entitled to accrue an unlimited amount of sick leave.

## CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL PERSONNEL

### Section 1. EQUAL EMPLOYMENT OPPORTUNITY

The University's policy is one of equal opportunity for all persons in all facets of the University's operations. Equal opportunity is offered to all officers, faculty and staff members, and applicants for employment, without discrimination on the basis of their demonstrated ability and competence and without regard to such matters as race, color, national origin, sex, religion, political belief, AGE, veteran status or handicap.

### Section 2. NEPOTISM

Relatives (father, husband, son, brother, grandfather, grandson, uncle, nephew, first cousin, and the corresponding feminine relationships) may not be employed in positions which place one in an immediate supervisory relationship to the other. University employees who through marriage find themselves in violation of the foregoing statement are given the remainder of the fiscal year in which the marriage occurred to comply.

No provision of this Section shall be interpreted or applied so as to prevent the award of a scholarship, fellowship, or graduate assistantship to a student who is a relative of any employee of the University or of the Trustees.

### Section 3. COMPENSATION

a. Salary Payment. The base salary for most members of the faculty and some members of the staff is for work performed and work obligations incurred during the academic year, defined as the period beginning with the first day of the Fall semester registration and ending with Spring semester commencement. The base salary for certain members of the faculty performing administrative duties and other duties beyond the usual academic assignments, and for most other salaried employees is for the fiscal year.

All base salaries shall be paid in twelve monthly installments EXCEPT AS SPECIFIED IN UNIVERSITY REGULATION 173. Required deductions shall be taken from salary payments for Federal withholding taxes, Social Security, retirement, and for such additional purposes as may be authorized by the individual, or as required by law.

b. Supplementary Compensation.

(1) From funds disbursed through the University. Full-time employees during their regular terms of service shall not have their salaries supplemented from University grants, contracts, or other University sources except for:

(a) Employment in extension classes, noncredit programs, and similar activities scheduled through adult education programs.

(b) Occasional employment at University sponsored events such as ticket selling at athletic events, or similar duties.

(c) Overtime payments when required by the contract of the employee or by applicable State or Federal law.

(d) Employment as part-time instructor, lecturer or professional employee, where the appointing department, with the approval of the employee's cognizant vice president or administrative officer, determines that:

1) the employment will not interfere with the performance of the employee's regularly assigned duties;

2) the part-time duties to which the employee is assigned on a supplementary basis require instructional or professional expertise that is not available through regularly appointed faculty or professional employees or through part-time appointment of non-University personnel;

3) the supplementary assignment does not ordinarily exceed the equivalent of one regularly scheduled three-hour credit course in any calendar year; AND

4) the supplementary assignment shall normally not be recurring and shall not be in addition to the maximum time allowed for consulting in Section 3.b.(3).

(e) Employment on grants, contracts and like University-funded activities where the work is in addition to the individual's regularly assigned duties under limited conditions and for a limited period of time. Such employment may be approved when:

1) the essential services cannot be provided by persons employed or receiving salary support under the grant;

2) it is not possible to relieve the employee of part of usual duties;

3) the project is one for which another department has principal responsibility; AND

4) the overload will not exceed twenty days per academic year or twenty-four days per fiscal year as determined by the employee's period of appointment and shall not be in addition to the maximum time allowed for consulting in Section 3. b.(3).

(f) When approved by the appropriate University authorities, full-time employees on academic year appointments may earn up to one-third of their base salary for services rendered during the period from Spring commencement to Fall registration. ~~however, such employees normally may not earn salary for more than twenty-three months in any consecutive 24 month period.~~

(2) From State Agency Sources. The University recognizes a particular obligation to make its resources available to the various agencies of State government; however, the costs of such services normally are not included within the University budget and must, accordingly, be covered by funds from the agencies or from other non-University sources. The performance of professional and consulting work by a University employee for any Wyoming State agency shall, in general, be covered by the regulations that cover work for other outside agencies, i.e., the employee must obtain approval of the appropriate University officers and adhere to the maximum period for which additional compensation may be accepted. When an individual's services are required for a longer period, the University will make every effort to release the individual to the State agency for the time required with appropriate salary adjustment to be made between the agency and the University.

(3) From Other Outside Sources. During the period of full-time University employment a member of the faculty or professional staff and University officers may, with the approval of the appropriate University officers, and the President, perform professional and consulting work for supplementary compensation for an outside agency. The terms of such work shall not normally exceed thirty-nine calendar days per academic year for academic year employees and forty-eight calendar days per fiscal year for fiscal year employees. The work must not interfere with normal University duties, including those extra responsibilities expected of all such employees, and must be in addition to rather than a part of normal full-time University duties. Such work must also be related to the employee's regular campus duties and must contribute to the effectiveness of the employee's regular work. Outside work shall not be solicited nor may it be performed at less than the prevailing rate.

When members of the faculty or professional staff, or University officers work in a private capacity, they must furnish written statements signed by them and the clients attesting that the efforts are independent of the University employment and any affiliation thereto, that the University will be held harmless for any product thereof, and that the University is not to be connected with the results and may not be involved in publicity, advertising or other activities related to the work, except for publication of scholarly works.

The facilities of the University may not be used for outside work without the approval of the Vice President for Finance who shall establish the compensatory schedule for facilities used.

#### Section 4. MILITARY LEAVE

Regular employees are eligible for a leave of absence from the University to serve in the armed forces during a period of national or state emergency or for training.

a. Active Duty for War or National or State Emergency. Regular employees who shall have been employed for eleven months who leave the University to go on active duty with the armed forces, voluntarily or involuntarily, during a state of war or declared national or state emergency will be given a leave of absence without pay. Application for such leave must be made to the individual's immediate supervisor and transmitted through regular channels to the President for approval by the Trustees. The time spent in national or state service shall count toward University retirement.

b. Active Duty for Training. Employees eligible for vacation privileges may have an additional fifteen working days leave with pay per calendar year for active duty for training in addition to any other leave or vacation with pay to which the employee is entitled.

#### Section 5. RETIREMENT

Employees of the University are automatically included by state law in the Wyoming Retirement System and participation in the Federal Social Security program. The Higher Education Retirement Act of 1969 permits certain options by employees to utilize a portion of employer and employee contributions to the State Retirement System for a separate plan approved by the Trustees meeting Statutory requirements, which is available pursuant to agreement with the Teachers Insurance Annuity Association. Individual contributions, benefits, and options shall be administered in accordance therewith and any other controlling state or federal laws.

Members of the Faculty with tenure will be retired on July 1 after attaining the age of 70, or they may elect retirement options, in accordance with the terms and conditions provided by state law. At the option of the Trustees, and with the concurrence of the individual faculty member, a recommendation for an annual extension of employment beyond age 70 in a capacity mutually agreed upon by the individual and the University may be presented to the Wyoming Retirement Board, which under state law shall grant approval of the recommendation.

Each year the President of the University shall report to the Trustees the names and positions of all tenured faculty members who will have reached the age of 70 or over by July 1 of that year. This report shall carry a specific recommendation from the President concerning further appointment. Such recommendations shall be required for each successive one year appointment.

Faculty members officially retired may be recalled annually by the Trustees. Request for recall shall be made by the appropriate University officers with the consent of the retiree. Accrued limited service rights will not be affected by recall.

Employees who have completed 25 years of service with the University or who have attained the age of 60 with 15 years of immediately preceding University service shall at the time of retiring from University service be designated retired with regard to staff and Emeritus with regard to faculty in recognition of such service. A roll of such personnel shall be maintained and such personnel shall thereafter be afforded such University privileges as have been customary and as may appear appropriate from time to time in the future.

#### Section 6. POLITICAL ACTIVITIES

The political rights and privileges of all employees of the University are the same as those of any other citizen of the State. However, University funds, time, services and facilities may not be used for political purposes unless such political activities are University sanctioned as part of the educational process. Any such use may be subject to disciplinary action, including discharge.

## Section 7. PATENTS AND COPYRIGHTS

The obtaining of patents or copyrights for the mutual benefit of the University and its employees and for making the results of intellectual inquiry available to society is an objective of the Trustees. To accomplish this objective and to protect the interests of the parties, whenever a patent or copyright is to be sought, as a result of research or development sponsored in whole or in part, by or through the University, such work shall be reported to a University officer designated by the President. That officer shall cause an evaluation to be made of the respective interests of the University and the employee and make written recommendations to the President. The manner in which this determination shall be made, any conditions for support of further development, resources for obtaining a patent or copyright, and division of any royalties or other income resulting from a patent or copyright shall be subject to terms set forth in University Regulations or in written agreements authorized by the Trustees.

Use of University resources to develop or market any patentable invention or copyrightable work shall minimally entitle the University to exercise a perpetual, royalty-free, nonexclusive shopright to practice in the patented invention or to use the copyrighted work.

Further interest of the University shall be limited to those cases where there has been substantial use of University resources in developing the patentable invention or the copyrightable work and shall exclude articles published in scholarly professional journals. The extent of the University's and the employee's interest shall be determined with regard for the benefit to the parties.

## Section 8. CLASSIFIED RESEARCH AND SECURITY CLEARANCE

The University of Wyoming does not prejudge the appropriateness of participating in classified research. Rather, it reserves the right to examine each proposed project in the context of scientific merit as well as contributions the research may make to the general welfare of the state, the nation and the whole of humankind. As the governing body for the University, the Trustees have authority to accept or reject all research grants, contracts and gifts. In order to make special judgments about research projects, the Trustees must have access to research protocols, including classified research to be conducted at the University of Wyoming.

a. The Trustees shall be fully apprised of the character of all proposed classified research to be conducted at the University of Wyoming. The University, its faculty and staff, shall enter into contracts for classified research only with the express approval of the Trustees.



b. A Security Management Team (SMT) shall be designated for each classified research project to be conducted at the University of Wyoming. All members of the SMT shall be subject to security clearance investigation by the Defense Investigation Service and must be awarded clearance at the appropriate level in order to function as a member of the team.

The Security Management Team will consist of the President of the University, the Vice President for Research, ~~and Graduate Studies~~ the Assistant Vice President for Research (as Security Officer), two representatives from membership of the Trustees, the faculty involved in the research and others as may be required by the grantor or contractor.

#### Section 9. SAFETY

Every faculty and staff employee has a responsibility to assist the University in identifying and eliminating safety problems in the University environment. Any employee who believes there is a safety problem in his/her work environment, or elsewhere in the University is obligated to bring the problem to the attention of the University Safety Office. The Office shall be headed by the University Safety Officer who shall coordinate all safety activities of the University. The University Safety Officer is charged with the planning and implementation of action to meet the requirement of all applicable safety legislation and associated rules and regulations. The University Safety Officer shall have the authority necessary to ensure the safety of the University community, including the authority to vacate and close down University facilities, projects or activities. The Safety Officer's decisions are subject only to review by the President or his/her designee.

## CHAPTER VIII. STUDENTS

### Section 1. ADMISSIONS

Requirements for admission to the University shall be established by regulations of the University which are in accordance with governing law. No student shall be admitted to the University as a candidate for a degree unless he/SHE is admitted to a college concurrently. The Director of Admissions, under the supervision of the PROVOST, shall have administrative responsibility for the admission of students in accordance with such regulations.

Admission and programs of the University are offered to all eligible people without regard to race, color, national origin, sex, religion, political belief, AGE, VETERAN STATUS or handicap.

### Section 2. FEES

All student fees, charges, refunds, and deposits shall be fixed by resolution of the Trustees, and shall be published in the appropriate University publications. All fees are payable in advance, unless the student has signed a deferred fee payment agreement with the University, and no student shall be admitted to classes until such fees have been paid, or a deferred fee payment agreement has been signed, except upon specific authorization of the President of the University. A student signing a deferred fee payment agreement will not be allowed to complete a current term unless payment in full has been made by the date specified in the deferred fee payment agreement, except upon specific authorization of the President of the University.

Fees, other than late registration fees and deposits, will be refunded to students who formally withdraw from the University after registration and the payment of fees, in accordance with schedules fixed by resolution of the Trustees and published in the appropriate University publications.

### Section 3. STUDENT CLASSIFICATION FOR FEE PURPOSES

The following regulations govern the classification of students at the University of Wyoming as resident or non-resident for purposes of fee assessment.

a. The following persons shall be classified as Wyoming residents for fee purposes:

(1) Minors whose parent(s) are domiciled in the State of Wyoming. Domicile in Wyoming shall be deemed to exist when the parent(s) have established permanent residence in Wyoming and any

former domicile is abandoned. "Parents may be deemed to include a legally appointed guardian depending on the circumstances.

For purposes of these regulations, minors shall be classified as residents for fee purposes if the student's parent or guardian works and resides within the State for an anticipated period of not less than one year. Students must inform the Division of Admissions of any change in the place of residence of their parents or guardian between the time of filing the Application for Admission and registration for classes.

(2) Adults who have established a permanent domicile in Wyoming and resided in the State for one continuous year after the permanent domicile is perfected. Adults, for purposes of this regulation, are defined as persons at least 19 years of age, or married persons under such age maintaining a household in Wyoming with their spouse

Individuals over 19 years old, who can document financial dependence on Wyoming resident parents or legal guardian, will MAY qualify for in-state fee status. Acts of domicile include but are not limited to the following:

Highly Persuasive Acts of Domicile

- a. Full-time employment in Wyoming for one continuous year
- b. Ownership of home or property in Wyoming
- c. One year of continual presence in Wyoming without being enrolled in college for more than four hours per term
- d. Payment of substantial taxes to Wyoming

Less Persuasive Acts of Domicile

- e. Former domicile in Wyoming and maintenance of ties to Wyoming
- f. Reliance on Wyoming resources for full financial support
- g. Wyoming vehicle registration (required by state law)
- h. Wyoming address on most recent federal income tax
- i. A valid Wyoming driver's license
- j. Wyoming voter registration

(3) Persons temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary sojourn, who would have been classified as residents at the time of departure.

(4) A U.S. citizen or permanent resident who marries a person who qualifies as a Wyoming resident for University fee

purposes shall be granted resident fee status at the beginning of the next University term subsequent to the marriage.

(5) For purposes of tuition/fee assessment, an individual (and his or her legal dependents) on active duty with the United States Armed Forces will be granted resident status if he or she verifies by copy of his/her orders that (a) he/she is on active duty with the Armed Forces and (b) his/her permanent duty station is in Wyoming.

(6) All students enrolling in a term for four (4) credit hours or less per semester will be assessed tuition at the resident rate. All students enrolling in summer session credit will pay in-state tuition and fees.

(7) UW graduates, and sons and daughters of University of Wyoming graduates, will be granted resident status for purposes of tuition/fee assessment.

(8) All Wyoming high school graduates (residing in bordering states) who initiate enrollment at UW or a Wyoming community college within one year of high school graduation, and who remain continuously enrolled, will qualify for in-state fee status at the University of Wyoming for purposes of continued enrollment at the University.

b. Persons other than U.S. citizens who have not been admitted to the United States for permanent residence shall be classified non-residents.

c. All other persons shall be classified as non-residents for fee purposes. Residing in Wyoming primarily as a student does not qualify a student as a resident for fee purposes irrespective of the length of such temporary residence. Students may request review of such original classification when they consider these regulations as not clearly applicable to their claim for resident classification.

d. Change of residence classification shall be governed by the following regulations:

(1) Non-resident undergraduates whose original classification was based on domicile of parents may be reclassified after reaching age 19 and meeting all other domicile requirements.

(2) Individuals may be reclassified for the following term when the facts indicate that a change in domicile has occurred since the time of original residence classification.

e. An initially assigned non-resident classification may be appealed to the Director of Admissions for decision provided the request is submitted on or before the first day of classes for the appropriate term. RESIDENCY PETITION IS SUBMITTED AT LEAST SEVEN CALENDAR DAYS BEFORE THE BEGINNING OF REGISTRATION FOR EACH

TERM. The decision on the petition for reclassification made by the Director of Admissions may be further appealed to the Residence Classification Committee provided the appeal is made within twenty calendar days of the date of the Director's decision.

f. The Director of Admissions shall be responsible for the administration of these regulations.

g. There shall be a Residence Classification Committee consisting of three members appointed by the President and the Director of Admissions who shall be an ex officio (without vote) member of the Committee and shall serve as Chairperson. The duties of this Committee shall be as follows:

(1) To render interpretations and rulings at the request of the Director of Admissions.

(2) To serve as an appeals Committee for students who wish to appeal the decision of the Director of Admissions.

(3) To consider University policies in the area of residence classification and make recommendations to the Trustees of the University of Wyoming.

#### Section 4. FEE SCHOLARSHIPS

Fee scholarships, other than those supported from external sources, may be established only by the Trustees or by Statute, and a listing of such scholarships shall be published in administrative regulations.

#### Section 5. DISMISSAL

Dismissal of students for academic reasons shall be governed by the regulations of the University faculty and the regulations of the various colleges and the Graduate School. Individual cases shall be determined, in accordance with the criteria established by such regulations, by the dean and faculty of the particular college or the Graduate School in the manner set forth in such regulations.

Dismissal from the University for misconduct shall be effected by order of the PROVOST with the prior approval of the President of the University. Before recommending the dismissal of a student for such reasons, the student shall be advised of the proposed action. If the student so requests, a hearing shall be held at which time the student shall be afforded the opportunity to hear the evidence in support of the proposed action, to cross-examine witnesses, and to present evidence in

his own behalf. The student may be represented in such hearing by counsel of THE STUDENT'S ~~his~~ choice. A summary of the evidence presented at such hearing shall accompany the recommendation for dismissal. The PROVOST shall adopt regulations further defining the causes for dismissal and specifying the procedure to be followed in the conduct of the hearings provided for herein.

#### Section 6. STUDENT ORGANIZATIONS

The organization known as the Associated Students of the University of Wyoming (ASUW) is hereby recognized as a part of the University. The constitution of such body in effect on the effective date of these regulations is hereby approved and ratified. No revisions of, or amendments to, such constitution shall become effective until they have been submitted to and approved by the Trustees.

It shall be the duty of the PROVOST to work with the ASUW in the development of a program to promote the general welfare of all students at the University.

All other campus student organizations annually must apply for official University recognition in accordance with the policies and procedures outlined in administrative regulations.

Only recognized student organizations shall be eligible to use University facilities and services.

#### Section 7. STUDENT PUBLICATIONS

Student publications may be sponsored by the Associated Students of the University of Wyoming. No other publications shall be identified as the work of or representative of University of Wyoming students unless they are sponsored by a student organization officially recognized by the PROVOST. All student publications supported by use of University facilities or funds shall be approved by, and subject to the direction of a Student Publications Board which shall fulfill the normal responsibilities of a publisher. The Board shall be responsible to, and established by, the President of the University.

#### Section 8. THE WYOMING UNION

The general operation and utilization of the Wyoming Union shall be conducted under the immediate administrative supervision of the Director of the Wyoming Union, who shall be responsible to the President of the University through the PROVOST. The Director of the Wyoming Union shall also be subject to the

supervision of the Vice President for Finance with regard to the business and financial affairs of the Wyoming Union. The Director of the Wyoming Union shall be responsible for administering and planning the affairs of the Wyoming Union after consultation with the Wyoming Union Board with regard to general advisement on budgeting priorities for programs and services of the Wyoming Union as well as facility policies, scheduling of facilities and other similar matters involving the use and operation of the Union. The Wyoming Union Board shall be established by regulation issued by the President of the University, approved by the Trustees.

#### Section 9. STUDENT EMPLOYMENT

Incident to the conduct of the operations and work of the University, part-time employment opportunities for students may be established and maintained within the University in accordance with such University-wide standards and procedures as may be approved by the President of the University.

Specific terms and conditions for such employment opportunities as approved by the President shall reflect a policy intended to provide work opportunities for students who desire or need to work to assist in meeting costs associated with progress toward their educational objective, as well as the recognition of educational benefits to the student incident to the performance of services for the University.

Compensation plans may be established upon the basis of hourly rates of pay or stipends for specified periods of time as may be deemed appropriate for differing types of services and educational programs.

The various provisions of Chapters VI and VII of these Regulations of the Trustees may be modified or deemed inapplicable with regard to the establishment of specific terms and conditions for students who receive any form of compensation or stipend from the University.

CHAPTER IX. DEGREES AND DIPLOMAS

Section 1. DEGREES AND DIPLOMAS IN COURSE

All academic programs leading to the bachelor's, master's, or doctoral degrees, or to a professional diploma, must be authorized by the Trustees. The requirements for and designation of offered degrees shall be established by regulations, as required by Chapter IV. Degrees and diplomas shall be awarded by the Trustees upon recommendation of the appropriate school or college faculty, transmitted to the Trustees by the President of the University.

Section 2. HONORARY DEGREES

Nominees for honorary degrees may be submitted by members or former members of the Trustees, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University by a designated date each year. The President shall refer all nominations to a joint committee consisting of not more than three members of the Trustees appointed annually by the President of the Trustees, three members of the appropriate faculty committee chosen annually by that committee, and the President of the University who shall preside as chairperson without vote.

The joint committee shall canvass fully the achievements and qualifications of persons nominated in accordance with the following criteria:

- a. Notable contribution to the health, education, or general welfare of the people of the State.
- b. Outstanding accomplishment on either a state or national level by alumni of the University.
- c. Accomplishment so outstanding as to have won recognition on a national or international level.

All deliberations and votes of the joint committee shall be secret except for official records where required. Any candidate who receives an affirmative vote of two-thirds of the joint committee shall be recommended by the Trustees. The Trustees will award an honorary degree only upon recommendation of the joint committee, but reserves full discretion in respect to approval or disapproval of joint committee recommendations.

The only honorary degree authorized is the Doctor of Laws and it normally shall be awarded only at the time of Commencement.



## CHAPTER X. PHYSICAL PLANT

### Section 1. BUILDINGS

The selection and employment of architects for all buildings of the University, the adoption of plans, specifications, and details for such buildings, and the receiving of bids and awarding of contracts shall be a function of the Trustees upon recommendation of the Physical Plant and Equipment Committee. Through this Committee, the Trustees shall maintain general supervision over the construction and equipping of all University buildings.

Names of buildings shall be selected by the Trustees. No building shall be named after any person actively connected with the University at the time.

### Section 2. MOTOR VEHICLES

The unauthorized use by any officer or employee of any motor vehicle belonging to the State of Wyoming or the use of any such vehicle except on official business is prohibited by state statutes. The prohibitions contained therein apply to motor vehicles owned by the University.

### Section 3. PURCHASES

Preference shall be allowed in purchase of materials, supplies, equipment and machinery provided by bona fide Wyoming residents when such materials, supplies, equipment, machinery or provisions are of quality equal to those of any other state enforcing or having a differential for "out-of-state" materials, supplies, equipment, machinery, or provisions. Such preference shall be five percent (5.0%) and shall apply to materials, supplies, equipment, machinery or provisions produced, manufactured or grown in this state, and to materials, supplies, equipment, and machinery supplied by a Wyoming resident.

For purposes of purchases described in the above paragraph a bona fide Wyoming resident shall be construed to mean a person, partnership or corporation certified as a resident by the Commissioner of Labor and Statistics prior to bidding upon the contract, subject to the following criteria:

a. Any person who has been a bona fide resident of the state for one (1) year or more immediately prior to bidding upon the contract; or

b. A partnership or association, each member of which has been a bona fide resident of the state for one (1) year or more immediately prior to bidding upon the contract; or

c. A corporation organized under the laws of the state with at least fifty percent (50%) of the issued and outstanding shares of stock in the corporation owned by persons who have been bona fide residents of the state for one (1) year or more prior to bidding upon the contract, and which maintains its principal office and place of business within the state; or

d. A corporation organized under the laws of the state which has been in existence in the state for one (1) year or more immediately prior to bidding upon the contract and maintains its principal office and place of business within the state. If at least fifty percent (50%) of the issued and outstanding shares of stock in the corporation are owned by nonresidents, shares of the corporation shall:

- (i) have been acquired by nonresidents one (1) year or more immediately prior to bidding upon the contract; or
- (ii) be publicly traded and registered under Sections 13 or 15(d) of the Securities Exchange Act of 1934 for one (1) or more classes of its shares.

134000