

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

**May 8, 1992**

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

THE UNIVERSITY OF WYOMING

Minutes of the Trustees

May 8, 1992

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# THE UNIVERSITY OF WYOMING

## Minutes of the Trustees

May 8, 1992

The annual meeting of the Trustees of the University of Wyoming was held on Friday, May 8, 1992, in the Old Main Board Room. Committee meetings and executive sessions to discuss personnel and litigation matters were held on Thursday, May 7.

The meeting was called to order by President Bryan Sharratt at 9:05 a.m.

### ROLL CALL

The following Trustees attended the meeting: Bryan E. Sharratt, John D. (Dave) Bonner, F. Richard Brown, Deborah Healy Hammons, Harry L. Harris, Jeri Kirk, Peter M. Jorgensen, Daniel Kinnaman, Walter G. (Jerry) Saunders, Mike Schutte, and David W. Updike. Ex-officio members Terry P. Roark, and Travis Gentry were also in attendance. Trustee W. Perry Dray and Ex-officio members Diana Ohman and Governor Mike Sullivan were unable to attend.

## **ANNOUNCEMENTS**

President Roark reported that the University will realize a record yield from the High School Institute. Sixty percent of the participants are planning to attend the University of Wyoming this fall. Usually the figure is around 50 percent. Dr. Roark announced that the University has received a grant in the amount of \$500,000 from John Kemmerer, Jr. to provide full four-year scholarships which include tuition, room and board, and books for students from Kemmerer to attend the University of Wyoming.

President Roark said that during the early spring preregistration there was a 20 percent increase in community college transfer students over a year ago.

Dr. Roark reported that the University of Wyoming ranked seventh of 300 institutions that the National License Board for Clinical Psychology reviewed in 1988, 1989 and 1990.

Dr. Roark announced that Joni Hersch, Associate Professor of Economics, was one of 20 recipients of a National Science Foundation grant of \$140,000 to study at California Institute of Technology.

Dick Brown noted that Bradley D. Bonner, son of Trustee Bonner, will receive the Juris Doctor degree with honor at tomorrow's commencement.

## **APPROVAL OF APRIL 25, 1992 MINUTES**

It was moved by Trustee Saunders and seconded by Trustee Harris that the April 25, 1992 Minutes of the Trustees be approved. The motion carried.

## **TRUSTEE AWARDS OF MERIT**

The Trustee Award of Merit was  
presented to Robert Neeb by Trustee

Deborah Hammons. It read:

"Some use the words interchangeably, but it is important to draw a distinction between 'efficient' and 'effective.' Efficient is doing the job right. Effective is doing the right job right.

Robert F. Neeb is effective in furthering community college relations. He was instrumental in completing a common course numbering system for the community colleges and University, and is playing the pivotal role in maintaining the system. The insights and perceptions he shares with his UW and community college colleagues strengthen rapport and enhance Wyoming higher education. Through his good offices, there is a growing unity of purpose that is reflective not only of efficiency, but of overall excellence.

By presenting this Trustee Award of Merit, the Trustees of the University of Wyoming wish to express to Robert F. Neeb their deep appreciation for his resolution, along with their congratulations for his successful outcomes."

The Trustee Award of Merit was presented to Judith A. Powell by Trustee David W. "Bud" Updike. It read:

"If scientists could only figure out how to harness her, Judy Powell might be the answer to our much talked about energy crisis. Her energy is superabundant. It is matched only by her commitment to students, her boundless enthusiasm, and her ability to bring diverse views to bear for positive outcomes.

In May, 1992, University of Wyoming Trustees accepted the first academic standards for admission to the institution. Adoption of those standards is the culmination of many months of consultation and consensus building under the stewardship of Judy Powell. Simultaneously, she has been leading UW's efforts to strengthen community college relations through implementation of a viable common course numbering system, through block transfer agreements, and through a dual admissions process.



Her objective has been the same in all instances -- to benefit students and our state.

In recognition of her achievements, and with profound appreciation for the results of her interventions, the Trustees of the University of Wyoming are pleased to present to Dr. Judith Powell a Trustee Award of Merit."

Trustee Dave Bonner presented the Trustee Award of Merit to Vern E. Shelton. It read:

"He's the 911 man for the University of Wyoming and especially the Board of Trustees. Call on him at any hour, any day, and he will respond. What Board member has not solicited the help of Vern Shelton, Assistant to the President, seeking information or relaying a concern on behalf of students, parents of students or constituents out in the state? Laboring quietly and efficiently out of the limelight, Vern fields the many special requests and responds promptly and fully--ever mindful that in so doing, the University sends a message that it does care.

Vern serves the President's Office with loyalty and distinction in an administrative position he has held for 26 years. Perhaps nowhere is his service to the University more vital than in his role as legislative liaison. Vern provides a positive presence for the University in Cheyenne during legislative sessions. He has gained the respect and confidence of lawmakers and is known as a reliable source of information.

In grateful appreciation of his steady and disciplined service, which contributes importantly to the identity of the University of Wyoming in the state, the Board of Trustees presents to Grandpa Vern Shelton its Trustees' Award of Merit this eighth day of May, 1992."

The three award recipients will be recognized at the Commencement exercises on Saturday, May 9.

#### **ELECTION OF OFFICERS**

President Sharratt called for election of officers of the University of Wyoming Board of Trustees for 1992-93. President Sharratt called for nominations for President. Trustee Bonner nominated Deborah Hammons. The motion

was seconded by Trustee Schutte. Trustee Bonner moved that nominations cease and that a unanimous ballot be cast for Deborah Hammons. The motion was seconded by Trustee Harris and it carried. Newly elected President Hammons thanked the Trustees for their support.

Assuming the presidency at that point, President Hammons called for nominations for Vice President. Dave Bonner was nominated by Jeri Kirk. The motion was seconded by Trustee Saunders. Trustee Brown moved that nominations cease and a unanimous ballot be cast for Trustee Bonner. The motion was seconded by Trustee Saunders and it carried.

President Hammons called for nominations for Secretary. Trustee Schutte nominated Jeri Kirk. The motion was seconded by Trustee Jorgensen. It was moved by Trustee Kinnaman and seconded by Trustee Harris that a unanimous ballot be cast for Jeri Kirk. The motion carried.

President Hammons called for nominations for Treasurer. Trustee Schutte nominated Jerry Saunders. The motion was seconded by Trustee Jorgensen. Trustee Brown moved that nominations cease and that a unanimous ballot be cast for Jerry Saunders. Trustee Bonner seconded the motion and it carried.

The duly elected officers of the Trustees of the University of Wyoming for 1992-93 are:

President-----Deborah Hammons  
Vice President-----Dave Bonner  
Secretary-----Jeri Kirk  
Treasurer-----Jerry Saunders

**ELECTION OF THREE MEMBERS  
TO EXECUTIVE COMMITTEE**

According to Trustee Bylaws, the

Executive Committee shall consist of five members of the Trustees, one of whom shall be the President of the Trustees who shall serve as Chairman, one of whom shall be the immediate past president of the Trustees, one of whom shall be the Vice President of the Trustees, and two of whom shall be elected by the Trustees for a term of one year at the annual meeting of the Trustees.

Trustee Bonner nominated David W. "Bud" Updike for a position on the Executive Committee. The motion was seconded by Trustee Saunders and carried. It was moved by Trustee Saunders and seconded by Trustee Jorgensen that Harry Lee Harris serve on the committee. The motion carried.

The five members of the Executive Committee for 1992-93 are Deborah Hammons, Bryan Sharratt, Dave Bonner, David W. "Bud" Updike, and Harry Lee Harris.

**ELECTION OF THREE MEMBERS  
TO INVESTMENT COMMITTEE**

According to Trustee Bylaws, the Investment

Committee shall consist of not less than three members of the Trustees experienced in business and financial affairs and the management of investments who shall be elected by the Trustees for a term of one year at the annual meeting of the Trustees.

It was moved that by Trustee Schutte that the three current members of the Investment Committee, Richard Brown, Dave Bonner, and Peter Jorgensen, be reelected to serve on the Investment Committee for the coming year. The motion was seconded by Trustee Harris and it carried.

**ELECTION OF THREE MEMBERS  
TO UNIVERSITY OF WYOMING  
RESEARCH CORPORATION**

The University of Wyoming President, the  
University of Wyoming Board of Trustees

President, and the immediate past president of

the Trustees are represented on the Wyoming Research Corporation Board as ex-officio members by virtue of their offices. They include Terry P. Roark, Bryan E. Sharratt, and Harry L. Harris, who was appointed in 1991 to a one-year term because of the absence of a past president. Members-at-large currently consist of three Trustees: Dave Bonner, Perry Dray, and Jerry Saunders. Perry Dray's was appointed to a three-year term in May of 1989. Faculty members serving on the board are Dr. Sam Hakes, whose term is expiring, and Dr. Derek Hodgson. Individuals not directly associated with UW who serve are Dr. Larry Woods, whose term is expiring, and H.A. "Dave" True.

Trustee President Hammons called for nominations to fill the vacancy created by the expiration of Trustee Dray's term. Trustee Kirk nominated Trustee Harris. Trustee Harris declined the nomination and moved that Trustee Dray be reappointed to a three-year term. The motion was seconded by Trustee Jorgensen and carried. Upon a recommendation by President Roark, it was moved by Trustee Harris, seconded by Trustee Bonner and carried that Dr. Sam Hakes and Dr. Larry Woods be reappointed to three-year terms. The motion carried.

**Committee Assignments**

President Hammons distributed a committee assignment sign-up sheet for the upcoming year. She reminded Trustees that Trustee Bylaws forbid any member of the Trustees from being eligible for reappointment as chairman of a particular committee immediately after having served two successive annual terms in that office.

**Thanks to Bryan Sharratt**

Trustee Schutte commended Bryan Sharratt for the fine job he did serving as President of the Trustees for the past two years. Trustee Schutte's comments were followed by a round of applause.

**REPORT AND RECOMMENDATIONS OF COMMITTEES**

**ACADEMIC ISSUES COMMITTEE**

The Academic Issues Committee met on May 7, 1992 with the following members present: Deborah Hammons, chair; Peter Jorgensen, Jerry Saunders, and David W. "Bud" Updike. Committee members Perry Dray and Diana Ohman were absent. The following report and recommendations were presented to the full board:

**Approval of Revisions to UNIREG 408 - Guidelines for Establishing Academic Professionals**

UNIREG 408 was approved by Trustees on March 1, 1991. After working with the guidelines in the development of appendices for Extension Educators and Lecturers, the need for additions/revisions/refinements became apparent. Provost Karnig noted

that Special Assistant to the President David Baker had been very helpful in identifying possible changes. During the Academic Issues Committee meeting, Trustee Harris suggested a wording change under IV.A.1. Probationary Period, defining "cause". Trustee Kinnaman asked for greater clarification of eligibility for professional development leave. It was decided to table the item until the business meeting so that the Provost's office could develop the appropriate changes. It was moved by Trustee Jorgensen, seconded by Trustee Harris and carried during the business meeting that the item be brought off the table. Associate Provost Judy Powell provided the additional changes to UNIREG 408 as requested:

#### IV.A.1. Probationary Period

"Cause" is defined to include any conduct by the academic professionals 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.

#### IV.A.10. Professional Development Leave

To be eligible to apply for professional development leave, Academic Professionals must have been granted an extended-term contract and completed a minimum of six years of academic service at the University. Initial requests for professional development leave may be submitted no earlier than the seventh year of academic service. For any subsequent professional development leave, six years of academic service must precede each period of professional development leave, although no right accrues automatically through lapse of time. Other conditions for professional development leave shall general be those which apply to sabbatical leave for faculty.

An Academic Professional who fails to return to the University for at least one academic year immediately following professional development leave shall be obligated to repay the amount of compensation received from the University during the period of his/her leave.

Trustee Kinnaman moved acceptance of UNIREG 408 as amended. The motion was seconded by Trustee Harris and it carried, with Trustee Updike voting "no." The UNIREG and changes are included as Enclosure 1, green.

#### **Approval of Appendix to UNIREG 408 - Lecturers**

Pursuant to UNIREG 408, the Appendix for Lecturers was submitted for Trustees' review and approval. This appendix was approved by the majority of eligible lecturers by a vote of 65 to 1, with one abstention. Subsequently, the appendix was approved by the Executive Council of the Faculty Senate, the Staff Council and the Academic Planning Committee, and was forwarded for Trustee approval.

Provost Karnig reminded Trustees that when UNIREG 408 was adopted, it was agreed that an appendix for lecturers should be drafted. There are now 165 lecturers spread across the campus, who for the most part, teach basic courses. Responding to a question from Trustee Hammons, the Provost said that budget implications would be modest. It was moved by Trustee Saunders, seconded by Trustee Bonner, and carried that the Appendix to UNIREG 408 - Lecturers be approved. Trustee Updike voted against the motion. The Appendix to UNIREG 408 - Lecturers is attached as Enclosure 2, canary.

#### **Adoption of Admission Standards**

The proposed admission standards were developed over a two-year period, based on research on the high school preparation and subsequent performance of UW students, consultation with appropriate groups state-wide, and internal consultation with UW

faculty and students. Adoption of admission standards for the University of Wyoming was supported by ASUW and the UW faculty senate. In January, 1992, Trustees approved circulation of the proposed standards state-wide for comment between January and April 1, 1992. These standards were endorsed by a unanimous vote of the UW Faculty Senate on April 27, 1992. Based on a recommendation by the Academic Issues Committee, Trustee Saunders moved approval of the proposed admission standards as presented. The motion was seconded by Trustee Brown and carried. Trustees Kinnaman and Updike were noted as voting against the motion. The admission standards as approved are submitted as Enclosure 3, blue.

#### **Approval of Degrees Awarded in 1991-92**

It was moved by Trustee Jorgensen, seconded by Trustee Bonner and carried that Trustees of the University of Wyoming approve the awarding of degrees to individuals recommended by the faculty and deans, with a record of such degree awards to be maintained by the Registrar's Office after authentication by the President.

#### **Master List of Degrees**

A master list of degrees is provided annually to the Trustees. Provost Karnig furnished a preliminary list at this meeting, and said that a complete list would be submitted to the Trustees within a few weeks.



## **BUDGET COMMITTEE**

President Sharratt called on Chairman Schutte for a report from the Budget Committee

meeting held on May 7. Committee members Schutte, Bonner, Brown, Hammons, Harris, and Kinnaman and ex officio members Sharratt and Roark attended the committee meeting, along with other Trustees and University staff. Committee member Dray was absent. Based on the committee meeting, the following recommendations and reports were presented to the full board.

### **Authorization for Stock Transfers**

Brokerage firms are requesting certification of resolutions carrying a date within six months of the transaction.

Based on a recommendation from the Budget Committee, Mr. Schutte moved, Mr. Harris seconded, and it carried to 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.

### **Selection of Auditors**

Last fiscal year the Trustees appointed the firm of Deloitte & Touche of Denver, Colorado, and Tammy E. Lantz of Cheyenne to conduct an annual audit of the University's financial statements and to provide audit services in accordance with the

provisions of OMB Circular A-133, University bond resolutions, NCAA, and National Public Radio. This appointment was for four years, subject to annual reappointment by the Trustees. Deloitte & Touche and Tammy E. Lantz have satisfactorily completed the first year of this four-year engagement.

Based on a recommendation from the Budget Committee, Mr. Schutte moved continuation of the engagement for the second year of the four-year agreement. The motion was seconded by Mrs. Kirk, and it carried. Mr. Harris abstained from voting due to a conflict of interest.

#### **Fiscal Year 1993 Budget, Section I**

The Section I operating budget for FY 1993 was prepared on the basis of the legislative appropriation for the 1993-1994 biennium. The appropriation for the ensuing biennium will be insufficient to sustain the base budget operations that the institution was authorized for FY 1992. As a result the Trustees have already authorized various program expenditure reductions and revenue enhancements to bring the institution's budget requirements into parity with the funds authorized by the legislature. The following table summarizes the base operating budget and the actions to date:

University of Wyoming  
Section I Operating Budget  
1993-1994 Biennium  
Reconciliation of Base Operating Budget with Appropriation

**Operating Budget**

Section I Standard Budget	\$ 237,962,711
ADD:	
Equipment Funding	2,436,517
Contractual Services	208,236
Reallocation Revenues	<u>3,225,950</u>
Operating Requirement (93-94)	\$ 243,833,414
LESS:	
Water Development Funding reduced by Legislature	\$ (140,025)
One Percent Reduction Approved December 14, 1991	(1,622,000)
Reduce Summer School Support Approved December 14, 1991	(550,000)
Intercollegiate Athletics Reduction Approved March 21, 1992	(300,000)
Program Reductions Approved April 25, 1992	<u>(1,504,520)</u>
Subtotal	\$ 239,716,869
1993-1994 Appropriation Act	\$ <u>238,658,756</u>
Difference	\$ (1,058,113)
ADD:	
Revenue Enhancements Approved April 25, 1992	\$ 860,930
Request to restore UW funds reduced in appropriation	<u>185,000</u>
Net Difference	\$ <u>(12,183)</u> =====

The \$12,183 difference between the expenditure reductions and revenue enhancements and the appropriation will be absorbed within the institution's cash balances.

The following table summarizes the operating budget for the University for the 1993-1994 biennium, and the proposed allocation between each fiscal year.

UNIVERSITY OF WYOMING  
SECTION I OPERATING BUDGET  
1993-1994 BIENNIUM

BASE OPERATING BUDGET

Program/Activity	<u>1993-1994</u>	<u>FY 1993</u>	<u>FY 1994</u>
Instruction	\$110,636,695	\$ 55,318,348	\$ 55,318,347
Research	16,920,667	8,460,334	8,460,333
Public Service	10,554,738	5,277,369	5,277,369
Academic Support	26,647,243	13,323,622	13,323,621
Student Services	14,656,602	7,328,301	7,328,301
Institutional Support	19,566,731	9,783,366	9,783,365
Operation of Plant	23,566,694	11,783,347	11,783,347
Scholarships/Fellowships	7,524,162	3,762,081	3,762,081
Intercollegiate Athletics	<u>10,910,954</u>	<u>5,455,477</u>	<u>5,455,477</u>
Sub-Total	\$240,984,486	120,492,245	120,492,241
 UNDISTRIBUTED BUDGET REDUCTIONS			
Across-the-Board	<u>-1,622,000</u>	<u>-811,000</u>	<u>-811,000</u>
Subtotal	<u>(1,622,000)</u>	<u>(811,000)</u>	<u>(811,000)</u>
1993-1994 total	\$239,362,486 =====	\$119,681,245 =====	\$119,681,241 =====

The \$1,622,000 program reductions authorized by the Trustees have not been finalized as of this date. Departments and programs are currently reviewing potential program reduction options and these reductions will be entered into the printed budget document that will be distributed to the Trustees prior to FY 1993.

The 1993-94 operating budget shown above is \$703,730 greater than the appropriation. This increase is the result of a combination of events and actions. First, there was a combined reduction of \$325,025 in UW and water development funds as a result of legislative action. During the last days of the legislative session an amendment was adopted that reduced the institution's total budget by two percent. The general fund reduction was ultimately restored to the Governor's recommendation, but the decreases to the UW fund (\$185,000) and the Water

Development Fund (\$140,025) were not restored. The Water Development funding cannot be restored by Trustee action, however it was recommended that the reduction to the UW fund be restored as part of the authorization for 1993-94. Second, the budget authorization was increased by \$518,730 based on additional Section I revenues that were approved as part of the overall expenditure reductions and revenue enhancements adopted on April 25, 1992.

Authorization for these revenues must also be included in the 1993-94 budget authorization.

The following table summarizes the sources of revenue used to support the Section I Block Grant and the funding allocation to each fiscal year.

UNIVERSITY OF WYOMING  
1993-1994 BIENNIUM  
FUNDING SOURCES

APPROPRIATED FUNDS

Source of Funds	<u>1993-1994</u>	<u>FY 1993</u>	<u>FY 1994</u>
General Fund	\$157,541,149	\$ 78,770,575	\$ 78,770,574
Water Development Fund	1,537,245	768,623	768,622
Agricultural Land Income	760,000	380,000	380,000
University Land Income	2,200,000	1,100,000	1,100,000
UW Income Fund	43,366,680	21,683,340	21,683,340
Sales and Service	5,250,000	2,625,000	2,625,000
Family Practice Income	3,759,000	1,879,500	1,879,500
Mineral Royalties	18,545,505	9,272,753	9,272,752
Federal Funds	5,015,617	2,507,809	2,507,808
Foundation Income	687,290	343,645	343,645
Medical Contract Income	<u>700,000</u>	<u>350,000</u>	<u>350,000</u>
<b>Total</b>	<b>\$239,362,486</b> =====	<b>\$119,681,245</b> =====	<b>\$119,681,241</b> =====

The funding allocation for scholarships has not been adjusted for the tuition increases that will occur during FY 1993. The scholarship requirements will be calculated after the close of FY 1992 and will be presented at a subsequent meeting of the Board. The revenue projections for 1993-94 have been prepared on the assumption that approximately 30 percent of the gross

revenue from these increases will be needed to address the scholarship requirements.

Based on a recommendation from the Budget Committee, Mr. Schutte moved to approve the Section I operating budget of \$119,681,245 for the Fiscal Year beginning July 1, 1992, and that authorization be granted to increase the Section I University revenues in the amount of \$703,730 to fund the institution's operating budget. The motion was seconded by Mr. Bonner, and it carried.

**Fiscal Year 1993 Budget, Section II**

The FY 1992-93 operating budget for Section II covers the University's needs for its self-sustaining operations, consisting primarily of auxiliary services, gifts and contributions, sponsored funding for research, debt service, and other similar activities. The 1992 legislature approved a block grant authorization for the Section II budget similar to that provided for the institution's Section I budget. For the purpose of internal budget control, the Section II budget will be allocated to specific programs as is done with the Section I budget.

The Section II budget for the 1993-1994 Biennium and FY's 1993 and 1994 are presented in the following table:

	SECTION II BUDGET FOR THE 1993-1994 BIENNIUM		
	<u>1993-1994</u>	<u>FY 1993</u>	<u>FY 1994</u>
SPONSORED FUNDING	\$ 60,500,000	\$30,250,000	\$30,250,000
GIFTS AND CONTRIBUTIONS	7,695,000	3,847,500	3,847,500
AUXILIARY ENTERPRISES	47,008,298	23,504,149	23,504,149
ASUW	1,500,000	754,710	745,290
DEBT SERVICE	11,455,160	5,728,050	5,727,110
INTERCOLLEGIATE ATHLETICS	<u>6,032,000</u>	<u>3,016,000</u>	<u>3,016,000</u>
TOTAL	\$134,190,458 =====	\$67,100,409 =====	\$67,090,049 =====

Revenues to support the Section II budget are derived from the following sources:

SECTION II BUDGET  
FOR THE 1993-1994 BIENNIUM

	<u>1993-1994</u>	<u>FY 1993</u>	<u>FY 1994</u>
FEDERAL FUNDS	\$ 49,657,163	\$ 24,828,581	\$ 24,828,582
UNIVERSITY FUNDS	75,032,665	37,521,513	37,511,152
MIN ROYALTIES	<u>9,500,630</u>	<u>4,750,315</u>	<u>4,750,315</u>
 TOTAL	 \$134,190,458 =====	 \$67,100,409 =====	 \$67,090,049 =====

Based on a recommendation from the Budget Committee, Mr. Schutte moved approval of the Section II budget for FY 1993 as described above in the amount of \$67,100,409. The motion was seconded by Mr. Harris, and it carried.

**Fiscal Year 1993 Budget, Associated Students of the University of Wyoming**

Section 3 of University Regulation 239 provides that the annual budget for the Associated Students of the University of Wyoming (ASUW) is to be presented to the Trustees for consideration.

The budget request for FY 1993, as summarized below, is larger than the FY 1992 request by \$21,617, or 2.9 percent. This increase is funded primarily by additional revenues anticipated in publication activities.

ASUW  
FY 1992-1993  
OPERATING BUDGET

SOURCES OF FUNDS:	<u>FY 1993</u>	<u>FY 1992</u>
ASUW FEE	\$408,000	\$408,000
ASUW RESERVE	54,080	34,023
ASUW EQUIPMENT RESERVE	3,600	12,500
PRESIDENTIAL GRANT	3,000	3,000
GENERATED REVENUES	<u>286,030</u>	<u>275,570</u>
 TOTAL FUNDS	 \$754,710 =====	 \$733,093 =====
 USES OF FUNDS:		
ASUW GOVERNMENT AND SERVICES	\$307,710	\$318,918
ASUW ACTIVITIES	131,190	126,825
STUDENT PUBLICATIONS	<u>315,810</u>	<u>287,350</u>
 TOTAL FUND USES	 \$754,710 =====	 \$733,093 =====

To complete funding for the budget authorization, the ASUW request includes a \$54,080 drawdown on the ASUW reserve account, which also requires Trustee approval. At the present time the reserve has an uncommitted balance of \$303,390 that will accommodate the proposed drawdown while still maintaining a comfortable reserve balance.

Based on a recommendation from the Budget Committee, Mr. Schutte moved approval of the ASUW budget request for FY 1993 as presented above, including authorization to transfer up to \$54,080 from the ASUW reserve to fund the FY 1993 budget request. The motion was seconded by Mr. Harris, and it carried.



### **Fiscal Year 1993 Budget, Wyoming Union**

The fiscal year 1993 operating budget for the Wyoming Union, along with a schedule of the equipment reserve expenditures was presented for consideration of the Budget Committee and the Trustees.

The Wyoming Union budget for the fiscal year beginning July 1, 1992 was developed in consultation with the Wyoming Union Board, the Director of Auxiliary Services and the Vice President for Finance.

The budget request for FY 1993 is \$1,382,754. This request is approximately 2.8 percent less than the budget approved for the current fiscal year. This reduction is the result of decreased revenues, both in the current year and projected for next year, from food service operations.

Based on a recommendation from the Budget Committee, Mr. Schutte moved approval of the fiscal year 1993 budget for the Wyoming Union, as presented in Enclosure 4, cherry. The motion was seconded by Mr. Jorgensen, and it carried.

### **Revenue Enhancements - Intercollegiate Athletics**

During fiscal year 1993, projected increased costs for goods and services coupled with the division's share of University budget reductions will require additional self-generated revenues.

The Division of Intercollegiate Athletics requested authorization to increase men's basketball ticket prices from \$7.00 to \$8.00 per game, effective with the 1992-93 basketball season. This is estimated to generate \$40,000 in fiscal year 1993.

The proposed enhancement will be available for the following purposes:

1. Offset increases in student-athlete team travel costs, medical and health care costs, and Section II funded grant and aid costs, including summer school and the fifth-year scholarship program.
2. Offset the \$28,000 difference between the general fund decrease and the anticipated savings from sports program reduction in each year of the biennium.

Based on a recommendation from the Budget Committee, Mr. Schutte moved to increase men's basketball ticket prices from \$7.00 to \$8.00 per game, effective with the 1992-93 basketball season. The motion was seconded by Mr. Bonner, and it carried.

#### **Approval of Contracts and Grants, Gifts and Scholarships**

Based on a recommendation from the Budget Committee, it was moved by Mr. Schutte, seconded by Mrs. Kirk, and carried, that the Trustees of the University of Wyoming accept contracts and grants in the amount of \$5,475,898 for the period February 22, 1992, through April 17, 1992, and gifts and scholarships in the amount of \$25,738.53 for the period February 16, 1992, through February 29, 1992.

#### **Internal Audit Plan for the Year Ending June 30, 1993**

The goal of Internal Audit is to audit as many areas of the University as possible and provide audit services to the following affiliated organizations: University of Wyoming Alumni Association, Inc.; Cowboy Joe Club, Inc.; and the Wyoming State 4-H Foundation. Whenever possible, internal controls are reviewed as they are being developed for new systems or revised within existing systems.

In determining the specific University areas to be audited, the following factors are taken into consideration: audit work performed by external auditors, an assessment of risk, and the resources of Internal Audit.

Based on a recommendation from the Budget Committee, Mr. Schutte moved, Mr. Harris seconded, and it carried to approve the Internal Audit plan for the year ending June 30, 1993, as follows:

- a. Continue audits of accounts in the following fund groups: General Current Funds Unrestricted, Revolving Funds, and Auxiliary Enterprise Funds.
- b. Audit the Wyoming Radio Network for the year ending April 30, 1992.
- c. Perform cash counts when appropriate.
- d. Perform the biennial financial audit of ASUW for the year ending June 30, 1992.
- e. Provide audit services to the following affiliated organizations:
  1. Perform an audit and prepare financial statements for the University of Wyoming Alumni Association, Inc. for the fiscal year ending June 30, 1992.
  2. Perform an audit and prepare financial statements for Cowboy Joe Club, Inc. for the six months ending June 30, 1992. An audit of the six month period will be necessary because of a change in accounting from a calendar year to a fiscal year.
  3. Perform a limited examination of the Wyoming State 4-H Foundation for the year ending September 30, 1992.

**Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period January 1, 1992 to March 31, 1992**

A report prepared by Mr. Van Jacobson, on the internal audit activity for the period January 1, 1992, through March 31, 1992, conducted in accordance with the audit plan, was presented to the Budget Committee.

### **Ticket Price Increases**

Trustees Bonner and Updike asked that a review of the University's 50 percent faculty/staff discount ticket policy be undertaken, with a possibility of differential pricing. President Roark said that the option of providing tickets at 80 percent of cost had been discussed due to new Internal Revenue Service requirements, but that the matter could be explored further. At Trustees' request, President Roark agreed to research the matter, and anticipated bringing recommendations to Trustees at their July meeting.

### **PERSONNEL COMMITTEE**

President Sharratt asked Chairman Updike for a report from the Personnel Committee meeting held on May 7. Committee members David W. "Bud" Updike, Peter Jorgensen, Jeri Kirk, Jerry Saunders, and Mike Schutte attended the committee meeting, along with other Trustees and University personnel. Based on the committee meeting, the following report was presented to the full Board.

It was moved by Chairman Updike and seconded by Trustee Kirk that items 1-11 of the Trustee report, which included appointments, an administrative appointment, adjunct appointments, academic professional appointments, intercollegiate athletic reappointments, clinical faculty appointments, an adjunct reappointment, continuation of probationary appointments, promotions, tenure, and leaves of absence without pay be approved. The motion carried. Trustee Updike further moved that the administrative appointment of Bruce Forster as Dean of the School of Business be approved. Trustee Kirk seconded the motion and it carried.

By their votes, the Trustees approved the following items as indicated:

## Appointments

### COLLEGE OF AGRICULTURE

- a. John D. Schmitz as Assistant Professor of Agricultural Economics, effective February 28, 1992, at an annual (11-month) salary rate of \$42,000.

This is a tenure track appointment.

### COLLEGE OF LAW

- b. Debra L. Donahue as Visiting Assistant Professor of Law, effective September 1, 1992, at an annual (9-month) salary rate of \$47,508. This is a non-tenure track appointment.

- c. Bradley Saxton as Assistant Professor of Law, effective September 1, 1992, at an annual (9-month) salary rate of \$49,500. This is a tenure track appointment.

### UNIVERSITY LIBRARIES

- d. Sally J. Scott as Senior Assistant Librarian, effective April 13, 1992, at an annual (11-month) salary rate of \$25,008. This appointment is eligible for extended term appointment.

## Administrative Appointments

### COLLEGE OF AGRICULTURE

- a. Rollin N. Abernethy as Acting Associate Dean and Director of Resident Instruction; and Professor of Plant, Soil, and Insect Sciences, effective March 16, 1992, at an annual (11-month) salary rate of \$54,828.

- b. Bruce Forster as Dean of the College of Business, effective July 1, 1992, at an annual (12-month) salary rate of \$87,516.

## Adjunct Appointments

### COLLEGE OF ARTS AND SCIENCES

As Adjunct Professor, Administration of Justice, for the period March 2, 1992 - February 28, 1995:

- \*a. Audie L. Blevins, Department of Sociology
- \*b. Roderick Carman, Department of Psychology
- \*c. George W. Gill, Department of Anthropology
- \*d. W. Hugh McGinley, Department of Psychology
- \*e. Narina L. Nightingale, Department of Psychology
- \*f. Max W. Rardin, Department of Psychology

g. Mary M. Meagher as Adjunct Professor, University of Wyoming - National Park Service Research Center, for the period March 1, 1992, through February 28, 1995.

\* Currently holds UW faculty appointment in another department.

## Academic Professional Appointments

<i>Candidate</i>	<i>Rank</i>	<i>Length of Initial Extended Term</i>
<i>Bateman, Todd</i>	<i>University Extension Educator</i>	<i>3</i>
<i>Booher, Patricia</i>	<i>Assoc. University Extension Educator</i>	<i>probation</i>
<i>Bottoms, Richard</i>	<i>University Extension Educator</i>	<i>2</i>
<i>Buk, Jerrold</i>	<i>University Extension Educator</i>	<i>2</i>
<i>Burrough, Les</i>	<i>Assoc. University Extension Educator</i>	<i>2</i>
<i>Coffey, Bill</i>	<i>University Extension Educator</i>	<i>3</i>
<i>Cullen, Peg</i>	<i>University Extension Educator</i>	<i>3</i>
<i>Cunningham, Ronald</i>	<i>University Extension Educator</i>	<i>3</i>
<i>Daniels, Barbara</i>	<i>University Extension Educator</i>	<i>2</i>
<i>Davis, Rodney</i>	<i>University Extension Educator</i>	<i>2</i>
<i>Drake, Kent</i>	<i>Assoc. University Extension Educator</i>	<i>1</i>
<i>Eastman, Kresha</i>	<i>Assoc. University Extension Educator</i>	<i>1</i>
<i>Ellenwood, Bonnie</i>	<i>University Extension Educator</i>	<i>3</i>
<i>Faught, Kirk</i>	<i>Assoc. University Extension Educator</i>	<i>3</i>

<i>Ferrell, Mark</i>	<i>Assoc. University Extension Educator</i>	<i>2</i>
<i>Fink, Gerald</i>	<i>University Extension Educator</i>	<i>1</i>
<i>Freeburn, James</i>	<i>University Extension Educator</i>	<i>1</i>
<i>Gade, Gene</i>	<i>University Extension Educator</i>	<i>1</i>
<i>Gill, James</i>	<i>University Extension Educator</i>	<i>3</i>
<i>Green, Milton</i>	<i>University Extension Educator</i>	<i>3</i>
<i>Heald, Tom</i>	<i>Assoc. University Extension Educator</i>	<i>1</i>
<i>Henderson, Frank</i>	<i>University Extension Educator</i>	<i>1</i>
<i>Hepworth, Kelly</i>	<i>Assoc. University Extension Educator</i>	<i>probation</i>
<i>Hewlett, John</i>	<i>Assoc. University Extension Educator</i>	<i>1</i>
<i>Hiller, Joe</i>	<i>University Extension Educator</i>	<i>2</i>
<i>Hiringer, Scott</i>	<i>Assoc. University Extension Educator</i>	<i>3</i>
<i>Holmes, Betty</i>	<i>Assoc. University Extension Educator</i>	<i>2</i>
<i>Hybner, Roger</i>	<i>Asst. University Extension Educator</i>	<i>1</i>
<i>James, Susan</i>	<i>Assoc. University Extension Educator</i>	<i>3</i>
<i>Jenkins, Jay</i>	<i>Asst. University Extension Educator</i>	<i>3</i>
<i>Johnson, Deborah</i>	<i>Assoc. University Extension Educator</i>	<i>1</i>
<i>Johnson, Leanne</i>	<i>University Extension Educator</i>	<i>3</i>
<i>Jones, Ronald</i>	<i>Assoc. University Extension Educator</i>	<i>2</i>
<i>Jones, Teddy</i>	<i>University Extension Educator</i>	<i>2</i>
<i>Kaplan, Beth</i>	<i>Assoc. University Extension Educator</i>	<i>1</i>
<i>Knox, Steve</i>	<i>Asst. University Extension Educator</i>	<i>3</i>
<i>Langbehn, Jerry</i>	<i>University Extension Educator</i>	<i>2</i>
<i>Martin, Mary</i>	<i>University Extension Educator</i>	<i>1</i>
<i>Matteri, Debra</i>	<i>Asst. University Extension Educator</i>	<i>1</i>
<i>McGoodwin, Linnet</i>	<i>Sr. University Extension Educator</i>	<i>2</i>
<i>McKinstry, Stella</i>	<i>Sr. University Extension Educator</i>	<i>2</i>
<i>McNulty, Judiann</i>	<i>Assoc. University Extension Educator</i>	<i>3</i>
<i>Melcher, Linda</i>	<i>Assoc. University Extension Educator</i>	<i>3</i>
<i>Meloy, Betty</i>	<i>Assoc. University Extension Educator</i>	<i>2</i>
<i>Miner, Cecilia</i>	<i>University Extension Educator</i>	<i>3</i>
<i>Murray, Larry</i>	<i>Assoc. University Extension Educator</i>	<i>probation</i>
<i>Nix, Kenneth (Jim)</i>	<i>Asst. University Extension Educator</i>	<i>3</i>
<i>Pasley, Christine</i>	<i>Assoc. University Extension Educator</i>	<i>1</i>
<i>Perrote, Duncan</i>	<i>Assoc. University Extension Educator</i>	<i>probation</i>
<i>Peterson, Eric</i>	<i>Assoc. University Extension Educator</i>	<i>3</i>
<i>Reynolds, Doug</i>	<i>University Extension Educator</i>	<i>2</i>
<i>Rohrbeck, Gene</i>	<i>Sr. University Extension Educator</i>	<i>1</i>
<i>Romero, Virginia</i>	<i>Asst. University Extension Educator</i>	<i>1</i>
<i>Rosenlund, Philip</i>	<i>Sr. University Extension Educator</i>	<i>1</i>
<i>Ross, Karen</i>	<i>University Extension Educator</i>	<i>2</i>
<i>Schwope, Michael</i>	<i>Sr. University Extension Educator</i>	<i>3</i>
<i>Shipp, Rhonda</i>	<i>Assoc. University Extension Educator</i>	<i>2</i>
<i>Small, Mary</i>	<i>Assoc. University Extension Educator</i>	<i>2</i>
<i>Small, Gary</i>	<i>University Extension Educator</i>	<i>1</i>
<i>Smith, Denise</i>	<i>Assoc. University Extension Educator</i>	<i>3</i>
<i>Tatman, Wayne</i>	<i>Assoc. University Extension Educator</i>	<i>3</i>

<i>Wardlaw, Mary Kay</i>	<i>Assoc. University Extension Educator</i>	<i>2</i>
<i>West, Tammie</i>	<i>Asst. University Extension Educator</i>	<i>1</i>
<i>Woitaszewski, Donna</i>	<i>Assoc. University Extension Educator</i>	<i>3</i>
<i>Wormal, Judy</i>	<i>Asst. University Extension Educator</i>	<i>1</i>

### Intercollegiate Athletic Reappointments

The following intercollegiate athletic reappointments were approved for the per period July 1, 1992 through June 30, 1993, or as otherwise indicated.

#### INTERCOLLEGIATE ATHLETICS

<u>Name</u>	<u>Title and Rank</u>
Cindy Anzelmo	Athletic Counselor and Lecturer
John Bragg	Assistant Wrestling Coach and Lecturer
Linda Conger	Assistant Swim Coach and Lecturer
Carolyn DeHoff	Assistant Women's Basketball Coach and Lecturer
Joe Dowler	Associate Director of Athletics and Lecturer
Carolyn Eide	Assistant Women's Volleyball Coach and Lecturer
Mike English	Head Women's Volleyball Coach and Lecturer
Allen Frude	CJC Outreach Program Supervisor and Lecturer
Bill Kinneberg	Head Men's Baseball Coach and Lecturer
Chad Lavin	Head Women's Basketball Coach and Lecturer
Kyle Linton	Assistant Golf Coach and Lecturer
Dave Legg	Assistant Baseball Coach and Lecturer
Bill Lyons	Head Athletic Trainer and Lecturer
Jim Mantell	Assistant Swim Coach and Lecturer
Mark Miller	Head Swim Coach and Lecturer



Matt Munford	Assistant Strength Coach and Lecturer
Roger Prenzlou	Head Golf Coach and Lecturer
Pat Robbins	P.T. Assistant Women's Basketball Coach and Lecturer
Jim Sanchez	Assistant Track Coach and Lecturer
Duane Schopp	Head Track Coach and Lecturer
Stacey Schulz	Athletic Trainer and Lecturer
Cory Schwartz	Athletics Counselor and Lecturer
Steven Suder	Head Wrestling Coach and Lecturer
Pete Toye	Assistant Director of Athletics and Lecturer
Dan Viola	Associate Director of Athletics and Lecturer
Joe Vitale	Assistant Director of Athletics for Cowboy Joe Club and Lecturer
Robb Williams	Athletic Trainer and Lecturer
Jerry Kassin	P.T. Assistant Basketball Coach and Lecturer (April 1, 1992 through March 31, 1993)
Dick Lien	Assistant Basketball Coach and Lecturer (April 1, 1992 through March 31, 1993)

### Clinical Faculty Appointments

The appointments listed below in support of student programs are recommended in the School of Medicine were approved for the period March 1, 1992, through June 30, 1994.

<u>Name</u>	<u>Clinical Title</u>	<u>Location</u>
Barlow, John F.	Clinical Faculty in Medical Technology	Rapid City, South Dakota
Sherwin, Richard M.	Clinical Faculty in Medical Technology	Colorado Springs, CO

### Adjunct Reappointment

- a. Robert P. Ellis, Professor of Microbiology in the Department of Microbiology and Veterinary Diagnostic Laboratory at Colorado State University as Adjunct Professor of Veterinary Sciences for the period July 1, 1992, through June 30, 1995.

### Continuation of Probationary Appointments

The following members of the faculty in their second, third or fourth year of service were reappointed for the 1993-94 year.

<u>Name</u>	<u>Department</u>	<u>Rank</u>
<b><u>COLLEGE OF AGRICULTURE</u></b>		
Blaylock, Alan D.	Plant, Soil, and Insect Sciences	Assistant Professor
Broughton, Kenneth S.	Home Economics	Assistant Professor
Hansen, Thomas Ross	Animal Science	Assistant Professor

Langer, Pamela J.	Molecular Biology	Assistant Professor
Legg, David E.	Plant, Soil, and Insect Sciences	Assistant Professor
O'Toole, T. Donal	Veterinary Science	Assistant Professor
Quoss, Bernita L.	Home Economics	Assistant Professor
Sanson, David W.	Animal Science	Assistant Professor
Schantz, Rhoda M.	Home Economics	Assistant Professor
Stayton, Mark M.	Molecular Biology	Assistant Professor
Vance, Jr., George	Plant, Soil, and Insect Sciences	Assistant Professor

#### COLLEGE OF ARTS AND SCIENCES

Anbinder, Tyler G.	History	Assistant Professor
Anderson-Sprecher, Richard	Statistics	Assistant Professor
Austin, Harriet B.	Zoology and Physiology	Assistant Professor
Baker, William L.	Geography and Recreation	Assistant Professor
Barnhart, Stephen L.	Music	Assistant Professor
Bieber-Roberts, Peggy	Communication and Mass Media	Assistant Professor
Canterna, Ronald W.	Physics and Astronomy	Associate Professor
Carron, Keith T.	Chemistry	Assistant Professor
Denney, Colleen J.	Art	Assistant Professor
Drummond, Kent Gorham	Communication and Mass Media	Assistant Professor
Green, Richard T.	Political Science	Assistant Professor
Griffith, Michael T.	Music	Assistant Professor
Gross, Richard R.	Communication and Mass Media	Assistant Professor

Guerin, Katherine R.	Art	Assistant Professor
Hamel, Patricia Jane	Modern and Classical Languages	Assistant Professor
Hazlett, Larry Walter	Theatre and Dance	Assistant Professor
Holland, Jeanne E.	English	Assistant Professor
Hubbell, Lawrence D.	Political Science	Assistant Professor
Koodalattupuram, Brahmadathan	Computer Science	Assistant Professor
Lindner, Vicki E.	English	Assistant Professor
Lovvorn, James	Zoology and Physiology	Assistant Professor
McCracken-Flesher, Caroline E.	English	Assistant Professor
Merrill, Evelyn H.	Zoology and Physiology	Assistant Professor
Miller, Steven L.	Botany	Assistant Professor
Moorhouse, G. Eric	Mathematics	Assistant Professor
Nishio, John N.	Botany	Assistant Professor
Pace, Richard Brown	Anthropology	Assistant Professor
Reid, Joy Maurine	English	Assistant Professor
Resnik, David B.	Philosophy	Assistant Professor
Richardson, Bruce	English	Assistant Professor
Roberts, Philip J.	History	Assistant Professor
Selting, Leigh W.	Theatre and Dance	Assistant Professor
Shader, Bryan L.	Mathematics	Assistant Professor
Sherline, Edward D.	Philosophy	Assistant Professor
Stanford, Karen A.	Political Science	Assistant Professor
Sullivan, Brian P.	Chemistry	Associate Professor
Thompson, James G.	Geography and Recreation	Associate Professor

Tolo, Khama-Bassili	Modern and Classical Languages	Assistant Professor
Wang, Junping	Mathematics	Assistant Professor
Zenzen, Eugene C.	Music	Assistant Professor

COLLEGE OF BUSINESS

Cahan, Steven F.	Accounting	Assistant Professor
Chavis, Betty Lou	Accounting	Assistant Professor
Elmendorf, Richard G.	Accounting	Assistant Professor
Gronewoller, Paul L.	Economics and Finance	Assistant Professor
Johnson, Eric N.	Accounting Department	Assistant Professor
Lindstrom, Grant L.	Management and Marketing	Assistant Professor
Parks, Don M.	Management and Marketing	Assistant Professor
Rittenburg, Terri L.	Management and Marketing	Assistant Professor
Varca, Philip E.	Management and Marketing	Associate Professor
Wang, Lih Jau	Economics and Finance	Assistant Professor

COLLEGE OF EDUCATION

Baird, David A.	Lifelong Learning and Instruction	Assistant Professor
Basom, Margaret R.	Leadership, Educational Studies & Human Development	Assistant Professor
Berube, William G.	Leadership, Educational Studies & Human Development	Assistant Professor
Coll, Ken M.	Leadership, Educational Studies & Human Development	Assistant Professor
Cross, Tracy Lee	Leadership, Educational Studies & Human Development	Assistant Professor
Kite, Thomas S.	Lifelong Learning and Instruction	Assistant Professor

Kleinsasser, Audrey M.	Leadership, Educational Studies & Human Development	Assistant Professor
Moore, Alan Dale	Leadership, Educational Studies & Human Development	Assistant Professor
Nel, Johanna	Leadership, Educational Studies & Human Development	Assistant Professor
Peterson, Norman K.	Lifelong Learning and Instruction	Assistant Professor
Rudolph, Jack Lee	Lifelong Learning and Instruction	Assistant Professor
Shade, Richard A.	Leadership, Educational Studies & Human Development	Assistant Professor
Sherritt, Carol Ann	Lifelong Learning and Instruction	Assistant Professor
Stewart, Roger A.	Lifelong Learning and Instruction	Assistant Professor

#### COLLEGE OF ENGINEERING

AbdulNour, Bashar S.	Mechanical Engineering	Assistant Professor
Basham, Kim D.	Civil Engineering	Assistant Professor
Coon, Dennis N.	Mechanical Engineering	Assistant Professor
Dellenback, Paul A.	Mechanical Engineering	Assistant Professor
Ksaibati, Khaled	Civil Engineering	Assistant Professor
Snider, Jefferson R.	Atmospheric Science	Assistant Professor
Towler, Brian F.	Petroleum Engineering	Assistant Professor

#### COLLEGE OF HEALTH SCIENCES

Bright, Douglas A.	Family Practice/Cheyenne	Assistant Professor
Byra, Mark T.	Physical and Health Education	Assistant Professor

Choudhury, Somesh	Pharmacy	Assistant Professor
Coulon, Stephen C.	Physical and Health Education	Assistant Professor
Deal, Tami Benham	Physical and Health Education	Assistant Professor
Fahlberg, Larry L.	Physical and Health Education	Assistant Professor
Ide, Bette	Nursing	Associate Professor
Klee, Thomas M.	Speech Pathology & Audiology	Associate Professor
Marquis, Katherine A.	Nursing	Assistant Professor
Perry, Cecyle K.	Speech Pathology & Audiology	Assistant Professor
Sullivan, Beverly A.	Pharmacy	Assistant Professor
Vandel, Kerri Jean	Pharmacy	Assistant Professor

#### COLLEGE OF LAW

Leary, Suzanne Morgan	Law	Assistant Professor
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#### UNIVERSITY LIBRARIES

Barstow, Sandra M.	Acquisitions	Senior Assistant Librarian
Delzell, Barbara Kay	Science Library	Senior Assistant Librarian
Hughes, Edward J.	Cataloging	Senior Assistant Librarian
Kalvee, Debbie H.	Documents	Senior Assistant Librarian
Lange, Karen S.	Outreach Services	Senior Assistant Librarian
Leath, Janis L.	Collections	Senior Assistant Librarian

Zellmer, Linda Ruth	Geology	Senior Assistant Librarian
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SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE

Farr, Charlotte	Extended Credit Programs	Assistant Professor
Freeman, Michael K.	Conferences and Non-Credit Programs	Assistant Professor
Shaeffer, James M.	Extended Credit Programs	Assistant Professor

Promotions

The following promotions will be effective July 1, 1992:

<u>Name</u>	<u>Title</u>	<u>Promotion to</u>
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COLLEGE OF AGRICULTURE

Dodd, Jerry	Associate Professor of Range Management	Professor
Gray, Alan	Assistant Professor of Plant, Soil, and Insect Sciences	Associate Professor
Meyer, Sonya S.	Assistant Professor of Home Economics	Associate Professor
Schroeder, Alan	Assistant Professor of Agricultural Economics	Associate Professor
Smith, Michael A.	Associate Professor of Range Management	Professor
Torok, Steven	Assistant Professor of Agricultural Economics	Associate Professor

COLLEGE OF ARTS AND SCIENCES

Allen, Myron	Associate Professor of Mathematics	Professor
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Buttry, Daniel A.	Associate Professor of Chemistry	Professor
Cowles, John	Associate Professor of Computer Science	Professor
Howell, Robert R.	Assistant Professor of Physics and Astronomy	Associate Professor
Inguva, Ramarao	Associate Professor of Physics and Astronomy	Professor
Larsen, Kevin Scott	Assistant Professor of Modern & Classical Languages	Associate Professor
Ravage, John	Associate Professor of Communication and Mass Media	Professor
Roddick, Dean M.	Assistant Professor of Chemistry	Associate Professor
Schiffer, Jonathan	Associate Professor of Political Science	Professor
Theurer, Britton	Assistant Professor of Music	Associate Professor
Utterback, Kristine T.	Assistant Professor of History	Associate Professor

COLLEGE OF BUSINESS

Pattison, Patricia	Associate Professor of Management and Marketing	Professor
Sunderman, Mark A.	Assistant Professor of Economics and Finance	Associate Professor

COLLEGE OF EDUCATION

Kercher, Lydia Z.	Assistant Professor of Lifelong Learning & Instruction	Associate Professor
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### COLLEGE OF ENGINEERING

Hansen, Andrew	Assistant Professor of Mechanical Engineering	Associate Professor
Puckett, Jay	Associate Professor of Civil Engineering	Professor
Sharma, Mrityunjai	Associate Professor of Petroleum Engineering	Professor
Turner, John P.	Assistant Professor of Civil Engineering	Associate Professor
Ula, Sadrul	Associate Professor of Electrical Engineering	Professor
Walrath, David	Assistant Professor of Mechanical Engineering	Associate Professor

### COLLEGE OF HEALTH SCIENCES

Bruyere, Jr., Harold J.	Assistant Professor of Pharmacy	Associate Professor
Ide, Bette A.	Assistant Professor of Nursing	Associate Professor
Thomas, D. Paul	Associate Professor of Physical and Health Education	Professor

### UNIVERSITY LIBRARIES

Buschman, Isabel M.	Assistant Professor	Associate Professor
Emerson, Tamsen Leigh	Senior Assistant Librarian in Reference	Associate Librarian
Wilhelm, Lourn Weldon	Senior Assistant Librarian in Learning Resources Center	Associate Librarian

## Tenure

The following recommendations for placement on tenure were approved pursuant to University Regulation 803, and will be effective August 24, 1992.

<u>Name</u>	<u>Department</u>	<u>Rank 1992-93</u>
<u>COLLEGE OF AGRICULTURE</u>		
Gray, Alan	Plant, Soil, and Insect Sciences	Associate Professor
Meyer, Sonya S.	Home Economics	Associate Professor
Schroeder, Alan	Agricultural Economics	Associate Professor
Torok, Steven	Agricultural Economics	Associate Professor
<u>COLLEGE OF ARTS AND SCIENCES</u>		
Howell, Robert R.	Physics and Astronomy	Associate Professor
Larsen, Kevin Scott	Modern & Classical Languages	Associate Professor
Roddick, Dean M.	Chemistry	Associate Professor
Schiffer, Jonathan	Political Science	Professor
Theurer, Britton	Music	Associate Professor
Utterback, Kristine T.	History	Associate Professor
<u>COLLEGE OF BUSINESS</u>		
Hersch, Joni	Economics and Finance	Associate Professor
Sunderman, Mark A.	Economics and Finance	Associate Professor

COLLEGE OF ENGINEERING

Hansen, Andrew	Mechanical Engineering	Associate Professor
Legowski, Stanislaw	Electrical Engineering	Associate Professor
Montague, Derek C.	Atmospheric Science	Associate Professor
Turner, John P.	Civil Engineering	Associate Professor
Walrath, David	Mechanical Engineering	Associate Professor

COLLEGE OF HEALTH SCIENCES

Bruyere, Jr., Harold J.	Pharmacy	Associate Professor
Thomas, D. Paul	Physical and Health Education	Professor

SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE

Cassity, Michael J.	Extension Classes-Credit	Associate Professor
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UNIVERSITY LIBRARIES

The following recommendation for placement of extended term appointment was submitted pursuant to University Regulation 631, and was approved by Trustees effective July 1, 1992.

<u>Name</u>	<u>Department</u>	<u>Rank 1992-93</u>
Emerson, Tamsen Leigh	Reference	Associate Librarian

## Leaves of Absence Without Pay

### COLLEGE OF AGRICULTURE

- a. Joseph E. Kunsman, Associate Dean and Director of Resident Instruction and Graduate Studies, effective April 1, 1992, for approximately 14 months while on assignment with the National Association of State Universities and Land-Grant Colleges (NASULGC).

### COLLEGE OF ARTS AND SCIENCES

- b. Herbert Dieterich, Professor of History, for the 1992 fall semester, to travel to Scotland and England to conduct research on the influence of Samuel A. Goddard's writings on British public opinion regarding the American Civil War. (Goddard was a Boston business man with business interests in the Birmingham area).

## Part-Time Appointment

A part-time appointment was reported to the Trustees for their information.

## Summer School Faculty Appointments

Summer school faculty appointments were reported to the Trustees as a matter of information.

### **Personnel Information**

Trustee Schutte requested that the personnel section of the Trustee report include a statement as to whether appointments are new positions or replacements. In the case of replacements, the old as well as the new salary should be given. It was also requested that a description of the teaching and research responsibilities associated with each faculty position be provided.

### **PHYSICAL PLANT AND EQUIPMENT COMMITTEE**

President Sharratt called  
on Chairman Jorgensen

for a report from the Physical Plant and Equipment Committee meeting held on May 7.

Committee members Jorgensen, Harris, Kinnaman, Kirk and Updike and ex-officio members Sharratt and Roark attended the committee meeting, along with other Trustees and University staff. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

### **Purchase of Property at 1308 Bradley**

The owner contacted the University about purchasing this property which consists of a two-bedroom house with attached one-car garage. The property is located north of the campus and is adjacent to University property on Bradley. Acquisition of this property would increase University ownership to three of the five lots on that half-block. This purchase would be beneficial for the projected future expansion of the campus in connection with the University Master Plan.

Because the house is in good condition, immediate plans would be to utilize the space for University operations not yet determined. The house appraised for \$63,500 on September 26, 1991.

Based on a recommendation from the Physical Plant and Equipment Committee, Mr. Jorgensen moved, Mr. Harris seconded, and it carried to approve purchase of this property.

#### **Acceptance of Lot from UW Foundation**

In July 1987, the University entered into a lease-purchase agreement with the University of Wyoming Foundation for the acquisition of a one-story building located at 951 North Poplar, Casper, Wyoming. This agreement will terminate on March 31, 1997.

In December 1990, the UW Foundation acquired an additional 0.966 acres, more or less, of vacant land adjacent to and south of the above described property. Since it is a very small parcel and would only benefit the owner of the building, the Foundation is now offering the 0.966 acres as a gift to the University rather than waiting until 1997 to transfer title when the lease-purchase agreement expires.

Based on a recommendation from the Physical Plant and Equipment Committee, Mr. Jorgensen moved to accept this gift. The motion was seconded by Mr. Schutte and it carried.

#### **Authorization to Proceed with Various Projects**

The University is close to the point of awarding contracts for construction of several campus projects. Authorization was requested to proceed with these projects as bids are received and evaluated in order to avoid delay in the start of construction. Based on a recommendation from the Physical Plant and Equipment Committee, Mr. Jorgensen moved,

Mr. Harris seconded, and it carried to authorize the Executive Committee, in conjunction with the Chairman of the Physical Plant and Equipment Committee, to accept bids and to award construction contracts for the following projects, such actions subject to ratification by the Board at its next scheduled meeting.

- Regulated Materials Management Center
- Botany Conservatory
- Law Library Addition
- Central Energy Plant Baghouse
- Electrical Distribution System

**Minerals Research and Reclamation Center (MRRC)**

As a matter of information, the following report was provided to the Physical Plant and Equipment Committee.

On April 16, 1992, the University of Wyoming received the notice-to-proceed with the design and construction of the MRRC. The project was granted funding over five years. In brief, the five-year program and funding are as follows:

April 92 - January 93 - \$ 638,460

- Facilities Programming Environmental Analysis, Class III Cultural Resource Survey and Inventory
- Site Survey, Site Geotechnical Investigation
- Facility Design for Botany Conservatory
- Facility Design for MRRC and Geology Renovation

January 93 - January 94 - \$ 863,520

- Facility Design for MRRC and Geology Renovation
- Facility Replacement for Botany Conservatory

January 94 - January 95 - \$ 6,857,940

- Demolition and Removal of Botany Greenhouse
- Construction of MRRC and Geology Renovation



January 95 - January 96 - \$ 6,728,080

Construction MRRC and Geology Renovation  
Construction Observation  
Equipment Acquisition

January 96 - January 97 - \$ 2,812,000

Equipment Acquisition

With the five-year program, ample time will be available to complete the above processes within the contract stipulations.

#### **Progress Report and Change Orders**

As a matter of information, progress reports and change orders on current construction projects were provided to the Physical Plant and Equipment Committee.

#### **INVESTMENT COMMITTEE**

President Hammons called on Chairman Brown for a report from the Investment Committee meeting held on May 7, 1992. Committee members Brown, Bonner and Jorgensen, ex-officio members Hammons and Roark and other Trustees and University staff attended the committee meeting. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

#### **Fiscal Year 1993 Budgets, W.R. Coe Estate, W.R. Coe School, and Charles Chacey Kuehn Estate Funds**

Section 7-2 of Chapter VIII of the Bylaws of the Trustees of the University of Wyoming provide that "each year the President of the University shall submit recommendations for

allocations to programs from income produced from the management of endowment funds to the committee for approval and submission to the Trustees for adoption".

Based on a recommendation from the Investment Committee, Mr. Brown moved, Mr. Bonner seconded, and it carried to approve fiscal year 1993 budget allocations for programs supported by the W.R. Coe Estate, W.R. Coe School and Charles Chacey Kuehn endowments as presented below:

	<u>Approved FY 1992</u>	<u>Proposed FY 1993</u>
<b>W.R. Coe Estate Funds</b>		
Expenditures:		
Administrative Expenses	\$ 18,686	\$ 17,406
American Studies Program	113,000	94,958
Coe Chair	<u>27,468</u>	<u>27,468</u>
Total	<u>\$159,154</u>	<u>\$139,832</u>
	<u>Approved FY 1992</u>	<u>Proposed FY 1993</u>
<b>W.R. Coe School Funds</b>		
Expenditures:		
Administrative Expenses	\$ 20,218	\$ 19,700
American Heritage Center	133,378	133,378
American Studies Program	<u>        </u>	<u>6,407</u>
Total	<u>\$153,596</u>	<u>\$159,485</u>
<b>Charles Chacey Kuehn Estate</b>		
Expenditures:		
Administrative Expenses	\$ 48,998	\$ 26,168
American Studies Program	56,821	68,456
American Heritage Center	57,064	57,064
College of Agriculture	<u>58,125</u>	<u>58,125</u>
Total	<u>\$221,007</u>	<u>\$209,813</u>
 Total all programs	 <u>\$533,757</u>	 <u>\$509,130</u>

Summary of All Budgets		
American Heritage Center	\$190,442	\$190,442
American Studies Program	169,821	169,821
Coe Chair	27,468	27,468
College of Agriculture	58,125	58,125
Administrative Expenses	<u>87,902</u>	<u>63,274</u>
Total	<u>\$533,758</u>	<u>\$509,130</u>

These program allocations are based on a distribution of 5.6 percent of the average market value of the Coe and Kuehn endowments as of March 31, for the last three years.

#### Revised Statement of Investment Policies and Objectives

A proposed revision of the University Investment Policy adopted by the Trustees on May 9, 1987, was presented to the Investment Committee. The proposed policy was written in part to recognize changes approved by the Board since 1987, including elimination of the W.R. Coe/Charles Chacey Kuehn Estate Committee and its replacement with the Investment Committee, the transfer of all investment authority to the Investment Committee, establishment of an administrative fee and implementation of a specific spending policy.

The proposed policy was also written to reflect contemporary investment practices common to universities. The document contains many elements currently recommended by the National Association of College and University Officers (NACUBO), and it was reviewed and endorsed by John Vann of Dean Witter, the Board's Investment Advisor.

Based on a recommendation of the Investment Committee, Mr. Brown moved, Mr. Bonner seconded, and it carried to approve the University Investment Policy, as revised (Enclosure 5, lavender).

Trustee Updike asked about the possibility of revisiting the policy of not investing in companies doing business in South Africa. Chairman Brown responded that he would prefer to

defer such a discussion until a thorough study can be made of the politics of South Africa, and asked that the topic be included in the agenda for the October Trustee meeting.

The matter was brought up again during the business meeting, and it was agreed that information and recommendations regarding the University's South Africa investment policy would be presented to the Trustees at the October meeting.

**Quarterly Report, W. R. Coe School of American Studies, W. R. Coe Estate, and Charles Chacey Kuehn Estate Funds**

A quarterly report on the status of the W. R. Coe and Charles Chacey Kuehn Estate funds for the quarter ended March 31, 1992, provided by John A. Vann, Investment Adviser to the Investment Committee, was provided to the Investment Committee for information only.

**Quarterly Report, University Endowments**

The quarterly investment report on the status of University Endowment funds for the quarter ended March 31, 1992, provided by John A. Vann, Investment Adviser to the Investment Committee, was provided to the Investment Committee for information only.

**Quarterly Report, University Investments**

A quarterly report on the status of the University investments, excluding the W. R. Coe and Charles Chacey Kuehn Estate funds, as of March 31, 1992, was provided to the Investment Committee for information only.

## **COMMITTEE OF THE WHOLE**

### **Schedule of Trustee Meetings for 1992-93**

Trustee Schutte moved, Trustee Harris seconded, and it carried to approve the following meeting dates for the 1992-93 year.

July 17-18, 1992  
September 18-19, 1992  
October 16-17, 1992  
December 18-19, 1992  
January 29-30, 1993  
March 19-20, 1993  
May 6-7, 1993

### **Tuition Charged Non-Resident UW Graduates and Spouses**

Discussion of tuition charged non-resident UW graduates and spouses was delayed until the July meeting pending compilation of data.

### **Pilot/Mechanic Position**

A decision on eliminating a pilot/mechanic position and/or eliminating a plane in the Department of Atmospheric Science had been deferred from the April meeting. Based on a proposal by the Department of Atmospheric Science to continue transportation flying and reduce a pilot/mechanic position by one-half, it was moved by Trustee Harris, seconded by Trustee Jorgensen and carried that the University keep the plane and that appropriate funds come from outside sources.

### **Revisitation of Track**

The Committee of the Whole revisited the idea of restoring the men's track and field program. The track program had been eliminated as a result of budget cuts at the April 25, 1992 meeting.

Special Assistant to the President David Baker reported that the Office of Civil Rights report would be finished early next week and that UW would receive the final results within a month. During the Committee of the Whole meeting, Trustee Jorgensen made the following motion: "The Board of Trustees is committed to compliance with Title IX with respect to gender equity, and we recognize that we are bound by the provisions of the consent agreement that is being negotiated, and it is our understanding of the issues that the reinstatement of the track team would not constitute a violation of Title IX to any extent greater than when the audit was performed. In view of the Board's intent to comply with Title IX and in concert with the consent agreement, it is our opinion that we are not in violation of Title IX by reinstating men's track." The motion was seconded by Trustee Saunders, and carried on a vote of 6-4, with Trustees Brown, Kinnaman, Hammons and Schutte voting against the motion. Prior to the vote on the motion, several Trustees voiced their concerns about reinstating the track program in light of additional information that reinstatement would put UW in violation of Title IX.

Trustee Saunders moved that the item be tabled until the next day when the Athletic Director could be present, with Trustee Harris seconding the motion. It carried.

During the meeting of the full board, Trustee Jorgensen gave the following statement:

Whereas The University of Wyoming is currently involved in discussions with the Office of Civil Rights with the intention of completing a Consent Agreement to achieve compliance with the gender equity provisions of Title IX;

Whereas The Office of Civil Rights audit of UW Intercollegiate Athletics is likely to show a large gap between our present gender makeup and that required by Title IX;

Whereas It is the intention of the Board of Trustees to comply with the requirements of Title IX; and

In order to comply with said requirements, the Trustees desire the ability to consider all intercollegiate athletic teams possibilities in arriving at the makeup which will assure compliance with Title IX;

Therefore, I move that the University of Wyoming Trustees find that reinstatement of men's track would not constitute a violation of Title IX to any greater extent than is documented by the pending Office of Civil Rights audit.

The motion was seconded by Trustee Saunders and carried on a vote of 6-4.

Athletic Director Paul Roach spoke to Trustees about the issue, saying that his recommendation to eliminate the track program was necessary to address Title IX. Gender equity had also been a consideration. Mr. Roach said that the University had taken the first step towards compliance by reducing the men's and women's skiing and track and field teams, and that it would avoid a dramatic change in the future. He said he could not support the motion because he did not think it was fiscally responsible. Ed Gobel, the Athletic Department business manager, spoke to Trustees about the financial impacts of reinstating the track programs. He voiced concern about the ability to balance the budget in the long term.

Trustee Bonner moved to restore track on the basis of budget reduction revenues already realized by elimination of the skiing teams, which is sufficient to meet \$100,000 in the first year of the biennium. It was seconded by Trustee Kirk. The motion carried, with Trustees Brown, Kinnaman, Schutte and Sharratt voting against the motion.

The following were presented to the Trustees as items for information:

Beatrice Beuf Golden Apple Teaching Award

The Golden Apple Teaching Award was established in 1986 by Mrs. Beatrice Gallatin Beuf of Big Horn, Wyoming to recognize teaching excellence in freshman-level courses in the College of Arts and Sciences. The award includes a \$2,500 stipend. This year's recipient is Keith Hull, Professor of English.

Burlington Northern Foundation and President's Achievement Awards

The Burlington Northern Foundation Award and the President's Achievement Award are made to faculty members whose creative activities have brought credit and distinction to them and to the University. The award recipients were selected from nominations from across the campus. This year's recipient of the Burlington Northern Foundation Award is Ivan I. Kaiser, Professor of Molecular Biology. Edward Clennan, Professor of Chemistry, and Sigrid Mayer, Professor of Modern and Classical Languages, were selected for the President's Award. Each recipient will receive a cash award of \$2,500.

John P. Ellbogen Meritorious Classroom Teaching Awards

Each year John P. Ellbogen awards are presented to faculty distinguishing themselves through superior classroom teaching. Recipients are selected by the Faculty Development Committee on the basis of recommendations from students, colleagues, and staff. These awards carry a cash grant of \$2,500.

Faculty selected to receive John P. Ellbogen Meritorious Classroom Teaching Awards during the 1992 spring commencement exercises are: David M. Fountain,



Professor of Geology and Geophysics; Patricia McClurg, Associate Professor of Curriculum and Instruction/Lifelong Learning and Instruction; Garth Massey, Professor of Sociology; William J. Murdoch, Professor of Animal Physiology; Joel L. Selig, Professor of Law; Nancy L. Stanton, Associate Professor of Zoology and Physiology; and Philip E. Varca, Associate Professor of Business Management.

#### Hollon Award for Teaching Excellence in Off-Campus Programs

The Hollon Award is presented for excellence in teaching in off-campus programs. This award carries a cash grant of \$1,000. It recognizes quality teaching contributions to the general extension outreach programs of the University. Dr. Joseph Stepan, Professor of Lifelong Learning and Instruction, has been selected by the Faculty Development Committee to receive the Hollon Award for 1992.

#### CASE Professorship

Since 1981, the Council for Advancement and Support of Education (CASE) has presented Professor of the Year Awards to outstanding undergraduate faculty. In 1990, CASE announced that such awards would be given in all of the 50 states, the District of Columbia and Canada.

Because of the prestige attached to the annual John P. Ellbogen Outstanding Teaching Awards, three of the past Ellbogen teaching award winners were selected as nominees for the Wyoming Professor of the Year. They are: Garth Massey, Patricia McClurg, and Philip Varca. Each nominee will receive a \$1,000 stipend drawn from the Ellbogen fund.

UW Alumni Association/Wyoming Student Alumni Association Outstanding Faculty Award

The University of Wyoming Alumni Association and the Wyoming Student Alumni Association are presenting outstanding faculty awards for the fourth time. The recipients were nominated by students as teachers who contributed the most to student's development of a career after college. Each recipient will receive \$500.

This year's awards go to Olive Church, Professor of Lifelong Learning and Instruction, and Philip E. Varca, Associate Professor of Business Management.

Meyer Family Outstanding Staff Service Awards

Since 1984, Meyer Family Outstanding Staff Service Awards have been presented to outstanding staff. Bonnie Helm, Tommy Thompson, and Carol Kuntzman are recipients of the awards for 1992. Each will receive a \$300 stipend.

Faculty Senate Report

Dr. Gary Hampe, Chair of Faculty Senate, presented an annual report to the Trustees. It is included as Enclosure 6, ivory. Dr. Hampe also introduced incoming chair Dr. Frank Millar, who is a Professor in the Department of Communication and Mass Media.

Staff Council Report

The Staff Council annual report will be presented in June when Janet Guest's term as chair expires.

**Introduction of ASUW Vice President**

ASUW President Travis Gentry introduced Jim Derrisaw, ASUW Vice President.

**Alumni Association Mailings**

Trustee Bonner suggested that the Alumni Association send out a schedule of alumni reunions in one mailing rather than separate mailings for each event to reduce mailing costs.

**AHC Tour**

Trustees who were interested in a tour of the American Heritage Center site tour were asked to meet on the east side of Old Main at 3:00 p.m.

**Trustee Retreat**

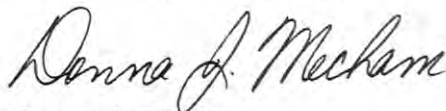
Trustee Brown suggested that a retreat not be held this summer. No other Trustees expressed an interest in holding a retreat.

**ADJOURNMENT AND DATE OF NEXT MEETING**

The meeting adjourned at  
11:45 a.m. The next

meeting is scheduled for July 17-18, 1992 in the Old Main Board Room.

Respectfully submitted,



Donna J. Mecham  
Deputy Secretary

THE UNIVERSITY OF WYOMING  
Laramie, Wyoming

UNIREG 408  
March 1, 1991

UNIVERSITY REGULATION 408

Initiating Authority: Provost and Vice President for Academic and Student Affairs

Subject: Guidelines for Establishing Academic Professionals

- References:
- (a) Regulations of the Trustees, Chapter IV and University Regulation 1, Revision 2
  - (b) Proposal to establish Academic Professionals Classification as circulated by the Provost on November 9, 1990
  - (c) Faculty Senate Resolution 223, October 22, 1990
  - (d) Action of the Trustees, February 16, 1991

1. Purpose. To provide guidelines to establish the Academic Professionals Classification as described and circulated in reference (b) and approved in references (c) and (d).
2. General Information. Enclosure sets forth the basic guidelines to be used in establishing the Academic Professionals Classification.
3. Directive. In accordance with reference (a), this regulation shall be effective upon approval by the President of the University.

APPROVED: March 1, 1991

Terry P. Roark  
President

## ACADEMIC PROFESSIONALS

- I. Definition and Description
- II. Establishment of Academic Professionals UniReg
- III. Classification of Positions and Recruitment
  - A. Classification of Positions
  - B. Recruitment
- IV. Types of Academic Professional Appointments
  - A. Extended-Term Appointments
    1. Probationary Period
    2. Rank
    3. Compensation and Benefits
    4. Appointment Process
    5. Job Descriptions
    6. Performance Review
    7. Promotion Ladders
    8. Salary Adjustments
    9. Appeals and Disputes
    10. Professional Development Leave
    11. Governance
    12. Transition to Academic Professional Category
  - B. Temporary Academic Professional Appointments
    1. Appointments
    2. Terms of Appointment
    3. Reappointments
    4. Termination of Appointment
    5. Compensation
    6. Fringe Benefits
    7. Post-Doctoral Research Associates
      - a. Definition
      - b. Appointments
        - (1) Appointing Authority
        - (2) Terms of Appointment
        - (3) Fringe Benefits

Figure 1: Current Personnel System

Figure 2: Proposed Personnel System

## ACADEMIC PROFESSIONALS

### I. Definition and Description

Academic Professionals are characterized by specialized qualifications and specific job descriptions which enable them to fulfill assigned academic duties, maintain peer relationships within the academic community of faculty members, and hold academic appointments. They possess the same safeguards of academic freedom that are provided for faculty. They are not classified personnel (see Figures 1 and 2).

Academic Professionals are personnel engaged primarily in activities which extend and support the teaching, research, extension and service missions of the University. Some academic positions which contribute significantly to meeting the University's academic programs may be most appropriately classified under an Academic Professional rubric. For example, extension agents who extend the University's academic programs to local communities fit best under the Academic Professional category. Academic Professionals may include, but are not limited to, ~~University Extension Agents~~, EXTENSION EDUCATORS, ~~Extended Studies Field Representatives, Clinicians~~, Lecturers, ~~Research Associates~~, RESEARCH SCIENTISTS, ~~University School Teachers~~, and Post-Doctoral Research Associates.

### II. Establishment of Academic Professionals UniReg

A University Regulation covering the Academic Professional classification shall be adopted based on the guidelines in this document. Subsequent to approval of an Academic Professional UniReg, a specific appendix for each category of Academic Professional will outline the terms and conditions of employment for that group.

LENGTH OF EXTENDED-TERMS FOR ALL CATEGORIES SHALL BE SIX YEARS. Each group-specific appendix will include the terms and conditions of employment that are not contained in this UNIREG or other UNIREGs or Trustee Regulations, e.g., minimal credentials and qualifications, promotion ladders, probationary periods for time in rank based on duties and

responsibilities of the positions and accepted practices of the professional field, review procedures AND criteria for promotion, ~~and length of extended term appointment.~~

After this general University Regulation is approved, the separate appendices for each category of Academic Professionals will be developed and approved by the employees in that specific category. In most cases, this will involve initial work by a representative sub-committee of employees in the category, with subsequent approval of appropriate appointing authorities and the majority of employees in the category. After approval by employees, the appendix for that category will be submitted to the Office of Academic Affairs for review. Final category titles and employee membership may be the same as or different from the current existing categories. Academic Affairs will forward the proposed appendix for that category, e.g., extension agents, research associates, to the Executive Committee of the Faculty Senate and the Executive Committee of the Staff Council. These committees will forward the proposed appendix to the Academic Planning Committee for review and recommendation. Upon final approval by the President and Board of Trustees, the category of employees will be transferred to the Academic Professionals classification. Revisions in appendices over time will follow the same approval process as just described.

### III. Classification of Positions and Recruitment

#### A. Classification of Positions

Requests to fill academic positions will describe the duties and responsibilities of the position and request appropriate classification of the position as either a faculty position or an Academic Professional position. All requests will be approved by the Provost's office.

#### B. Recruitment

Recruitment of Academic Professionals will involve professional peers as part of the search process. University equal-employment-opportunity policies and affirmative-action procedures shall

apply to Academic Professional searches and appointments. Searches may be national, regional, or local depending upon the nature of the position and resources available.

#### IV. Types of Appointments

Academic Professionals shall be on either extended-term track or temporary appointments.

##### A. Extended-Term Appointments

Extended-term track appointments SHALL BE MADE ON AN ANNUAL BASIS AND may be full-time or part-time depending upon needs and resources.

##### 1. Probationary Period

With the exceptions noted in the transition period discussed in paragraph #12, an Academic Professional hired on an extended-term track appointment will be required to complete a probationary period successfully before receiving an extended-term appointment. The length of the probationary period ~~and the length of any extended-term appointment~~ will be based on duties and responsibilities of the position and accepted practices in the professional field. Extended-term track positions will have fairly extensive probationary periods (up to six years) to allow individuals to demonstrate mastery of major areas of their job duties and to indicate that continuing growth and development are likely. The probationary time for extended-term appointment is based on rank at the time of initial appointment. The reason for the extensive probationary period is that PROBATIONARY APPOINTMENTS DURING THE CONTRACT TERM AND extended-term appointments within the appointment period are terminable only for cause or for reasons of budget or program modification or reduction. "CAUSE" IS DEFINED AS ANY CONDUCT BY THE ACADEMIC PROFESSIONAL, INCLUDING PHYSICAL OR MENTAL INCAPACITY, INCOMPETENCY, NEGLIGENCE OF DUTY, DISHONESTY, IMMORALITY OR CONVICTION OF A FELONY, WHICH SERIOUSLY IMPAIRS THE INDIVIDUAL'S ABILITY TO CARRY OUT HIS OR



HER UNIVERSITY RESPONSIBILITIES OR THE ABILITY OF THE UNIVERSITY TO CARRY OUT ITS FUNCTIONS. THIS PROVISION SHALL NOT BE INTERPRETED AS TO CONSTITUTE INTERFERENCE WITH ACADEMIC FREEDOM.

2. Rank

At the time of appointment, the appointing authority (Dean/Director) will recommend the appropriate rank commensurate with the duties and responsibilities of the position and the qualifications of the individual.

3. Compensation

Salaries will be based on the general range of salaries of professional peers, market considerations, and available resources. Benefits will generally be those that currently apply to professional staff. Benefits will be determined upon appointment. ACADEMIC PROFESSIONALS WHOSE CONTRACT PERIODS ARE LESS THAN TWELVE (12) MONTHS, IRRESPECTIVE OF THE FACT THAT THEIR SALARIES MAY BE PAID IN TWELVE (12) MONTHLY INSTALLMENTS, ARE NOT ENTITLED TO VACATION LEAVE WITH PAY. THIS INCLUDES ACADEMIC PROFESSIONALS WHO RECEIVE TIME-OFF PERIODS AT CHRISTMAS, BETWEEN SCHOOL TERMS, ETC.

4. Appointment Process

The appointing authority for Academic Professionals is the Dean/Director. Appointments will be approved by the Provost's office and authorized by the Board of Trustees. Letters of initial appointment outlining the conditions of employment, rank, salary, and benefits will be provided by the appointing authority (Dean/Director).

5. Job Descriptions

A specific job description will be developed for each Academic Professional position; any necessary modifications should be made as soon as possible after appointment, but no later than the end of the first six months of appointment. Job descriptions will include a description of duties of the Academic Professional, proportion of time allocation, and standards expected of the employee. Job descriptions may be revised at any time during the appointment period in order to meet changing conditions and/or needs. All changes in a job description will be reported to the Provost's office.

6. Performance Review

The purpose of performance review is to evaluate an individual's effectiveness in fulfilling responsibilities identified in the appropriate job description as well as professional growth and development. The format and conduct of the individual reviews of Academic Professionals shall be established to meet the particular situation in which individual Academic Professionals work within the University. Performance reviews will be based on duties outlined in the job descriptions, proportion of time allocations to respective duties, and standards expected of the employee.

A system of peer and supervisory review will be implemented with input from appropriate constituencies (e.g., students, faculty, public audiences, clients, etc.). Academic Professional personnel shall be evaluated annually by their supervisors. The SUPERVISORY evaluations will be based on the approved job description and assigned duties, and any specific Academic Personnel guidelines provided by the Provost's office. Where appropriate, evaluations may include input from peers and constituencies. Copies of the evaluation and the employee's response will be provided to the appropriate academic administrative office for review and approval. A copy of the performance appraisal will be maintained in each employee's personnel file. Academic Professionals shall have the right

to review their performance evaluations and to make written comments which will become part of the performance review record.

Probationary appointees on extended-term track appointments may be considered for extended-term reappointment concurrently with promotion to a higher rank; however, promotion and extended-term reappointment are separate decisions. If the promotion to a higher rank of the probationary appointee entails an extended probation, this must be made known to the appointee prior to the promotion. Academic Professionals on probationary appointments shall be eligible for extended-term appointment upon completion of the specified probationary period.

Probationary appointees shall undergo the full reappointment review procedure during every year of service until and including the year they are candidates for extended-term appointment. For those granted extended-term appointments, the following year will be the first year of the extended-term. For those not granted extended-term appointments, the following year will be the terminal year.

EXTENDED-TERM APPOINTEES, WHO ARE NOT PROBATIONARY, SHALL UNDERGO THE FULL REAPPOINTMENT REVIEW PROCEDURE DURING THE FIFTH YEAR OF THEIR EXTENDED-TERM. FOR THOSE NOT GRANTED EXTENDED-TERM REAPPOINTMENTS, THE FOLLOWING YEAR WILL BE THE TERMINAL YEAR. FOR THOSE GRANTED EXTENDED-TERM REAPPOINTMENTS, THE FOLLOWING YEAR WILL BE THE YEAR WHEN THE EXTENDED-TERM REAPPOINTMENT IS OFFERED FOR AN ADDITIONAL SIX YEAR EXTENDED-TERM, THE NEW TERM TO BEGIN AT THE CONCLUSION OF THE SIXTH YEAR.

Candidates who have received negative recommendations for reappointment, promotion, or extended-term appointment will be informed by the appointing authority

(Dean/Director); and the rationale for the recommendation will be discussed with the candidate.

7. Promotion Ladders

The Academic Professional rank structure is designed to allow appointments at levels commensurate with education and experience and to provide promotion ladders which recognize and reward professional performance. The Board of Trustees is responsible for final approval of qualifications and promotion ladders for each category of Academic Professional employee.

8. Salary Adjustments

Salary adjustment guidelines will be established by the Board of Trustees. The Provost's office will consider recommendations from the appointing authorities prior to implementation of salary adjustments.

9. Appeals and Disputes

A candidate who has received a negative decision for reappointment, promotion, or extended-term appointment shall have the right to appeal the decision to the Provost's office. If the appeal is denied, the candidate has the right to request an advisory recommendation by a committee of Academic Professionals to be appointed by the President. Upon receipt of recommendations, the President shall inform the candidate, in writing, of the President's decision. A candidate not approved for extended-term appointment shall have the right to resign, and the personnel file shall state only that the candidate has resigned.

An Academic Professional will seek to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns initially through dialogue with his/her immediate supervisor. Except for decisions regarding reappointment, promotion, or extended-term appointments and professional development leaves,

procedures for unresolved disputes and discipline will be those in UNIREG 174. Civil rights disputes will be resolved using the civil rights appeal procedure established by UniReg 4 -"Civil Rights Complaint Procedure."

ANY TERMINATION OF AN ACADEMIC PROFESSIONAL "FOR CAUSE" SHALL BE PURSUED ACCORDING TO THE PROCEDURES ESTABLISHED IN UNIREG 801 FOR DISMISSAL OF FACULTY.

10. Professional Development Leave

NON-PROBATIONARY APPOINTEES ON EXTENDED-TERM CONTRACTS SHALL BE ELIGIBLE FOR PROFESSIONAL DEVELOPMENT LEAVE. When feasible, provision for professional development leave with OR WITHOUT salary will be made in each academic unit to encourage and enable Academic Professionals to enhance performance, to conduct special studies, or in some other way to undertake planned activities related in a substantial manner to the individual's role at the University. Funding of professional development leaves shall be the budgetary responsibility of the academic unit involved. Of necessity, professional development leave plans must be flexible and may vary from unit to unit DEPENDING UPON NEEDS AND RESOURCES OF THE UNIT. Each unit shall decide whether such leaves are feasible and, if so, develop a set of principles and guidelines for granting professional leave. Appeals may be made to the Provost.

TO BE ELIGIBLE TO APPLY FOR PROFESSIONAL DEVELOPMENT LEAVE, ACADEMIC PROFESSIONALS MUST HAVE BEEN GRANTED AN EXTENDED-TERM CONTRACT AND COMPLETED A MINIMUM OF SIX YEARS OF ACADEMIC SERVICE AT THE UNIVERSITY. INITIAL REQUESTS FOR PROFESSIONAL DEVELOPMENT LEAVE MAY BE SUBMITTED NO EARLIER THAN THE SEVENTH YEAR OF ACADEMIC SERVICE. IF GRANTED, THE

LEAVE MAY BE TAKEN THE FOLLOWING YEAR, OR THE EIGHTH YEAR OF SERVICE. FOR ANY SUBSEQUENT PROFESSIONAL DEVELOPMENT LEAVE, SIX YEARS OF ACADEMIC SERVICE MUST PRECEDE EACH PERIOD OF PROFESSIONAL DEVELOPMENT LEAVE, ALTHOUGH NO RIGHT ACCRUES AUTOMATICALLY THROUGH LAPSE OF TIME. OTHER CONDITIONS FOR PROFESSIONAL DEVELOPMENT LEAVE SHALL GENERALLY BE THOSE WHICH APPLY TO SABBATICAL LEAVE FOR FACULTY.

AN ACADEMIC PROFESSIONAL WHO FAILS TO RETURN TO THE UNIVERSITY FOR AT LEAST ONE ACADEMIC YEAR IMMEDIATELY FOLLOWING PROFESSIONAL DEVELOPMENT LEAVE SHALL BE OBLIGATED TO REPAY THE AMOUNT OF COMPENSATION RECEIVED FROM THE UNIVERSITY DURING THE PERIOD OF HIS/HER LEAVE.

#### 11. Governance

Academic Professional personnel on extended-term track appointments may have representation in either the Faculty Senate or Staff Council. Academic Professional groups now represented in either Faculty Senate or Staff Council will continue such representation. Groups in which a simple majority wish to change their representation from one governance structure to the other may seek a transfer by petitioning the receiving governance body for approval of the shift. The governing body will make a recommendation to the President. Academic Professionals are also eligible for membership on all University-wide committees.

#### 12. Transition to Academic Professional Category

Within six months of receiving notice that the Trustees have approved the Academic Professional category, and following discussions with relevant Deans/Chairs/Directors and employees eligible for reclassification, decisions will be made concerning appropriateness

of the employee group's transfer to the Academic Professionals category. Subsequent to the decision of the employee group that transfer to the Academic Professional category is appropriate, a UniReg appendix will be developed to specify the terms and conditions of employment for each group. Individuals who qualify to be included in the Academic Professional category shall make a one-time decision to convert to extended-term appointments as Academic Professionals. Current classified staff who elect to remain classified staff will be governed by classified staff rules and regulations. Current tenured and tenure-track faculty who elect to remain faculty will continue to be governed by faculty policies. However, future appointments with similar responsibilities may fall under the Academic Professional category.

Classified staff individuals who have already completed their probationary period when converted to Academic Professional will go directly into an extended-term appointment of two years. They will then be subject to the extended-term renewal process. Probationary periods for individuals who convert to Academic Professionals while still in their probationary period as staff will be determined for each individual case, depending upon the length of time served and the length of the probationary period established for the respective category of Academic Professional.

#### B. Temporary Academic Professional Appointments

##### 1. Appointments

Temporary Academic Professional appointments may be full-time or part-time.

##### 2. Terms of Appointment

The terms of appointment (salary, starting date, ending date, duties, fringe benefits, and other pertinent conditions of appointment) will be determined by the appointing authority, approved by the Provost's office, and be made known to the employee within 30

days of appointment via an official appointment letter from the appointing authority (Dean/Director).

3. Reappointments

At the end of the term of temporary employment, Academic Professionals on temporary appointments may be reappointed to a subsequent temporary appointment. There will be no limit on the number of possible reappointments or any implication that a given number of reappointments results in an extended-term appointment.

4. Termination of Appointment

Employment will cease upon termination of the period of appointment, if not earlier. Termination of employment during a period of temporary appointment may be initiated by either the employee or the appointing authority. Written notice of the intention to terminate employment and the date of termination are required. Notice of intent to terminate, with appropriate forms, will be forwarded to the Provost's office.

5. Compensation

Salaries will be based on the general range of salaries of professional peers, market considerations, and available resources. Recommendations for salary increases must be initiated by the appointing authority and approved by the appropriate Dean before final action by the Provost's office.

6. Fringe Benefits

Fringe benefits for temporary Academic Professionals shall be in accordance with University Personnel Policies and shall be described in the letter of appointment.



## 7. Post-Doctoral Research Associates

### a. Definition

Post doctoral research associates are a unique Academic Professional group which, of necessity, needs a set of specific policies to govern terms and conditions of their employment.

A post-doctoral research associate wishes to gain greater professional expertise by intensive investigative work in a particular discipline after obtaining a doctoral degree and before obtaining permanent employment. A post-doctoral research associate works with a faculty research sponsor who is responsible for directing the efforts of the post-doctoral research associate. The employment that is offered while post-doctoral research associates acquire additional training is temporary--a condition that is dictated as much by the precariousness of grant funding (which supports most post-doctoral research associates) as by the desire of post-doctoral research associates to acquire permanent employment.

The University recognizes the important contributions that post-doctoral research associates make to both basic and applied research programs, as well as the fact that their employment at the University is temporary. Because of the academic nature of their activities, post-doctoral research associates are categorized as Academic Professionals.

Due to the unique and temporary nature of their employment, post-doctoral research associates are considered employees at will. Because of this classification, post-doctoral research associates are allowed to terminate employment without advance notification, although mutual consideration between the post-doctoral research associate and the faculty research sponsor should make this an infrequent occurrence. Similarly, the University may terminate the employment of a post-

doctoral research associate without advance notice. Again, the relationship between a faculty mentor and the post-doctoral research associate would usually preclude such an event.

b. Appointment

1. Appointing Authority

Recommendations for appointment will be forwarded to the Provost from the head of the sponsoring unit and the appropriate college dean.

2. Terms and Conditions of Appointment

Terms and conditions of employment for post-doctoral research associates will be specified in a group-specific appendix to this UniReg in accordance with II. above.

a. The terms of appointment (salary, starting date, ending date, duties, and other pertinent conditions of appointment) will be determined by the research sponsor, approved by the unit head and appropriate college dean, and be made known to the employee no later than 10 days before the starting date via an official appointment letter from the Provost.

b. At the end of the term of employment, post-doctoral research associates may be reappointed.

c. Post-doctoral research associates will not be expected to devote more than 25% of their efforts to teaching. If a greater teaching load is anticipated, the person should be appointed as a faculty member or other category of academic professional.

### 3. Fringe Benefits

Fringe benefits, except annual leave, for post-doctoral research associates will be in accordance with University Personnel Policies and shall be described in the letter of appointment. In lieu of accruing annual leave, post-doctoral research associates are allowed short-term leave with pay not to exceed 22 working days per year.

*Appendix*  
*Academic Professionals - Lecturers*  
**UNIREG 408**

- I. *Definition and Description*
- II. *Establishment of Academic Professionals UniReg*
- III. *Classification of Positions and Recruitment*
  - A. *Classification of Positions*
  - B. *Recruitment*
- IV. *Types of Academic Professional Appointments*
  - A. *Extended-Term Appointments*
    1. *Probationary Period*
    2. *Rank*
    3. *Compensation and Benefits*
    4. *Appointment Process*
    5. *Job Descriptions*
    6. *Performance Review*
    7. *Promotion Ladders*
    8. *Salary Adjustments*
    9. *Appeals and Disputes*
    10. *Professional Development Leave*
    11. *Governance*
    12. *Transition to Academic Professional Category*
  - B. *Temporary Academic Professional Appointments*
    1. *Appointments*
    2. *Terms of Appointment*
    3. *Reappointments*
    4. *Termination of Appointment*
    5. *Compensation*
    6. *Fringe Benefits*
    7. *Post-Doctoral Research Associates*
      - a. *Definition*
      - b. *Appointments*
        - (1) *Appointing Authority*
        - (2) *Terms of Appointment*
        - (3) *Fringe Benefits*

**Figure 1:** *Current Personnel System*

**Figure 2:** *Proposed Personnel System*

I. *Definition and Description*

Lecturers are academic professionals who are engaged primarily in fulfilling the teaching mission the University. As a necessary part of their teaching responsibilities, they are expected to demonstrate continuing professional development.

Full-time lecturers will generally be assigned 27 credit hour equivalents per academic year of instructional responsibilities which will be apportioned among such activities as classroom teaching, lab supervision, professional development, and academic advising. A credit hour equivalent normally requires 3 hours of lecturer's effort per week. Because of the varying needs of departments/units, the specific responsibilities of lecturers may vary; but in no case will the assignment to professional development be less than 3 nor more than 6 credit hour equivalents per academic year.

II. *Establishment of Academic Professionals Unireg*  
*No additions*

III. *Classification of Positions and Recruitment*  
*No additions*

IV. *Types of Academic Professional Appointments*

A. *Extended-Term Appointments*

Extended-term appointments shall be 6 years. Such appointments may be full- or part-time. Service in a temporary appointment does not imply appointment to an extended-term appointment. Credit for experience or for prior service in a temporary Lecturer position or at another institution which is to be applied toward the probation period must be stated in writing at the time of initial appointment.

Lecturers on extended-term appointments may be dismissed only for cause or other situations described in the Trustees' and University Regulations. A recommendation for dismissal for cause of a lecturer on an extended-term appointment shall be made in writing to the department/unit head/chair and forwarded to the Dean who shall recommend to the Provost what action should be taken.

1. *Probationary Period*

The maximum probationary period for lecturers shall be six (6) years for Assistant Lecturer, four (4) years for Associate Lecturer, and two (2) years for Senior Lecturer. During the probationary period, the lecturers shall be subject to annual reappointment. The reappointment must be approved by the department/unit head/chair and forwarded to the appropriate dean who will indicate approval or disapproval of the recommendation and forward that to the Provost. An individual who is not offered extended term at the end of the probationary period shall not be retained.

When a lecturer on probationary appointment is not recommended for reappointment, the President shall advise the lecturer in writing of this decision at least three months in advance of the end of the contract year if the lecturer is in his/her first year of service, at least six months in advance of the end of the contract year if the lecturer is in his/her second year of service, and at least twelve months in advance of the end of the next contract year if the lecturer has served more than two consecutive years in a probationary appointment at the University.

In exceptional cases, lecturers at any rank may be promoted or granted extended term contracts before the end of the maximum probationary period.

2. Rank

*Extended-term appointments for lecturers shall be designated by three ranks:*

*Assistant Lecturer:*

*The qualifications for Assistant Lecturer shall include*

- (i) Master's degree or equivalent in appropriate field.*
- (ii) Evidence of ability to provide effective teaching, which may include advising.*
- (iii) Evidence of involvement in professional development, as defined by the department/unit.*

*Probationary individuals in this rank must be promoted by the end of the sixth year in service, effective no later than the beginning of the seventh year, or be subject to a terminal contract in the seventh year.*

*Associate Lecturer:*

*The qualifications for Associate Lecturer shall include, in addition to those for Assistant Lecturer,*

- (i) Four (4) years of teaching at the university level, or equivalent experience.*
- (ii) Demonstration of effective teaching, which may include advising.*
- (iii) Demonstration of continuing professional development, as defined by the department/unit.*

*Senior Lecturer:*

*The qualifications for Senior Lecturer shall include, in addition to those for Associate Lecturer,*

- (i) Additional four (4), for a total of eight (8) years of teaching at the university level, or equivalent experience.*
- (ii) Demonstration of teaching excellence*
- (iii) Demonstration of excellence in professional development, as defined by the department/unit.*

3. Compensation and Benefits

*Fringe benefits for lecturers will normally be those that apply to faculty.*

4. Appointment Process

*No additions*

5. Job Descriptions

*Job descriptions may vary, depending on the needs of the department/unit. Development of and changes in job descriptions are the responsibility of the department/unit head but will include consultation with the incumbent and approval by the dean.*

6. Performance Review

*Effective performance, including evidence of achievement since the last review, will be required in all cases of reappointment, promotion, extended-term appointments, and annual review.*

A. Evaluation of Teaching

*The evaluation of teaching will be conducted according to the procedures used by the department/unit in which the lecturer is appointed and in accordance with the requirements in Unireg 800, which includes:*

(i) In all reviews of teaching effectiveness, information will be gathered from students, peer review (which will include class visits by a system determined by the department/unit), and submission of syllabi, tests, and assignments.

(ii) The peer review of teaching will be conducted by both other lecturers in the department/unit (if there are any) and teaching faculty in that unit.

(iii) In the event of changes in the University's policies and procedures for the evaluation of teaching, such policies and procedures shall apply to the evaluation of teaching done by lecturers.

B. The evaluation of professional development will be conducted using standards for professional development appropriate to that field.

(i) Each department/unit shall develop a written statement of such standards and make it available to the lecturer at the time of appointment.

(ii) The peer review of professional development will be conducted by both other lecturers in the department/unit (if there are any) and teaching faculty in that unit.

Peer review as defined in A ii and B ii above as well as administrative review will be required for each of the probationary years and for the year prior to the renewal of the extended term. Other annual reviews during an extended-term contract may be administrative only.

For annual performance appraisal for merit, lecturers shall be subject to the same type of review (administrative or peer) as faculty in that department/unit.

#### 7. Promotion ladders

The individual lecturer is responsible for initiating the peer review for promotion. This is accomplished by preparing the appropriate materials and submitting them to his or her chair/head. The materials shall be available to all those involved in the peer review of teaching and professional development in that department/unit (see section 6, A ii and B ii). A meeting shall be called by the chair/head to discuss the case. Within 72 hours of the end of the meeting, ballots with reasons shall be submitted. Ballots shall be identified according to the rank of the academic professional and faculty voting. The head/chair shall make an independent recommendation and forward that along with the votes and reasons to the dean of the college.

The dean of the college shall make a recommendation and forward that along with all the materials from the department/unit to the Provost. The Provost may ask the University Tenure and Promotion Committee for advice concerning disagreement cases or any cases s/he wishes. The University Tenure and Promotion Committee shall not vote on such cases but may make recommendations to the Provost in writing.

#### 8. Salary Adjustments

No additions

#### 9. Appeals and Disputes

No additions

#### 10. Professional Development Leave

Each department/unit shall develop principles and guidelines for professional leave, if such leave is deemed feasible by the unit, and make those guidelines available to lecturers in that unit upon appointment.

11. *Governance*

*Lecturers shall continue to be represented in the Faculty Senate.*

*Governance within the college or department shall be determined by the appropriate college and department/unit. A description of the lecturers allowed participation in governance at the department and college level shall be made available to the lecturer upon appointment.*

12. *Transition to Academic Professional Category*

*Lecturers who have that title at the time this Appendix is accepted will be placed in an appropriate rank (Assistant Lecturer, Associate Lecturer, or Senior Lecturer) and appointment category (temporary, probationary, extended-term) based on their qualifications, the criteria for the various ranks and appointment categories, and the needs and resources of the department/unit. The department/unit head/chair, in consultation with the individual, will make a recommendation of rank and category to the Dean who will forward a recommendation to the Provost for his/her approval. Those individuals recommended for an extended-term appointment shall make a one-time decision to convert to Academic Professional. If they choose not to, they will retain their current status.*

B. *Temporary Lecturer Appointments*

1. *Terms of Appointment*

*No additions*

2. *Temporary Appointments may be made for one course, one semester, one academic or calendar year, or longer.*

*Temporary Lecturers serving longer than one year (one or more than one temporary appointment) will be reviewed annually. Normally, such review will follow the same procedures used for the annual review of lecturers on extended-term appointments. If lecturers on temporary appointments are to be considered eligible for merit raises, this condition must be stated in the letters of appointment.*

3. *Reappointments*

*No additions*

4. *Termination of Appointment*

*No additions*

5. *Compensation*

*No additions*

6. *Fringe Benefits*

*No additions*

7. *Post Doctoral Associates*

*No additions*



Figure 1

Current Personnel System

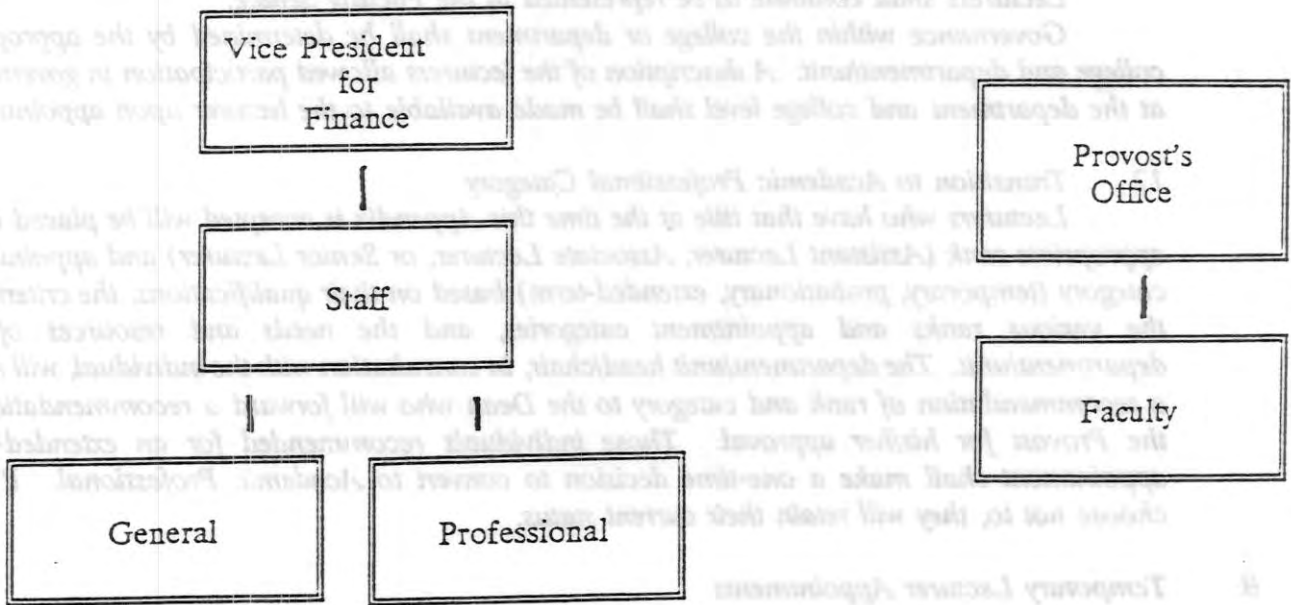
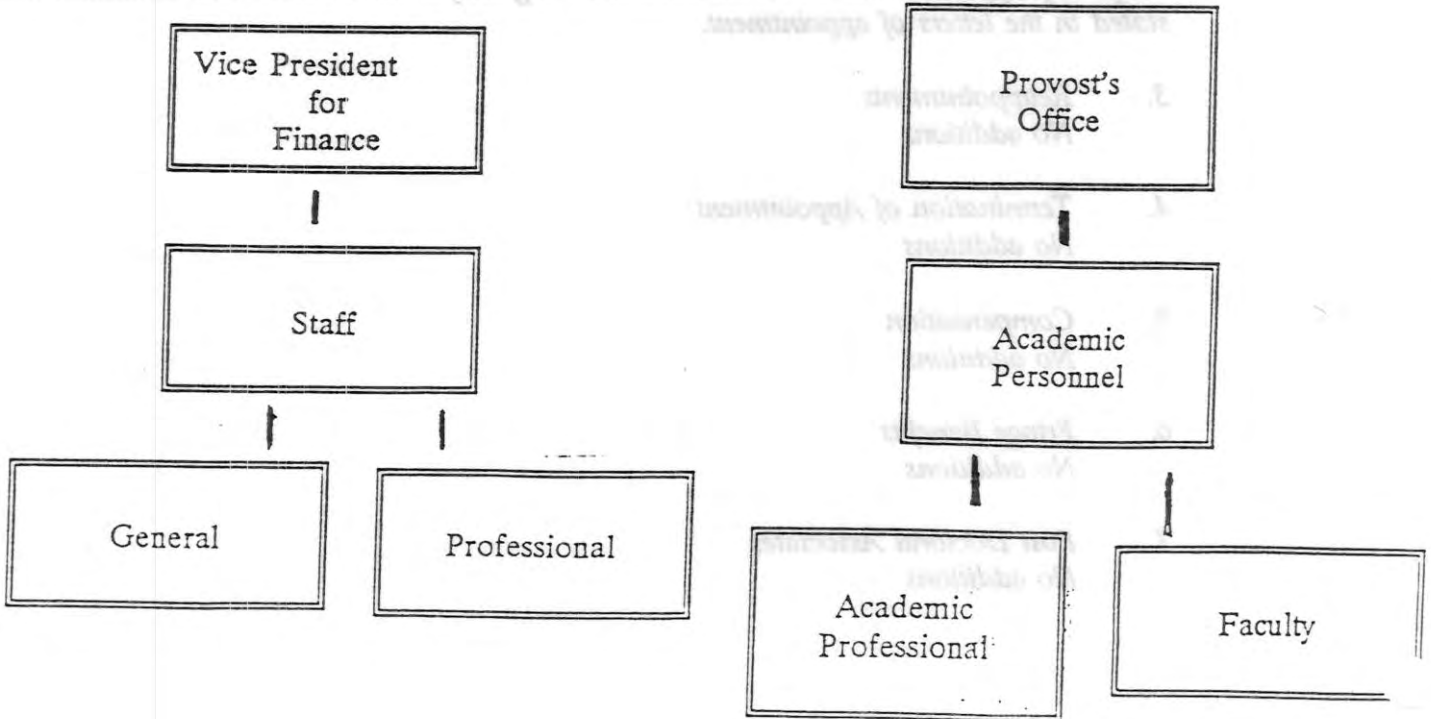


Figure 2

Proposed Personnel System



## ADMISSION STANDARDS FOR THE UNIVERSITY OF WYOMING

Recommendations of the Student Interaction Committee  
Draft--January 24, 1992

### INTRODUCTION

The Student Interaction Committee recommends that the University of Wyoming adopt admission standards as described herein. If adopted by the Fall semester of 1992, it is recommended that these standards actually take effect beginning with the Fall semester of 1995.

The first element of the admission standards recommended by the Student Interaction Committee is a required pre-college curriculum. The pre-college curriculum is intended to give all high school students an academic background which enhances their probability of success at the university.

These recommendations then provide for two categories of admission, designated Assured and Conditional. Students in both categories will be admitted in good academic standing. The Assured Admission category applies to students who have completed the pre-college curriculum and who are judged to have a high probability of success at the University of Wyoming. This judgment is made by considering the appropriate combination of high school grade-point average, standardized test scores, and/or transferable college grade-point averages. The Conditional Admission category applies to students who are at greater academic risk (again, as judged by pre-college preparation, GPA, and test scores). Students admitted in this category will receive more frequent academic advising and will have an upper limit placed on the number of hours attempted during the crucial first academic year.

Students who do not immediately qualify for Assured or Conditional Admission will have their admission deferred until such time as they complete 30 or more transferable hours at another accredited institution of higher education, with a cumulative transferable GPA of at least 2.0.

The Student Interaction Committee also recommends an "Exception Window," whereby exceptional students who do not otherwise qualify for Assured or Conditional Admission could make appeal for admission. The size of this exception window would be no greater than 10% of the anticipated freshman class.

Each element of the recommended admission standards is described on the following pages. At the end of the document is a table describing the effect of these proposed standards on incoming, first-time college students. The data base for this table is 1,389 freshmen students admitted in the fall of 1989. The table reflects only the effect of recommended high school GPA and ACT score combinations.

## REQUIRED PRE-COLLEGE CURRICULUM

The required pre-college curriculum contains components in English, Mathematics, and Science, plus cultural context electives.

In the description below, a "unit" is intended to equal one year of study.

### I. ENGLISH

- Four (4) units are required, of which at least three units are to have a substantial writing component.

An alternative pre-college curriculum satisfying the English requirement is three (3) units of English, including a substantial writing component, plus two (2) units of foreign language work in the same foreign language.

### II. MATHEMATICS

- Three (3) units are required; to include a minimum of Algebra I, Algebra II, and Geometry (or their equivalents). One of these courses, or a higher level course, should be taken during the Senior year of high school. (Because retention of mathematics skills is crucial, it is recommended that students take at least 1/2 unit during the senior year if possible.)

### III. SCIENCE

- Three (3) units are required from the biological, physical, or earth sciences. At least one of the units must be from the area of physics or chemistry.

### IV. CULTURAL CONTEXT ELECTIVES

- Three (3) units are required, to be drawn from Social or Behavioral Sciences, Visual or Performing Arts, Humanities, or Foreign Language. If two units of foreign language are used to replace one unit of the English requirement, then those two units of language cannot be counted as Cultural Context Electives.

CATEGORIES OF ADMISSION:  
ASSURED ADMISSION

Two available paths: A and B

- A. Granted to first-time students, or transfer students with fewer than 30 transferable hours, who satisfy all of the following:
- (1) Must be high school graduates.
  - (2) Must have taken the complete pre-college curriculum, no deficiencies allowed.
  - (3) Wyoming high school graduates must have high school GPA of 2.75 or above. Out-of-state high school graduates must have a GPA of 3.0, or 2.75 and an ACT score of 20 (or SAT equivalent).
  - (4) If transferring fewer than 30 hours of college coursework, the cumulative transferable college GPA must be at least 2.0.
- B. Granted to transfer students with 30 or more transferable hours, or to former students at UW who allowed their previous enrollment to lapse, who satisfy all of the following:
- (1) Cumulative transferable college GPA must be 2.0 or greater.
  - (2) If 21 years of age or less, must submit either ACT or SAT scores, for the purpose of academic advising.

CATEGORIES OF ADMISSION:  
CONDITIONAL ADMISSION

Three available paths: A, B, and C

- A. Granted to first time students, or transfer students with fewer than 30 transferable hours, who do not qualify for assured admission, but who satisfy all of the following:
- (1) Must be high school graduates.
  - (2) Must have no more than two total deficiencies in the required HS curriculum, and no more than one deficiency from any of the four areas.
  - (3) Graduates of Wyoming high schools must have a high school GPA of at least 2.5, or a GPA of 2.25 with an ACT score (or equivalent SAT score) of at least 20. Graduates of out-of-state high schools must have a high school GPA of at least 2.5, or a high school GPA of 2.25 with an ACT score (equivalent SAT score) of at least 20.
  - (4) The cumulative transferable college GPA must be at least 2.0.
- B. Granted to first-time students, or students with fewer than 30 transferable hours, who are holders of GED certificates and who meet all of the following requirements:
- (1) Have an average score on the GED of 55, with no individual score less than 50.
  - (2) If 21 years of age or less, must have an ACT (equivalent SAT) of 20.
  - (3) The senior class of which they would have been a member must have graduated.
  - (4) Must submit partial high school transcripts.
  - (5) Cumulative transferable college GPA must be 2.0 or greater.
- C. Granted to "non-traditional" students, defined as students age 25 or older who have not attended an institution of higher education during the last 3 years, who do not otherwise qualify for Assured or Conditional admission, but who have a cumulative high school GPA of 2.0.

## TERMS OF CONDITIONAL ADMISSION

Because students admitted under the category of Conditional Admission are judged to be at greater academic risk, the following limits and guidelines for advising will be associated with Conditional Admission, in order to increase the student's potential for success.

- (1) Students can enroll for a maximum of 15 semester hours during the first semester. It is recommended that the 15-hour limit also be observed for the second semester as well. However, exceptions to the 15-hour limit may be granted at the discretion of the academic advisor, based upon the student's performance in the first semester.
- (2) Students must meet with a specially designated academic or professional advisor on a monthly basis. Reports of progress and requests for assistance will be made during these meetings. The advisor will prescribe coursework as needed to address academic deficiencies or weaknesses.
- (3) Students admitted under the terms of Conditional Admission will normally be advised from the Center for Academic Advising. However, these students may also be advised from the student's declared College, if that College provides advisors who are specially trained and equipped to work with these students within the guidelines recommended herein.

## HOW TO REMOVE CONDITIONAL TERMS

- (1) Complete 24 to 30 hours of coursework with a cumulative GPA of 2.0 or better.
- (2) Students failing to maintain a cumulative GPA of 2.0 or better, but who otherwise exceed UW probation/suspension standards, must remain "Conditional" with limitations 1-3 above.

## DEFERRED ADMISSION

Applicants who do not qualify for Assured or Conditional admission will have their admission deferred until such time as they complete 30 or more transferable hours at another institution of higher education, with a cumulative transferable GPA of at least 2.0.

After completing the requirement above, such students would qualify for Assured Admission.

## EXCEPTION WINDOW

Students who do not otherwise meet the stated qualifications for Assured or Conditional Admission may petition for Conditional Admission.

The University is very interested in attracting students who will increase the diversity of the student body. In addition, students who are exceptionally talented in the arts, sciences, athletics, or other areas are welcome. It is also recognized that there may be special cases or unusual circumstances not covered by the provisions of Assured or Conditional Admission, and the University desires to make provision for considering such special cases.

Requests for "Exceptional Admission" may be requested either by an individual, or by a department/unit on behalf of a individual. The number of exceptions granted is to be no greater than 10% of the anticipated freshman class. An "Exceptional Admissions" panel, coordinated through the Office of Admissions, will review requests on an individual basis.

EFFECT OF THESE RECOMMENDATIONS  
Fall 1989 First-time Freshmen

TYPE OF ADMISSION	CHARACTERISTICS			
	Number of Students	% of Students	Average 1st Sem. UW GPA	% With 1st Sem. UW GPA ≥ 2.0
ASSURED ADMISSION (75%)				
1. Wyo high school grads with 2.75 or above (regardless of ACT)	711	51%	2.7	83%
2. Out-of-State grads with 3.0 or both 2.75 and ACT 20	338	24%	2.7	88%
CONDITIONAL ADMISSION (18%)				
1. Out-of-State Grads with 2.75-2.99 and ACT less than 20	29	2%	1.8	52%
2. Wyo and out-of-state grads with 2.50 - 2.74 (regardless of ACT)	106	8%	1.9	58%
3. Wyo and out-of-state grads with 2.25 and ACT 20	105	8%	2.0	57%
DEFERRED ADMISSION (7%)				
Wyo and out-of-state grads who do not meet criteria for assured or conditional admission	100	7%	1.6	38%
TOTALS	1389	100%	2.5	77%



Summary of State-Wide  
Responses to Proposed  
UW Admission Standards

Prepared by  
Judith Powell  
Associate Provost

for the  
Associate Students of UW

UW Faculty Student Interaction Committee

UW Faculty Senate

Provost Karnig

President Roark

UW Trustees

## Summary of Efforts to Solicit Responses to Proposed UW Admission Standards:

At their January 1992 meeting, UW Trustees approved the President's request to circulate the attached proposed admission standards to state-wide constituencies. The comment period was from January 25-April 1, 1992. In order to solicit responses and request comment, President Roark published a letter in the Casper Star Tribune, the Wyoming Eagle-Tribune, and other regional newspapers across the state. The Office of Academic Affairs, in cooperation with the State Superintendent of Public Instruction, sent the proposal to all school superintendents and principals, and, in cooperation with the Wyoming School Board Association, to all School Boards state-wide and the Wyoming Parents and Teachers Association.

In addition to responding to letters and telephone inquiries Associate Provost Powell met with the Academic Deans' Council of the Wyoming Community Colleges, approximately 75 counselors and principals who attended UW Counselors' and Principals' Day, 60 seniors from Cheyenne East High School, and all Cheyenne school counselors. Director of Public Relations Jay Fromkin held three "focus group" discussions with high school students in Sheridan, Casper and Cheyenne. Another "focus group" is scheduled for April 15 in Rawlins. He also met with the Wyoming Association of Broadcasters and conducted an interview with the editor of the Rawlins Daily Times. Associate Provost Powell met with approximately 100 parents of junior high school girls at the "Expanding Horizons" conference in Cheyenne and approximately 40 parents from the Albany County School District. Associate Provost Powell also conducted a 30 minute interview and "call in" program on KUWR. Trustee Kirk met with the Johnson County School Board.

## Summary of Responses:

A complete file of all correspondence and telephone messages received, responses to inquiries, transcripts of interviews, and comments of high school students in the focus groups is available for review in the Small Board Room, Old Main. The data can be summarized as follows:

- I. Letters received between January 25-April 1, 1992 during state-wide comment period. (19: 16 positive, 2 negative, 1 "mixed")
  - A. 9 letters of support from interested citizens in Casper, Rawlins, Cheyenne, Ten Sleep, and Laramie
  - B. 6 letters of support and/or telephone calls from the following school districts:
    - Johnson County Public Schools
    - Laramie County School District #1
    - Niobrara County School District #1
    - Guernsey-Sunrise High School (requested a portfolio option)
    - Albany County School District #1
    - Lincoln County School District #1 (several telephone calls)
  - C. 1 letter of support from the Wyoming State PTA President
  - D. 1 letter expressing "mixed" reactions from the Principal of School District #7, Weston County
  - E. 2 letters opposing admission standards from:
    - Principal, Campbell County High School
    - Parents of 2 UW students, Rock Springs

II. Letters and inquiries prior to January, 1992 - 40

- A. 20 letters received prior to the January 24 draft of the proposed standards. Eighteen of these letters were to strongly support the inclusion of an arts requirement. One was from the President of the Wyoming Foreign Language Teachers' Association requesting inclusion of a Foreign Language Requirement.
- B. 20 inquiries for information about the proposed standards prior to January 24, 1992 and UW's responses to those inquiries.

III. ASUW Students' Response

The file contains a newspaper article summarizing the ASUW student debate on the issue and the endorsement of ASUW.

IV. Results of Students "Focus Groups" and Student/Parent Contacts

- A. Summaries of student comments from "Focus Groups" at Natrona County High School, Cheyenne East and Sheridan High School are overwhelmingly positive. One more "Focus Group" summary from Rawlins High School will be available after April 15. Students feel that implementation of admission standards would enhance the reputation of UW and make their acceptance at UW more meaningful.
- B. In Associate Provost Powell's meetings with students from Cheyenne East who are planning to attend UW in Fall 1992, they expressed support for the development of admission standards. Several students in the group said they felt ill-prepared in Mathematics and Science because they had not taken enough in high school.

V. Responses from community colleges

Over the past two years, the proposed admission standards were discussed with the academic deans of the community colleges on several occasions. Copies of the final proposal were distributed to them at a meeting in Rock Springs, February 1992. They indicated verbal support for the proposal. One letter was received from the Dean of Instruction, Northwest College. She felt we should not make any substitutions for four years of English and should also require foreign languages. Generally, the community colleges feel that they would not be severely impacted if approximately 100 students were deferred for a year to the community colleges. Since they are funded on the basis of student "head count", they would welcome the additional "deferred" students and feel they might be better prepared to serve these students. For example, vocational programs as well as academic transfer programs would provide these students with more alternative options.

## VI. Responses from Parents

Data on parent responses is limited to the large state-wide parent meeting in Cheyenne at the "Expanding Horizons" Conference, the meeting with approximately 40 parents at Laramie High School, a letter of support from the President of the Wyoming PTA, several general letters of support, and one letter of opposition referred to in I. Parents at both the "Expanding Horizons" Conference and Laramie High School indicated that they would appreciate the guidance that the admission standards would provide. These samples of parents, while not representative of all parents, are likely to be representative of parents of college-bound students.

## VII. Additional Information from Fall 1991 Survey of UW Freshmen Classes.

In response to a survey of a sample of UW's Fall 1991 entering Freshmen (N=766), 70% said they decided to attend college or a university during Junior High School. Of the same sample, 82% indicated that they feel it is very important to graduate. This data would indicate that it would be helpful to have the admission standards in place to provide guidance for students as they make the transition from Junior High to High School. If we adapt the standards in 1992, we would have adequate time to work with the high schools to implement the standards for Fall 1995. They would become applicable for students who are now in the ninth grade.

## Conclusion

Based on available state-wide data, it appears that the admission standards prepared by the UW Student Interaction Committee of the Faculty Senate will be generally supported by students, parents, high school counselors, teachers, and most high school principals. While specific suggestions were made by individuals, such as including the ACT score, deleting the ACT score, including a portfolio option, including Arts, excluding Arts, including Foreign Language, no one specific issue emerged which had enough support to indicate changes in the recommendations of the Student Interaction Committee. The standards provide needed guidance for parents and students and would support the efforts of school personnel to strengthen the high school curriculum. Further, the recommended 13 credits would prescribe slightly over 50% of the high school curriculum. Students would have the remainder of the curriculum for electives of their choice. This should support both adequate academic preparation and individual freedom of choice. We are pleased to forward the attached recommendations for your approval.

FOR FISCAL YEAR 1992/93  
INCOME AND EXPENDITURE STATEMENT

AUXILIARY ENTERPRISE

DEPARTMENT: WYO UNION  
ACCOUNT NUMBER: 4-60120  
SUBMITTED BY: JERRY MERANDA

DATE SUBMITTED:  
REVISION NU 1

CURRENT YEAR JUNE 30, 1992			BUDGET YEAR JUNE 30, 1993		
A	B	C	D	E	F
BUDGET	PROJECTED ACTUAL	% CHANGE B/A	BUDGET REQUEST	% FROM PREVIOUS YEAR D/A	% FROM PREVIOUS YEAR PROJECTED D/B

INCOME

FOOD SALES (SCH 1&2)	775,498	631,525	-19%	696,648	-10%	10%
RECREATION CENTER (SCH 3)	77,718	86,169	11%	97,746	26%	13%
ACTIVITIES CENTER (SCH 4)	11,150	8,024	-28%	9,900	-11%	23%
CAB UNION (SCH 5)	4,450	4,450	0%	3,200	-28%	-28%
MEDIA SHOPPE (SCH 6)	5,500	2,079	-62%	3,100	-44%	49%
CANDY/CIGARETTES VENDING	1,000	307	-69%	300	-70%	-2%
POP VENDING	6,200	4,596	-26%	5,000	-19%	9%
BOOKSTORE RENT	75,984	73,007	-4%	76,657	1%	5%
BARBERSHOP RENT	2,854	2,854	0%	3,153	10%	10%
MEETING ROOM RENT	3,000	4,503	50%	5,000	67%	11%
SUMMER FEES	22,500	22,501	0%	22,500	0%	0%
FALL-SPRING FEES	445,599	423,572	-5%	512,523	15%	21%
MISCELLANEOUS	500	524	5%	1,500	200%	186%
COPIER SHOP	0.00	5093	ERR	5,348		

TOTAL INCOME	1,431,953	1,269,203	-11%	1,442,575	1%	14%
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EXPENDITURES						
FULL TIME PERSONAL SERVICES	333,503	302,390	-9%	330,378	-1%	9%
PART TIME PERSONAL SERVICES	333,589	322,390	-3%	318,363	-5%	-1%
SOCIAL SECURITY MATCHING	36,455	33,041	-9%	35,006	-4%	6%
WY STATE RETIREMENT MATCHING	53,615	48,468	-10%	51,130	-5%	5%
HEALTH AND LIFE INSURANCE	53,528	48,468	-9%	48,825	-9%	1%
WORKERS COMPENSATION	7,348	6,554	-11%	8,510	16%	30%
UNEMPLOYMENT COMPENSATION			ERR		ERR	ERR

TOTAL PERSONAL SERVICES	818,038	761,311	-7%	792,212	-3%	4%
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ASSESSMENTS	12,734	12,742	0%	12,742	0%	0%
ADVERTISING AND PROMOTION	5,200	2,779	-47%	5,200	0%	87%
DEPRECIATION	48,181	48,861	1%	48,344	0%	-1%
INSURANCE	22,516	20,766	-8%	20,766	-8%	0%
LAUNDRY	4,100	3,569	-13%	4,000	-2%	12%
MAINTENANCE AND REPAIR	53,450	41,158	-23%	57,148	7%	39%
MISCELLANEOUS	6,075	10,731	77%	10,690	76%	0%
POSTAGE			ERR		ERR	ERR

PROGRAM ACTIVITIES	31,865	35,581	12%	31,860	0%	-10%
PURCHASE FOR RESALE	277,433	234,212	-16%	248,835	-10%	6%
SOCIAL FEE			ERR		ERR	ERR
SUPPLIES	90,214	83,752	-7%	94,507	5%	13%
TELEPHONE	10,300	11,000	7%	11,350	10%	3%
TRAVEL	9,630	9,310	-3%	9,630	0%	3%
UTILITIES	32,013	33,789	6%	35,000	9%	4%
TOTAL NON PERSONAL EXPENSES	603,711	548,250	-9%	590,072	-2%	8%

TOTAL EXPENSES & PERSONAL SERVICE	1,421,749	1,309,561	-8%	1,382,284	-3%	6%
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CURRENT YEAR  
JUNE 30, 1992

BUDGET YEAR  
JUNE 30, 1993

A	B	C	D	E	F
			% CHANGE FROM PREVIOUS YEAR		
BUDGET	PROJECTED ACTUAL	% CHANGE B/A	BUDGET REQUEST	YEAR BUDGET D/A	FROM PREVIOUS YEAR PROJECTED D/B
*****					

NET PROFIT (LOSS)	10,204	(40,358)	-496%	60,290	491%	-249%
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**BUDGET  
INCOME AND EXPENDITURE STATEMENT**

**AUXILIARY ENTERPRISE**

**DEPARTMENT WYOMING UNION  
ACCT NO.4-61740 UN. RESERVE  
SUBMITTED BY: G. A. TATHAM  
REVISION NO; 1**

**FISCAL YEAR**

**CURRENT YEAR  
PROJECTED BUDGET 6/30/92**

FY 91/92		FY 92/93
142,966	CASH BALANCE JULY 1	148,463
5,497	INCOME FROM INTEREST	11,000
148,463	FUNDS AVAILABLE	159,463
148,463	CASH BALANCE JUNE 30	159,463





Custodial Area\*\*\*\*\*

Clark 2000 Burnisher	1600
3M Carpet Sprayer	390

\$1,990.00

Setup Information Area\*\*\*\*\*

2-Speakers	1400
1-Power Amp and Modules	800
2-Speaker Stands	350
1-Video Projection Unit	3500
1-Stereo VCR	600
2-Microphones	400
48 Ft. Stage Skirting 24"	220
16-Backdrop Drapes	742
24-9 Ft. Skirts for 4 Ft. Tables	1080
2-Podiums	1000

\$10,092.00

Activity Center\*\*\*\*\*

MacIntosh Classic Computer	2000
Zenith 386 Computer	3000

\$5,000.00

GRAND TOTAL \$70,993.00

## INVESTMENT POLICY OF THE UNIVERSITY OF WYOMING

## I. INTRODUCTION

## A. Purpose

The Investment Policy of the University of Wyoming establishes the general guidelines and procedures for the investment of University funds. It is not the purpose of this document to specify the details of every situation nor to set forth specific short term goals. The policy relates primarily to endowment funds and long term investment practices, and is supplemented annually with discussions of market predictions and short term goals, including return targets.

This policy is established by the University Board of Trustees (Board) to guide the Board, its Investment Committee (Committee), and the University administration in the process of fund investment. The Board retains the right to make decisions contrary to this policy, when such decisions are deemed to be in the best interests of the University. The Board also retains the right to accept and administer donated funds or property with donor restrictions contrary to this policy.

A summary of responsibilities and authority is contained in section VII below.

## B. Social Responsibility

When the Trustees adjudge that corporate policies or practices cause substantial social injury, the Trustees, as responsible and ethical investors, shall give independent weight to this factor in the investment of the portfolios.

## C. Use of Managers and Advisors

It is the policy of the Board to invest funds through a combination of the University's Manager of Taxes and Investments (University Investment Manager) and externally contracted, professional investment managers selected by the Board. Portfolios managed by the University (internal) include fixed income, low risk, federally guaranteed or insured instruments only. Portfolios managed by contracted managers (external) include instruments appropriate to the style of each manager.

It is also the policy of the Board to contract with an independent investment advisor or performance evaluation service. The Board determines, and periodically reviews, the level of services desired.

## II. INVESTED FUNDS

### A. Endowment Funds

Endowment funds are defined as funds received from a donor with the restriction that the original principal is not expendable. These funds commonly carry a restriction regarding the use of the earnings, which might apply to specific programs or student scholarships. These funds are fully invested by the University, regardless of the balance. Accounts with continuing balances of less than five thousand dollars (\$5,000), however, are considered by the Board for consolidation with other endowments of a similar nature, if donor restrictions allow.

### B. Term Endowment Funds

Term endowment funds are defined as funds for which the donor stipulates that the principal may be expended after a stated period or upon the occurrence of a certain event. Such funds are treated in the same manner as endowment funds until expiration of the stipulated term, when the Board determines future treatment in accordance with the donor's wishes and University priorities.

### C. Funds Functioning as Endowment (Quasi-Endowment Funds)

Quasi-endowment funds are defined as funds established by the governing board to function as an endowment fund, but expendable at the discretion of the board. These funds are invested in a like manner to endowment funds if a minimum balance of five thousand dollars (\$5,000) is kept on deposit for at least one year. Quasi-endowment funds can be established by college or equivalent units, as well as by the Board, and invested at the request of the unit administrator, with the same balance and time restrictions.

### D. Other Invested Funds

In the following instances, funds other than endowment are invested by the University's Investment Manager, in a combination of fixed-income, minimal risk instruments and money market funds.

Departmental gift and endowment income funds are invested at departmental request and earnings are directed to the accounts invested, provided a minimum balance of five thousand dollars (\$5,000) is guaranteed for at least one year.

Bond proceeds and construction funds are fully invested in accordance with resolutions, contracts and payment schedules. Earnings are deposited to the relevant bond or construction accounts, with consideration given to applicable federal arbitrage regulations.

Other operating funds are invested in accordance with overall operating and liquidity needs, and earnings are accounted for as general University income. Amounts to be invested are determined daily by the University's Investment Manager.

#### E. APHEC

The University administration invests funds held for the Advanced Payment of Higher Education Costs program (APHEC) in accordance with Wyoming law and the regulations of the APHEC governing board.

#### F. Administrative Fee

A one percent (1%) fee is assessed annually, in July, on the endowment base amount defined in section V.A. below. The fee is not assessed on accounts established during the previous fiscal year. The proceeds from this fee are deposited to general University income and earmarked for administrative expenses and support of development efforts.

### III. LONG-TERM OBJECTIVES

#### A. Summary

The long-term investment goals for University endowments include the following primary goals:

1. Achieve the objectives of the donors;
2. Protect the assets from excessive risk;
3. Achieve a total return which provides program income (yield) and allows for growth of the endowment; and
4. Preserve the purchasing power of both the principal and the income.

These goals dictate a policy which includes a range of investment instruments and philosophies, balancing yield, growth, and manageable risk.

#### B. Donor Objectives

The University desires to make every effort to administer endowment funds in such a way as to achieve the long term goals of the donors and the University. To the greatest extent possible, donor restrictions and desires will be observed, unless they come into conflict with the mission of the University. Potential conflicts are resolved by the Board before acceptance of a gift, and conflicts that arise over time are resolved through best faith efforts by the Board, after consideration of all factors.

## VI. PERFORMANCE EVALUATION AND REPORTING

### A. Portfolio Evaluation

Portfolio performance is measured in various ways. One measure of performance is comparison to appropriate market indexes of the relevant type of investment instruments. Primary indexes used are the Dow Jones Industrial Average, Standard and Poor's 500 Stocks, and the Lehman Brothers Government Bond Index. Other indexes are used as appropriate.

Another assessment of performance is the annual NACUBO Endowment Study (National Association of College and University Business Officers), which compares relevant investment data for hundreds of colleges and universities.

Contracted evaluation services are used, at the Board's discretion, through the use of an investment advisor or an independent evaluation service.

Performance data is kept for quarterly, annual, five year and ten year periods, when applicable. It is expected that long term performance of all portfolios should compare favorably with the relevant performance methods.

### B. External Manager/Advisor Evaluation and Selection

The services of external investment managers and advisors are obtained through contracts. Among other provisions, the contracts include arrangements for quarterly and annual reports of performance and pertinent market analysis. In addition to the portfolio performance evaluations discussed above, the performance of external managers is compared with the performance of other managers with similar styles.

Managers are selected by the Board upon recommendation of the Investment Committee. The Investment Committee hears presentations of a prospective manager or selected group of prospective managers and makes recommendations based on a set of pre-determined criteria, including investment style, demonstrated performance, offered services, and fees. The Board retains the right to review the performance of or replace any external manager at any time, given notice appropriate to the contractual arrangements.

### C. Reporting

Performance reports are supplied to the Board at the first meeting following the end of each quarter, if time allows. If a meeting falls too close to the end of a quarter to prepare the pertinent reports, they are supplied at the following meeting. Annual discussions are held with managers and/or advisors.

Reports contain portfolio descriptions, account balances, and performance measures, where available and applicable. Annual reports discuss long term performance, market trends, and predictions.

#### D. Investment Files

Endowment investment files are maintained in the office of the University Director of Financial Services (Controller), and include the following detail, if available:

1. Basic donor biographical information;
2. Donation date;
3. Amounts of original donation and any additions;
4. Name, number and type of account established;
5. Restrictions placed on the use of earnings and the source of the restrictions, whether donor, Board, or other;
6. Any limitations on investment instruments;
7. Any Board action taken relative to the account; and
8. Relevant notes.

Information from these files is available to the Board on request.

### VII. AUTHORITY AND RESPONSIBILITIES

#### A. Board of Trustees

The Board of Trustees is responsible for approval of policy and the selection of external managers and advisors in accordance with investment objectives.

#### B. Investment Committee

The Investment Committee of the Board provides oversight of investment performance and makes recommendations to the Board regarding policy, managers and advisors. The Committee has the authority to approve short term deviations from the stated policy, when urgent situations threaten the safety of invested funds.

#### C. Vice President, Administration & Finance (Deputy Treasurer)

The Vice President of Administration and Finance (Deputy Treasurer) is responsible for administration of Board policy and recommendations to the Investment Committee. The Vice President has authority to deviate from the policy in an urgent situation, after consultation with members of the Committee.

#### D. Director, Financial Services

The Director of Financial Services is responsible for maintenance of all endowment investment files, preparation and

compilation of reports, and coordination with managers and advisors. The Director has the responsibility to monitor and report manager activity and performance.

#### E. Manager, Taxes & Investments

The University Manager of Taxes and Investments (Investment Manager) is responsible for daily decisions regarding internal investments and periodic reports on the internally invested portfolio. The Manager has authority to make short term investment decisions in accordance with Board approved policy and established process.

#### F. External Managers

Contracted managers are responsible for management of external portfolios and quarterly and annual reports. Managers have the authority to select investment instruments and make trade decisions, in accordance with the objectives of the Board and the management style represented to the Board.

#### G. Investment Advisor or Evaluator

An Investment Advisor or Evaluator, if retained by the Board, has the responsibility to monitor and report the performance of the external managers. Other contracted services may be arranged as the Board chooses.

#### H. Custodial Services

Custodial services are utilized to safeguard the assets and provide monthly accounting reports.



Faculty Senate  
P.O. Box 3961  
Room 110, Merica Hall  
Laramie, Wyoming 82071-3961  
(307) 766-5348

May 5, 1992

FACULTY SENATE REPORT  
1991-92

Bills and Resolutions passed by the Faculty Senate:

1. Procedures and University Action in Case of Academic Dishonesty.
2. A Faculty Senate Budget Committee.
3. Faculty Office Hours Policy.
4. A resolution in support of a University Regulation on Sexual Harassment.
5. A resolution on continuous enrollment of graduate students while working on a degree.
6. A resolution for guidelines on budgetary reductions.
7. A resolution for the consideration of admission standards.
8. A resolution on the proposed budget reductions as prioritized by the Academic Planning Committee.
9. A change in Unireg 803 requiring letters from outside sources for tenure, promotion to associate professor and promotion to full professor.
10. A change in Unireg 803 so timing of evaluations of untenured faculty is spaced evenly from the first year to the sixth.
11. Admittance of Extension Educators to the Faculty Senate.
12. University of Wyoming Admissions Policy.

Bills and Resolutions that were not passed by the Faculty Senate:

1. Academic freedom statement on job description was referred to committee.
2. ASUW malt beverage sales proposal.
3. Stricter control of alcoholic beverages at athletic events.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Gary D. Hampe'.

Gary D. Hampe  
Chair

Enclosures: Individual Faculty Senate Committee Reports



April 9, 1992

To: Gary Hampe, Chair  
Faculty Senate

From: Stephen Bieber, Chair  
Academic Planning Committee



RE: Year End Report

The Academic Planning Committee met several times during both the Fall and Spring Semesters. During the year we endorsed a Minor in Decision Sciences (College of Business); a change in course prefixes (College of Education); the elimination of 31 degree titles in the College of Education which were replaced with 5 new titles; the creation of a performer's certificate (Music Department); the combination of courses in Operations Management and Business Management Information Systems into decision sciences (College of Business); the addition of the Academic Professional Research Scientist, Extension Educators, and the Lecturers Appendices to Unireg 408; the development of a Center for Environmental Simulation (College of Agriculture); the elimination of the Vocational Agriculture Degree, and the adoption of the Bachelor's Degree in Women's Studies. The one large project we dealt with this past year was our recommendation to the Faculty Senate on the Budget Reduction Process. Our last meeting for the year was held on April 6. At this meeting, I was elected to serve as the chair of the committee again next year.

April 15, 1992

TO: Gary Hampe, Chair  
Faculty Senate Executive Committee

FROM: John Turner, Chair *J.T.*  
FASR&R Committee

RE: Year-End Report of the FASR&R Committee

The committee addressed the following issues during the 1991-92 academic year:

1. Sexual Harassment: The FASR&R Committee met with members of the Sexual Harassment Committee in October 1991 and provided input to the proposed draft UniReg 41, Sexual Harassment. The modified UniReg was passed by Faculty Senate, subject to minor editorial changes by the Executive Committee, in February.
2. Office Hours: A draft policy on faculty office hours was prepared and submitted to Faculty Senate. This policy, with modifications made by Faculty Senate, was passed as Faculty Senate Bill 239 in December 91.
3. Statement on Academic Freedom and Responsibilities in Faculty Job Descriptions: This issue was referred back to the FASR&R Committee after being considered during 1990-91 and submitted to Faculty Senate in the Fall of 91. The committee recommended that no additional statements be included in the Faculty Job Description. Following discussions at a Faculty Senate Executive Committee meeting, which included Provost Karnig, this issue was dropped in February 92.
4. Grading Policies. The committee was asked by Chairman Hampe to consider a UniReg requiring faculty to provide a written description of grading policies to students. In a memo dated April 13, 1992, the committee recommended modifying UniReg 29 to require instructors to provide descriptions of: (i) purpose, scope, and content of the course, (ii) expectations of student performance, and (iii) how grades are determined. If this modification is approved by Faculty Senate, the committee recommends that it be well-publicized to make faculty members aware of their responsibility.
5. Race Relations. The FASR&R committee was asked to review proposed changes to UniRegs 29, 178, and 229, to make them consistent with President Roark's recent address on campus race relations. Suggested modifications were transmitted to Chairman Hampe on April 13, 1992.

April 14, 1992

Professor Gary D. Hampe, Chair  
University of Wyoming Faculty Senate  
Room 110, Merica Hall  
Campus

**SUBJECT:** Committee on Committees Annual Report

The Committee on Committees began its Fall, 1991 activities with a meeting on September 18, 1991 to make committee appointments, consider including a UW/CC faculty member on the Academic Planning Committee, current year "housecleaning" issues related to UNIREG 702, and began the discussion of the formation and institution of a Faculty Senate Budget Committee. Subsequent meetings were held on September 25, October 2, and October 9 which resulted in submission and passage of Senate Bill 238 which modified UNIREG 702, REVISION 8, with the addition of Section 9 creating the Budget Committee. An additional conference was held with the representatives of the University Administration and the Executive Committee of the Faculty Senate to clarify language and interpretations in Senate Bill 238. The UNIREG modification has been adopted by the Trustees and the new Committee will be formed before the close of the Spring, 1992 term.

In the Spring, 1992 term the Committee met twice, April 3 and April 10 to handle "housekeeping" issues in UNIREG 701, Section 11, UNIREG 702, Section 2, 3, 5 and 6 and select new committee member nominees for Faculty Senate ratification at the April meeting.

The Chair, Professor Robert G. Roe, attended the Executive Committees as an ex-officio member during the Fall and Spring terms and participated in the discussions.

The last action of the Committee for the year was to select Professor Robert G. Roe to continue as chair of the committee for the 1992-93 academic year.

Respectfully submitted,



Robert G. Roe  
Chairman



UNIVERSITY OF  
WYOMING

Brian F. Towler, PhD

Assistant Professor  
Petroleum Engineering Department  
P.O. Box 3295  
Laramie, WY 82071-3295, USA  
(307) 766-2189 (office)  
(307) 745-9223 (home)  
(307) 766-4444 (FAX)

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April 6, 1992

TO: Gary Hampe, Chair  
Faculty Senate

FROM: Brian F. Towler, Chair  
Faculty Development Committee

A handwritten signature in cursive script that reads "Brian F. Towler".

The Faculty Development Committee met several times through-out the year to consider recommendations for the following awards:


- Alumni Faculty Growth Awards
- Ellbogen Teaching Awards
- Hollon Awards
- Case Professor of the Year
- Duke-Humphry Distinguished Faculty Award
- Flittie House
- Flittie Sabbaticals
- Center for Teaching Excellence Awards

The results for these awards are contained in the attached minutes.

We also met to discuss formulating a Spousal Hires Policy. At this stage these deliberations have not reached a conclusion.

April 15, 1992

TO: Gary Hampe, Chair  
Faculty Senate Executive Committee

FROM: John Turner, Chair   
FASR&R Committee

RE: Year-End Report of the FASR&R Committee

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DATE: April 13, 1992

TO: Gary Harpe, Chair  
Faculty Senate

FROM: Dr. Gene W. Murdock, Director *gwm*  
Graduate Business Programs

RE: Year End Report of the Graduate School Committee

During the Academic Year 1991-1992 the Graduate School Committee met 12 times and addressed the following issues:

1. English 5901 requirements and a fee structure for ESL screening tests
2. College of Education residency requirements
3. Graduate faculty criteria for the following colleges: Division of Leadership, Educational Studies, and Human Developments
4. The review of the Graduate School and Graduate Dean
5. Awards procedures for outstanding dissertation awards
6. The continuous registration policy
7. Course renumbering
8. Updating, revising, and elimination of forms
9. Credit by examination, Unireg 719
10. Departmental reviews (graduate program reviews)
11. The practice of requiring augmentation for students scoring at or below the 30th percentile on the GRE
12. The revision of the Graduate Bulletin
13. Reviewed controversial admissions
14. Improving communication of Graduate School Committee business
15. Thesis/dissertation writing guidelines
16. Filing Plan B papers in the library
17. Procedures for offering off-campus graduate programs
18. Admission standards (Unireg 251)
19. A graduate admissions review committee
20. The need to identify non-matriculated graduate students with their intended departments (if any)
21. Use of first master's hours in second master's degrees
22. Speech-language pathology off-campus proposal

In addition, the following actions were taken:

Actions taken:

- 10/30/91 Residency motion approved that required period of physical residency
- 11/13/91 Passed requirement for augmentation to be required and designated by the department
- 11/20/91 Passed motion on course renumbering to create graduate level only courses (7000)
- 2/12/92 Forwarded continuous registration resolution to Faculty Senate
- 2/12/92 Rescinded residency requirement motion of 10/30/91
- 2/12/92 Modified draft of residency/course work requirements was approved for forwarding to Faculty Senate
- 2/12/92 Approved modifications in thesis/dissertation writing guidelines
- 2/19/92 Rescinded the augmentation policy
- 4/1/92 Approved a definition of academic residency and a requirement for the same
- 4/1/92 Approved a course renumbering scheme and minimum hour requirements for graduate level only (7000) courses for forwarding for comment and action

cc: Graduate School  
Graduate School Committee

APRIL 7, 1992

TO: UW FACULTY SENATE

FROM: Michael A. Matthews, Chairman, Student Interaction Committee (SIC) *Michael A. Matthews*

SUBJECT: Report on SIC Activities for AY 1991-1992

A brief summary of the issues that the SIC has considered is given below. I have also attempted to give short explanations of our recommendations. Item I occupied the entire Fall semester, while the remaining items were discussed during the Spring.

I. Developing admission standards for the University of Wyoming

At our initial meeting in September 1991, we were given the charge of considering and developing a set of admission standards for the University. This task occupied 100% of committee time between September and January 10, 1992. A recommendation was developed, presented to the Faculty Senate, and forwarded to the Trustees with Senate support. These recommendations have been circulated to interested parties throughout the State, and all responses have been collected by Associate Provost Judith Powell. The response has been very positive to the recommendations. The Trustees are scheduled to discuss this topic at their May meeting, at which time a decision on whether or not to implement admission standards is expected.

II. Waiving the PE requirement for varsity athletes and persons with military training.

AD/SAAC recommended that the mandatory two semesters of PEAC be waived for persons who had one year of varsity athletic experience, or who had completed basic military training. This was forwarded to our committee for consideration. We did not concur with AD/SAAC. It was felt that there might be several other groups or individuals who could demonstrate a significant level of physical activity and prowess who might reasonably request a waiver of the PEAC requirement. Making special exception for two groups and not for others would seem inconsistent. We have reported our decision and reasoning to AD/SAAC.

III. Eliminate the 70 credit hour limit on courses transferred from two-year colleges.

UNIREG 404 presently states that no more than 70 credit hours from a two year college may be applied to a degree plan at UW. Requests to eliminate this limit have come from several sources, both on campus and from the Wyoming community colleges. The SIC disagrees. We have recommended that advisers and UW officials respect the provisions of UNIREG 404. The 70 hour limit does have academic justification, and is in line with other comparable institutions. We feel that better advising and communication will help to alleviate some of the confusion associated with this restriction. In addition, efforts are underway to develop "block transfer" agreements with Wyoming community colleges, which will also aid community college students to take both the proper coursework and an appropriate amount of coursework, in anticipation of transferring to UW.

IV. Mandatory reporting of mid-term deficiency grades

AD/SAAC recommended that mid-term deficiency grade reporting be required of the faculty, and not left as an option, as is currently the case. Mid-term grades are thought to be very useful in advising students, and keeping them aware of their true class standing. Mid-term grade reports are also thought to be a vital part of student retention efforts. The SIC is generally in agreement with these ideals; however we recommend against imposing any mandatory requirements at this time. There are courses for which no meaningful grade information is available at mid-term. In addition, it is felt that imposing such a reporting rule might cause some procedural



difficulties. As a compromise, we will forward a suggestion that the academic deans urge their faculty to report mid-term grades, using whatever motivating words they feel are appropriate to the faculty within their college.

#### V. Probation/suspension standards

During AY 1990-1991, the SIC recommended that the standard for academic probation be set at a cumulative GPA of 2.0 for all students, regardless of the number of credit hours earned. Currently there is a "sliding scale." Faculty Senate returned that recommendation to the SIC. We have done additional research on the topic and again recommend amending UNIREG 715 to impose the uniform 2.0 GPA as the cutoff for academic probation. We hope that this will be introduced into the Senate during the Fall of 1992.

#### VI. Use of the word "Freshman"

The SIC was asked to consider whether the word "Freshman" should be replaced in the UW vocabulary with another term. The idea was that the word was gender-biased. The SIC does not agree, and is aware of no difficulties caused by this terminology. We have recommended to the Faculty Senate Executive Committee that no action be taken.

Some items of business were not discussed during the academic year, and will be passed on to the SIC for the Fall of 1992. These items were:

1. Establishing "Honors" graduation categories and standards for: "traditional" undergraduates; transfer students; and part-time students.
2. Study the problems caused by scheduling overlapping class times; recommend a solution.

## University Tenure and Promotion Committee

### Annual Report for 1991-92

The activities of the University Tenure and Promotion Committee may be summarized as follows:

1. Subcommittees reviewed and made recommendations to the Provost on 3 cases of tenure upon hire; 2 during the summer of 1991 and 1 during the fall semester.
2. Richard Reider, elected Secretary, had to resign from the Committee because of a continuing administrative assignment. Eugene Moran (Education) served as pro tem Secretary throughout the year.
3. There were no cases for Committee review from the fall round of reappointments.
4. The Committee recommended two revisions of University Regulation 803 to the Faculty Senate: one providing a method of soliciting outside letters and one to modify the reappointment schedule. The Committee Chair presented both revisions at the Faculty Senate meeting of March 26; both are still being considered by the Senate.
5. The high number of new and replacement members led the Chair to prepare guidelines on Committee procedures, including full text of appropriate Trustees and University Regulations.
6. The Committee had an extremely heavy load of cases during the spring round (April 2-3, 1992): 6 early cases, 12 dispute cases, and 1 review (non-voting) cases. Three candidates requested to appear before the Committee in its deliberations. The Committee is scheduled to meet April 20 to hear the Provost's recommendations to the President on those cases.
7. The Committee will elect a new Chair and Secretary at the April 20th meeting.
8. The Chair has received the resignation of Harley Thronson (Arts & Sciences) due to a problem of confidentiality of Committee discussion of a case during the spring round.

Submitted by the Committee Chair, William Van Arsdale, April 14, 1992.