

THE UNIVERSITY OF WYOMING

BOARD OF TRUSTEES

Trustees Education Initiative: Guiding Principles and Operating Procedures

Approved by UW Board of Trustees 1/24/19

Guiding Principles

Principle I: As the state's land grant, flagship institution of higher education, the University of Wyoming holds a unique and essential responsibility to prepare knowledgeable, highly skilled educators to support optimal learning and holistic development outcomes for Wyoming's P-12 school students now and in the future.

Principle II: The Board of Trustees ("Trustees") November 2014 Resolution creating the University of Wyoming Trustees Education Initiative ("Initiative"), as amended from time to time, shall be the authorizing and ultimate governance document.

Principle III: The governing entity of the Initiative shall be the Trustees Education Initiative Governing Board ("Governing Board"). The Governing Board shall have a Chairperson and a Vice Chairperson.

Principle IV: The Initiative exists to elevate the College of Education *[and other associated educator preparation programs located in other colleges of the University]* to the status of preeminence in professional educator preparation. The purpose of this work is to provide highly skilled educators to support the long-term success of Wyoming's P-12 learners who will, in turn, strengthen Wyoming's economy (the "Initiative Mission").

Principle V: The Governing Board shall establish the Initiative Vision, Operating Procedures, Strategic Plans and Policies.

Principle VI: The Governing Board shall play a lead role in external relationships with policymakers and funders.

Principle VII: The Initiative shall be responsible for developing innovative and continuous program improvement Professional Educator Preparation proposals ("PEP Proposals") for recommendation to the Trustees for approval and subsequent implementation by the College of Education, the Initiative and other teacher preparation units of the University as may be appropriate.

Principle VIII. Initiative PEP Proposals recommended by the Governing Board shall require Trustees' approval prior to implementation.

Principle IX: The University President and Provost shall be integral to the implementation of the Initiative Mission, and shall foster and encourage collaboration across the University and through the state's elementary and secondary education system for the purpose of implementing PEP Proposals.

Principle X: The University's central administration shall be responsible for the effective execution of administrative aspects of the Initiative.

Operating Procedures

- A.** Trustees Education Initiative (TEI) Governing Board. The Trustees Education Initiative (TEI) Governing Board shall designate an Executive Committee, which shall consist of at least three Trustees, two of which are the Chair and Vice Chair, one at-large member appointed by the President of the Board of Trustees, the University of Wyoming Foundation President, the Trustees Education Initiative Executive Director (Ex Officio/Nonvoting), and the Dean of the College of Education. The Executive Committee shall be charged to handle financial or administrative decisions not delegated to the TEI Executive Director as per the enumerated operating procedures below. The Chair and/or Vice Chair may be a former Trustee upon specific written approval of the President of the Board of Trustees.

The TEI Governing Board shall consist of at least four Trustees or former Trustees, up to three (3) additional non-Trustee members and the following Ex Officio, voting members:

- a. University of Wyoming President
- b. Wyoming Superintendent of Public Instruction
- c. University of Wyoming Foundation President
- d. College of Education Faculty Member
- e. The Wyoming Governor or designee
- f. A student-educator candidate currently enrolled at University of Wyoming in good academic standing
- g. Executive Director of the Wyoming Community College Commission.

Four TEI Governing Board Committees shall be established in addition to the Executive Committee - Government Relations, Finance and Fundraising, Personnel and Consultants, Education and Business Connections. Trustees or Executive Committee Members, one each, shall be designated to chair the Trustee Education Initiative Committees.

- B.** The President of the Trustees shall appoint the Trustee and former Trustee members of the Governing Board.
- C.** The Chairperson of the Governing Board shall appoint no fewer than three (3), and up to a maximum of three (3) non-Trustee members to the Governing Board.
- D.** The Governing Board shall conduct an annual nomination and election process to select the Chairperson and Vice Chairperson of the Governing Board.
- E.** Terms
1. Starting effective the 1st day of March, Governing Board Members shall serve three-year terms consistent with staggered terms of the Trustees' terms.
 2. Governing Board Member terms shall be staggered so that no more than one-third of the Board membership changes in any given year.
 3. Governing Board Members are limited to service of two consecutive three-year terms applying to all non-ex officio members. Partial terms are not to be considered for this limitation.

F. Committees

1. The Governing Board Chairperson shall have the authority to create and dissolve ad hoc committees to meet emerging needs.
2. The Governing Board Chairperson shall have the authority to appoint Governing Board members to Board committees including but not limited to:
 - a. Executive
 - b. Government Relations
 - c. Finance and Fundraising
 - d. Personnel and Consultants
 - e. Education and Business Connections

G. The Executive Director is responsible for developing and conducting the approval process for PEP Proposals including submission of proposals to the Governing Board.

H. Upon approval by the Governing Board, the Governing Board shall recommend PEP Proposals to the Board of Trustees for consideration and action.

I. In consultation with the President of the University or her/his designee, the President of the University of Wyoming Board of Trustees will appoint a TEI Implementation Team. The TEI Implementation Team will be co-chaired by the TEI Executive Director and the Dean of the College of Education. In the case where the roles of TEI Executive Director and Dean of the College of Education are vested in the same individual, then the University Provost may co-chair the TEI Implementation team or designate an individual from the Office of Academic Affairs to assist her. The TEI Implementation Team will be responsible for generating university-wide support for TEI and overseeing key aspects of TEI programmatic innovation and improvement implementation and execution.

The TEI Implementation Team shall consist of at least six (6) members and the following specifically designated representation of membership:

- 1 representative from the TEI Governing Board
- 1 Dean within the University of Wyoming whose college has at least one educator preparation program
- 1-2 content and pedagogy experts from CoED or other associated College's Faculty
- 1-2 P-12 practitioner or leader with content expertise
- 1 at large member
- 1 support staff member

At the TEI Implementation Team Co-chairs' discretion, additional targeted ad hoc teams can be designated to implement and execute specifically assigned TEI innovations and program improvements.

J. The Executive Director reports to the University of Wyoming Provost and Vice President for Academic Affairs for administrative matters, e.g., innovation design and implementation work groups, staff hiring, contract/agreement execution, stakeholder outreach, purchasing, physical space, materials procurement, event planning and implementation, and government relations activities.

K. The Executive Director supports the Governing Board on all substantive TEI matters, e.g., vision, mission, strategic plan, budget development, staffing recommendations, consultant recommendations, Board meetings, Committee meetings, and guidance on government relations.

L. Staff Appointment Authority. The Executive Director shall identify staffing needs; develop position descriptions; coordinate search processes; assure the engagement of key stakeholders; and make staffing recommendations to the Provost. The Provost shall make staffing recommendations to the Governing Board. The Governing Board authorizes the Provost to finalize appointments of essential staff to fulfill the work of Initiative.

M. The Executive Director shall be responsible for collaborating with units throughout the University through the TEI Implementation Team in order to implement all Initiative funded Proposal innovations approved by the Board of Trustees.

N. Spending and Signature Authority

1. The University of Wyoming Provost and Vice President for Academic Affairs is authorized to approve expenditures and enter into TEI-funded contractual agreements valued less than \$50,000 (one-time or in aggregate) for which the term is less than five years.

a. The Provost and Vice President for Academic Affairs may delegate expenditure authority and her/his signing authority for TEI-funded agreements less than \$25,000 to the TEI Executive Director.

2. The University of Wyoming Provost and Vice President for Academic Affairs recommends to the TEI Governing Board TEI-funded contractual agreements valued more than \$50,000 (one-time or in aggregate) for which the term is less than five years.

a. With the approval of the TEI Governing Board, the Provost and Vice President for Academic Affairs has the authority to sign TEI-funded contractual agreements valued more than \$50,000 and less than \$500,000 (one-time or in aggregate) for which the term is less than five years.

b. With the approval of the TEI Governing Board, the University President has the authority to sign TEI-funded University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued more than \$500,000 and less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five years.

c. The University of Wyoming Board of Trustees has the authority to sign TEI-funded University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued at \$1,000,000 or more (one-time or in aggregate) and/or for which the term is five years or more.