

College of Arts & Sciences Bylaws

I. PURPOSE

To establish the Bylaws of the College of Arts and Sciences.

II. PREAMBLE

Above the doors of the Arts and Sciences Building are Spencer's words "Prepare for complete living," which succinctly summarize our responsibilities to the campus. The College of Arts & Sciences is a unique unit, with responsibilities for teaching the liberal arts and sciences core to all UW students as well as the disciplinary knowledge in our many majors, both graduate and undergraduate. We are leaders in research and creative endeavors as befits a flagship university, and give strong support to the land grant mission. As the heart and soul of this university, our vision in the College of Arts & Sciences is to create a strong foundation in the liberal arts and sciences that touches the lives of every student. We will imbue in each a passion for life-long learning, discovery, creativity, and engaged service to the state, nation, and world through our strengths in teaching, cutting-edge research, award-winning artistic endeavors, and outreach to our community. We seek to inspire our students as we are inspired—by our breathtaking surroundings and the pioneer spirit of Wyoming.

We will provide the breadth of experiences, knowledge of other cultures, communication skills, critical thinking, ethical foundation and disciplinary skills and knowledge to allow our graduates to find solutions to the problems and challenges facing the state, nation, and world. To solve these problems, there is a need not only for an understanding of data, but also for consideration of context, culture, and human nature. Such challenges often have no one right answer, and resolution requires teamwork and the synthesis of diverse points of view. In short, we seek to produce the ethical leaders and problem-solvers of the future.

III. DEFINITIONS:

A. PERSONNEL

Personnel within the college include academic personnel and staff. Academic personnel are defined and governed by UW Regulations 2-1 and 2-7. Classified staff are defined and governed by UW Regulation 5-3.

B. STUDENTS

The College of Arts & Sciences shall conform to the UW Regulations for matters related to the admission, probation, dismissal and reinstatement of students.

IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS

See Section VII

V. ORGANIZATION AND GOVERNANCE

The College of Arts & Sciences is administered by a Dean and three Associate Deans. The Dean is appointed by the Provost for a 5-year term, and the Associate Deans are appointed by the Dean for 4-year terms. The Associate Deans assist the Dean in all College matters in addition to providing support in three specific categories: personnel, graduate affairs & research, and budget/finance.

The college comprises of academic divisions and support/outreach units. Departments and programs are organized as follows:

A. Academic Divisions

1. Biological Sciences

Botany, Psychology, Zoology & Physiology, LIFE

2. Fine Arts

Visual & Literary Arts, Music, Theatre & Dance

3. Humanities

English, Modern & Classical Languages, Philosophy & Religious Studies

4. Mathematical Sciences

Mathematics & Statistics

5. Physical Sciences

Chemistry, Geology & Geophysics, Physics & Astronomy

6. Social Sciences

Anthropology, Communication & Journalism, Criminal Justice & Sociology, History & American Studies

7. Interdisciplinary Programs

School of Culture, Gender, & Social Justice, School of Politics, Public Affairs, & International Studies

B. Support and Outreach Units

1. Fine Arts Outreach

2. UW Presents

VI. MEETINGS

The College of Arts & Sciences holds monthly department head meetings in addition to a College-wide meeting at the end of the fall and spring semesters. Budget meetings with individual units are typically held in January.

VII. STANDING COMMITTEES

A. Elected Committees and Appointed Committees

Standing committees are those committees in the college that are on-going from year to year and require either election or formal appointment.

Elected standing committees are: Central Committee; Curriculum Committee; and the Tenure & Promotion Committee. Election processes are described in Section A.2.

Appointed committees are: Scholarship Committee, Program Fee and Student Computer Fee Advisory Committee, and Student Ambassadors. The process for appointing members varies by committee (see Section C).

College representation on university standing committees is determined following the same procedures for nominating and electing members of elected college standing committees.

1. Membership

The Dean and/or at least one Associate Dean will serve without voting rights on each standing committee. Elected committees, with the exception of the Tenure & Promotion Committee, have representatives elected from each of the college's academic divisions, and at least one A&S student (see individual committee descriptions in Section B). The membership of the College Tenure & Promotion Committee is described in Section B.3.

Department & school heads nominate candidates for the undergraduate and graduate student representatives with selection by the respective committees. Student representatives on standing committees have the same voting rights and privileges as academic personnel committee members.

Membership of appointed committees varies by committee—see specific descriptions in Section C.1-9.

All academic personnel members of standing committees have full voting rights on their respective committees with the exception of the T&P Committee (see Section B.3).

2. Elections

All voting academic personnel, except for department & school heads, are eligible for nomination to the Curriculum Committee. Members of the Central Committee are tenured faculty. Membership of the College Tenure & Promotion Committee is described in Section B.3.

Elections are held during the Spring Semester. Within the division where a vacancy exists, the department & school heads, following consultation with their academic personnel, will submit a slate of names to the Dean for a college-wide vote (the College Tenure & Promotion Committee is the only exception—see next paragraph). Many divisions rotate committee membership among departments or programs.

All permanent academic personnel have the right to cast ballots for all elections with the following guidelines: Extended-/fixed-term faculty vote for extended-/fixed-term faculty on the College Tenure & Promotion Committee and tenure-stream faculty vote for college tenured faculty representatives on the University Tenure & Promotion Committee.

The Dean's Office compiles, distributes, collects, and counts the ballots. The deadline for returning ballots to the Dean's Office shall be one week from the date of transmission.

3. Committee Terms

Elected committee members serve staggered three-year terms so that one-third of the terms expires each year. Terms begin with the Fall Semester following election. Academic personnel may not serve consecutive terms on elected committees.

Appointed committee terms filled by academic personnel are normally for three years, with the possibility of reappointment

Student members shall serve no more than two, one-year terms.

When a vacancy of a semester and/or a full year arises on any of the elected standing committees (due to a sabbatical, resignation from the committee, leave of absence, or other circumstances), the department & school heads within the appropriate division consult with their academic personnel and recommend to the Dean a replacement for the period of the elected member's absence. The Dean makes the appointment. When the originally elected committee member returns, he/she completes the term for which he/she was elected. If the originally elected member is unable to serve out the term, the position will be filled at the next regular election according to the process described above. Vacancies on appointed committees are filled by the Dean.

B. Description of Elected Committees:

1. Central Committee

The Central Committee serves as the primary advisory committee to the Dean. It may consider any matter of relevance to the college and advise the Dean. These matters may include but are not limited to academic policies and practices, conferring of awards, budget allocation, hiring priorities, and consideration of new majors, minors, and certificates. Members of the Central Committee are tenured faculty. Faculty nominated for this committee should have an academic record that indicates that they meet or exceed expectations in all job description categories.

One undergraduate student and one graduate student shall be appointed to this committee (see Section A.1).

Minutes of Central Committee meetings will be distributed through internal electronic media to college academic personnel.

2. Curriculum Committee

The Curriculum Committee shall make recommendations to the Dean on ways to improve and assess teaching, learning, and advising, and make recommendations to the Dean for

various awards. The committee approves new and revised courses as defined by university processes.

Members of this committee should have a demonstrated record of teaching excellence, such as having received a college or university award for teaching. Academic personnel nominated for this committee should have an academic record that indicates that they meet or exceed expectations in all job description categories. Nominations of both academic professionals and faculty should be forwarded from a division for the ballot. Nominees should be tenured or extended term.

One undergraduate student and one graduate student shall be appointed to this committee (see Section A.1).

3. Tenure and Promotion Committee

The A&S Tenure & Promotion Committee makes recommendations on matters pertaining to tenure and promotion; reappointment for faculty; post-tenure review of faculty.

Faculty representatives review, discuss, and vote on all cases; Extended-/fixed-term faculty review, discuss, and vote only on extended-/fixed-term cases.

The Tenure & Promotion Committee shall consist of the Dean or his/her designee as an ex-officio/non-voting member, one elected faculty voting member from each academic division (all Academic personnel nominated for this committee should have an academic record that indicates that they meet or exceed expectations in all job description categories). Faculty voting members must be tenured when their terms begin, and the extended-/fixed-term faculty must be extended-term or on rolling contracts.

No department or school may have more than one extended-/fixed-term representative at a time. No person may serve consecutive terms.

No student serves on this committee.

C. Appointed Committees

1. Scholarship Committee

This committee selects recipients of college scholarships and student awards, including the Outstanding Graduates and Honors Convocation student speakers. This committee is composed of an Associate Dean and representatives drawn from the college academic personnel. Appointment is made by the Dean.

2. Program Fee and Student Computer Fee Advisory Committee

This committee makes recommendations to the Dean concerning the allocation of funds generated by Program Fees and Student Computer Fees.

The committee is composed of three academic personnel appointed by the Dean and four students. An Associate Dean serves on the committee as an ex-officio member.

3. Student Ambassadors

The Student Ambassadors meet with the Dean to discuss interests and issues of mutual concern. The ambassadors also serve as volunteers during College of Arts & Sciences' events. This group is composed of undergraduate and/or graduate student representatives

from each of the college's departments and programs. Department and school representatives are nominated by department & school heads. College ASUW Senators are automatically members and may represent a department/school in place of, or in addition to, a nominated department/school student representative.

VIII. CURRICULUM OF THE COLLEGE

Include requirements, procedures for establishing and/or changing college requirements and programs (including new majors, minors, certificates, etc.).

College curriculum requirements are submitted to college academic personnel for approval. Curricular matters that pertain to college requirements must be voted on and approved by majority vote of the ballots cast by the voting members of college academic personnel following the procedure detailed in Section X.

New majors, new minors, new certificates, or changes in their names, require discussion by the Central Committee, approval by the Dean, and, in some cases, university approval. New concentrations within majors require discussion by the Central Committee and approval by the Dean. Changes in departmental curricular requirements that conform to college and university guidelines do not require action at the college level.

IX. OTHER

Several units are affiliated with the College of Arts & Sciences, including: The Wyoming Infrared Observatory, The University of Wyoming Geological Museum, The University of Wyoming Anthropology Museum, The Rocky Mountain Herbarium, The University of Wyoming Museum of Vertebrates, The Wyoming Speech and Debate Team, Fine Arts Outreach, The University of Wyoming UW Presents, The Wyoming Cooperative Fish and Wildlife Research Unit, The University of Wyoming Harry C. Vaughan Planetarium, The University of Wyoming Western Thunder Marching Band, and The University of Wyoming Archaeological Repository.

X. AMENDMENT OF THE BYLAWS

Consistent with UW 2-411, Bylaws must be approved by 2/3 of faculty quorum within the college, where a quorum is defined as 50% of the faculty within the College. Alternatively, the Bylaws may be approved by a majority of the faculty within the College. The Bylaws must be approved the by the Provost and Vice President of Academic Affair and must be reviewed every three (3) years.

XI. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws.

Exceptions to University Regulations and Standard Administrative Policies and Procedures must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

BYLAWS ACCEPTED: February 1998; March 2001; October 2002; November 2007; April 2009; April 2014; October 2019

Approved by Provost: 21 October 2019
Revised: 18 October 2019