



School of Computing Bylaws

I. PURPOSE

The purpose of these bylaws is to create a formal, transparent and common language for guiding governance and decision-making within the School of Computing. The Bylaws of the School of Computing are established by provision of UW Regulation 2-411 (Academic Organization).

II. PREAMBLE

The School of Computing at the University of Wyoming was established in 2022 to position our land grant institution as: a national leader in computational and digital research, education, and engagement; an interdisciplinary computational hub for students, faculty, staff and our industry, state, and academic partners; a steward, supporter, and developer of digital skills and computational thinking for all.

The School of Computing values excellence in research, teaching, and engagement; partnership and collaboration; community and inclusivity; context-based experiential learning; and computing across disciplines, from the arts and humanities to the social sciences and STEM.

III. DEFINITIONS

A. PERSONNEL

Personnel within the School of Computing comprise academic personnel and staff.

1. Academic Personnel

Academic Personnel include the Director of the School and individuals holding the following designations as defined by UW 2-1: tenured, tenure-track, and non-tenure track faculty as well as adjunct, in-residence, and visiting faculty, emeritus faculty and other academic personnel, including postdoctoral associates and temporary lecturers. This includes all the above who have a full, partial or joint appointment within the School.

2. Faculty

The Faculty of the School are the Director and all tenured, tenure-track and non-tenure track faculty with at least a 25 percent appointment in the School, where non-tenure track faculty must have appointments that are fixed-term, fixed-term with rolling contract or extended-term.

3. Staff

Staff at the School are part-time and full-time classified staff and administrative professional appointments (e.g., WyGISC geospatial job family).

B. STUDENTS

Students are those enrolled in the courses and academic programs of the School of Computing. Affiliated students are those enrolled in other degree programs, but advised by School of Computing Faculty, or those participating in School research or engagement programs.

IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS

A. POWERS AND DUTIES

The School of Computing Faculty shall have the powers and duties set forth in the UW Regulation, including jurisdiction over academic matters pertaining to the School including determination of curricula, the standards for admission to, continuation in, and graduation from the School of Computing, and annual evaluations.

The School will also have a set of Division Administrative Policies and Procedures (DAPs) that outline operational rules and procedures, details of policy implementation, responsibility, and accountability. The school DAPs can be proposed by any committee listed in section VII or by three or more members of the Faculty and shall be approved by the Director after receiving appropriate review and input from affected parties.

B. VOTING PRIVILEGES

The voting membership of the School shall include individuals as defined above in III.A.2. Faculty. Other academic personnel, staff and students may have voice but are non-voting members.

A quorum is achieved when at least 50 percent of the eligible voters are present. Voting requires presence which can be physical, by video or by other pre-determined acceptable communication technology. Proxy votes provided in writing shall be accepted from eligible voters otherwise unable to be present due to professional obligations. All voting by proxy will contribute to the quorum count. Individuals on official leave retain the right to vote, however participation during any official leave is voluntary, and they are not counted in the quorum requirement or count.

The election process for SoC representatives to the Faculty Senate and University Standing Advisory Committees will follow Faculty Senate Bylaws. The process for SoC representation to the Staff Senate will follow Staff Senate Bylaws.

V. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF STAFF MEMBERS AND STUDENTS

The Director may call for formal input on non-academic School matters, for example, issues that impact the job descriptions or work responsibilities of staff members, or issues that impact School organization or the work environment of all school members. In this case, input and votes will also be sought from Staff as defined in IV.A.3. In the normal course of events, students will not vote, though they may be asked to provide input or feedback at the invitation of the Director.

VI. ORGANIZATION AND GOVERNANCE

Director of the School of Computing

The chief administrative officer of the School shall be a Director or Dean, appointed in accordance with UW Regulations. The director shall be responsible for all matters relating to the educational and administrative affairs of the School.

Associate Director or Assistant Directors

There may be one or more Associate Directors or Assistant Directors appointed by the Director, in consultation with the School Personnel in accordance with UW Regulations 2-411. The Associate Director(s)/Assistant Directors(s) shall assist the Director in matters relating to the educational, research, engagement and administrative affairs of the School and may have oversight of major divisions within the School such as Centers, Institutes or similar interdisciplinary labs or facilities.

Centers and Institutes

The individual Centers (e.g. Wyoming Geographic Information Science Center (WyGISC), Data Science Center) are subunits of the School. An Associate Director or Assistant Director will be appointed to lead Centers and will normally be academic personnel with appointment in the School. Per university regulations, SoC centers and institutes will have unit-level bylaws compatible with the superseding bylaws of the School.

VII. COMMITTEES

A. STANDING COMMITTEES

The School may establish standing committees. The membership, duties, and governing procedures for committees shall be defined in accordance with any relevant UW Regulations. Membership of the standing committees will be determined by the Director in consultation with the Faculty.

B. AD HOC COMMITTEES

Ad hoc committees may be established by the Director following consultation with the Faculty. The Director shall have the responsibility of appointing other committees as the Director deems necessary to assist the Director in performing the administrative functions of the School. Membership of ad hoc committees will be determined by the Director in consultation with the Faculty.

VIII. DEPARTMENT MEETINGS

A. FACULTY MEETINGS

Faculty meetings are held to address academic and shared governance matters of the School, including hearing and considering the reports and proposals of the faculty committees, making recommendations to the Director, and hearing and considering reports and business brought by the administration, staff, and students.

The Faculty of the School of Computing shall meet at the request of the Director, or at the request of at least ten percent of the voting Faculty or three members of the voting

Faculty, whichever is greater. The Director or their designee will preside. These meetings shall be held at least once per regular semester during the academic year, and as needed at other times. Eligible voters are expected to attend and participate, or inform the Director if they are unable to do so. The Director shall be responsible for giving notice of Faculty meetings and shall provide a meeting agenda in advance. Meeting minutes shall be recorded by the Director, their designee, or by pre-determined acceptable technology. Minutes shall be available for review prior to the next meeting in preparation for approval as an order of business at the next Faculty meeting. The voting Faculty are as defined in section IV.B. Other Academic Personnel will have voice in Faculty Meetings, but are non-voting members. Staff and students are welcome to attend Faculty meetings but are non-voting members. Meeting agendas and subsets of faculty meetings minutes will be made available upon request. Faculty meetings may be restricted to voting members by the Director or by a vote following protocols from section IV.B.

B. ALL SCHOOL MEETINGS

All School Meetings will be used to address non-academic matters of the School, to share information, and to provide an open forum for questions and discussion of relevant issues. The Director will hold School of Computing All School Meetings at least twice per academic year and as needed at other times. All School of Computing personnel and students are invited to All School Meetings.

IX. REAPPOINTMENT, TENURE, PROMOTION, AND FIXED-TERM ROLLING CONTRACTS

Voting eligibility and membership related to reappointment, tenure, promotion and fixed-term rolling contracts (RTP) are governed by UW regulations and the Office of Academic Affairs. Specific procedures regarding the responsibilities and establishment of committees, including voting eligibility and peer groups for RTP cases are defined in the School of Computing RTP Guidelines document.

X. SEARCH PROCEDURES

The Director is responsible for forming search committees and approving direct hire requests. Search committees will be formed with appropriate representation from faculty, academic personnel, staff, students. All search committees must follow all applicable procedures and requirements for conducting a fair and equitable search as outlined by Human Resources' Equal Employment Opportunity and Affirmative Action hiring processes, including but not limited to required trainings for search committees and search committee chairs.

Specific guidelines for the Director to obtain hiring recommendations from search committee members will follow in the School DAPs.

XI. CAMPUS PRESENCE

The School of Computing recognizes the importance of consistent, engaged physical presence on campus as a significant factor in upholding the school's values. Being physically present on campus significantly impacts interdisciplinary interactions, research collaboration, teaching effectiveness, mentoring, community engagement and a sense of belonging and inclusivity. The campus is defined as the UW main campus or other site where UW academic activities are based. There may be exceptions to campus presence expectations as addressed by UW SAP 5.2.

XII. AMENDMENT OF THE BYLAWS

The School of Computing Bylaws must be reviewed every three (3) years but may be reviewed or amended more frequently. Amendments may be proposed by any member of the Faculty in the School by submitting the proposed amendments to the Director. The Faculty shall evaluate all amendments to the bylaws and conduct the required three-year reviews. The Faculty will then provide the Director with its recommendations. The Director will review the recommendations and prepare a final version of the bylaws to present to the School Faculty for their vote.

The Bylaws or amendments to the Bylaws that have been reviewed by the Faculty and the Director must be approved by a vote of the Faculty as described in Paragraph IV of these bylaws. The Director will then send the School-approved bylaws to the Provost and Executive Vice President of Academic Affairs for their review and approval. The existing bylaws will remain in effect until the revised bylaws have been approved by the Provost and Executive Vice President of Academic Affairs.

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

XIII. CONFLICT BETWEEN DEPARTMENT AND COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPs), take precedence over Division Administrative Policies and Procedures (DAPs) and Bylaws.

Exceptions to University Regulations and SAPs must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

BYLAWS ACCEPTED AT FACULTY MEETING ON: September 30, 2024

Approved by CEPS Dean: December 4, 2024

School Becomes Separate Division: July 1, 2025

Bylaws Revision 1: August 21, 2025, **Provost Approved:** September 21, 2025