

SENATE RESOLUTION #2814

TITLE: **Continued** ASUW Support for the Creation of a School of Graduate Education at the University of Wyoming in Light of the Release of the Full Request for Authorization

DATE INTRODUCED: April 19, 2022

AUTHOR: Senator Laverell and President Swilling

SPONSORS: Senators Castronovo and Ewalt

1. WHEREAS, the purpose of the Associated Students of the University of Wyoming (ASUW)
2. Student Government is to serve our fellow students in the best manner possible; and,
3. WHEREAS, the University of Wyoming Board of Trustees has approved a Notice of Intent
4. for the creation of a School of Graduate Education at the University of Wyoming (UW), as
5. outlined in Addendum A; and,
6. WHEREAS, the purpose of this graduate school is to “elevate the visibility of [our] advanced
7. degree education mission, and to better support [our] broad portfolio of graduate programs and
8. the university’s research mission.”; and,
9. WHEREAS, the new School of Graduate Education would continue the essential functions
10. currently performed by the Office of Graduate Education, including strategic leadership for
11. and oversight of all UW graduate programs, allocation of graduate teaching assistantship
12. funding, implementation and enforcement of graduate education policies and procedures,
13. graduate student marketing and recruitment, and advocacy and support for graduate students;
14. and,
15. WHEREAS, the new school would build upon these by raising the visibility and presence of
16. graduate education to both internal and external stakeholders; and,
17. WHEREAS, the creation of this school would also provide an administrative home for
18. multiple projects to enhance graduate education at the University of Wyoming, including the
19. re-establishment of the Graduate Faculty, the creation of a Graduate Student Council, and a

20. clarification and elevation of the role of UW's Graduate Council; and,

21. WHEREAS, the need for a graduate school has been well documented, with the Faculty

22. Senate passing a resolution in support of its recreation in 2015, and the Graduate Council

23. also noting that they strongly believed such a project was necessary in their 2015 report; and,

24. WHEREAS, despite this, the School was not created; and,

25. WHEREAS, this school has the support of almost every single Dean or school Director at the

26. University of Wyoming; and,

27. WHEREAS, among UW's peer institutes, only one institution (West Virginia University)

28. lacks a Graduate School, only one institution (Utah State University) lacks a Graduate Dean,

29. and no peer institutions lack both a Graduate School and a Graduate Dean, which is what

30. UW currently has; and,

31. WHEREAS, this School will not require any additional, recurring funding nor any new

32. positions; and,

33. WHEREAS, in its November 2021 meeting, the Board of Trustees approved the allocation of

34. funds to create a new, student-centered home in Knight Hall for this School of Graduate

35. Education; and,

36. WHEREAS, ASUW supports and represents graduate students at the University of

37. Wyoming, and is dedicated to helping support and represent their needs and interests; and,

38. WHEREAS, since the NOI was confirmed, the School of Graduate Education has published a

39. full request for interpretation, which can be seen in Addendum B.

40. THEREFORE, be it resolved that ASUW fully supports the creation of a School of Graduate

41. Education as outlined in Addendum B.

Referred to: Advocacy, Diversity, and Policy

Date of Passage:_____ **Signed:**_____

(ASUW Chairperson)

“Being enacted on_____, **I do hereby sign my name hereto**

and approve this Senate action.” _____

ASUW President

Addendum A



Academic Affairs
Office of
Graduate Education

NOTICE OF INTENT

University of Wyoming
SCHOOL OF GRADUATE EDUCATION

Executive Summary

The University of Wyoming intends to establish a School of Graduate Education to elevate the visibility of its advanced degree education mission, and to better support its broad portfolio of graduate programs and the university's research mission. Establishing this school will be accomplished through the renaming of the current Office of Graduate Education and will not require any additional, recurring funding nor any new positions. Subject to Board approval, the university intends to establish this new school in FY23.

The new School of Graduate Education would continue the essential functions currently performed by the Office of Graduate Education, including strategic leadership for and oversight of all UW graduate programs, allocation of graduate teaching assistantship funding, implementation and enforcement of graduate education policies and procedures, graduate student marketing and recruitment, and advocacy and support for graduate students. The new school would build upon these by raising the visibility and presence of graduate education to both internal and external stakeholders. Furthermore, the school would be the conduit through which significant improvements to UW's graduate education functioning will be made, including the re-establishment of the Graduate Faculty, the creation of a Graduate Student Council, and a clarification and elevation of the role of UW's Graduate Council.

Background

In 2009, the University of Wyoming discontinued its graduate school as part of a \$18.2m budget cut. Six staff positions were eliminated or retrenched (not including the graduate dean, which was also eliminated). Nearly overnight, the central support structure for U.W.'s ~100 graduate degree programs disappeared, and the university rapidly transitioned from a centralized graduate education model to a very decentralized one. Various administrative duties that had been performed by the Graduate School, were dispersed among Academic Affairs, Student Affairs, the colleges, and departments. The university regulation regarding the Graduate School (7-580) was sunset and along with it such universal elements of graduate education as the Graduate Faculty and the Graduate Dean.

Initially, the vacuum created by the discontinuance of the Graduate School left UW's graduate programs, faculty, staff, and students lost and confused. The one-stop shop for all graduate education-related processes and support was no longer. Many of the Graduate School's functions were moved under other units (usually with no additional support provided). Yet, some other Graduate School functions just disappeared or were left to the graduate programs, faculty, staff, and students to handle. These circumstances and the concurrent lack of oversight

meant that academic units realized tremendous flexibility in how they administered their graduate degree programs and how they treated their graduate students. Such flexibility and lack of oversight led to greater variability among the graduate programs, which in turn led to both perceived and real inequities for graduate students and faculty in different degree programs.

As the lack of oversight and regulation of graduate programs continued, a variety of problems arose that required attention. These problems included disparities in: the admissions and curricular rigor of graduate programs, what sort of university personnel were serving on graduate thesis/dissertation committees (and in which roles), and in graduate assistant workloads and pay, among others. In response, the administration implemented new policies and procedures in an ongoing attempt to re-regulate graduate education at UW. Although these new policies did address many problems, some key policies, such as that regarding graduate committees, needed frequent patching in an imperfect attempt to re-establish standards and practices that had been in place with the Graduate School.

Graduate Council's 2015 Report

By 2015, the need for a re-centralization of graduate education functions was clear. In their review of the state of graduate education at the university, U.W.'s Graduate Council called for the university to do the following:

- *Re-establish a Graduate School.*
- *Provide high-level leadership for that school – at the Dean or Vice President level.*
- *Provide the School and its leadership a robust budget that is capable of supporting the School's functions.*
- *Centralize, as necessary for efficiency, the administrative tasks associated with graduate education.*
- *Build a strong presence for the school among faculty and students.*
- *Build a strong presence for the school online, and in national venues.*

From the 2015 U.W. Graduate Council report: "Graduate Studies at the University of Wyoming: Institutional and National Leadership."

In the spring of 2015, U.W.'s Faculty Senate passed a resolution ([SR 328](#)) in support of Graduate Council's recommendations.

The Office of Graduate Education

In 2017, the Provost charged the newly appointed Associate Vice Provost for Graduate Education to grow and improve centralized administrative support for graduate education. In response, the Office of Graduate Education (OGE) was established in 2018. In order to have guidance regarding how to strengthen U.W.'s graduate education, the university requested a strategic review by the Council of Graduate Schools (CGS). This review took place during AY18-19 with the [Council of Graduate School's final report](#) delivered to the university in March 2018. In general, the CGS report affirmed recommendations made by Graduate Council in their 2015

report including establishing a strong, central administrative unit and the appointment of a Graduate Dean to lead and support U.W.'s graduate programs.

In response to the Graduate Council and CGS reports, significant investments were made in the new Office of Graduate Education (OGE) so that it could broaden U.W.'s centralized support and leadership of its graduate programs. In particular, OGE's (non-administrator) staffing grew from 1 FTE in 2017 to 6 FTE by 2021 (Figure 1).

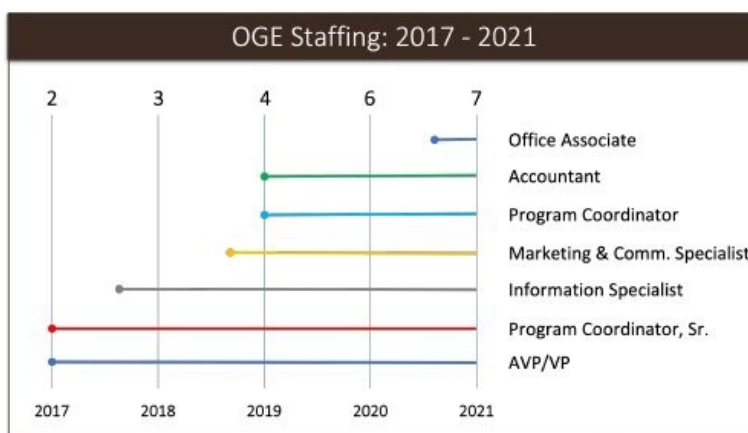


Figure 1. Office of Graduate Education staffing growth, 2017 – 2021.

OGE's staffing growth has been instrumental in expanding the university's centralized support for its graduate programs. Before 2018, almost all staff efforts were focused on graduate assistant budgeting, allocations, and hiring with very little capacity to address the myriad of other needs. With the growth in staffing have come:

- policy and procedure standardization;
- data analytics to support planning, assessment, and student success, wellbeing and funding;
- recruitment and marketing (at both the institutional level and direct support for individual graduate programs);
- coordinated and dedicated internal and external communications regarding graduate education;
- dedicated staffing support and leadership for U.W.'s transdisciplinary graduate programs;
- support for DEI efforts in graduate education;
- growth in professional development opportunities for graduate students; and
- increased coordination with other U.W. units regarding admissions, degree evaluation, financial aid, and international student recruitment and support.

The Landscape of Graduate Education

A Comparison with Our Peers

The Graduate Council and Council of Graduate Schools recommendations for establishing a graduate school and appointing a graduate dean reflect contemporary best practices in graduate education. In terms of how graduate education is administered, the University of Wyoming is a clear outlier among its [peers](#) (Figure 2) and nationally. Among our peers:

- Only one institution (West Virginia University) lacks a Graduate School.
- Only one institution (Utah State University) lacks a Graduate Dean.
- No peer institutions lack both a Graduate School and a Graduate Dean.

As the University of Wyoming looks to raise its research standing, including a move toward Carnegie R1 (Very High Research Activity) status from R2 (High Research Activity), it should be noted that none of our R1 peers lack a Graduate Dean and only West Virginia University lacks a Graduate School.

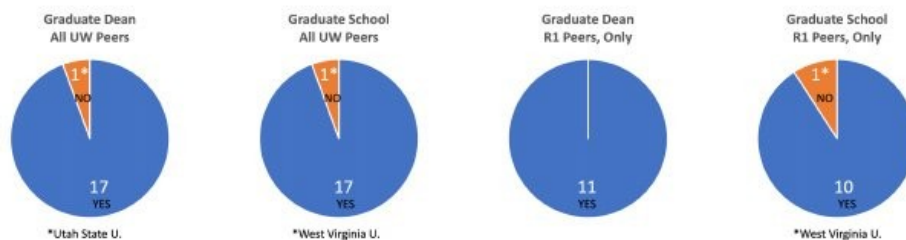


Figure 2. A comparison to U.W.'s [peers](#) in terms of presence/absence of graduate schools and graduate deans. The University of Wyoming currently lacks both a graduate school and a graduate dean.

What a New Graduate School Should Be

The new School of Graduate Education will take on the full responsibilities of a graduate school. According to the Council of Graduate Schools' *Organization and Administration of Graduate Education* (2004), a graduate school should have the following responsibilities:

- Articulate a **vision of excellence** for the graduate community.
- Provide **quality control** for all aspects of graduate education.
- Maintain **equitable standards** across all academic disciplines.
- **Define** what **graduate education** is and what it is not.
- Bring an **institution-wide perspective** to all graduate endeavors.
- Provide an **interdisciplinary perspective**.
- Enhance the **intellectual community of scholars** among both graduate students and faculty.

- Serve as an **advocate for graduate education.**
- Emphasize the importance of adequately **training future college and university teachers.**
- Develop ways for graduate education to **contribute to and enhance undergraduate education.**
- Support graduate **student services.**
- Serve as an **advocate for issues and constituencies** critical to the success of graduate programs.

While many of the above responsibilities are ones that the Office of Graduate Education has successfully taken on, many others require a unit that is stronger and has a more visible, identifiable presence than an “office” has. For example, while an “office” may serve graduate faculty and students, a “school” would serve as an academic home and hub for these faculty and students in a way that will enhance intellectual community. Furthermore, a graduate school has an identifiable presence that means it and its dean can serve as effective advocates for graduate education, issues and constituencies. Very crucially, a School of Graduate Education will be a beacon for fundraising for graduate education in a way that an “office” cannot be.

Fundamentally, the new School of Graduate Education will carry out the responsibilities outlined above, and it will:

- Provide key services as the **centralized support and leadership** for U.W. graduate education.
- **Provide resources** in alignment with need and strategic vision.
- Be a **hub of collaboration** that will foster scholarship and interdisciplinarity.
- **Promote and elevate** the centrality of graduate education in U.W.’s mission.

What a New Graduate School Should Not Be

Just as the University of Wyoming has learned through experience what it now needs in terms of graduate education, the institution has also learned -- in particular from how its past Graduate School operated -- what it does not need. The new School of Graduate Education:

- Should not duplicate services that are best provided by other units. For example, graduate admissions processing should remain with the Office of Admissions and graduate degree evaluations should remain with the Office of the Registrar.
- Should not amass resources and should not be siloed. The new school must be better integrated with Academic Affairs and must be under more direct control of the Provost than either the former U.W. Graduate School was or how other U.W. schools and colleges currently are.

Structure and Organization of the School of Graduate Education

The structure of the new school would, at least initially, mirror the current structure and organization of the Office of Graduate Education. Internally, the School of Graduate Education

would be identical to the Office of Graduate Education, aside from the lead administrator's title change to include "Dean." That structure is shown in Figure 3.

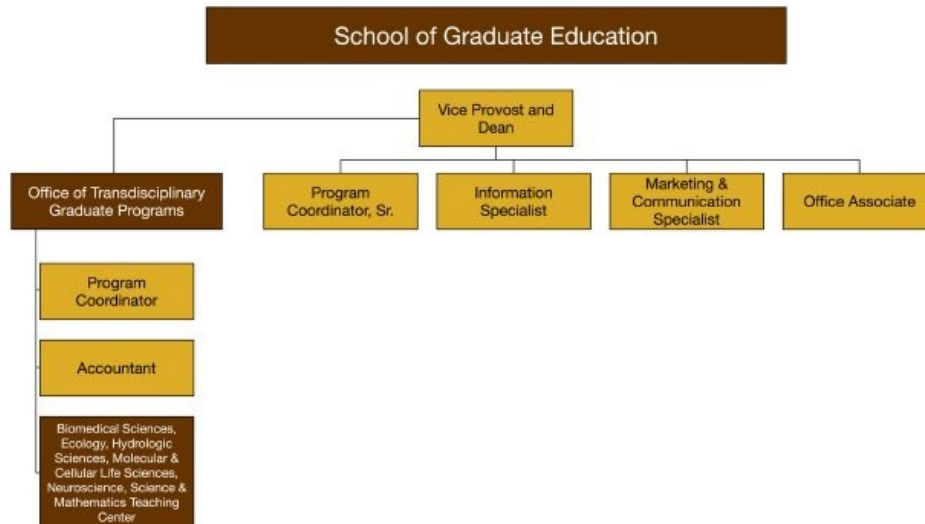


Figure 3. Organization Chart for the School of Graduate Education. Eventually, the Graduate Faculty and the Graduate Student Council would also fall under the School of Graduate Education. The Graduate Council potentially could become either solely a committee of the school or become a joint endeavor of the School and Faculty Senate.

As part of the implementation process, the Vice Provost for Graduate Education and the Graduate Council will develop preliminary by-laws for the new School. A key element of these by-laws will be the establishment of the Graduate Faculty. Once the Graduate Faculty are established, the Dean and Vice Provost and Graduate Council will work with the Graduate Faculty to establish full by-laws for the school. The formation of a Graduate Student Council, a representative body common at other doctoral universities, will likely be written into the by-laws. Furthermore, through collaboration between the school and Faculty Senate, the administrative positioning and function of the Graduate Council will be reviewed and possibly modified.

The establishment of the School of Graduate Studies will further U.W.'s diversity, equity, and inclusion (DEI) efforts. In collaboration with the Office of Diversity, Equity, and Inclusion, the Office of Graduate has developed recruitment funding and professional development opportunities for diverse graduate students and their mentors as well as DEI training opportunities for all graduate students. Nevertheless, U.W.'s diverse graduate student enrollments remain well below the national average. As recommended in the 2018 Council of Graduate School's review of U.W., the future School of Graduate Education will need to further its DEI efforts by having a DEI coordinator dedicated to recruiting, supporting and advocacy for diverse graduate students and graduate education DEI as well as by creating more funding support, in the form of fellowships, for diverse graduate students. Securing funding, especially

from external sources, for these important efforts will be a priority for the School of Graduate Education.

The establishment of the School of Graduate Studies will form a foundation to support interdisciplinary scholarship. The Office of Graduate Education's staffing support center for interdisciplinary and transdisciplinary graduate programs will continue as part of the new graduate school. Currently serving six cross-college programs, this office can provide support to additional cross-college programs as they arise from U.W.'s Grand Challenges program and other interdisciplinary efforts.

Creating a graduate school is crucial to achieving U.W.'s research goals, including Carnegie R1 status. Given graduate students' crucial role in the university's research engine, a graduate school would help elevate U.W.'s scholarship as it aspires for R1 status. Furthermore, the School of Graduate Education, like many other graduate schools at doctoral universities, will provide a home to and administrative support for postdoctoral researchers. Currently, U.W. does not provide such support, and it will need to as its research engine grows.

Alignment with the University's Mission and Strategic Plan

Establishment of a School of Graduate Education is aligned with the University of Wyoming's Mission, in particular with:

- "flagship and land-grant university;"
- "accessible and affordable higher education of the highest quality;"
- "rigorous scholarship;"
- "communication and application of knowledge;"
- "graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;" and
- "cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners."

The School of Graduate Education is aligned with the vision and goals given in [Breaking Through](#), the university's current strategic plan. In particular, the School is aligned with the following components of the university's strategic vision:

- Exploration and discovery;
- innovation and application;
- disciplinarity and interdisciplinarity;
- integrity and responsibility;
- diversity and internationalization;

Furthermore, it is aligned with the following strategic goals:

- Goal 1: Driving Excellence

- Promote and strengthen the university as a scholarly and creative enterprise.
- Foster entrepreneurship and collaboration in research and teaching that bridges disciplines and engage public concerns,
- Achieve consistent excellent teaching and mentoring that give students the knowledge, ability, determination, and innovation to meet tomorrow's challenges with sustainable solutions.
- Goal 2: Inspiring Students
 - Welcome, support, and graduate students of differing backgrounds, abilities, and needs and from different cultures, communities, and nations.
 - Engage and graduate well-rounded and creative thinkers, capable of meeting unpredictable and complex challenges.
 - Build pathways to academic, cultural, professional, and entrepreneurial opportunity and leadership at undergraduate and graduate levels.
 - Establish an office to support graduate education.
 - Expand and grow quality of undergraduate and graduate scholarly experiences.
- Goal 3: Impacting Communities
 - Facilitate collaboration between the university and its constituents to address complex economic, environmental, and social challenges through research, education, entrepreneurship, economic diversification and growth.
- Goal 4: A High-Performing University
 - Strengthen marketing effectiveness.
 - Enhance institutional operations and planning.

Implementation

If authorized by the Board of Trustees, the School of Graduate Education will be established via the following substantive changes that will be detailed in a forthcoming feasibility study:

- Renaming of the current "Office of Graduate Education" to the "School of Graduate Education;"
- Addition of the title "Dean" to the current administrative position overseeing the Office of Graduate Education (from the title of "Vice Provost for Graduate Education" to the title "Vice Provost and Dean of the School of Graduate Education");
- Updating University Regulation 2-411 to include the new school in the list of UW colleges and schools.

Importantly, **no new resources are required** to establish the School of Graduate Education:

- No new positions will be required since the current Office of Graduate Education has sufficient staffing for a graduate school;
- No additional, recurring funding will need to be budgeted beyond that currently budgeted for the Office of Graduate Education.

- A new, student-centered home in Knight Hall will be established for the School of Graduate Education. The Provost intends to fund the one-time renovation costs (≈\$290,000) from major maintenance funding and reserves (and is seeking permission from the Board, accordingly).

The Office of Graduate Education's FY20-FY22 budget summary is provided in Appendix A. The proposed School of Graduate Education's budget will be similar.

Timeline

Review and Authorization. If this Notice of Intent is approved by the Board, Academic Affairs and the Office of Graduate Education will move forward with development of a full feasibility study (including *pro forma* budget). This feasibility study will undergo campus review by the Budget Office, the Faculty Senate (Graduate Council and possibly the Academic Planning Committee in addition to the full Senate), the Associated Students of the University of Wyoming, and Staff Senate followed by review by Deans' Council, the Provost, the President's Executive Committee and the President. Once through full campus review, a request for authorization will be brought to the Board. Campus review will take place December 2021 – April 2022, and the request for authorization is planned for the Board's May 2022 meeting.

Implementation. The new School of Graduate Education would be established by September 1, 2022, with further elements (e.g., by-laws, Graduate Faculty and Graduate Student Council) being developed over the course of FY23.

Additional Information

Academic Affairs has contacted the Higher Learning Commission regarding the possibility of establishing a graduate school. Since the School of Graduate Education would be a reorganization of a current unit, the Office of Graduate Education, the Higher Learning Commission states that its approval or review is not required.

Appendix A
Office of Graduate Education Budget Summary for FY20 – FY22
(Unrestricted, only)

O_D1005: Graduate Education Unit		FY20	FY21	FY22
Fund Class - Source	Summary Level Natural Accounts	Budget	Budget	Budget
FC 105 FS 000001 UOC -	A 40206 Tuition Other	(20,000)	(45,000)	(50,000)
	A 40302 Financial Aid	-	-	-
	A 40303 Financial Aid Graduate	3,727,706	3,717,580	3,496,003
	A 40304 Financial Aid Professional	-	-	-
	A 40305 Financial Aid Other	3,000	3,500	-
	A B4400 Other Operating Revenue	(146,670)	(11,100)	(11,500)
	Total Revenue Revenue	3,564,036	3,664,980	3,434,503
	A 60551 Graduate Assistant Wages	1,480,471	1,495,644	1,315,267
	A 60001 Faculty Salary Expense FT	180,308	116,751	74,297
	A 60101 Staff Salary Expense FT	450,468	552,160	462,714
	A 60501 Other Salary Expense PT	7,425	-	-
	A C6060 Supplemental Pay	161,256	78,500	66,600
	A C6080 Fringe Benefits Rollup	355,341	401,432	331,266
	A 62001 Professional Services	10,500	79,025	73,050
	A 62005 Insurance Premium	362	-	-
	A 62008 Visiting Speakers/Faculty	5,500	5,500	-
	A 62011 Catering Expense	4,500	-	-
	A 62013 Other Services Expense	600	-	-
	A 63000 Travel Conversion	9,000	-	-
	A 63001 Travel Domestic Expense	46,771	36,500	24,800
	A 63002 Travel Foreign Expense	1,000	-	-
	A 63003 Hosting Expense	9,564	16,100	8,850
	A 63101 Non Employee	5,516	6,900	11,100
	A 63102 Non Employee Lodging	6,200	1,700	1,500
	A 63103 Non Employee Meals	3,334	300	300
	A 63104 Non Employee Other Travel	1,500	1,600	-
	A 64001 Lab Supplies	13,900	19,000	15,773
	A 64002 Office Supplies	11,450	15,892	8,192
	A 64005 Non capital Equipment	5,000	5,000	10,000
	A 64006 Non capital Equipment	5,000	-	-
	A 64007 Books Subscriptions &	2,100	400	200
	A 64008 Computer Software &	2,600	408	600
	A 64009 Computer Hardware	1,200	-	-
	A 64011 Postage Freight & Shipping	-	-	100
	A 64012 Other Supplies	3,500	1,800	1,000
	A 64013 Clothing & Other Apparel	-	-	-
	A 64015 Food & Beverage Non	1,240	-	-
	A 64503 Water Expense	600	700	100
	A 65002 Equipment Repairs &	1,250	1,000	1,000
	A 65501 Building/Facilities Rental	100	-	-
	A 65502 Equipment Rental Expense	500	-	-
	A 66501 Advertising/Promotional	5,950	11,696	11,861
	A 66502 Printing & Copying	7,846	900	400
	A 66504 Prizes/Awards Expense	20,920	19,900	13,600
	A 66505 Prizes/Awards Expense	-	-	-
	A 66509 Training/Professional	13,493	9,300	6,500
	A 66512 Miscellaneous Expense	316,500	241,200	76,395
	A 66515 Memberships & Dues	10,930	9,500	7,700
	A 66517 Fuel & Oil Expense	1,000	-	-
	A 66518 Maintenance Agreements	-	-	-
	A 67502 Participant Stipend	100	-	-
	A 76201 Inter Unit/Center Allocations	4,164,334	4,255,765	3,764,245
	A 76401 Intra College Allocations	-	-	268,070
	A 76601 Internal Sales Auxiliaries	3,049	5,800	4,600
	A 76001 Internal Service Allocation:	792	100	-
	A 76002 Internal Service Allocation:	4,800	4,700	3,350
	A 76003 Internal Service Allocation:	18,500	26,200	14,925
	Total Expenses Expenses	7,356,271	7,421,393	6,578,355
	Statement of Activities Net Result	10,920,307	11,066,373	10,012,858

REQUEST FOR AUTHORIZATION
University of Wyoming
SCHOOL OF GRADUATE EDUCATION**Executive Summary***Title of New Academic Unit:* School of Graduate Education*Startup Cost:* \$0*Anticipated Launch Date:* September 1, 2022*Description:*

The University of Wyoming will establish a School of Graduate Education to elevate the visibility of its advanced degree education mission, and to better support its broad portfolio of graduate programs and the university's research mission. This school will be accomplished through the renaming of the current Office of Graduate Education and will not require any additional, recurring funding nor any new positions. Subject to Board approval, the university intends to establish this new school in FY23 with a target launch date of September 1, 2022.

The new School of Graduate Education will continue the essential functions currently performed by the Office of Graduate Education, including strategic leadership for and oversight of all UW graduate programs, allocation of graduate teaching assistantship funding, implementation and enforcement of graduate education policies and procedures, graduate student marketing and recruitment, and advocacy and support for graduate students. The new school will build upon these by raising the visibility and presence of graduate education to both internal and external stakeholders. Furthermore, the school will be the conduit through which significant improvements to UW's graduate education functioning will be made, including the re-establishment of the Graduate Faculty, the creation of a Graduate Student Council, and a clarification and elevation of the role of UW's Graduate Council. Finally, the administrative head of School of Graduate Education will be appointed as Vice Provost and Dean of the School of Graduate Education.

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BACKGROUND

In 2009, the University of Wyoming discontinued its graduate school as part of a \$18.2m budget cut. Six staff positions were eliminated or retrenched (not including the graduate dean position, which was also eliminated). Nearly overnight, the central support structure for UW's ≈100 graduate degree programs disappeared, and the university rapidly transitioned from a centralized graduate education model to a very decentralized one. Various administrative duties that had been performed by the Graduate School, were dispersed among Academic Affairs, Student Affairs, the colleges, and departments. The university regulation regarding the Graduate School (7-580) was sunset and along with it such universal elements of graduate education as the Graduate Faculty and the Graduate Dean.

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As the lack of oversight and regulation of graduate programs continued, a variety of problems arose that required attention. These problems included disparities in the admissions and curricular rigor of graduate programs, what sort of university personnel were serving on graduate thesis/dissertation committees (and in which roles), and in graduate assistant workloads and pay, among others. In response, the administration implemented new policies and procedures in an ongoing attempt to re-regulate graduate education at UW. Although these new policies did address many problems, some key policies, such as that regarding graduate committees, needed frequent patching in an imperfect attempt to re-establish standards and practices that had been in place with the Graduate School.

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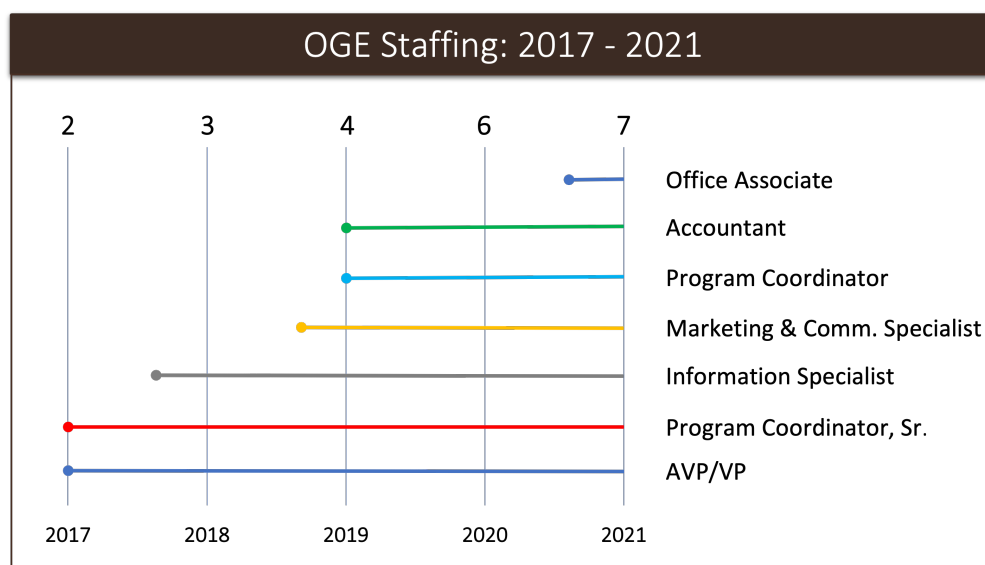


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- coordinated and dedicated internal and external communications regarding graduate education;
- dedicated staffing support and leadership for UW’s transdisciplinary graduate programs;
- support for diversity, equity, and inclusion (DEI) efforts in graduate education;
- growth in professional development opportunities for graduate students; and
- increased coordination with other UW units regarding admissions, degree evaluation, financial aid, and international student recruitment and support.

THE LANDSCAPE OF GRADUATE EDUCATION

A Comparison with Our Peers

The Graduate Council and Council of Graduate Schools recommendations for establishing a graduate school and appointing a graduate dean reflect contemporary best practices in graduate education. In terms of how graduate education is administered, the University of Wyoming is a clear outlier among its [peers](#) (Figure 2) and nationally. Among our peers:

- Only one institution (West Virginia University) lacks a Graduate School.
- Only one institution (Utah State University) lacks a Graduate Dean.
- No peer institutions lack both a Graduate School and a Graduate Dean.

As the University of Wyoming looks to raise its research standing, including a move toward Carnegie R1 (Very High Research Activity) status from R2 (High Research Activity), it should be noted that none of our R1 peers lack a Graduate Dean and only West Virginia University lacks a Graduate School.

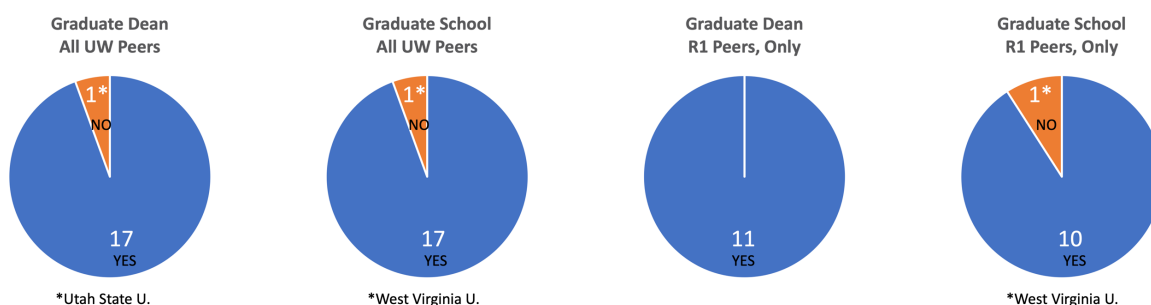


Figure 2. A comparison to UW’s [peers](#) in terms of presence/absence of graduate schools and graduate deans. The University of Wyoming currently lacks both a graduate school and a graduate dean.

What a New Graduate School Should Be

The new School of Graduate Education will take on the full responsibilities of a graduate school. According to the Council of Graduate Schools' *Organization and Administration of Graduate Education* (2004), a graduate school should have the following responsibilities:

- Articulate a **vision of excellence** for the graduate community.
- Provide **quality control** for all aspects of graduate education.
- Maintain **equitable standards** across all academic disciplines.
- **Define** what **graduate education** is and what it is not.
- Bring an **institution-wide perspective** to all graduate endeavors.
- Provide an **interdisciplinary perspective**.
- Enhance the **intellectual community of scholars** among both graduate students and faculty.
- Serve as an **advocate for graduate education**.
- Emphasize the importance of adequately **training future college and university teachers**.
- Develop ways for graduate education to **contribute to and enhance undergraduate education**.
- Support graduate **student services**.
- Serve as an **advocate for issues and constituencies** critical to the success of graduate programs.

While many of the above responsibilities are ones that the Office of Graduate Education has successfully taken on, many others require a unit that is stronger and has a more visible, identifiable presence than an "office" has. For example, while an "office" may serve graduate faculty and students, a "school" would serve as an academic home and hub for these faculty and students in a way that will enhance intellectual community. Furthermore, a graduate school has an identifiable presence that means it and its dean can serve as effective advocates for graduate education, issues, and constituencies. Very crucially, a School of Graduate Education will be a beacon for fundraising for graduate education in a way that an "office" cannot be.

Fundamentally, the new School of Graduate Education will carry out the responsibilities outlined above, and it will:

- Provide key services as the **centralized support and leadership** for UW graduate education.
- **Provide resources** in alignment with need and strategic vision.
- Be a **hub of collaboration** that will foster scholarship and interdisciplinarity.
- **Promote and elevate** the centrality of graduate education in UW's mission.

What a New Graduate School Should Not Be

Just as the University of Wyoming has learned through experience what it now needs in terms of graduate education, the institution has also learned -- in particular from how its past Graduate School operated -- what it does not need. The new School of Graduate Education:

- Should not duplicate services that are best provided by other units. For example, graduate admissions processing should remain with the Office of Admissions and graduate degree evaluations should remain with the Office of the Registrar. The School of Graduate Education can provide support for such functions but should not duplicate them.
- Should not amass resources and should not be siloed. The new school must be better integrated with Academic Affairs and must be under more direct control of the Provost than either the former UW Graduate School was or how other UW schools and colleges currently are.

STRUCTURE AND ORGANIZATION OF THE SCHOOL

The structure of the new school, at least initially, would mirror the current structure and organization of the Office of Graduate Education. Internally, the School of Graduate Education would be identical to the Office of Graduate Education, aside from the lead administrator's title change to include "Dean." That structure is shown in Figure 3.

Formal partnerships will be crucial to the functioning of the School of Graduate Education (Figure 4), especially in terms of graduate admissions, registrar functions, and international student services. These formal partnerships will take the form of one or more personnel in each of these areas having a dotted line report to the School of Graduate Education. These formal relationships will be finalized during Year 1 (FY23).

As part of the implementation process, the Vice Provost & Dean and the Graduate Council will develop temporary by-laws for the new School (see Appendix B: School of Graduate Education Temporary Bylaws Draft). A key element of these by-laws will be the establishment of the Graduate Faculty. Once the Graduate Faculty are established, the Vice Provost & Dean and Graduate Council will work with the Graduate Faculty to establish full by-laws for the school. The formation of a Graduate Student Council, a representative body common at other doctoral universities, will likely be written into the by-laws. Furthermore, through collaboration between the school and Faculty Senate, the administrative positioning and function of the Graduate Council will be reviewed and possibly modified.

The establishment of the School of Graduate Education will further UW's diversity, equity, and inclusion (DEI) efforts. In collaboration with the Office of Diversity, Equity, and Inclusion, the Office of Graduate Education has developed recruitment funding and professional development opportunities for diverse graduate students and their mentors as well as DEI training opportunities for all graduate students. Nevertheless, UW's diverse graduate student enrollments remain well below the national average. As recommended in the 2018 Council of Graduate School's review of UW, the future School of Graduate Education will need to further its DEI efforts by having a DEI coordinator dedicated to recruiting, supporting and advocacy for diverse graduate students and graduate education DEI as well as by creating more funding

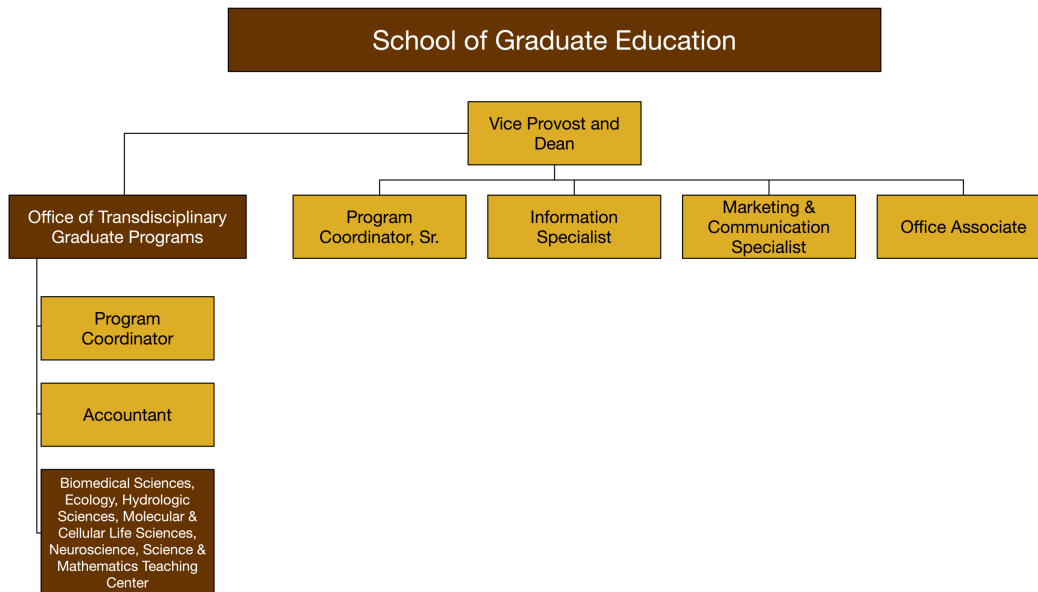


Figure 3. Organization Chart for the School of Graduate Education.

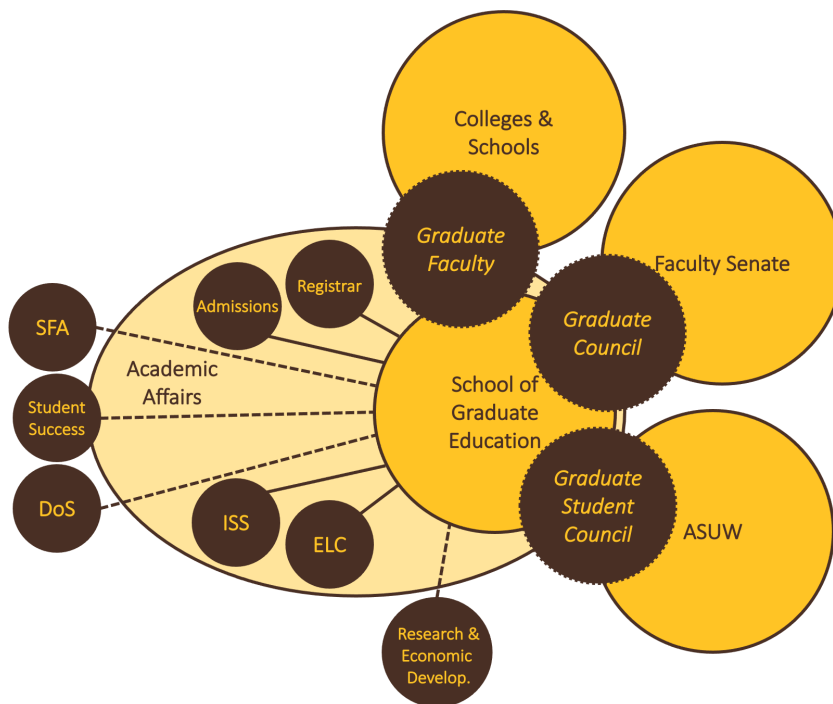


Figure 4. Primary structures and relationships of the School of Graduate Education. Abbreviations: SFA = Office of Student Financial Aid, DoS = Dean of Students, ISS = Office of International Students & Scholars, ELC = English Language Center. Solid lines indicate formal connections so that the units have a graduate education point person. Graduate Faculty and the Graduate Council will exist in temporary form during Year 1 (FY23) and will take their final form with adoption of the School's final bylaws by the Faculty. Graduate Student Council will be established in Year 2 (FY24).

support, in the form of fellowships, for diverse graduate students. Securing funding, especially from external sources, for these important efforts will be a priority for the School of Graduate Education.

The establishment of the School of Graduate Education will form a foundation to support interdisciplinary scholarship. The Office of Graduate Education's staffing support center for interdisciplinary and transdisciplinary graduate programs will continue as part of the new graduate school. Currently serving six cross-college programs, this office can provide support to additional cross-college programs as they arise from UW's Grand Challenges program and other interdisciplinary efforts.

Creating a graduate school is crucial to achieving UW's research goals, including Carnegie R1 status. Given graduate students' crucial role in the university's research engine, a graduate school would help elevate UW's scholarship as it aspires for R1 status. Furthermore, the School of Graduate Education, like many other graduate schools at doctoral universities, will provide a home to and administrative support for postdoctoral researchers. Currently, UW does not provide such support, and it will need to as its research engine grows.

IMPLEMENTATION AND TIMELINE

The new School of Graduate Education will be established by September 1, 2022, with further elements (e.g., by-laws, Graduate Faculty and Graduate Student Council) being developed over the course of FY23.

Transition and Initial Phase: June – October 2022

The School of Graduate Education will be established via the following substantive changes during the transition and initial phase:

- Renaming of the current "Office of Graduate Education" to the "School of Graduate Education."
 - Rebranding of the Office of Graduate Education website will take place during August 2022 with implementation on September 1, 2022.
 - Rebranding of marketing materials and other publications and materials, as necessary.
 - The AY22-23 Catalog will be updated to reflect the establishment of the School of Graduate Education, including replacing references to the Office of Graduate Education with "School of Graduate Education." Dependent on timings of authorization and finalization of Catalog.
- Addition of the title "Dean" to the current administrative position overseeing the Office of Graduate Education (from the title of "Vice Provost for Graduate Education" to the title "Vice Provost & Dean of the School of Graduate Education").
- Updating University Regulation 2-411 to include the new school in the list of UW colleges and schools. See Appendix C for proposed changes.
- Adoption of temporary bylaws for the school. See Appendix B for a draft of these.

- Establish initial Graduate Faculty.
- Clarify relationship of Graduate Council and the School of Graduate Education.
- Establish a physical home for the School of Graduate Education in Knight Hall.

Development Phase: November – June 2022

This phase will see the development of the school's bylaws and key structures by the Vice Provost & Dean and the Graduate Council.

- Full bylaws established including:
 - Definition of the Graduate Faculty.
 - Selection, review, and reappointment processes for the Graduate Faculty.
 - Final clarification of relationship of the Graduate Council to the School of Graduate Education.
 - Establishment of the Graduate Student Council including composition and selection of its members and the body's role in the School of Graduate Education.
- Establishment of a new Org under Academic Affairs for the School of Graduate Education for implementation with FY24.

Fully Established Phase: July 2023 and onward.

The beginning of this phase will be marked by the implementation of the school's full bylaws and full establishment of the school's structures and functions.

FISCAL CONSIDERATIONS

No new resources are required to establish the School of Graduate Education:

- No new positions will be required since the current Office of Graduate Education has sufficient staffing for a graduate school;
- No additional, recurring funding will need to be budgeted beyond that currently budgeted for the Office of Graduate Education;
- A new, student-centered home in Knight Hall will be established for the School of Graduate Education. This one-time renovation cost (≈\$290,000) will be funded from major maintenance funding and the Provost's reserves (approved by the Board of Trustees in November 2021).

The Office of Graduate Education's FY20-FY22 budget summaries and its proposed FY23 budget summary are provided in Appendix A. The proposed FY23 Office of Graduate Education budget will be the FY23 budget for the School of Graduate Education. Aside from the establishment of a new Org for the School and normal year-to-year budgetary adjustments, the School's budgets beyond FY23 will be incremental and similar to the FY23 proposed budget (barring any further budget cuts).

ALIGNMENT WITH THE UNIVERSITY'S MISSION AND STRATEGIC PLAN

Establishment of a School of Graduate Education is aligned with the University of Wyoming's Mission, in particular with:

- “flagship and land-grant university;”
- “accessible and affordable higher education of the highest quality;”
- “rigorous scholarship;”
- “communication and application of knowledge;”
- “graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;” and
- “cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners.”

The School of Graduate Education is aligned with the vision and goals given in [Breaking Through](#), the university's current strategic plan. In particular, the School is aligned with the following components of the university's strategic vision:

- exploration and discovery;
- innovation and application;
- disciplinarity and interdisciplinarity;
- integrity and responsibility;
- diversity and internationalization;

Furthermore, it is aligned with the following strategic goals:

- Goal 1: Driving Excellence
 - Promote and strengthen the university as a scholarly and creative enterprise.
 - Foster entrepreneurship and collaboration in research and teaching that bridges disciplines and engage public concerns.
 - Achieve consistent excellent teaching and mentoring that give students the knowledge, ability, determination, and innovation to meet tomorrow's challenges with sustainable solutions.
- Goal 2: Inspiring Students
 - Welcome, support, and graduate students of differing backgrounds, abilities, and needs and from different cultures, communities, and nations.
 - Engage and graduate well-rounded and creative thinkers, capable of meeting unpredictable and complex challenges.
 - Build pathways to academic, cultural, professional, and entrepreneurial opportunity and leadership at undergraduate and graduate levels.
 - Establish an office to support graduate education.
 - Expand and grow quality of undergraduate and graduate scholarly experiences.

- Goal 3: Impacting Communities
 - Facilitate collaboration between the university and its constituents to address complex economic, environmental, and social challenges through research, education, entrepreneurship, economic diversification, and growth.
- Goal 4: A High-Performing University
 - Strengthen marketing effectiveness.
 - Enhance institutional operations and planning.

SUBSTANTIATIVE CHANGE DETERMINATION

Academic Affairs has contacted the Higher Learning Commission regarding the possibility of establishing a graduate school. Since the School of Graduate Education would be a reorganization of a current unit, the Office of Graduate Education, the Higher Learning Commission states that its approval or review is not required.

SUMMARY

Subject to Board approval, the University of Wyoming intends to establish a School of Graduate Education in FY23. If authorized by the Board, the creation of this school will be through the renaming of the current Office of Graduate Education (OGE) and the addition of the title “Dean” to the Vice Provost position that currently oversees OGE. During FY23, the full bylaws of the school will be developed, and its structures and organization will be finalized. No new, recurring funding, nor additional staffing, will be required to establish the school.

A Notice of Intent for the School of Graduate Education was approved by the Trustees in November 2021.

APPENDIX A
Office of Graduate Education
FY20 – FY22 and Proposed FY23 Budget Summary

		FY20	FY21	FY22	FY23
Fund Class - Source	Summary Level Natural Accounts	Budget	Budget	Budget	Budget Submitted
FC_105_FS_000001 UOC - Unrestricted Operating	A_40206 Tuition Other	(20,000)	(45,000)	(50,000)	(25,000)
	A_40302 Financial Aid Undergraduate	-	-	-	0
	A_40303 Financial Aid Graduate	3,727,706	3,717,580	3,496,003	3,494,061
	A_40304 Financial Aid Professional	-	-	-	0
	A_40305 Financial Aid Other	3,000	3,500	-	0
	A_B4400 Other Operating Revenue	(146,670)	(11,100)	(11,500)	(24,000)
	Total Revenue Revenue	3,564,036	3,664,980	3,434,503	3,445,061
	A_60551 Graduate Assistant Wages Expense	1,480,471	1,495,644	1,315,267	1,178,856
	A_60001 Faculty Salary Expense FT	180,308	116,751	74,297	85,547
	A_60101 Staff Salary Expense FT	450,468	552,160	462,714	410,979
	A_60501 Other Salary Expense PT	7,425	-	-	37,406
	A_C6060 Supplemental Pay	161,256	78,500	66,600	131,751
	A_C6080 Fringe Benefits Rollup	355,341	401,432	331,266	342,115
	A_62001 Professional Services Expense	10,500	79,025	73,050	26,895
	A_62005 Insurance Premium	362	-	-	0
	A_62008 Visiting Speakers/Faculty Expense	5,500	5,500	-	3,646
	A_62011 Catering Expense	4,500	-	-	0
	A_62013 Other Services Expense	600	-	-	0
	A_63000 Travel Conversion	9,000	-	-	0
	A_63001 Travel Domestic Expense	46,771	36,500	24,800	19,469
	A_63002 Travel Foreign Expense	1,000	-	-	0
	A_63003 Hosting Expense	9,564	16,100	8,850	12,000
	A_63101 Non Employee Transportation	5,516	6,900	11,100	9,389
	A_63102 Non Employee Lodging	6,200	1,700	1,500	2,200
	A_63103 Non Employee Meals	3,334	300	300	0
	A_63104 Non Employee Other Travel	1,500	1,600	-	0
	A_64001 Lab Supplies	13,900	19,000	15,773	10,315
	A_64002 Office Supplies	11,450	15,892	8,192	5,500
	A_64005 Non capital Equipment Computer Expense	5,000	5,000	10,000	7,046
	A_64006 Non capital Equipment Other Expense	5,000	-	-	0
	A_64007 Books Subscriptions & Media Expense	2,100	400	200	649
	A_64008 Computer Software & License Expense	2,600	408	600	500
	A_64009 Computer Hardware	1,200	-	-	0
	A_64011 Postage Freight & Shipping Expense	-	-	100	200
	A_64012 Other Supplies	3,500	1,800	1,000	200
	A_64013 Clothing & Other Apparel Expense	-	-	-	0
	A_64014 Custodial Housekeeping & Janitorial Supplies Expense	-	-	-	150
	A_64015 Food & Beverage Non Resale	1,240	-	-	0
	A_64503 Water Expense	600	700	100	150
	A_65002 Equipment Repairs & Maintenance Supplies Expense	1,250	1,000	1,000	0
	A_65501 Building/Facilities Rental Expense	100	-	-	0
	A_65502 Equipment Rental Expense	500	-	-	0
	A_66501 Advertising/Promotional Expense	5,950	11,696	11,861	8,000
	A_66502 Printing & Copying Expense	7,846	900	400	550
	A_66504 Prizes/Awards Expense Reportable	20,920	19,900	13,600	13,600
	A_66505 Prizes/Awards Expense NonReportable	-	-	-	0
	A_66509 Training/Professional Development Expense	13,493	9,300	6,500	6,000
	A_66512 Miscellaneous Expense	316,500	241,200	76,395	86,240
	A_66515 Memberships & Dues Expense	10,930	9,500	7,700	7,300
	A_66517 Fuel & Oil Expense	1,000	-	-	0
	A_66518 Maintenance Agreements Expense	-	-	-	0
	A_67502 Participant Stipend	100	-	-	0
	A_76201 Inter Unit/Center Allocations	4,164,334	4,255,785	3,764,245	3,904,445
	A_76401 Intra College Allocations	-	-	268,070	93,580
	A_76601 Internal Sales Auxiliaries	3,049	5,800	4,600	2,800
	A_76001 Internal Service Allocation: Plant Operations	792	100	-	0
	A_76002 Internal Service Allocation: Info Tech	4,800	4,700	3,350	5,720
	A_76003 Internal Service Allocation: Other	18,500	26,200	14,925	14,600
	Total Expenses Expenses	7,356,271	7,421,393	6,578,355	6,427,798
	Statement of Activities Net Result	10,920,307	11,086,373	10,012,858	9,872,859

APPENDIX B
School of Graduate Education
Temporary Bylaws
(Draft)



DRAFT

School of Graduate Education Temporary Bylaws

I. PURPOSE

To establish the temporary bylaws of the School of Graduate Education.

II. PREAMBLE

These temporary bylaws for the School of Graduate Education are put in place to provide for the administrative organization and functions of the School until such time that full bylaws are approved by the faculty of the School.

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 School of Graduate Education shall conform to the UW Regulations for matters related to the admission, probation, dismissal, and reinstatement of students.

IV. ORGANIZATION AND GOVERNANCE

a. Scope

The School of Graduate Education is authorized for the purpose of coordinating and supervising all post-baccalaureate education except that offered in the College of Law and the WWAMI and Family Medicine Residency programs in the College of Health Sciences.

b. Vice Provost & Dean of Graduate Education

The School of Graduate Education is administered by a Dean who concurrently serves as a Vice Provost within the Division of Academic Affairs. The Vice Provost & Dean of Graduate Education is appointed by the Provost.

i. Duties and Responsibilities of the Vice Provost & Dean

As chief administrative officer of the School of Graduate Education, the Vice

Provost & Dean shall:

1. Enforce University policies regarding graduate education;
2. Following consultation with the Graduate Council, make recommendations to the Vice President for Academic Affairs concerning new graduate programs, substantive changes in existing graduate programs, implementation of changes in graduate programs recommended through program reviews, and deletion of graduate programs;
3. Participate in or conduct reviews of graduate programs in collaboration with other appropriate college and University officers;
4. Recommend budgets to provide funding for:
 - a. operation of the office of the Graduate School,
 - b. training of graduate teaching assistants, and
 - c. assistance for recruitment of graduate students;
5. Recommend a budget for stipends and tuition and fee reductions for School-funded graduate assistants and recommend allocations of School-funded graduate assistants to colleges or other appropriate units;
6. Facilitate operation of interdisciplinary graduate programs that do not otherwise have an administrative unit base and assist Graduate Faculty who wish to explore establishment of interdisciplinary graduate programs;
7. Call the Graduate Council into session at least once per semester (summer sessions excluded) and provide the Council with an agenda (ordinarily, these duties will be handled by the Chair of the Graduate Council);
8. Approve admission of all students to the School of Graduate Education;
9. Serve other roles normally expected of the chief administrative officer for graduate education;
10. Assume other duties as assigned by the Executive Vice President for Academic Affairs; and
11. Assume duties appropriate to fostering and promoting high quality graduate education at the University including appointment and charging committees of Graduate Faculty to examine issues germane

to graduate education.

- ii. The Vice Provost & Dean, upon approval by appropriate University officials and the Trustees, may appoint an Associate Dean of the Graduate School.
- iii. The Vice Provost & Dean of the School of Graduate Education shall promote and maintain high standards of scholarship in graduate education, promote and encourage interdisciplinary efforts in graduate education and research, encourage cultural diversity in the graduate student and faculty bodies, and inform the University community of local and national issues of import to graduate education.

c. Graduate Faculty

Until such a time that faculty roles in graduate education and criteria and selection process for the Graduate Faculty are defined as part of the full bylaws of the School of Graduate Education, all tenured, tenure-track, fixed-term rolling contract, and extended term academic personnel with terminal degrees, who have served or are serving on graduate student committees, shall be considered the Graduate Faculty.

- i. The President; Executive Vice President for Academic Affairs; the Vice President for Research and Economic Development; the deans of the colleges and schools (including the School of Graduate Education and the University of Wyoming/Casper College Center); the heads/chairs of departments, divisions, and schools which offer graduate degrees; the Dean of Libraries and the Vice President for Information Technology are members of the Graduate Faculty by virtue of their administrative appointments. When such appointments terminate, these administrators may be part of the Graduate Faculty if they meet the criteria given above (IV.c).
- ii. Graduate Committee Roles. The Graduate Committee Formation SAPP governs which roles academic personnel may serve on graduate committees.
- iii. Powers and Duties.
All Graduate Faculty powers and duties are delegated to the Graduate Council.
 - 1. Pursuant with current regulations of the Trustees and subject to the policies and regulations of the University, the Graduate Faculty shall develop policy for graduate education and, subject to approval by the President and the Trustees, shall make such rules and regulations as it may deem necessary for the promotion and conduct of the graduate education mission of the University.
 - 2. Subject to approval by the President and the Trustees, the Graduate Faculty shall have power to make policies and

regulations with respect to:

- a. General requirements for graduate degrees and certificates and graduate diplomas (except the Juris Doctor, WWAMI M.D., and Family Practice Residency Program).
 - b. Standards for graduate admission (except the Juris Doctor, WWAMI M.D., and Family Practice Residency Program).
- iv. The Graduate Faculty shall recommend candidates for graduate degrees to the Trustees, through the Dean of the Graduate School and the President.

d. Graduate Council

Graduate Council shall be the principal governing committee of the School of Graduate Education. Powers and duties of the Graduate Faculty are delegated to the Graduate Council with the provision that the Graduate Council keep the Graduate Faculty informed of proposed new policies and regulations and proposed changes in existing policies and regulations.

- i. Composition and Reporting to the Faculty Senate: The Graduate Council is a Faculty Senate Committee and the composition and selection procedures for members of the Graduate Council and requirements for reporting to the Faculty Senate are contained in UW Regulations and the Faculty Senate Bylaws.
- ii. Functions: The Council shall recommend the broad policies concerning the overall University function in graduate education and the University requirements for graduate degrees. Administrative support for the Graduate Council will be furnished by the School of Graduate Education.
- iii. Meetings: The Council shall elect a chair from one of its members. The chair of the Graduate Council and/or the Dean of the Graduate School are responsible for calling the Council into session at least once each semester (summer sessions excluded) and for providing the Council with an agenda.
- iv. Committees of the Graduate Council: In addition to the broad functions stated above, the Graduate Council has several specific responsibilities that may be addressed by the standing committee described below or by additional standing committees as formed by the Council. Furthermore, the Chair of the Graduate Council or the Vice Provost & Dean of the School of Graduate Education may appoint ad hoc committees to address specific issues.
 - 1. Graduate Student Appeals Board (GSAB): The purpose of the GSAB is to provide an appellate body to review appeals of graduate students. Purview, composition, and procedures are given in the

V. POLICIES AND REGULATIONS CONCERNING GRADUATE EDUCATION

a. Publication of Policies and Regulations

- i. Policies and regulations of the Graduate Faculty which affect graduate students will be published in the University Catalog and/or on the website of the School of Graduate Education.

b. Enactment of Graduate Policies and Regulations

- i. The Graduate Faculty delegates to the Graduate Council the power to enact policies and regulations governing graduate education with the provision that the Graduate Council keep the Graduate Faculty informed of proposed new policies and regulations and proposed changes in existing policies and regulations.

VI. 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 by the Provost and Vice President of Academic Affairs and must be reviewed every three (3) years.

VII. CONFLICT BETWEEN SCHOOL 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:

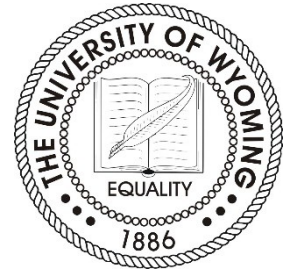
Approved by Provost:

APPENDIX C
Proposed Changes to University Regulation 2-411

UNIVERSITY OF WYOMING REGULATIONS

Subject: Academic Organization

Number: UW Regulation 2-411



I. PURPOSE

To establish the academic organization of the University.

II. DEFINITIONS

Faculty: For purposes of this Regulation, Faculty is defined as tenure stream (tenured and tenure track) and non-tenure track full-time benefited academic personnel.

III. ACADEMIC ORGANIZATION

The University shall have the following Colleges: Agriculture and Natural Resources, Arts and Sciences, Business, Education, Engineering and Applied Science, Health Sciences, Honors, and Law.

The University shall have the following Schools: Haub School of Environment and Natural Resources, ~~and the~~ School of Energy Resources, ~~and the~~ School of Graduate Education.

The University shall have the following Branch Campus: University at Wyoming at Casper.

The University shall have the following provision of library services: UW Libraries.

The Colleges, Schools, Branch Campus, and Libraries shall establish Bylaws. Bylaws must be approved by 2/3 of a Faculty quorum within the College, School, Branch Campus, or Libraries, where a quorum is defined as 50% of the Faculty within the College or School. The Bylaws must be approved by the Provost and Vice President for Academic Affairs and must be reviewed every three (3) years.

IV. ACADEMIC SCHOOLS, DIVISIONS, OR DEPARTMENTS

Subject to the approval of the Board of Trustees, the College, School, Branch Campus, or UW Libraries may establish schools, divisions, departments and/or faculties to promote effective and representative academic programs and governance. Each school, division and/or department shall also establish Bylaws. Bylaws must be approved by 2/3 of a Faculty quorum within the school, division or department, where a quorum is defined as 50% of the

Faculty within the school, division, or department. The Bylaws must be approved by the applicable Dean or Director and must be reviewed every three (3) years.

V. ACADEMIC PERSONNEL

Pursuant to UW Regulation 1-1, Academic Officers include Deans, Directors, Associate and Assistant Deans and Department and Division Heads. Academic Officers shall be appointed in accordance with UW Regulations.

- A. **Dean.** The chief administrative officer of the Colleges, ~~and the Haub School of Environment and Natural Resources, and the School of Graduate Education~~ shall be a Dean. The Dean shall be responsible for all matters relating to the academic and administrative affairs of the College. ~~The Dean of the School of Graduate Education may also be appointed as a Vice Provost in the Division of Academic Affairs.~~ The chief administrative officer of the School of Energy Resources shall be an Executive Director. The Executive Director shall be responsible for all matters relating to the academic and administrative affairs of the School.
- B. **Associate Deans and Assistant Deans.** Associate or Assistant Deans shall be recommended by the Dean to the Provost and Vice President for Academic Affairs and shall assist the Dean in all matters relating to the academic and administrative affairs of the college.
- C. **Directors and Division/Department Heads.** Directors or Department Heads shall be recommended by the Dean to the Provost and Vice President for Academic Affairs and shall have academic, administrative and supervisory responsibilities for their respective units.

The Faculty of the college or school shall consist of the President of the University and the Provost and Vice President for Academic Affairs (serving as ex officio without vote), the dean, and all members of the University Faculty serving in the college or school.

The college or school Faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college or school, including the determination of curricula, the standards for admission to, continuation in, and graduation from the college school, except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction between a college or school Faculty and the University Faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees.

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

VI. COMMITTEES

Through its Bylaws, the College or School may establish standing or ad hoc committees. The membership, duties, and governing procedures of such committees shall be defined in the Bylaws and in accordance with any relevant UW Regulations.

VII. PROFESSIONAL AND ETHICAL STANDARDS

The College or School may establish or implement professional or ethical standards that augment UW Regulations, policies, and procedures. These standards must be approved by the Provost and Vice President for Academic Affairs and be reviewed by the College or School every three (3) years.¹ To the extent a College or School's professional or ethical standards are inconsistent with a UW Regulation, policy, or procedure, or the Student Code of Conduct, the UW Regulation, policy, or procedure or Student Code of Conduct shall govern.

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs

Source: None

Link: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: UW Regulation 1-1 (Organization of the University); Section 2 (Academic Affairs) Regulations

¹ If the College or School does not review the standards within the stated time, the current version of the standards shall remain in effect, unless the Provost indicates otherwise.

History:

Trustee Regulations I, II, III, and IX.B; adopted 1/22/2010 Board of Trustees minutes (UW Regulation 1-1)

Revisions adopted 11/18/2010 Board of Trustees meeting

Revisions adopted 3/23/2012 Board of Trustees meeting

Revisions adopted 1/17/2014 Board of Trustees meeting

Revisions adopted 6/16/2014 Board of Trustees meeting

Revisions adopted 7/17/2014 Board of Trustees meeting

Revisions adopted 7/17/2014 Board of Trustees meeting

Revisions adopted 1/20/2016 Board of Trustees meeting

Revisions adopted 11/18/2016 Board of Trustees meeting

Revisions adopted 3/23/2017 Board of Trustees meeting

Revisions adopted 5/11/2017 Board of Trustees meeting

Revisions adopted 7/20/2017 Board of Trustees meeting

Revisions adopted 9/15/2017 Board of Trustees meeting

Reformatted 7/1/2018

Moved to new UW Regulation 2-411 on 11/15/2018 Board of Trustees meeting (effective 7/1/2019)

UW Regulation 2-411 adopted 11/15/2018 Board of Trustees meeting (effective 7/1/2019)

Revisions adopted 1/23/2020 Board of Trustees meeting