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6 **Faculty Senate Revisor’s Bill**  
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10 **WHEREAS**, in July 2014, University of Wyoming Office of General Counsel  
11 introduced a “Revisor’s Bill”; and  
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13 **WHEREAS**, the general purpose of the Revisor’s Bill is to consider modifications to  
14 existing University of Wyoming Regulations that contain inadvertent errors and omissions,  
15 obsolete references, and language that does not reflect current practice; and  
16

17 **WHEREAS**, modifications that are part of the Revisor’s Bill do not reflect  
18 substantive change to existing University of Wyoming Regulations; and  
19

20 **WHEREAS**, the Faculty Senate was asked to review University of Wyoming  
21 Regulations 6-41 (Financial Exigency), 6-43 (Academic Program Elimination), 6-405  
22 (Establishment of a Policy Confining Class Meetings to Pre-Scheduled Times), 6-407  
23 (University Studies Program), 6-701 (Faculty Senate Bylaws), 6-702 (Establishment of  
24 Faculty Senate Committees), 6-703 (Establishment of University Standing Advisory  
25 Committees), 6-802 (Procedures and Authorized University Actions in Cases of Academic  
26 Dishonesty), and 6-809 (Course Syllabus Requirement); and  
27

28 **WHEREAS**, Faculty Senate standing committees, including the Academic Planning  
29 Committee, Budget Planning Committee, Committee on Committees, Faculty Academic  
30 Standards, Rights, and Responsibilities Committee, Faculty Development Committee,  
31 Faculty Senate Executive Committee, and Student Interaction Committees reviewed and  
32 proposed changes to the above regulations that were consistent with the functions and  
33 powers of said committees as described in University of Wyoming 6-702; therefore  
34

35 **BE IT RESOLVED** that the University of Wyoming Board of Trustees adopt the  
36 proposed Faculty Senate Revisor’s Bill modifications as indicated in the attached  
37 addendum.

***AUTHENTICATION:*** *The foregoing Faculty Senate Bill 336, duly adopted by the Faculty Senate of the University of Wyoming under date of February 22, 2016, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*

*/s/  
Donal O'Toole  
Secretary of the Faculty Senate*

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## UW REGULATION 6-41 Financial Exigency

### I. STATEMENT OF POLICY

In the event the University of Wyoming is confronted by a deficiency in financial resources which is so serious as to require the reduction or elimination of programs or services and the discharge of University personnel including tenured faculty, the University shall respond fairly and rationally, and in a manner consistent with the continued attainment of the mission of the University.

This Regulation sets forth guidelines and procedures to promote decisiveness, fairness and consistency in Presidential leadership and to ensure adherence to established principles in the event of such an occurrence. To the extent possible, decisions will be made through regular University processes, with significant input from faculty, academic professionals, staff, administrators and students.

### II. DEFINITIONS

As used in this Regulation:

- A. "Committee" means the Financial Crisis Advisory Committee.
- B. "Financial Crisis" means an imminent and substantial deficiency in available University financial resources which warrants reduction or elimination of University programs. The deficiency in available financial resources may result from reduced legislative appropriation, ~~reduce~~ reduced state revenues which make appropriated funds unavailable, reduced income from other sources including University grants, gifts, and tuition and fees, or from unforeseen financial demands.
- C. "Financial Crisis Plan" means the plan developed by the President to meet a financial crisis, and approved by the Board of Trustees.
- D. "Financial Exigency" means a financial crisis so severe that preservation of the integrity of the University and prevention of substantial harm to the institution requires termination of the employment of tenured faculty. Termination of employment of tenured faculty in the event of financial exigency may result from program reductions or from program eliminations. Financial exigency may be determined only by the Board of Trustees, and the employment of tenured faculty members may be terminated only following the declaration by the Board of Trustees that a financial exigency exists.
- E. "President" means the President of the University of Wyoming.
- F. "Program" means a unit of the University which provides an organized and identifiable service or function, which may have an allocated budget, and which can be identified as a separate entity for planning purposes.

47 **G.** "Tenured Faculty" means regular faculty with tenure as defined in the UW  
48 Regulation 5-1.  
49

50 **III. FINANCIAL CRISIS ADVISORY COMMITTEE**  
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52 **A.** The Financial Crisis Advisory Committee shall consist of thirteen members:

- 53 1. Vice President for Academic Affairs
- 54
- 55 2. Vice President for Administration
- 56
- 57 3. Two Deans, selected by the Executive Deans' Council
- 58
- 59 4. Two voting faculty members from each of the following, selected by their  
60 membership:

- 61
- 62 **a.** Faculty Senate Executive Committee
- 63
- 64 **b.** Academic Planning Committee
- 65
- 66 **c.** Budget Planning Committee
- 67
- 68 **d.** Two members from Staff Senate, selected by its membership
- 69
- 70 **e.** President of the Associated Students of The University of Wyoming, or a  
71 member of the student body designated by the President of ASUW.  
72

73 **B.** The Committee shall elect a chair from its members.  
74

75 **IV. DETERMINATION OF FINANCIAL CRISIS**  
76

77 Whenever the President determines that a financial crisis exists, the President shall:  
78

- 79 **A.** Declare the existence of a financial crisis;  
80
- 81 **B.** Convene the Financial Crisis Advisory Committee to advise the President;  
82
- 83 **C.** Issue a written statement to the University community explaining why a financial  
84 crisis has been determined to exist;  
85
- 86 **D.** Specify the anticipated financial deficiency expected during the current fiscal year  
87 and the University's financial prospects for the two succeeding fiscal years;  
88
- 89 **E.** Call a general University meeting at which the President shall explain why a  
90 financial crisis has been declared, and solicit questions and comments from  
91 members of the University community; and  
92

93 F. Prepare a Financial Crisis Plan to address the deficiency in University resources, and  
94 submit the Plan to the Trustees of the University for approval by the Trustees.  
95

96 **V. FINANCIAL CRISIS PLAN**  
97

98 The Financial Crisis Plan shall be prepared by the President in consultation with the  
99 Financial Crisis Advisory Committee. The President shall inform the Committee of the  
100 financial circumstances of the University, and of actions taken to effect economies. In the  
101 preparation of the Financial Crisis Plan, determinations as to reduction of University  
102 expenditures including personal services, support services, travel, equipment, non-operating  
103 expenditures, and contractual services, shall initially be proposed through established  
104 University regulations and procedures. The Committee may submit to the Board of Trustees  
105 its recommendations with regard to the Financial Crisis Plan.  
106

107 **VI. FINANCIAL EXIGENCY**  
108

109 If the financial crisis is so severe that the financial crisis plan will require the termination of  
110 positions held by tenured faculty members, the President shall, at the time of submission of  
111 the Financial Crisis Plan to the Board of Trustees, request that the Trustees declare a  
112 financial exigency. Before submitting a request that the Board of Trustees declare financial  
113 exigency, the President shall inform the Committee of the intention to do so, and the  
114 Committee may submit to the Board of Trustees its recommendation as to whether financial  
115 exigency should be declared.  
116

117 **VII. ACTION BY TRUSTEES**  
118

119 Based upon the Financial Crisis Plan submitted by the President, and upon other available  
120 information, the Trustees shall approve, modify and approve, or reject the Financial Crisis  
121 Plan. If the Financial Crisis Plan requests a finding of financial exigency, and the Trustees  
122 determine that the financial crisis is so severe that termination of tenured faculty is  
123 necessary, the Trustees shall declare financial exigency.  
124

125 **VIII. COMMITMENT TO TENURED FACULTY**  
126

127 Where a program is reduced due to financial exigency, the retention of tenured faculty in the  
128 program shall be given all due consideration over non-tenured faculty.

129 If the position in a program of a tenured faculty member is eliminated due to financial  
130 exigency, the University shall make reasonable efforts to transfer the faculty member to  
131 another open and funded position for which the tenured faculty member is qualified.  
132

133 In the event that it is determined that the employment of a tenured faculty member must be  
134 terminated due to financial exigency:

135  
136 **A.** Written notice of termination, stating the cause, shall be given as soon as practicable,  
137 time periods for such notice in other regulations notwithstanding.  
138

139           **B.**       When notice of termination of employment is received, the tenured faculty member  
140                           may appeal the termination under UW Regulation 5-35.

141  
142           When a position held by a tenured faculty member is terminated, if that position is restored  
143           or a new position with similar duties is created within a period of three years following its  
144           termination, the position shall first be offered to the tenured faculty member who formerly  
145           held the position, and who was terminated because of financial exigency.

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148           **Source:**  
149           University Regulation 41, Revision 2; adopted 7/17/08

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## UW REGULATION 6-43 Academic Program Elimination

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### I. PURPOSE

It is the policy of the University to continue established academic programs to meet the needs of the University and the State of Wyoming and to permit enrolled students to complete the course of study and new students to enroll and benefit from these programs. The University also acknowledges its obligations to faculty and academic professionals who serve in an academic program that is to be eliminated.

An academic program may be eliminated when its continuation has ceased to be in the best interests of the University, the State of Wyoming or the students enrolled in the University.

The purpose of this regulation is to provide criteria and procedures for the elimination of academic programs, and to provide protection for students enrolled in and for faculty and academic professionals who serve in programs that are eliminated. This regulation seeks to ensure fair accommodation of institutional and individual interests after the decision is made to eliminate a program. Final authority for academic program elimination resides in the Board of Trustees.

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### II. DEFINITIONS

A. **Academic program** means an authorized major or course of study approved by action of the Board of Trustees.

B. **Dean** means dean of a college of the University.

C. **President** means the President of the University.

D. **Program administrator** means a person responsible for the administration of an academic program. A program administrator may be a department head, program director, division director, dean of a school, or other administrator who reports to the dean of the college which has authority over the academic program.

E. ~~Provost and~~ **Vice President for Academic Affairs** means the chief academic officer of the University.

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### III. REASONS FOR ELIMINATION OF ACADEMIC PROGRAMS

The elimination of an academic program shall be based primarily upon educational considerations or ~~for~~ financial exigency as specified under UW Regulation 6-41. An academic program may be eliminated for any one or more of the following reasons:

A. A sustained record of low student enrollment.

- 47 **B.** A sustained record of low academic quality.
- 48
- 49 **C.** Obsolescence or duplication.
- 50
- 51 **D.** Lack of external need or demand for the program.
- 52
- 53 **E.** Loss of external accreditation.
- 54
- 55 **F.** A change in the priorities or direction of the University or a college, school, or
- 56 department.
- 57
- 58 **G.** Any other substantial reason why the continuation of the academic program is not
- 59 in the best interests of the University.
- 60

#### 61 **IV. PROPOSALS TO ELIMINATE ACADEMIC PROGRAMS**

- 62
- 63 **A. Initiation.** A proposal to eliminate an academic program may be initiated by the
- 64 ~~Provost and~~ Vice President for Academic Affairs, by the dean or program
- 65 administrator charged with administrative supervision of the academic program,
- 66 or by faculty or academic professionals who serve in the academic program.
- 67 Proposals should be made early enough in the academic year that responses,
- 68 reviews and recommendations of the ~~Provost and~~ Vice President for Academic
- 69 Affairs and the President can be made to the Board of Trustees in time for a
- 70 decision by the Trustees prior to the beginning of the next academic year.
- 71
- 72 **B. Content of Proposal to Eliminate Academic Program.** A proposal to eliminate
- 73 an academic program shall be in writing and shall:
- 74
- 75 **1.** Set forth a statement of the reasons for elimination of the program.
- 76
- 77 **2.** Contain the following information:
- 78
- 79 **a.** Description of the mission, curriculum, content and format of the
- 80 program;
- 81
- 82 **b.** Description of the role of the program within the context of the
- 83 college and the mission of the University;
- 84
- 85 **c.** Financial data relevant to the academic program;
- 86
- 87 **d.** Admission, enrollment and graduation data relevant to the
- 88 program, including the number of students currently enrolled and
- 89 the status of their progress toward graduation;
- 90
- 91 **e.** Description of administration of program;

- 92 f. Description of faculty and academic professionals who serve in the  
 93 program, including their academic credentials, academic rank and  
 94 length of service to the University;  
 95  
 96 g. Description of program facilities, including classrooms and offices,  
 97 library and equipment used by or dedicated to the program;  
 98  
 99 h. Evaluations from accrediting bodies or other reviewers of the  
 100 quality of the program and its faculty and academic professionals;  
 101  
 102 i. Comparison of the program with related or similar programs.  
 103  
 104 3. Describe the anticipated effects of elimination of the program upon the  
 105 college in which the program is situated, upon other colleges and units of  
 106 the University, and upon the University as a whole, including:  
 107  
 108 a. Effects upon students enrolled in the academic program;  
 109  
 110 b. Effects upon faculty and academic professionals who serve in the  
 111 program, including termination of any existing positions;  
 112  
 113 c. Educational and financial effects upon other units of the  
 114 University;  
 115  
 116 d. Effects upon faculty, academic professionals, staff, students and  
 117 alumni of the University;  
 118  
 119 e. Effects on the State of Wyoming, including ~~effects related to~~  
 120 ~~benefits~~ loss of benefits conferred outside the University by the  
 121 academic program.  
 122  
 123 4. Set forth an implementation plan to be followed in the event the academic  
 124 program is eliminated, including:  
 125  
 126 a. Procedures for handling current and future applications for  
 127 admission;  
 128  
 129 b. Plans for assisting currently enrolled students to complete the  
 130 course of study;  
 131  
 132 c. Plans for accommodating faculty and academic professionals who  
 133 will be terminated or otherwise affected by elimination of the  
 134 academic program.  
 135  
 136 C. **Submission of Proposal.** A proposal to eliminate an academic program shall be  
 137 submitted to the ~~Provost and~~ Vice President for Academic Affairs.

138 V. **EXPEDITED PROCEDURES FOR ELIMINATING ACADEMIC PROGRAMS**  
139

140 | ~~A.~~ When proposals for elimination are initiated by an academic unit's academic personnel  
141 | and the academic unit has agreed to the program's elimination in accordance with the  
142 | unit's internal procedures, a proposal will be presented to the ~~Provost and~~ Vice President  
143 | for Academic Affairs that meets the following requirements: Items 1-4 under 4IV.B.  
144 | Content of Proposal to Eliminate Academic Program.  
145

146 | This proposal will be reviewed by the ~~Provost and~~ Vice President for Academic Affairs  
147 | for adequacy, distributed to the Faculty Senate, Staff Senate, and ASUW for information  
148 | purposes, and submitted by the Provost and Vice President for Academic Affairs to the  
149 | President for approval and to the Board of Trustees for final disposition.  
150

151 VI. **PROCEDURE FOR ACTING UPON POTENTIALLY CONTESTED**  
152 **PROPOSALS**  
153

154 | **A. Notification.** When the ~~Provost and~~ Vice President for Academic Affairs initiates  
155 | or receives a proposal to eliminate an academic program, a copy of the proposal  
156 | shall be sent within 10 days to the President, to the dean of each college, and to  
157 | the program administrator, each faculty member and academic professional who  
158 | serves in the program proposed to be eliminated, as well as to the Faculty Senate,  
159 | the Staff Senate and the Associated Students of the University of Wyoming.  
160 | Notice of the proposal shall be sent within 10 days to each student enrolled in the  
161 | program proposed to be eliminated, stating that a copy of the proposal is available  
162 | for review in the departmental office of the program. The copy of the proposal  
163 | shall be accompanied by a notice stating that responses to the proposal shall be  
164 | made in writing to the ~~Provost and~~ Vice President for Academic Affairs by a  
165 | designated date not less than 60 days after the copies are distributed.  
166

167 | **B. Response to Proposal.** Responses to a proposal to eliminate an academic  
168 | program:  
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170 | 1. Shall be made by the dean of the college which has authority over the  
171 | academic program proposed to be eliminated, and by the program  
172 | administrator of the academic program, in consultation with the faculty  
173 | and academic professionals who serve in the program and the students  
174 | enrolled in the program.  
175

176 | 2. May be made by any other interested person, including the faculty,  
177 | academic professionals, or staff who serve in the program; students  
178 | enrolled in the program; any dean, faculty member, academic professional,  
179 | staff member or student in the University; alumni of the University; and  
180 | citizens of Wyoming.  
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182 | 3. Shall be in writing and shall be submitted to the ~~Provost and~~ Vice  
183 | President for Academic Affairs by the designated date. Responses not  
received by the designated date need not be considered.

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4. May set forth arguments, statements and facts in support of or in opposition to the proposal to eliminate the academic program, and may contain alternative proposals regarding the program or its elimination or modification.

**C. Review of Proposal and Responses.** Within 10 days after the designated date for receipt of responses to the proposal for elimination of an academic program, the ~~Provost and~~ Vice President for Academic Affairs shall submit copies of the proposal and any responses to: (1) the Chair of the Faculty Senate for distribution to appropriate Faculty Senate Committees and members of the Faculty Senate; (2) the ~~Chair~~ President of the Staff Senate; and (3) the President of the Associated Students of the University of Wyoming.

Within 60 days of the receipt of the proposal and responses from the ~~Provost and~~ Vice President for Academic Affairs, the Faculty Senate shall submit to the ~~Provost and~~ Vice President for Academic Affairs its written review and its recommendation regarding elimination of the academic program, and the Staff Senate and the Associated Students of the University of Wyoming may each submit a written review and recommendation.

**D. Recommendation of ~~Provost and~~ Vice President for Academic Affairs.** Within 30 days of receipt of reviews from the Faculty Senate and from the Staff Senate and the Associated Students of the University of Wyoming, if submitted, the ~~Provost and~~ Vice President for Academic Affairs shall review the proposal, and all responses and reviews, and shall make a recommendation in writing to the President regarding the proposal to eliminate the academic program. The recommendation may approve, disapprove or suggest modifications to the proposal. The recommendation to the President shall be accompanied by copies of the proposal and all responses and reviews.

The ~~Provost and~~ Vice President for Academic Affairs shall send copies of his recommendation to the dean of each college, and to the program administrator, each faculty member and academic professional who serves in, and each student enrolled in the program proposed to be eliminated, as well as to the Faculty Senate, the Staff Senate and the Associated Students of the University of Wyoming.

A copy of the proposal, all responses and reviews, and the recommendation of the ~~Provost and~~ Vice President for Academic Affairs shall be maintained and made available for examination and copying by the public in the Office of the ~~Provost and~~ Vice President for Academic Affairs.

**E. Action by the President.** The President shall approve, approve with modifications, or disapprove the proposal to eliminate an academic program. If the President approves or approves with modifications the proposal to eliminate

230 an academic program, the President shall forward his recommendation, together  
231 with the proposal, all responses and reviews, and the recommendation of the  
232 ~~Provost and~~ Vice President for Academic Affairs, to the Board of Trustees for  
233 final action. If the President disapproves the proposal to eliminate an academic  
234 program, no further action shall be taken on the proposal.

235  
236 **F. Time.** The time periods set forth in this ~~Section V regulation~~ shall include  
237 Saturdays, Sundays and legal holidays, but shall not include the time between  
238 spring commencement and the beginning of the next academic year. Nor shall it  
239 include the time between the end of fall semester and the beginning of spring  
240 semester.

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242 **VII. PROTECTION FOR STUDENTS ENROLLED IN PROGRAM**

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244 When a decision is made by the Board of Trustees to eliminate an academic program, the  
245 Trustees shall establish policies for ~~implementing the termination including with regard~~  
246 ~~to admission of students into the program and reasonable actions to permit~~  
247 accommodating those students currently enrolled in the program and in good standing to  
248 complete the program at the University or another school.

249  
250 **VIII. PROTECTION FOR FACULTY AND ACADEMIC PROFESSIONALS**

251  
252 **A. Notification.** Within 10 days after a decision by the Board of Trustees to  
253 eliminate an academic program, all faculty members and academic professionals  
254 whose positions will be terminated shall be notified in writing of the date of their  
255 termination and of their rights under this University Regulation.

256  
257 **B. Rights of Tenured Faculty and Extended Term Academic Professionals.**  
258 When the elimination of an academic program will result in the termination of  
259 any tenured faculty member or extended term academic professional,

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261 **1.** The University shall offer the tenured faculty member or extended term  
262 academic professional another appropriate position in the University if the  
263 person is qualified and the position is available before the date of the  
264 termination of the person's position as indicated under subsection A of  
265 this section. In the allocation of appropriate positions, positions shall first  
266 be offered to tenured faculty and extended term academic professionals  
267 who are being terminated before offers are made to probationary faculty  
268 and academic professionals or other persons not currently employed by the  
269 University.

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271 **2.** If no appropriate University position is available for which the person is  
272 qualified, the University shall continue the position of the tenured faculty  
273 member or extended term academic professional for at least the next full  
274 academic year after the date of the termination of the person's position as  
275 indicated under subsection A of this section The continued position may

276 be assigned appropriate duties consistent with the best interests of the  
277 University.  
278

279 **C. Rights of Probationary Faculty and Academic Professionals.** When the  
280 elimination of an academic program will result in the termination of any  
281 probationary faculty member or probationary academic professional:  
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283 1. The University shall offer the probationary faculty member or  
284 probationary academic professional another appropriate position in the  
285 University if the person is qualified and the position is available before the  
286 date of the termination of the person's position as indicated under  
287 subsection A of this section. In the allocation of appropriate positions in  
288 the University positions shall first be offered to probationary faculty and  
289 probationary academic professionals before offers are made to persons not  
290 currently employed by the University.  
291

292 2. If no appropriate University position is available for which the person is  
293 qualified, the University shall continue the position of the probationary  
294 faculty member or probationary academic professional who is in at least  
295 | the third year of service ~~or the appointment~~ on the date of the termination  
296 of the person's position as indicated under subsection A of this section for  
297 at least the next full academic year after that date. However, for a  
298 probationary faculty member or probationary academic professional in the  
299 | second year of service ~~or the appointment~~, the position shall be continued  
300 for at least six months. For a probationary faculty member or probationary  
301 | academic professional in the first year of service ~~or the appointment~~, the  
302 position shall be continued for at least six months. The continued position  
303 may be assigned appropriate duties consistent with the best interests of the  
304 University.  
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306 **D. Right of Appeal.** A faculty member or academic professional who receives notice  
307 of termination because of elimination of an academic program shall have the right  
308 to appeal the termination under UW Regulation 5-35, Appendix B, but not the  
309 decision to eliminate the program, unless the decision is based in whole or in part  
310 | on financial exigency under UW Regulation 6-41.  
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316 **Source:**

317 University Regulation 43, Revision 1; adopted 7/17/08 Board of Trustees meeting  
318 Revisions adopted 9/9/11 Board of Trustees meeting

1 | **UW REGULATION 6-405**  
2 | **Class Meetings Outside Scheduled Times**

3 | **I. PURPOSE**

4 | To establish by regulation the policy confining class meetings to pre-scheduled times.

5 | **II. RATIONALE**

6 | The faculty of the University should recognize that students have many demands on their  
7 | time and should not be required to attend class meetings other than those at prescheduled  
8 | times as shown in the official class schedule. There are a few cases where legitimate  
9 | academic reasons exist for requiring attendance at other than pre-scheduled hours, such  
10 | as for group examinations where there are several sections of the same course. However,  
11 | these cases can be properly approved for printing in the class schedule so that students  
12 | are aware of the special attendance requirements before registering for the class. It is the  
13 | responsibility of the faculty to complete all required instruction and examinations within  
14 | the times specified in the class schedule, rather than requiring students to attend special  
15 | sessions or examinations at times that may conflict with other academic or non-academic  
16 | activities of the students.

17 | **III. DIRECTIVE**

18 | Faculty shall hold all required class sessions and examinations in the class hours as  
19 | specified in the official class schedule and syllabus. This shall not preclude scheduling  
20 | extra class meetings for review or special help where this proves necessary or beneficial,  
21 | as long as attendance at the extra meetings is entirely at the student's option and no  
22 | required or graded work is done at these sessions.

23 | When circumstances absolutely require an exception to the policy of holding all required  
24 | class sessions and examinations at the scheduled times, class meetings may be scheduled  
25 | only with the prior approvals of the appropriate Department Chair~~man~~ and Dean.

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37 | **Source:** University Regulation 405; adopted 7/17/08 Board of Trustees meeting

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## UW REGULATION 6-407 University Studies Program

### I. PURPOSE

This regulation shall state the goals, purpose, and procedures of a general education, or University Studies, program.

### II. GENERAL INFORMATION

#### A. Purpose of the University Studies Program

It is the purpose of a University Studies Program to establish baseline learning requirements, which all students should meet regardless of their fields of study. These baseline learning requirements should be simple, flexible, and transparent. They should facilitate ease of transfer between collegiate level institutions, such as community colleges, and UW. They must be based on assessable learning outcomes that are clearly stated and made available to all interested parties, including students and instructors.

#### B. Goals of University Studies Program curriculum

Coursework that fulfills the goals of the University Studies Program should involve multiple and diverse disciplines in order to provide students with broad learning experiences, expose them to different viewpoints, and provide them diverse skill sets. Coursework should include some or all of the following: knowledge of human culture, the physical and natural world, and U.S. and Wyoming Constitutions; intellectual and practical skills; and personal and social responsibility. Such an education is expected to produce citizens able to function in a complex and changing society.

#### C. Procedures

The University Studies Program demands completion of specific requirements in identified areas of study in accordance with criteria approved by the University Faculty Senate. In cooperation with the Board of Trustees and academic administrators, the University Studies Committee of the Faculty Senate is responsible for making decisions regarding which courses are to be designated as USP-compliant. (See also UW ~~R~~egulation 6-702-14.a.)

### III. UNIVERSITY STUDIES COORDINATOR

#### A. Designation

The Associate Vice President for Undergraduate Education shall perform the duties of the University Studies Coordinator, who shall be responsible to the Vice

46 President for Academic Affairs for administering the University Studies Program.  
47 ~~The Vice President for Academic Affairs in consultation with the University~~  
48 ~~Studies Committee will designate a suitably qualified person to perform the duties~~  
49 ~~of the University Studies Coordinator, who shall be responsible to the Vice~~  
50 ~~President for administrating the University Studies Program.~~

51  
52 **B. Responsibilities**

53  
54 The University Studies Coordinator will work directly with the University Studies  
55 Committee and other appropriate faculty, University officers, and Faculty Senate  
56 committees to:

- 57  
58 1. Make recommendations for the fiscal support of the University Studies  
59 Program;
- 60  
61 2. Maintain approved course lists and disseminate information about the  
62 program on and off campus;
- 63  
64 3. Assist faculty and sponsor departments in preparing or modifying  
65 University Studies course offerings with advisement from the University  
66 Studies Committee for the Program;
- 67  
68 4. Implement an assessment plan ~~as established by~~ with advisement from the  
69 University Studies Committee (see UW Regulation 6-702-14.b.i);
- 70  
71 5. Make recommendations for waivers or substitution of University Studies  
72 Program requirements by petitioning students;
- 73  
74 6. Serve as an ad hoc (non-voting) member of the University Studies  
75 Program Committee.

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88 **Source:**

89 University Regulation 407, Revision 3; adopted 7/17/08 Board of Trustees meeting  
90 Revisions adopted 9/12/14 Board of Trustees meeting

**UW REGULATION 6-701**  
**Faculty Senate Bylaws**

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**I. PURPOSE**

To establish the Faculty Senate Bylaws.

**II. THE UNIVERSITY FACULTY SENATE**

- A.** The Faculty Senate is established by Bylaws of the University Faculty and vested, subject to limitations contained therein, with the powers conferred upon the University Faculty by the Board of Trustees.
- B.** Pursuant to such Bylaws of the University Faculty, the Faculty Senate shall seek to determine and establish educational and academic policies which promote and protect the interests and welfare of the University community and further the full and free development and preservation of scholarly learning, teaching, and research.

**III. MEMBERSHIP**

The membership of the Faculty Senate is to be determined in accordance with the Bylaws of the University Faculty.

**IV. OFFICERS**

The officers of the Faculty Senate shall be selected from the ~~Faculty Senate Electorate~~ elected faculty senators and shall consist of the following: (a) Chair, (b) Chair-Elect, and (c) Secretary. The incoming officers shall take office effective with the May Board of Trustees meeting, and their voting privileges shall be as described below. (In the following paragraphs, the term "Executive Committee" refers to the Executive Committee described in Section 9 of this Regulation.)

**Chair.** If the chair's term as a faculty senator expires during the chair's term as chair, the chair's Faculty Senate term shall be extended to last for the remainder of the chair's term as chair. While serving as chair, the chair of the Faculty Senate shall not vote on matters decided by vote of the Executive Committee or on matters decided by vote of the Faculty Senate, unless the chair's vote is necessary to break a tie.

**Chair-Elect.** After being elected and taking office as chair-elect, the chair-elect shall ~~serve as vice-chair~~ for one year; the chair-elect shall then become chair of the Faculty Senate for the following year. While serving as chair-elect, the chair-elect shall be entitled to vote on matters decided by vote of the Executive Committee and matters decided by vote of the Faculty Senate. If the Faculty Senate term of the chair-elect expires before or during his/her term as chair-elect, the Faculty Senate term of the chair-

46 elect shall be extended to last until the chair-elect has become chair and completed  
47 his/her term as chair.

48  
49 Secretary. If the secretary's Faculty Senate term does not expire while he/she is serving as  
50 secretary, the secretary shall be entitled during his/her term as secretary to vote on  
51 matters decided by vote of the Executive Committee and matters decided by vote of the  
52 Faculty Senate. If the secretary's Faculty Senate term expires before or during his/her  
53 term as secretary, the secretary for the remainder of his/her term as secretary shall remain  
54 a voting member of the Executive Committee, and shall attend Faculty Senate meetings  
55 but shall not vote on matters decided by vote of the Faculty Senate unless re-elected to a  
56 new term as a faculty senator by his/her ~~department~~ academic unit.

57  
58 **V. OFFICERS' DUTIES**

59  
60 The duties of the officers shall be such as are specified in these Bylaws and as directed by  
61 the Faculty Senate. The primary duties of the officers shall be as follows:

- 62  
63 **A.** The Chair shall preside at meetings of the Faculty Senate and of its Executive  
64 Committee.  
65  
66 **B.** The ~~Vice-Chair~~ (Chair-Elect) shall preside at meetings of the Faculty Senate and  
67 of its Executive Committee in the event of the absence of the Chair, or at his/her  
68 request, and shall take on such other Senate tasks as requested by the Chair.  
69  
70 **C.** The Secretary shall record the roll call, proceedings and votes upon bills of the  
71 Faculty Senate, and shall receive and keep all communications and reports to and  
72 from the Faculty Senate.

73  
74  
75 **VI. ELECTION PROCEDURES**

76  
77 ~~The nominations committee, appointed and announced by the Executive Committee at~~  
78 ~~least two Faculty Senate meetings prior to the date of election~~ Chair-Elect, shall be  
79 responsible for soliciting nominations of at least two candidates for each of the offices to  
80 be filled. If the Chair-Elect is unable after good faith effort to identify at least two  
81 candidates for each office to be filled, the Senate may proceed with an election for any  
82 office for which there is only one candidate nominated. The ~~committee~~ Chair-Elect shall  
83 send a report of these nominations to the ~~Secretary~~ Faculty Senate Coordinator of the  
84 ~~Faculty Senate~~ who shall cause the names of the nominees to be published at least one  
85 week prior to the Senate meeting preceding the election meeting. Additional nominations  
86 of officers may be made from the floor at that meeting. All nominations, both from the  
87 nominating committee and from the floor, shall be accompanied by a written statement  
88 from the candidate regarding background, Senate and University contributions, and goals  
89 for the position sought. Such statements should be distributed at the time the candidate is  
90 nominated or within one week. At the nominating meeting, candidates for all offices will

91 be introduced and, if time permits, given a chance to speak to the nomination. At the  
92 meeting when elections are to be held, voting shall be carried out by written, secret ballot.  
93

94 **~~7. FACULTY SENATE ELECTORATE.~~**

95  
96 ~~The Faculty Senate Electorate shall consist of those members of the faculty who have been~~  
97 ~~elected as voting members of the Senate. The powers of the Senate Electorate shall be limited to~~  
98 ~~the nomination and election of Faculty Senate officers and at large Executive Committee~~  
99 ~~members.~~

100  
101

102 **VII. TERM OF OFFICE**

103

104 ~~Officers shall be elected at the meeting of the Faculty Senate Electorate during the week~~  
105 ~~of the last regular meeting of the Senate of each academic year at the February meeting of~~  
106 ~~the Faculty Senate, and shall serve for one year beginning at the first regular meeting of~~  
107 ~~the next academic year or at the first summer session meeting, if held, and until, a~~  
108 ~~successor has been duly installed. Any officer may be re-elected for one additional term~~  
109 ~~in the same office. If an officer is filling the unexpired term of a previous officer, the~~  
110 ~~officer's service during that partial term does not count toward the two-term limit. The~~  
111 ~~Faculty Senate may declare an office to be vacant whenever an officer is unable, except~~  
112 ~~temporarily, to carry out the duties of his/her office. A vacancy shall be filled for the~~  
113 ~~period to complete the term of ~~of~~ by special election.~~

114

115 **VIII. EXECUTIVE COMMITTEE**

116

117 **A.** The Executive Committee shall consist of the following: The Chair, the Chair-  
118 Elect, the immediate Past-Chair, the Secretary of the Faculty Senate, and four  
119 members-at-large who shall be elected from the voting membership of the Faculty  
120 Senate for staggered two-year terms. Any sitting member of the Faculty Senate is  
121 eligible to be elected as member-at-large to the Executive Committee for the  
122 following two-year term. Should the Faculty Senate term of any Executive  
123 Committee member other than the Chair or Chair-Elect expire before or during  
124 the period in which the member is serving on the Executive Committee, he/she  
125 shall remain a voting member of the Executive Committee for the remainder of  
126 his/her term on the Executive Committee, and shall attend Faculty Senate  
127 meetings but shall not vote on matters decided by vote of the Faculty Senate  
128 unless re-elected to a new term as a faculty senator by his/her ~~department~~  
129 academic unit. The Chairs of the Academic Planning Committee, the Budget  
130 Planning Committee, the Committee on Committees, the FASR&R Committee,  
131 the Faculty Development Committee, the Graduate Council, the Library Council,  
132 the Student Interaction Committee, the Academic Information Technology  
133 Committee, and the University Course Review Committee shall serve as ex  
134 officio members of the Executive Committee, with voting rights as specified in  
135 UW Regulation 6-702(3)(J).

- 136           **B.**     The Chair of the Faculty Senate shall serve as the Chair of the Executive  
137                     Committee.  
138  
139           **C.**     The Executive Committee shall have general supervision of the affairs of the  
140                     Faculty Senate and its standing committees; fix the hour and place, and prepare  
141                     the agenda for the Faculty Senate meetings; and perform such other duties as are  
142                     specified in the Bylaws or may be assigned to it by the Faculty Senate.  
143

144 **IX.       FACULTY SENATE COORDINATOR.**

- 145  
146           **D.A.**    The University shall appoint a staff member to serve as the Faculty Senate  
147                     Coordinator. The role of the Faculty Senate Coordinator is the coordination,  
148                     management, and execution of the administrative support functions of the Faculty  
149                     Senate, the Faculty Senate chair, the Executive Committee, and the Committee on  
150                     Committees.  
151  
152           **B.**     The Faculty Senate Coordinator shall be a non-voting member of the Executive  
153                     Committee and the Committee on Committees.  
154

155 **X.       COMMITTEE ON COMMITTEES**

156           The Committee on Committees shall be responsible for the following duties:  
157

- 158  
159           **A.**     Appointment of faculty members to standing committees as described in UW  
160                     Regulation 6-702, subject to ratification by the Faculty Senate.  
161  
162           **B.**     Appointment of faculty members to those standing advisory committees as  
163                     described in UW Regulation 6-703.  
164  
165           **C.**     Nominate faculty members to serve on administrative committees or boards:  
166  
167                     **1.**     For those committees or boards where members are to be selected by the  
168                     Faculty Senate; and  
169  
170                     **2.**     For other committees when requested to do so by an appropriate  
171                     administrative body.  
172  
173           **D.**     Be informed of the changes to, formation of, and charges to all committees  
174                     appointed by the President, or a vice president for consideration, advice, or action  
175                     upon matters pertaining to general University operations and programs, as  
176                     distinguished from matters under the cognizance of an individual college; and  
177                     responsible for the coordination of the activities between Faculty Senate  
178                     committees and the foregoing committees whenever it appears there may be  
179                     conflict or duplication in assigned functions or purposes of committees.

180 E. Preparation of appropriate bills for adoption by the Faculty Senate describing the  
181 duties, powers, membership and functions of all Faculty Senate standing  
182 committees and standing advisory committees; and  
183

184 F. Maintenance of a continuing review of the need and functioning of Faculty Senate  
185 standing committees and standing advisory committees.  
186

187 **Composition.** The Committee on Committees shall consist of 11 members selected by  
188 this committee and approved by the Executive Committee of the Faculty Senate. Each of  
189 the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage  
190 Center and the Outreach School will be given the opportunity to be represented. If  
191 representation from any of these areas cannot be found, then the Committee on  
192 Committees is directed to select members in as representational fashion as possible. The  
193 chair of the Committee on Committees shall serve as an ex officio member of the  
194 Executive Committee of the Faculty Senate. The chair-elect of the Senate shall be an ex  
195 officio member of the Committee on Committees.  
196

197 ~~XI.~~ **STANDING COMMITTEES**

198  
199 Standing committees shall be established and disestablished by the Faculty Senate, and  
200 they shall be responsible for duties as may be determined by the Faculty Senate.  
201

202 ~~XII.~~ **AD HOC COMMITTEES**

203  
204 The Executive Committee may appoint ad hoc committees from time to time as it deems  
205 necessary and proper for furthering the business of the Faculty Senate. Such ad hoc  
206 committees may be temporarily assigned as a subcommittee of one of the existing  
207 Faculty Senate standing committees.  
208

209 ~~XIII.~~ **COMMITTEE REPORTS**

210  
211 The chair of each Faculty Senate committee or an appointed representative shall be  
212 present at each Faculty Senate meeting, and the Executive Committee may require  
213 reports in such form and at such times from any committee as it deems necessary and  
214 proper for furthering the business of the Faculty Senate. The Executive Committee of the  
215 Faculty Senate shall send the agenda and minutes of each Faculty Senate meeting to the  
216 chair of each committee.  
217

218 ~~XIV.~~ **COMMITTEE MEETINGS**

219  
220 All standing committees, with the exception of the Reappointment, Tenure and  
221 Promotion Committee, shall ~~publicize~~ notify the Faculty Senate Executive Committee, in  
222 advance, their meetings and the matters they may have under consideration. These  
223 announcements shall be distributed to the Vice Presidents, the Deans, the Department and  
224 Division Heads/Chairs, and to all Faculty Senators. Any member of the University

225 Faculty shall be entitled to appear before any standing committee and be heard upon any  
226 pending matter or upon matters within the functions and duties of the committee.

227

~~XV~~ **XV. CHAIRS OF STANDING COMMITTEES**

229

230 Chairs of Faculty Senate committees shall be ratified by the Faculty Senate upon  
231 nomination by the committee members and upon presentation to the Committee on  
232 Committees.

233

~~XVI~~ **XVI. MEETINGS**

235

236 The Executive Committee shall establish in September of each year the time and place  
237 for its regular meetings during the academic year, and shall call additional meetings when  
238 it deems necessary or upon petition by ten or more Senators.

239

~~XVII~~ **XVII. NOTICE OF MEETINGS**

241

242 Notice and agenda of all meetings of the Faculty Senate shall be published seven days  
243 prior to the time of regular meetings, and one day prior to emergency meetings.

244

~~XVIII~~ **XVIII. JOINT MEETINGS.**

246

247 Upon recommendation of the Executive Committee or by a majority vote of members  
248 present at a Senate meeting or responding to a mail ballot, joint meetings may be held  
249 with other bodies such as the Student Senate, Staff Senate, or the University Trustees.

250

~~XIX~~ **XIX. VOTING LIMITATIONS**

252

253 **A.** No vote shall be called for in the Faculty Senate upon any matter unless the  
254 substance thereof has been introduced in written form at a prior meeting or  
255 circulated to the Faculty Senate not less than one week prior to a meeting by a  
256 Senator for action by the Faculty Senate unless it appears to the presiding officer  
257 that the matter is not legislative in nature. A Bill or Resolution may be introduced  
258 to the Faculty Senate that has not been circulated prior to a meeting upon consent  
259 of three-fourths of the members of the Faculty Senate present.

260

261 **B.** No vote on any matter pending before the Senate shall be taken unless at least  
262 two-thirds of the voting members be present.

263

264 **C.** ~~A department~~ An academic unit may elect an alternate faculty member, with  
265 voting privileges, to replace a Senator representing their ~~department~~ academic  
266 unit for any Senate meeting at which the Senator cannot attend. ~~This information~~  
267 ~~must be submitted to the Secretary of the Faculty Senate either in writing or by~~  
268 ~~telephone prior to the meeting.~~ Any member attending a Senate meeting as an  
269 alternate for an elected Senator shall announce during the roll call that he or she is

270 | attending the meeting as an alternate. Such alternates will be counted in the two-  
271 | thirds quorum required for a vote to be taken on any Senate matter.

272 |  
273 | **D.** Any Senator may appoint any other Senator to act as a proxy and vote for him/her  
274 | on any Senate matter. ~~Such appointment must be made in writing or by telephone~~  
275 | ~~to the Secretary of the Faculty Senate prior to the meeting.~~ Any member  
276 | attending a Senate meeting as a proxy for an elected Senator shall announce  
277 | during the roll call that he or she is attending the meeting as a proxy. Senators  
278 | with proxies acting in their behalf may not be counted toward the two-thirds  
279 | quorum voting requirement.

280 |  
281 | **E.** When voting on bills, any member ~~can cause a rising vote~~ may require a show of  
282 | hands by requesting such action to the presiding officer. A roll call vote can be  
283 | initiated by a motion with second, undebatable, if the motion is sustained by at  
284 | least 20 percent of the voting members present.

285 |  
~~XXIX.~~ **INTRODUCTION OF BILLS (THE TERM "BILL" SHALL INCLUDE**  
287 | **"RESOLUTIONS")**

288 |  
289 | **A.** Matters presented for consideration of the Faculty Senate shall normally be  
290 | introduced in the form of a written bill, the purpose of which is to establish a  
291 | regulation, make recommendations to other authorities, or accomplish such other  
292 | objectives as may be appropriate. Each bill shall identify the sponsoring Senator  
293 | and shall contain a title descriptive of its content and purpose which title shall be  
294 | read at the time of introduction.

295 |  
296 | **B.** The ~~Secretary~~ Faculty Senate Coordinator shall record the introduction of each  
297 | bill and assign an appropriate identification number to it.

298 |  
299 | **C.** In the absence of consent to vote at the time of introduction, the presiding officer  
300 | may lay the bill over to the next meeting, refer it to a standing committee for  
301 | consideration and report, refer it to the Executive Committee for consideration, or  
302 | take such action as directed by motion from the floor.

303 |  
~~XXXI.~~ **COMMITTEE REPORTS ON BILLS**

305 |  
306 | At each meeting of the Faculty Senate, any committee possessing bills referred to it shall  
307 | make a report as to whether it desires to retain the bill for further study or report the bill  
308 | for Faculty Senate action with its recommendations and any proposed amendment of the  
309 | committee. The Executive Committee or the Faculty Senate may direct any committee to  
310 | return a bill to the Faculty Senate for action, and all committees shall advise the  
311 | Executive Committee, in advance of scheduled meetings, of the bills they will report to  
312 | the Faculty Senate.

~~XXII~~ **XXIII. GENERAL FILE AND PROCEEDINGS**

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346
- A. All bills reported by committees or those laid over from prior meetings shall be placed in a general file maintained by the ~~Secretary~~ Faculty Senate Coordinator. Bills shall be voted upon in the order received by the Secretary, unless a majority of a quorum pass a motion to bring a specific bill from general file before the Faculty Senate for vote.
  
  - B. At each meeting of the Faculty Senate, the presiding officer shall call for consideration of bills on general file in the order filed with the Secretary. Bills called from committees by the Executive Committee or the Faculty Senate and bills approved for vote at the time of introduction shall take precedence on general file. A bill returned with presidential disapproval may be introduced for repassage by any member and shall be considered under "unfinished business."
  
  - C. Bills and reports of committees shall be read in their entirety, if a motion to such effect is passed by a majority vote.
  
  - D. Thereafter it shall be in order for any member to move:
    - 1. To postpone consideration to a certain date.
    - 2. To recommit the bill to a committee.
    - 3. To amend, the form of which motion may be the adoption of committee amendments, or may be independent of such amendments. All amendments shall be reduced to writing if desired by the presiding officer or any member.
  
  - E. In the absence of any motions after reading of a bill on general file, or after disposition of motions, the presiding officer shall state the question thus: "This bill (naming it by number), having been read, the question is: 'Shall the bill pass?'" The ayes and nays shall be counted on the vote upon all bills.

~~XXII~~ ~~XXIII~~ **XXIV. DISPOSITION OF APPROVED BILLS**

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354

All bills passed by the Faculty Senate shall be authenticated by the Secretary and transmitted to the President of the University of Wyoming for review in accordance with UW Regulations unless review provisions have been initiated by the University Faculty. Upon approval on review, such bills shall become effective for the purposes stated therein, and shall be distributed in such manner as directed by the President of the University.

~~XXIII~~~~XXIV~~. **DISAPPROVED BILLS**

- 356 A. Except as hereinafter provided, any bills which are disapproved upon review shall  
357 be null and void, and the Secretary shall enter the disapproval in the record of  
358 proceedings relating to the bill.  
359  
360 B. A disapproved bill may be returned to the Faculty Senate by the President of the  
361 University for reconsideration with regard to specific matters stated by the  
362 President. In such event, the bill shall be considered as a newly introduced bill.  
363  
364 C. Repassage of a bill does not require advanced circulation of the bill and can be  
365 introduced by any Senator (bill must be seconded and debatable), but the text  
366 cannot be changed in any manner. All disapproved or altered bills will be  
367 published in the agenda under announcements for one meeting and  
368 reconsideration will occur as unfinished business.  
369  
370 D. If the Senate repasses a bill returned by the President by a three-fourths vote of  
371 the members present and voting, the President shall refer the proposed bill to the  
372 Trustees, at their next regularly scheduled meeting, for final approval, disapproval  
373 or other disposition. At this meeting, the President shall present her/his views on  
374 the proposed bill to the Trustees and the Chair of the Faculty Senate or her/his  
375 designated representative shall be invited by the Trustees to represent the views of  
376 the Faculty Senate on the proposed bill.  
377

~~XXIV~~~~XXV~~. **PARLIAMENTARY AUTHORITY**

- 379  
380 The rules contained in the most recent Robert's Rules of Order Revised shall govern the  
381 Faculty Senate in all cases to which they are applicable and in which they are not  
382 inconsistent with these Bylaws.  
383

~~XXV~~~~XXVI~~. **REPORT OF SENATE ACTIONS**

- 385  
386 Following each Faculty Senate meeting, the Executive Committee shall publish a  
387 summary of bills introduced, matters under consideration by committees, action on bills,  
388 members absent, and other significant matters.  
389

~~XXVI~~~~XXVII~~. **COMMUNICATION BY MEMBERS**

- 391  
392 Members of the Faculty Senate shall communicate with their constituents by such  
393 systematic means as may be available to them such as regular college or ~~departmental~~  
394 academic unit meetings, or meetings called for discussing Faculty Senate business.  
395

~~XXVII~~~~XXVIII~~. **FLOOR PRIVILEGES**

- 397  
398 A. Upon the recommendation of a Senate Committee or by approval of a majority of  
399 the members present, any person may address the Faculty Senate on a matter

400 pending before it, subject to such time limitations as may be imposed by the  
401 presiding officer.

402  
403 **B.** Upon recommendation of the ASUW President or his/her representative, ASUW  
404 Executive Assistants for Academic Affairs, Housing, and External Affairs shall be  
405 allowed to speak on the Senate floor; however, no student officer other than the  
406 President of ASUW, as ex officio member of the Senate, may introduce  
407 legislation to the Faculty Senate.

408

~~XXVII-XXIX.~~ **BYLAW AMENDMENTS**

410  
411 The Bylaws may be amended by the vote of two-thirds of the members present and  
412 voting, provided that the amendment has been proposed by a committee of the Faculty  
413 Senate and has been circulated to the members of the Faculty Senate at least one week  
414 prior to the meeting at which action on the proposed amendment is to be taken.

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419 **Source:**

420 University Regulation 701, Revision 11; adopted 9/17/10 Board of Trustees meeting

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**UW REGULATION 6-702**  
**Establishment of Faculty Senate Committees**

**I. PURPOSE**

This regulation shall establish the standing committees of the Faculty Senate with specific duties and structured as outlined in the following sections pertaining to the individual committees.

**II. INDIVIDUAL STANDING COMMITTEES**

The standing committees of the Faculty Senate shall consist of:

- A. Academic Information Technology Committee
- B. Academic Planning Committee
- C. Budget Planning Committee
- D. Committee on Committees
- E. Executive Committee
- F. Faculty Academic Standards, Rights and Responsibilities Committee
- G. Faculty Development Committee
- H. Graduate Council
- I. Reappointment, Tenure and Promotion Committee
- J. Student Interaction Committee
- K. University Course Review Committee Library Council
- L. University Studies Committee

**III. GENERAL CHARGE TO COMMITTEES OF THE FACULTY OF THE UNIVERSITY OF WYOMING**

Bylaws of the University Faculty, UW Regulation 6-700, Article IV, Section 1, states "All committees of the University Faculty shall be responsible to the Faculty Senate, and it shall establish or dissolve committees as it deems necessary."

44           **A.     Goals of the Committee Structure**

45  
46           The system of standing committees of the Faculty Senate of the University  
47           of Wyoming is intended to:

- 48  
49           1.     Be broad enough to encompass all areas of University activity in  
50           which faculty are involved on a policy-making level requiring the  
51           endorsement of the Faculty Senate, in accordance with UW  
52           Regulation 6-700;
- 53  
54           2.     Be specific enough to consider the problems, grievances, or concerns  
55           of each faculty member of the University community;
- 56  
57           3.     Be advisory to the University administration only in those matters  
58           requiring Faculty Senate approval of proposed action; and
- 59  
60           4.     Provide an effective and efficient legislative committee system to  
61           work for the Faculty Senate through the Executive Committee.

62  
63           **B.     General Committee Functions**

64  
65           The primary function of committees of the faculty shall be to consider bills or  
66           proposals submitted to the Senate and assigned to their areas of responsibility.  
67           Committees shall be expected, in a reasonable time, to return appropriate  
68           recommendations to the Senate for action. Committees shall also initiate and draft  
69           bills establishing faculty regulations or recommendations as needs arise in their  
70           areas of responsibility. Committee Chairs or their designees shall introduce such  
71           bills to the Senate for adoption or other action.

72  
73           **C.     Individual Committee Responsibilities**

74  
75           The duties of each committee are individually detailed, and incorporated as a  
76           faculty regulation. However, the intention of this committee system is to provide a  
77           dynamic, timely, and effective aid to the progress of the University. For this  
78           reason, each committee is charged with the responsibility for continual review of  
79           its delegated duties. If changes of a committee's duties, composition, or existence  
80           are deemed advisable, the committee shall make such recommendations to the  
81           Faculty Senate through the Committee on Committees.

82  
83           **D.     Sub-committee Structure**

84  
85           The responsibilities of most faculty committees are intentionally broad in order to  
86           prevent duplication of effort and conflicting recommendations. Therefore, it may  
87           well be advisable for certain committees to establish sub-committees from their  
88           own membership to perform more specialized functions or to handle particular  
89           issues within the overall responsibility of the committee. The establishment and

dissolution of such sub-committees shall be left entirely to the discretion of the committee concerned.

**E. Meeting and Reporting**

A committee shall generally communicate ~~meet~~ whenever its responsibilities require that it should, whenever directed to do so by the Faculty Senate, and in ~~no case less frequently than once a semester~~ during the fall and spring semesters. Reports shall be made to the Faculty Senate at such times as to keep the Senate well informed of committee activity, on call of the Executive Committee of the Faculty Senate, and no less than once per year.

**F. Commencement of Service**

Committee assignments shall be effective with the beginning of the fall semester unless the assignment is otherwise stated. The Senate shall select committee members to fill known vacancies prior to the end of each spring semester. Committee members may succeed themselves on a particular committee (once) with the exception of the Reappointment, Tenure and Promotion Committee. Following the selection of committee members by the Faculty Senate, the Faculty Senate Coordinator ~~Executive Committee~~ shall notify the individual of selection, provide a written copy of the committee charge, and provide the name of the current committee Chair. The committee Chair shall receive notification of the election of new members.

**G. Election of Officers**

By ~~March 31<sup>st</sup>~~ April 15<sup>th</sup>, each committee shall elect a Chair and such other officers as it deems necessary, to begin service at the start of the fall semester. Each committee shall forward the names of these officers to the Committee on Committees and the Executive Committee. Students shall not be eligible to chair Faculty Senate committees. In the event a committee is left without a Chair, the Committee on Committees' Chair will call the first meeting to elect the Chair.

**H. Alternate and Permanent Replacement Committee Members**

When a committee member is to be absent from one or more committee meetings and the Chair and/or the committee deems the presence of a temporary replacement to be desirable, the Chair shall select an alternate committee member after consulting the rest of the committee and forward this person's name to the Chair of the Committee on Committees. In the event a permanent replacement is deemed necessary, the Chair of the affected committee shall notify the Committee on Committees and the replacement shall be appointed in the same manner as the original appointment. The replacement shall be appointed to complete the term of the original appointment.

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**I. Absenteeism and Notice of Removal**

In the event that a committee member has failed to attend three consecutive committee meetings, and the committee Chair has determined that such absences have been detrimental to the committee's function, the committee Chair shall petition to the Committee on Committees to recommend to the Executive Committee of the Faculty Senate removal of the non-attending committee member. Upon removal for non-attendance, the vacancy shall be filled in ~~by requesting the Committee on Committees for a replacement~~ the same manner as the original appointment was made. All permanent committee replacements must be approved by the Faculty Senate. A copy of the petition for removal shall be sent to the offending committee member, and he/she shall have ten days from the date of the petition in which to challenge in writing before the Committee on Committees the committee Chair's determination that he/she has had continuous absenteeism as defined herein. Thereafter, he/she shall be deemed to have waived his/her right to challenge the petition and may be removed.

**J. Ex officio**

The words "*ex officio*" shall be interpreted as "*ex officio* without vote" throughout UW Regulations 6-701, 6-702, 6-703, unless otherwise stated.

**K. Expert Consultation**

Committees may seek consultation of experts from within or outside of UW as required.

**L. Associated Students of the University of Wyoming (ASUW)**

The ASUW representatives on faculty committees shall be appointed by the ASUW Senate but shall not be required to be ASUW Senate members.

**IV. ACADEMIC INFORMATION TECHNOLOGY COMMITTEE**

**A. Rationale**

The committee is established to coordinate and to exchange information regarding academic information technology services for the University.

**B. Functions**

The committee shall aid in the establishment of policies for academic information technology services and usage at the University. It shall provide advice in regard to needed information technology capabilities and services for academic purposes, and in this regard to the long range goals of the

182 University. The committee shall endeavor to serve as a channel for  
183 communication among the various academic users and providers of academic  
184 information technologies.

185  
186 **C. Powers**

187  
188 The committee shall serve in an advisory capacity to the President,  
189 appropriate vice presidents, deans, or directors on matters pertaining to  
190 needed information technology capabilities and services for academic  
191 purposes. All committee actions shall be reported to the Faculty Senate  
192 regularly.

193  
194 **D. Composition**

195  
196 The committee shall consist of 12 voting members. Each of the seven  
197 colleges (two from Arts and Sciences), the Libraries, the American Heritage  
198 Center, the Outreach School and ASUW will be given the opportunity to be  
199 represented. If representation from any of these groups cannot be found, then  
200 the Committee on Committees is directed to select members in as  
201 representational fashion as possible. The Vice President for Information  
202 Technology and Chief Information Officer shall be an *ex officio* member.  
203 Committee members shall serve staggered three-year terms, except for the  
204 student representative, who shall serve a one-year term. The Chair of the  
205 Academic Information Technology Committee shall serve as an *ex officio*  
206 member of the Administrative Information Technology Advisory Committee  
207 and the Faculty Senate Executive Committee.

208  
209 **V. ACADEMIC PLANNING COMMITTEE**

210  
211 **A. Rationale**

212  
213 The overall development of the University, the determination of academic  
214 goals and the establishment of academic priorities are fundamental  
215 responsibilities necessarily shared by Trustees, administrative officials,  
216 faculty, and students. The Academic Planning Committee operates as a  
217 forum in which educational directions may be discussed, and specific  
218 recommendations developed.

219  
220 **B. Functions**

221  
222 The committee's function is to review and make recommendations to the  
223 Faculty Senate on matters related to the structure and organization of the  
224 academic activities of the University. This review will be carried out in the  
225 context of the University's comprehensive development. The committee  
226 will recommend policies regarding priorities for long range development. It  
227 will make recommendations concerning the initiation, quality, modification

228 or termination of academic programs. When changes in programs are related to  
229 the University's physical facilities the committee will also make  
230 recommendations with respect to them. In making recommendations the  
231 committee will take into consideration the educational system and needs of  
232 the State of Wyoming as well as University considerations.

233  
234 **C. Powers**

235  
236 The committee shall receive proposals and requests for recommendations  
237 from the Faculty Senate, the President, the ~~Provost and~~ Vice President for  
238 Academic Affairs, and the Vice President for Research and Economic  
239 Development. The Academic Planning Committee may instigate its own  
240 inquiries into areas of academic concern. The committee will forward its  
241 recommendations to the Faculty Senate, to the ~~Provost and~~ Vice President  
242 for Academic Affairs, and to other appropriate groups or individuals. All  
243 substantive committee actions will be reported to the Faculty Senate regularly.

244  
245 **D. Composition**

246  
247 The Academic Planning Committee will consist of 12 voting members. Each  
248 of the seven colleges (two from Arts and Sciences), the Libraries, the  
249 American Heritage Center, the Outreach School and ASUW will be given the  
250 opportunity to be represented. If representation from any of these groups  
251 cannot be found, then the Committee on Committees is directed to select  
252 members in as representational fashion as possible. The ~~Provost and~~ Vice  
253 President for Academic Affairs, the Vice President for Research and  
254 Economic Development, the Dean of the Outreach School, and Chairs of the  
255 Student Interaction Committee, Graduate Council, Budget Planning  
256 Committee, and University Course Review Committee shall be *ex officio*  
257 members. Faculty representatives shall be selected by the Committee on  
258 Committees and shall serve staggered three-year terms. The Chair of the  
259 Academic Planning Committee shall serve as an *ex officio* member of the  
260 Budget Planning Committee and the Executive Committee of the Faculty  
261 Senate.

262  
263 **VI. BUDGET PLANNING COMMITTEE**

264  
265 **A. Rationale**

266  
267 The overall development of the University, the determination of goals, and  
268 the establishment of priorities have significant budgetary consequences for the  
269 entire University community. The Budget Planning Committee provides a  
270 forum for the faculty to effectively participate in budgetary deliberations.

271  
272 **B. Functions**

273

274 The committee's function is to participate in budgetary planning and related  
275 deliberations and make policy recommendations to the Faculty Senate on  
276 matters related to the long-term acquisition and disposition of the  
277 University's financial resources. These activities will be carried out in the  
278 context of the University's comprehensive development. It will act as a  
279 resource body to the Academic Planning Committee to provide relevant  
280 budgetary insight on the ramifications of proposed program changes as well  
281 as the financial impact of physical facilities modifications and additions. In  
282 making recommendations the committee will take into consideration the  
283 economic realities of the times and the needs of the State of Wyoming as well  
284 as University considerations.

285  
286 **C. Powers**  
287

288 The committee shall receive proposals and requests for recommendations  
289 from the Faculty Senate, the President, the vice presidents, and others  
290 authorized by the President. The Budget Planning Committee may instigate  
291 its own inquiries into areas of budgetary concern. The committee will  
292 represent the faculty in all strategic budget planning and in the budget review  
293 process and forward its recommendations to the Faculty Senate, to the Vice  
294 President for Administration, and/or to other appropriate groups or individuals.  
295 All substantive committee actions will be reported to the Faculty Senate  
296 regularly.  
297

298 **D. Composition**  
299

300 The Budget Planning Committee shall consist of 13 voting members. Each of  
301 the seven colleges (two from Arts and Sciences), the Libraries, the American  
302 Heritage Center, ASUW, Staff Senate, and the Outreach School will be given  
303 the opportunity to be represented. If representation from any of these groups  
304 cannot be found, then the Committee on Committees is directed to select  
305 members in as representational fashion as possible. Faculty representatives  
306 shall be selected by the Committee on Committees and shall serve  
307 | staggered four-year terms. The ~~Provost and~~ Vice President for Academic  
308 Affairs, the Vice President for Administration, and the Chair of the  
309 Academic Planning Committee shall be *ex officio* members. The Chair of the  
310 Budget Planning Committee shall serve as an *ex officio* member of the  
311 Academic Planning Committee and the Executive Committee of the Faculty  
312 | Senate.  
313

314 **VII. FACULTY ACADEMIC STANDARDS, RIGHTS, AND RESPONSIBILITIES**  
315 **COMMITTEE**  
316

317 **A. Rationale**  
318

319 The faculty needs to examine and draft policies which affect the University

320 community and its individual members. The University administration  
321 subscribes to the tenet that true education may flourish only when the faculty is  
322 both free and responsible; the committee is established to provide a vehicle by  
323 which rights are insured and responsibilities defined.

324  
325 **B. Functions**

326  
327 The committee shall formulate policies involving the entire University in  
328 matters of faculty rights and of faculty responsibility and academic  
329 standards for the University and teaching profession. The committee shall  
330 be authorized to participate with the President and other appropriate  
331 administrative officers in the examination and formulation of policies and  
332 procedures relating to the organization and governance of the University's  
333 colleges, divisions, and departments whenever these procedures seem likely  
334 to affect faculty rights and responsibilities and/or academic units, and shall  
335 define the position of the faculty when inconsistencies exist.

336  
337 The Committee shall consider general policy issues presented by the faculty  
338 and shall hear any individual or groups of individuals when such issues are  
339 deemed relevant to faculty rights and responsibilities and academic standards.

340  
341 **C. Composition**

342  
343 The Faculty Academic Standards, Rights, and Responsibilities Committee  
344 shall consist of 11 members. Each of the seven colleges (two from Arts and  
345 Sciences), the Libraries, the American Heritage Center and ASUW will be  
346 given the opportunity to be represented. If representation from any of these  
347 groups cannot be found, then the Committee on Committees is directed to  
348 select members in as representational fashion as possible. Members shall be  
349 selected by the Committee on Committees and shall serve staggered three-  
350 year terms. The Chair of this committee shall serve as an *ex officio* member  
351 of the Executive Committee of the Faculty Senate.

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353  
354 **VIII. FACULTY DEVELOPMENT COMMITTEE**

355  
356 **A. Rationale**

357  
358 The ongoing development of the faculty is critical to the educational well-  
359 being of the University. To maintain and provide the highest level of  
360 educational experience, the faculty needs to be afforded the opportunity to  
361 learn and implement the latest advances in teaching methodology, and be  
362 enabled to compete in the national and international research arena. In order to  
363 attract and retain the highest quality faculty, it is necessary to promote an  
364 adequate and fair distribution of faculty salaries, and create meaningful  
365 incentive and merit systems.

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**B. Functions**

This committee will review and make recommendations on all projects, programs, opportunities, and services at the University which assist and facilitate faculty in the performance of their duties in teaching and research. This will include, but is not limited to, faculty development, teaching, and research awards; and patents and copyrights agreements. The committee shall also review salary and compensation distributions within the University, make surveys of faculty opinion when appropriate, assess the influence of salary and compensation policies on the academic functions of the University, and make general recommendations to the Faculty Senate and the ~~Provost and~~ Vice President for Academic Affairs regarding salary distribution and policies affecting merit determination.

**C. Composition**

The Faculty Development Committee shall consist of 11 members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, and the Outreach School will be given the opportunity to be represented. If representation from any of these groups cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. Members shall be selected by the Committee on Committees and shall serve staggered three-year terms. The ~~Provost and~~ Vice President for Academic Affairs, the Vice President for Research and Economic Development, the Vice President for Administration, and the Chair of the Research Advisory Committee shall serve as *ex officio* members without vote. The Chair of this committee shall serve as an *ex officio* member of the Executive Committee of the Faculty Senate.

**IX. GRADUATE COUNCIL**

**A. Rationale**

The University Faculty has certain responsibilities for graduate education which may be delegated to a representative group. This Council is formed to act as that representative group. The development and maintenance of graduate programs of high quality is a concern of this Council.

**B. Functions**

The Council shall recommend the broad policies concerning the overall University function in graduate education and the University requirements for graduate degrees. It shall advise the Faculty Senate on any proposed changes in UW Regulations which would affect graduate programs.

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**C. Powers**

The Council shall advise on the formulation and review of regulations concerned with graduate education. It shall review proposals and make recommendations to the Provost and 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.

**D. Composition**

The Graduate Council shall consist of 17 members, 15 of whom shall be members of the faculty distributed among the colleges as follows: Agriculture and Natural Resources 2, Arts and Sciences 4, Business 2, Education 2, Engineering and Applied Science 2, Health Sciences 2, Law 1. Two graduate students chosen by the Council shall also be members. College representatives shall be chosen by each college in a manner similar to that used to elect members of college reappointment, tenure and promotion committees (see UW Regulation 5-803.) College representatives shall have terms of office of three years. Student members shall have one-year terms of office. If possible, college representatives shall have staggered terms. *Ex officio* members of the Graduate Council shall include: the ~~Provost and~~ Vice President for Academic Affairs, the Vice President for Research and Economic Development, the Dean of the Outreach School, the Director of the American Heritage Center, and the Dean of University Libraries or their designees. The Associate Vice President for Graduate Education ~~Provost~~ will serve as liaison with the Office of Academic Affairs. The Chair of this Council shall serve as an *ex officio* member of the Executive Committee of the Faculty Senate. The Chair of this Council or designee shall serve on the Academic Planning Committee and the University Course Review Committee of the Faculty Senate.

**X. LIBRARY COUNCIL**

**A. Rationale**

It is important to create a broad, active, and strong Library Council to address the difficult and vital issues of resources, technology, and the open and effective communication between the Libraries and their University community that are facing the University of Wyoming's library system.

**B. Functions**

The Library Council will bring University needs and concerns to the Dean of the Libraries and to the ~~Provost and~~ Vice President for Academic Affairs, and will advise them concerning these issues. The Library Council will issue an annual report that is distributed to the ~~Provost and~~ Vice President for

457 Academic Affairs, the Dean of the Libraries, the Faculty Senate and the  
458 ASUW concerning its recommendations for changes ~~that should be~~  
459 ~~implemented~~ in the Libraries' strategic plan, organization, and principles for  
460 allocation of resources.

461  
462 **C. Powers**

463  
464 The Library Council will report to the ~~Provost and~~ Vice President for  
465 Academic Affairs and advise the Dean of the Libraries on library issues.

466  
467 **D. Composition**

468  
469 The Library Council shall consist of 13 voting members, which are to include  
470 one representative from each of the seven colleges (two from Arts and  
471 Sciences) and the Libraries, one American Heritage Center archivist, one  
472 undergraduate and one graduate student, one non-University representative  
473 appointed by the ~~Provost and~~ Vice President for Academic Affairs (this  
474 person should be knowledgeable in library issues). *Ex officio* members with  
475 vote shall include the ~~Provost and~~ Vice President for Academic Affairs, the  
476 Dean of the Libraries, the Vice President for Information Technology, the  
477 Vice President for Research and Economic Development, and the Dean of  
478 the Outreach School. The Chair shall be an *ex officio* member of the  
479 Faculty Senate Executive Committee. The representatives from the colleges,  
480 the Libraries, and the American Heritage Center shall be elected by their  
481 respective units, and the student members shall be selected by ASUW and  
482 by the graduate students, respectively. Members shall serve three-year  
483 staggered terms, and the Chair shall be a faculty member.

484  
485 **XI. REAPPOINTMENT, TENURE AND PROMOTION COMMITTEE**

486  
487 **A. Rationale**

488  
489 The faculty has the inherent right and responsibility to advise the President  
490 and the Trustees of the University in matters relating to one or several of its  
491 members regarding tenure, promotion, dismissals, and reappointment.

492  
493 **B. Functions**

494 The committee shall advise the ~~Provost and~~ Vice President for Academic  
495 Affairs on matters pertaining to tenure, promotion, dismissals, and  
496 reappointment.

497  
498 **C. Powers**

499  
500 The committee shall serve in an advisory capacity to the ~~Provost and~~ Vice  
501 President for Academic Affairs. Where broad policy issues are involved,  
502 and questioned, the committee shall refer such issues directly to the Faculty

503 Senate.

504

505 **D. Composition**

506

507 The Reappointment, Tenure and Promotion Committee shall consist of at least  
508 17 members excluding the vice presidents, the deans, the associate and  
509 assistant deans, the directors, and the department or division heads/chairs.  
510 Two tenured faculty members shall be elected from each of the following five  
511 colleges: Agriculture and Natural Resources, Business, Education,  
512 Engineering and Applied Science, and Health Sciences; four from the  
513 College of Arts and Sciences; one from the College of Law, one extended-  
514 term faculty member elected from the Libraries; and one extended-term  
515 faculty member elected from the American Heritage Center. The University  
516 Reappointment, Tenure and Promotion Committee has the authority to  
517 appoint one or more academic professional(s) to its committee. The ~~Provost~~  
518 ~~and~~ Vice President for Academic Affairs shall be an *ex officio* member.  
519 Members who have served a three-year term cannot succeed themselves.  
520 Replacements (temporary or permanent) shall be determined in the same  
521 manner as the original appointments.

522

523 **E. Frequency of Meetings**

524

525 The committee shall meet at the request of the ~~Provost and~~ Vice President  
526 for Academic Affairs and at all other times that the Chair of the committee  
527 deems necessary.

528

529 **XII. STUDENT INTERACTION COMMITTEE.**

530

531 **A. Rationale**

532

533 The policies which determine the scholastic standards of the University of  
534 Wyoming and which regulate other areas of scholastic affairs are of basic  
535 concern to the faculty.

536

537 **B. Functions**

538

539 The committee shall formulate and review policies and procedures in the  
540 broad area of undergraduate student academic affairs, including but not  
541 limited to scholastic probation and suspension of students, evaluation and  
542 recognition of credit, credit-hour requirements, grades, honor roll, honor  
543 graduation, all- University degree requirements, University admissions  
544 standards, and University student scholarships. The committee shall provide  
545 advice in regard to needed services and programs for both foreign  
546 students studying at the University of Wyoming and University of  
547 Wyoming students studying at foreign institutions. It shall also help  
548 formulate long-range goals for international education. Additionally, the  
committee shall recommend general policy for the University's financial aid

549 program, review its operation and provide recommendations to sustain its  
550 orderly function and development.

551  
552 **C. Composition**

553  
554 The Student Interaction Committee shall consist of 13 members. Each of  
555 the seven colleges (two from Arts and Sciences; none from the College of  
556 Law), the Libraries, the American Heritage Center, and ASUW (four  
557 representatives) will be given the opportunity to be represented. If  
558 representation from any of these groups cannot be found, then the Committee  
559 on Committees is directed to select members in as representational fashion as  
560 possible. The ~~Provost and~~ Vice President for Academic Affairs, the Director  
561 of International Student Services, the Director of Admissions, the Registrar,  
562 and the Director of Student Financial Aid shall be *ex officio* members without  
563 vote. Faculty representatives shall be selected by the Committee on  
564 Committees and shall serve three-year staggered terms. The Chair of the  
565 Student Interaction Committee shall serve as an *ex officio* member of the  
566 Academic Planning and Executive Committees of the Faculty Senate.  
567

568 **XIII. UNIVERSITY COURSE REVIEW COMMITTEE**

569  
570 **A. Rationale**

571  
572 The University Course Review Committee is established to monitor and  
573 implement the University course review process as described in UW  
574 Regulation 6-806, Section 2II, Part eE.

575  
576 **B. Functions**

577  
578 When considering course additions, revisions or deletions to the University  
579 curriculum, the University Course Review Committee shall be responsible  
580 for insuring that all of the requisite endorsements have been obtained (UW  
581 Regulation 6-806, Section 2II, Part Ed.), that the proposal does not  
582 present any unjustified duplication with other academic units, and that the  
583 request is consistent with the current University guidelines regarding courses.  
584 The University Course Review Committee is additionally charged with the  
585 development and maintenance of the Course Review Guidelines (see UW  
586 Regulation 6-806, Section 2II, Parts Ff. through iI.), and with the routine  
587 examination and maintenance of the Course Review Process itself.  
588

589 **C. Powers**

590  
591 The University Course Review Committee shall make its recommendations  
592 relating to the addition, revision, and deletion of courses to the ~~Provost and~~  
593 Vice President for Academic Affairs. These recommendations will be  
594 rendered in the context of the University's comprehensive development. In

595 making these recommendations, the University Course Review Committee  
596 will take into consideration the Wyoming community colleges and the  
597 educational needs of the State of Wyoming as well as University  
598 considerations. All committee actions will be reported to the Faculty Senate  
599 regularly.

600  
601 **D. Composition**

602  
603 The University Course Review Committee will consist of the representatives  
604 from each of the seven colleges. Each college will select its own  
605 representative along with an alternate. If representation from any of these  
606 colleges cannot be found, then the Committee on Committees is directed to  
607 select members in as representational fashion as possible. The Chair of the  
608 University Studies Committee, the Chair of the Graduate Council, the  
609 Registrar, the Dean of the Libraries, the Dean of the Outreach School, the  
610 Director of the American Heritage Center, an ASUW representative, and the  
611 Coordinator of Community College Articulation shall be *ex officio* members  
612 without vote. The Chair is an *ex officio* member of the Academic Planning  
613 Committee and the Executive Committee of the Faculty Senate.

614  
615 **XIV. UNIVERSITY STUDIES COMMITTEE** (See also UW Regulation 6-407, “University  
616 Studies Program.”)

617  
618 **A. Rationale**

619  
620 The University Studies Program requires completion of specific requirements  
621 in identified areas of study in accordance with criteria approved by the  
622 University Faculty Senate. In cooperation with the Board of Trustees and  
623 academic administrators, the Faculty Senate is responsible for making  
624 decisions regarding curriculum.

625  
626 **B. Functions**

627  
628 The University Studies Committee shall:

- 629
- 630 | 1. ~~Oversee an~~ Oversee an ~~Develop and maintain a planning, review, and assessment~~  
631 process for the University Studies Program;
  - 632 2. Define the philosophy, learning outcomes desired, and criteria for  
633 courses in the relevant areas of study, with Faculty Senate approval;
  - 634
  - 635 3. Identify and approve courses for the Program;
  - 636
  - 637 4. Consult with and advise academic departments concerning the needs  
638 and requirements of the Program;
  - 639
  - 640 5. Grant approval of alternative courses or pilot programs to fulfill

641 University Studies requirements for a limited time;

- 642
- 643 6. Appoint *ad hoc* sub-committees as needed to accomplish the goals of
- 644 UW Regulation 6-407, ~~§III.Bb.1-5i-v.~~ and to select and review courses
- 645 that meet the criteria approved by the Faculty Senate.
- 646
- 647 7. Develop and maintain appropriate linkages with the Academic
- 648 Planning Committee, the Faculty University Course Review
- 649 Committee, and the Student Interaction Committee, with particular
- 650 regard to new courses or modification of courses considered for
- 651 approval as meeting requirements of the Program.
- 652
- 653 8. Make reports and recommendations to the Faculty Senate as may be
- 654 deemed appropriate or as requested.
- 655
- 656 9. Consider and grant such waivers of requirements of the University
- 657 Studies Program to petitioning students as warranted by unusual and
- 658 extenuating circumstances, upon recommendation of the University
- 659 Studies Coordinator (see UW Regulation 6-407, ~~4.b.~~).
- 660

661 **C. Composition**

662

663 The committee shall consist of 11 voting members. Members of the University

664 Studies Committee will include one academic personnel member from each of

665 the six undergraduate colleges (two from Arts and Sciences), the Libraries, the

666 Outreach School, and one of the non-college academic units (e.g., the American

667 Heritage Center or Honors Program), ~~and the Outreach School, with the~~

668 ~~exception that the College of Arts and Sciences shall have two representatives. A~~

669 ~~student designated by the Associated Students of the University of Wyoming~~

670 ~~Senate ASUW shall be a member with vote voting member.~~ Each college or

671 group will elect their own representatives, and these names will be forwarded to

672 the Executive Committee of the Faculty Senate for approval. Faculty

673 representatives shall serve staggered three-year terms. *Ex officio* members of the

674 committee shall include: the First Year Seminar Coordinator and the

675 Communications Coordinator; representatives from the offices of: the Vice

676 President for Academic Affairs, the Registrar, the Academic Planning

677 Committee, the Deans' Council, Academic Advising, and the Wyoming

678 community colleges. *Ex officio* members do not have a vote. Vice presidents,

679 deans, associate and assistant deans, and directors shall not be eligible to serve

680 on the committee.

681

682 The committee shall elect its chairperson. The Chair or his/her designee shall

683 serve as an *ex officio* member of the University Course Review Committee.

684 The University Studies coordinator shall serve as secretary of the committee

685 and maintain a record of the minutes of meetings. The Executive  
686 Committee of the Faculty Senate shall fill temporary vacancies on the  
687 University Studies Committee.  
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**Source:**

708 University Regulation 702; adopted 5/6/09 Board of Trustees meeting  
709 Revisions adopted 9/17/10 Board of Trustees meeting  
710 Revisions adopted 11/18/10 Board of Trustees meeting  
711 Revisions adopted 9/13/13 Board of Trustees meeting  
712 Revisions adopted 09/12/14 Board of Trustees meeting  
713 Revisions adopted 03/25/15 Board of Trustees meeting  
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5 **UW REGULATION 6-703**  
6 **Establishment of University Standing Advisory Committees**

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10 **I. PURPOSE.**

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12 This regulation shall establish standing advisory committees with specific duties and  
13 composition as specified in the following sections for each individual committee.

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22 **II. RESEARCH ADVISORY COMMITTEE.**

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24 **A. Rationale.** Active participation in research by members of the University faculty,  
25 staff, and student body helps to fulfill several of the essential elements of the  
26 University's mission: 1) to advance the general knowledge of mankind; 2) to  
27 stimulate the creativity of the University's faculty, staff, and student body; 3) to  
28 enhance the University's learning environment; and 4) to improve the national and  
29 international stature of the institution. Research efforts at the University will  
30 benefit greatly from guidance that is compatible with the educational elements of  
31 the University's mission. Simultaneously, in order to sustain growth and  
32 development for all members of the University community, research efforts must  
33 encourage the other elements of the University mission.

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46 **B. Functions.** The committee shall work to strengthen the University by  
coordinating the general research effort and shall work to elevate the research  
standing of the University, nationally and internationally. In order to be  
effectively knowledgeable about the various aspects of research at the University,  
the committee shall maintain an awareness of the aims and objectives of the  
Office of Research and Economic Development. The committee shall provide  
continuing evaluation of the process of administrative review of proposals for  
grants and contracts and shall act to provide suggestions for the most efficient  
means of completing this process. The committee shall act as the liaison between  
the faculty and the University administration on matters pertaining to research.  
The committee shall act in an advisory capacity to the Faculty Senate and to the  
University administration, specifically to the Faculty Development Committee  
and the Vice President for Research and Economic Development, respectively, on  
matters pertaining to research. "Research" shall be construed to include all of the  
various forms which are taken by research in the various departments and units of  
the University. "Matters pertaining to research" shall be construed to include the  
following topics, but is not limited to these topics: research proposals, research  
grants and contracts, patents, copyrights, conflicts of interest which involve  
research, and awards for research excellence. The committee shall review such  
proposals as may be directed to their attention by the Vice President for Research  
and Economic Development, including, but not limited to, all proposals which are  
submitted for the Faculty Grant-in-Aid program and the Challenge Grant  
program. It shall make recommendations to the Vice President for Research and  
Economic Development with regard to the distribution of funds which are

47 allocated for these programs. The committee shall review such nominations for  
48 awards as may be directed to their attention by the Vice President for Research  
49 and Economic Development.

50  
51 **C. Powers.** The committee's dual responsibility is to the faculty and to the  
52 administration. It shall act in an advisory capacity: a) to the President of the  
53 University; b) to the Vice President for Research and Economic Development; c)  
54 to the Faculty Senate; and d) to other appropriate officials and bodies.

55  
56 **D. Composition.** The committee shall consist of 11 voting members. Each of the  
57 seven colleges (two from Arts and Sciences), the Libraries, the American  
58 Heritage Center (Archivists), and the Outreach School will be given the  
59 opportunity to be represented. If representation from any of these groups cannot  
60 be found, then the Committee on Committees is directed to appoint members in as  
61 representational fashion as possible. The ~~Provost~~ and Vice President for  
62 Academic Affairs and the Vice President for Research and Economic  
63 Development shall be *ex officio* members. Faculty members shall be appointed by  
64 the Committee on Committees and shall serve three-year staggered terms. The  
65 chair of the Research Advisory Committee shall serve as an *ex officio* member of  
66 the Faculty Development Committee of the Faculty Senate.

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89 **Source:**  
90 University Regulation 703, Revision 2; adopted 7/17/08 Board of Trustees meeting  
91 Revisions adopted 9/17/10 Board of Trustees meeting  
92 Revisions adopted 11/18/10 Board of Trustees meeting

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**UW REGULATION 6-802**  
**Procedures and Authorized University Actions**  
**in Cases of Student Academic Dishonesty**

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**I. PURPOSE**

To establish the policies and procedures for actions in situations of student academic dishonesty.

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**II. GENERAL INFORMATION**

All members of the University community are responsible for upholding the values of academic integrity. The faculty considers academic integrity a matter of common concern, not merely a private issue between instructor and student. Honesty in all academic endeavors is a component of academic integrity that is vital to the educational functions of the University. Whatever form academic dishonesty may take, the faculty considers it as establishing a student's failure to demonstrate the acquisition of knowledge and the failure to apply it to an academic endeavor. It is a student's responsibility to learn the standards of conduct for the performance of academic endeavors; it is an instructor or faculty member's responsibility to make reasonable effort to make known the standards of conduct for the performance of academic endeavors. Through an atmosphere of mutual respect we enhance the value of education and maintain high standards of academic excellence. Failure on the part of the student to observe and maintain standards of academic honesty, as hereafter defined or made known by an instructor responsible for a course or other academic endeavor, requires corrective action as hereafter authorized.

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**III. SCIENTIFIC OR RESEARCH MISCONDUCT**

Allegations of student academic misconduct involving federal grants and scientific misconduct or research misconduct shall be referred to the Vice President for Research and Economic Development to be handled pursuant to the University of Wyoming policy for responding to allegations of scientific or research misconduct. Further action under this UW Regulation is dependent on the outcome of that process. Sanctions under this UW Regulation may be imposed when an allegation of scientific misconduct has been substantiated. Only the sanction is appealable under this UW Regulation. A student may not appeal the finding of scientific misconduct. If no scientific misconduct has been substantiated, but issues of academic dishonesty remain, this UW Regulation may be utilized.

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**IV. DEFINITIONS**

**A. ACADEMIC DISHONESTY.** An action attempted or performed that misrepresents one's involvement in an academic endeavor in any way, or assists another student in misrepresenting his or her involvement in an academic endeavor. Examples of academic dishonesty include, but are not limited to:

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1. Plagiarism: presenting the work (i.e., ideas, data, creations) of another, wholly or in part, as one's own work without customary and proper acknowledgement of sources and extent of use, unless authorized by the instructor.
  2. Cheating: using information, study aids, notes, materials, devices, or collaboration not explicitly approved by the instructor. For example: doing a class assignment for someone else or allowing someone to copy one's assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies of an examination before or after its administration.
  3. Fraud: altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution one's past or current academic or professional activities; impersonating someone or allowing oneself to be impersonated for an examination or other academic endeavor; using a ghost writer, commercial or otherwise, for any type of assignment.
  4. Violation of Standards: violations against ethical and professional standards required by individual University programs, academic courses, and clinical programs that may result in qualification for entry into a profession that maintains standards of conduct.
  5. Multiple Submissions: submitting, wholly or in part, the same academic endeavor to earn credit in two or more courses without explicit approval by all concerned instructors.
  6. Interference or Obstruction: interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include but is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student.
  7. Complicity: assisting another person in any act of academic dishonesty as defined above.
- B. ACADEMIC ENDEAVOR.** Any student activity undertaken to earn University credit or meet some other University program requirement. Examples of academic endeavors include, but are not limited to:
1. Course assignments (written and/or oral, projects, research, exhibitions of work)
  2. Exams (written and/or oral, quizzes)
  3. Clinical assignments (internships, rotations, practical)

- 93                   **4.**     Presentations (on and off campus)  
94                   **5.**     Publications  
95  
96                   **6.**     Independent study coursework  
97  
98                   **7.**     Plan B papers or projects, theses, dissertations  
99  
100                  **8.**     Student media associated with academic credit  
101  
102                  **C.**     **APPEAL.** A written request by a student for review of the findings by the hearing  
103                   officer.  
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105                  **D.**     **CHARGE OF ACADEMIC DISHONESTY.** Action taken when an instructor has  
106                   reasonable grounds to believe that a student has committed any act pursuant to  
107                   IV4.A.  
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109                  **E.**     **COLLEGE OR INTERDISCIPLINARY PROGRAM.** The college or  
110                   interdisciplinary program awarding credit or benefit for the academic endeavor.  
111  
112                  **F.**     **FINDING OF ACADEMIC DISHONESTY.** A written description of the specific  
113                   acts and evidence of academic dishonesty, along with supporting materials and  
114                   any sanction imposed by the appropriate hearing or appeals body.  
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116                  **G.**     **HEARING.** A hearing is at a minimum an administrative review by the Dean of  
117                   College or designee, or Administrator of an Interdisciplinary Program of a charge  
118                   of academic dishonesty and a written response from the student. Nothing in this  
119                   definition shall preclude individual colleges from establishing additional  
120                   procedures related to academic dishonesty. If additional procedures are in place,  
121                   they shall be utilized in place of the minimum hearing.  
122  
123                   **1.**     College Hearing: Established by the individual college  
124  
125                   **2.**     Interdisciplinary Program Hearing: Established by the program director  
126  
127                  **H.**     **INSTRUCTOR.** The instructor is the person responsible for the evaluation of the  
128                   academic endeavor. Examples include but are not limited to: professors,  
129                   instructors, librarians, archivists, academic professionals, externship or clinical  
130                   supervisors, graduate assistants or course directors.  
131  
132                  **I.**     **NOTIFICATION.** Notification shall be in writing and is satisfied when delivered  
133                   to the student in person with signed acknowledgment by the student or by  
134                   certified United States mail to the student’s local address on file with the  
135                   University. If no local address is on file, notification will be sent to the student’s  
136                   permanent address.  
137                  **J.**     **OFFENSE.** An offense occurs when a student, in consultation with the instructor  
138                   and Department Head or designee, submits a written admission of academic

139 dishonesty and/or the student is found to have committed academic dishonesty  
140 pursuant to V5.D.

141  
142 **K.** SANCTIONS. Any authorized actions outlined in Section VI6, or combinations  
143 thereof, imposed as a consequence of a determination under UW Regulation 6-  
144 802 that academic dishonesty has occurred.

145  
146 **L.** CENTRAL REPOSITORY. Maintenance of disciplinary records will be in the  
147 Central Repository. Disciplinary records will be maintained in the Office of the  
148 Dean of Students for seven years and then destroyed unless the Dean of Students  
149 determines there is good reason to retain the records beyond that date. Access is  
150 limited to the Dean of Students and the academic deans and/or designees and any  
151 other employees of the University who have a need to know as determined by the  
152 Vice President of Academic Affairs.

## 153 154 **V. ADMINISTRATIVE PROCEDURES**

155  
156 **A.** SUSPICION OF ACADEMIC DISHONESTY. Whenever an instructor has  
157 reason to suspect that an act of academic dishonesty has been committed in a  
158 course, clinical or academic program for which ~~s/he~~the instructor is responsible  
159 for supervision or assignment of an academic evaluation, the instructor shall  
160 investigate the matter and discuss the matter with the student and, at the  
161 instructor's discretion, come to one of the following resolutions:

- 162  
163 **1.** If in the judgment of the instructor, the charge of academic dishonesty is  
164 not justified and/or there is insufficient evidence of academic dishonesty,  
165 then no further action is warranted.
- 166  
167 **2.** If, in the judgment of the instructor, sufficient evidence of academic  
168 dishonesty exists, then the instructor pursues the charge of academic  
169 dishonesty.

170  
171 **B.** ESTABLISHING AN ACADEMIC CHARGE. Pursuant to the charge of  
172 academic dishonesty the instructor shall consult with the Department Head or  
173 designee and with the concurrence of the Department Head or designee shall  
174 prepare a charge of academic dishonesty and recommended sanction for  
175 submission to the Dean of College or designee.

176  
177 **C.** INITIAL PROCESS. Upon receipt of the charge of academic dishonesty and  
178 recommended sanction, the Dean of College or designee shall:

- 179  
180 **1.** Check the Central Repository to determine if the charge is the student's  
181 first or second or subsequent offense.
- 182 **2.** Notify student in writing with a brief summary of the charge of academic  
183 dishonesty and recommended sanction and provide the student with a copy  
184 of UW Regulation 6-802.

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- a. First Offense. If the Dean of College determines that the charge of academic dishonesty is the student's first offense, the Dean of College or designee shall notify the student of the charge of academic dishonesty and recommended sanction.
  - 1) The student may, within five (5) calendar days of notification, request a meeting with the instructor and/or Dean of College or designee to discuss the charge of academic dishonesty and recommended sanctions. At this meeting, the student may:
    - a) Accept the charge of academic dishonesty and recommended sanctions approved by the dean or designee as filed. The student will do this by signing a waiver recognizing ~~his/her~~the student's behavior as academic misconduct and waiving ~~his/her~~the student's right to a hearing, which is then forwarded to the Central Repository by the Dean of College or designee.
    - b) Disagree with the charge of academic dishonesty and recommended sanction and submit a request for a college hearing to the Dean of College or designee within fifteen (15) calendar days.
  - 2) If the student does not request a meeting as described in part (A), the Dean shall implement the procedures necessary for a hearing as described in section D below.
- b. Second and subsequent charges. If the Dean of College determines that the present charge of academic dishonesty is preceded by a finding of academic dishonesty from a previous incident, then the Dean of College or designee shall notify the student of the charge of academic dishonesty and of the mandatory sanctions associated with a second finding.
  - 1) The student may request a meeting with the instructor and Dean of College or designee to discuss the charge of academic dishonesty and recommended sanctions within five calendar days of notification. At this meeting, the student may:
    - a) Accept the charge of academic dishonesty, mandatory sanction and additional recommended sanction approved by the dean or designee. The student will do this by signing a waiver recognizing ~~his/her~~the student's behavior as academic misconduct and waiving ~~his/her~~the student's right to a hearing, which is then forwarded to the Central Repository by the Department Head or designee.

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b) Disagree with the charge of academic dishonesty and recommended sanction, and submit a request for a college hearing to the Dean of College or designee within fifteen (15) calendar days.

2) If the student does not request a meeting as described in part (A), the Dean shall implement the procedures necessary for a hearing as described in section D below.

**D. HEARING.**

**1. HEARING OFFICER.** In cases where a hearing is required or requested by the student, the Dean of College will designate an impartial hearing officer, who will hold a hearing to determine whether academic dishonesty has occurred.

**1.2. NOTIFICATION TO STUDENT.** -The student shall be notified in writing of the following:

- a. A description of the specific acts of alleged academic dishonesty, the date and place of occurrence, and the names of witnesses;
- b. The recommended sanction;
- c. The time, date, and location of the hearing; and
- d. The identity of the designated hearing officer.

**2.3. PREHEARING PROCEDURES.** -The Wyoming Rules of Administrative Procedure shall not apply to this proceeding and discovery shall be limited to the following:

- a. Prior to the hearing the parties will exchange a list of witnesses for the hearing, a brief summary of the information each witness is expected to provide, and any documents to be presented at the hearing.
- b. Witnesses shall testify in person or by telephone at the hearing, however, if a witness is unavailable for testimony, the hearing officer may authorize taking testimony in advance.
- c. The parties may jointly communicate with the hearing officer by telephone on any prehearing matters.
- d. The student may petition the hearing officer to excuse him/herself by presenting evidence of bias. The hearing officer shall decide whether to excuse him/herself. In that case, the dean will choose another hearing officer.

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- e. If the student would like to be accompanied at the hearing by a mentor, advisor, counselor, or attorney at law of his/her the student's choice, ~~she/he~~ the student must notify the hearing officer at least twenty-four (24) hours prior to the hearing. The role of the mentor, counselor, advisor, or attorney at law shall only be to consult with the student, not to represent the student.

**3.4. THE HEARING PROCEDURES.**

- a. The hearing shall be open to the student, a mentor, advisor, counselor, or attorney at law and the instructor who made the charge. The hearing may also be open to others at the discretion of the hearing officer.
- b. The instructor or department designee shall put forth the evidence supporting the charge of academic dishonesty. The student and instructor/departmental designee may ask questions of any witness. The student may present any relevant information in opposition to the charge of academic dishonesty.
- c. The standard of proof shall be "substantial evidence" which is such evidence that a reasonable mind might accept as adequate to support a conclusion.
- d. One of the following findings shall result from the decision from the Hearing:
  - 1) Finding of no academic dishonesty and dismissal of the charge.
  - 2) Finding of academic dishonesty and concurrence with the recommended sanction.
  - 3) Finding of academic dishonesty and modification of the recommended sanction.
- e. The hearing will result in a report being prepared, by the hearing officer, which includes a summary of the evidence presented against and for the student, the findings made, and any recommended sanctions from the hearing officer and instructor.

- E. ~~Notification of Findings~~ NOTIFICATION OF FINDINGS.:** The Dean of College will notify the student and the instructor of the findings from the hearing.
- 1. If the charge was not upheld by the hearing, the Dean of College or designee will dismiss the charge of academic dishonesty and shall have the record expunged and notify the student in writing.

- 323 2. If the finding was upheld, the student has thirty (30) calendar days from  
 324 the date of the notification to file an appeal pursuant to Section F. below.  
 325
- 326 a. If the student does not file an appeal, the Dean of College or designee  
 327 shall forward the report, findings and recommended sanctions to the  
 328 ~~Provost and~~ Vice President for Academic Affairs and to the Dean of  
 329 Students. The student may submit to the ~~Provost and~~ Vice President for  
 330 Academic Affairs a request, with rationale, for sanctions different from  
 331 those recommended by the hearing officer. If the appeal for a different  
 332 sanction is based on a finding of scientific misconduct, the appeal shall be  
 333 to a Vice President, designated by the President, other than the ~~Provost~~  
 334 ~~and~~ Vice President for Academic Affairs. The ~~Provost and~~ Vice President  
 335 for Academic Affairs shall decide upon sanctions no harsher than those  
 336 recommended by the hearing officer. Sanctions involving suspension or  
 337 dismissal must be justified by a written rationale, based on specific  
 338 findings of the hearing, the nature of the offense, and the student’s record,  
 339 and are subject to approval of or modification by the President of the  
 340 University.  
 341
- 342 b. If the student files an appeal (Section F.), the Dean of College or designee  
 343 shall forward the report of all proceedings to the ~~provost and~~ Vice  
 344 President for Academic Affairs.  
 345
- 346 c. If the instructor has opted for the sanction of the assignment of “F” or “U”  
 347 grade for the course, an “I” grade will be submitted until the completion of  
 348 the appeals process, when the ~~Provost~~ Vice President for Academic  
 349 Affairs shall either exercise the sanction of “F” or “U” or remove the “I”  
 350 grade as per the report from the final appeal.  
 351
- 352 1) If the alleged act of academic dishonesty occurs during finals week  
 353 or within a time frame in which the opportunity for a fair hearing  
 354 would be difficult, the instructor may submit a grade of “I” until  
 355 the appeals process can be effectuated.  
 356 2) If a student charged with academic dishonesty withdraws from the  
 357 course in question, and the charge is eventually upheld, the “W”  
 358 grade reverts to the grade of “F.”  
 359

360 **F. APPEAL:** -An appeal of the final decision of the college can be lodged to the  
 361 ~~Provost~~ Vice President for Academic Affairs or designee or hearing panel.<sup>†</sup> The  
 362 Vice President for Academic Affairs may designate one or more faculty members  
 363 to conduct appeals for academic dishonesty matters. This appeal shall be in a  
 364 written appeal, and filed, within thirty (30) calendar days after the college  
 365 decision is rendered, that sets forth facts substantiating the claim. A copy shall be  
 366 provided by the student to the original hearing officer. The original hearing

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<sup>†</sup> ~~Provost and Vice President for Academic Affairs may designate one or more faculty members to conduct appeals for academic dishonesty matters.~~

367 officer shall have fifteen (15) days to provide a written response including a copy  
368 | to the student. At the discretion of the ~~Provost and~~ Vice President for Academic  
369 Affairs or designee or hearing panel, they may seek written or oral presentation  
370 for clarification of the record from both parties.

- 371 **1.** An appeal of the finding of academic dishonesty can be lodged solely  
372 upon the following grounds:  
373
- 374 **a.** The student was not given written notice of a hearing or an opportunity for  
375 a hearing.
  - 376 **b.** The report of the college level hearing fails to describe any act of the  
377 student's which could be construed as academic dishonesty.
  - 378 **c.** The findings from the hearing were not supported by substantial evidence,  
379 were the result of prejudice toward the student, capricious evaluation, or  
380 capricious treatment, and such allegations must include specific examples  
381 of the capricious actions or substantive factual errors.
- 382
- 383 **2.** If the ~~Provost and~~ Vice President for Academic Affairs or designee or  
384 hearing panel hearing the final appeal upholds the finding of academic  
385 | dishonesty or determines that it does not have the jurisdiction to hear the  
386 appeal, the ~~Provost and~~ Vice President for Academic Affairs or designee  
387 | or hearing panel will dismiss the appeal, and have the finding filed with  
388 | the Dean of Students in the Central Repository.
- 389 **a.** Whenever the Dean of College ascertains from the Central Repository that  
390 a student has committed academic dishonesty for a second time, ~~she~~the  
391 student will promptly notify the ~~Provost and~~ Vice President for Academic  
392 Affairs who shall cause the suspension of the student from the University  
393 | for a period of one (1) calendar year. This action is subject to the approval  
394 | of or modification by the President of the University.
  - 395 **b.** If the Dean of College ascertains that the student has not committed  
396 academic dishonesty for a second time, the student may submit to the  
397 ~~Provost and~~ Vice President for Academic Affairs a request, with rationale,  
398 for sanctions different from those recommended by the hearing officer.  
399 The ~~Provost and~~ Vice President for Academic Affairs shall decide upon  
400 sanctions no harsher than those recommended by the hearing officer.  
401 | Sanctions involving suspension or dismissal must be justified by a written  
402 | rationale, based on specific findings of the hearing, the nature of the  
403 | offense, and the student's record, and are subject to approval of or  
404 | modification by the President of the University.
- 405
- 406 **3.** If the ~~Provost and~~ Vice President for Academic Affairs or designee or  
407 hearing panel reverses the finding of academic dishonesty, the Vice  
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412 President for Academic Affairs or designee or hearing panel will dismiss  
413 the finding of academic dishonesty and expunge the record.

- 414  
415 | **G.** CENTRAL REPOSITORY: Any final sanction in decisions of academic  
416 dishonesty must be sent to the Central Repository held in the office of the Dean of  
417 Students.

418  
419 **VI. AUTHORIZED SANCTIONS**

- 420  
421 **A.** Any of the following sanctions or combination thereof may be imposed for a first  
422 offense. The severity of the offense and other relevant circumstances should be  
423 considered.

- 424  
425 1. Extra or alternative work.  
426  
427 2. Grade reduction of the academic endeavor.  
428  
429 3. A failing grade for the academic endeavor.  
430  
431 4. No credit for the academic endeavor.  
432  
433 5. Grade reduction for the course.  
434  
435 6. A failing grade for the course.  
436  
437 7. Suspension of the benefit of the program, clinical, or academic endeavor.  
438  
439 8. Termination from the program.  
440  
441 9. Suspension from University.  
442  
443 10. Dismissal from University.

- 444  
445 | **B.** Mandatory Sanction for Second Offense\_ Whenever the Dean of College or  
446 designee ascertains from the Central Repository that a student has committed  
447 academic dishonesty for a second time, ~~she~~the student will promptly notify the  
448 ~~Provost and~~ Vice President for Academic Affairs. The ~~Provost and~~ Vice  
449 President shall direct who shall cause the suspension of the student from the  
450 University for a period of one calendar year. This action is subject to the approval  
451 of or modification by the President of the University.

- 452 **C.** The foregoing actions shall not preclude the administrative consequences which  
453 may result in the loss of benefits from such programs, scholarships and other  
454 opportunities afforded students.

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456 **VII. INDIVIDUAL COLLEGE REGULATIONS**

457 Regulations of individual colleges may establish additional standards identifying  
458 academic dishonesty, as well as other standards for student conduct deemed appropriate  
459 for students whose degree program will result in qualification for entry into a profession  
460 which maintains standards of conduct. Any such regulations which incorporate academic  
461 | dishonesty must provide, as a minimum, the sanctions described in Section VI  
462 (Authorized Actions), and must otherwise afford notice and a fair hearing. Such  
463 regulations shall become effective upon approval as a University regulation.  
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489 **Source:**  
490 University Regulation 802; adopted 10/17/08 Board of Trustees meeting  
491 Revisions adopted 11/18/10 Board of Trustees meeting