

1 **Faculty Senate Bill 340**

2 **Introduced by**
3 **Faculty Academic Standards,**
4 **Rights and Responsibilities Committee**

5
6 **A BILL TO REVISE UW REGULATION 6-701, *Faculty Senate Bylaws*;**
7 **UW REGULATION 6-702, *Establishment of Faculty Senate Committees*; AND**
8 **UW REGULATION 6-703, *Establishment of University***
9 ***Standing Advisory Committees***
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13 **WHEREAS,** due to the reorganization of Academic Affairs and the elimination of the Outreach
14 School, distance education functions and UW-Casper are no longer formally represented on
15 Faculty Senate standing committees; and

16
17 **WHEREAS,** distance education functions and UW-Casper need to be represented on senate
18 committees;

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20 **THEREFORE,** be it enacted that distance education faculty from UW Laramie and faculty at
21 UW-Casper, selected through collaboration between the Office of Distance Education Support
22 and the faculty at UW-Casper according to UW Regulation 6-701, *Faculty Senate Bylaws*, shall
23 be given the opportunity to serve on Faculty Senate standing committees as described in the
24 attached amended UW Regulations 6-701, 6-702 and 6-703.

***AUTHENTICATION:** The foregoing Faculty Senate Bill 340, duly adopted by the Faculty Senate of the University of Wyoming under date of September 25, 2017, is hereby transmitted to the President of the University of Wyoming for review in accordance with UW Regulations.*

*/s/ original 9/26/2017
Janet Dewey
Secretary of the Faculty Senate*

UW REGULATION 6-701
Faculty Senate Bylaws

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

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

V. OFFICERS' DUTIES

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

- A.** The Chair shall preside at meetings of the Faculty Senate and of its Executive Committee.
- B.** The Chair-Elect shall preside at meetings of the Faculty Senate and of its Executive Committee in the event of the absence of the Chair, or at his/her request, and shall take on such other Senate tasks as requested by the Chair.
- C.** The Secretary shall record the roll call, proceedings and votes upon bills of the Faculty Senate, and shall receive and keep all communications and reports to and from the Faculty Senate.

VI. ELECTION PROCEDURES

The Chair-Elect shall be responsible for soliciting nominations of at least two candidates for each of the offices to be filled. If the Chair-Elect is unable after good faith effort to identify at least two candidates for each office to be filled, the Senate may proceed with an election for any office for which there is only one candidate nominated. The Chair-Elect shall send a report of these nominations to the Faculty Senate Coordinator who shall cause the names of the nominees to be published at least one week prior to the Senate meeting preceding the election meeting. Additional nominations of officers may be made from the floor at that meeting. All nominations, both from the nominating committee and from the floor, shall be accompanied by a written statement from the candidate regarding background, Senate and University contributions, and goals for the position sought. Such statements should be distributed at the time the candidate is nominated or within one week. At the nominating meeting, candidates for all offices will be introduced and, if time permits, given a chance to speak to the nomination. At the meeting when elections are to be held, voting shall be carried out by written, secret ballot.

VII. TERM OF OFFICE

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

VIII. EXECUTIVE COMMITTEE

- A.** The Executive Committee shall consist of the following: The Chair, the Chair-Elect, the immediate Past-Chair, the Secretary of the Faculty Senate, and four members-at-large who shall be elected from the voting membership of the Faculty Senate for staggered two-year terms. Any sitting member of the Faculty Senate is eligible to be elected as member-at-large to the Executive Committee for the following two-year term. Should the Faculty Senate term of any Executive Committee member other than the Chair or Chair-Elect expire before or during the period in which the member is serving on the Executive Committee, he/she shall remain a voting member of the Executive Committee for the remainder of his/her term on the Executive Committee, and shall attend Faculty Senate meetings but shall not vote on matters decided by vote of the Faculty Senate unless re-elected to a new term as a faculty senator by his/her academic unit. The Chairs of the Academic Planning Committee, the Budget Planning Committee, the Committee on Committees, the FASR&R Committee, the Faculty Development Committee, the Graduate Council, the Library Council, the Student Interaction Committee, the Academic Information Technology Committee, and the University Course Review Committee shall serve as ex officio members of the Executive Committee, with voting rights as specified in UW Regulation 6-702(3)(J).
- B.** The Chair of the Faculty Senate shall serve as the Chair of the Executive Committee.
- C.** The Executive Committee shall have general supervision of the affairs of the Faculty Senate and its standing committees; fix the hour and place, and prepare the agenda for the Faculty Senate meetings; and perform such other duties as are specified in the Bylaws or may be assigned to it by the Faculty Senate.

IX. FACULTY SENATE COORDINATOR.

- A.** The University shall appoint a staff member to serve as the Faculty Senate Coordinator. The role of the Faculty Senate Coordinator is the coordination, management, and execution of the administrative support functions of the Faculty

Senate, the Faculty Senate chair, the Executive Committee, and the Committee on Committees.

- B. The Faculty Senate Coordinator shall be a non-voting member of the Executive Committee and the Committee on Committees.

X. COMMITTEE ON COMMITTEES

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

- A. Appointment of faculty members to standing committees as described in UW Regulation 6-702, subject to ratification by the Faculty Senate.
- B. Appointment of faculty members to those standing advisory committees as described in UW Regulation 6-703.
- C. Nominate faculty members to serve on administrative committees or boards:
 - 1. For those committees or boards where members are to be selected by the Faculty Senate; and
 - 2. For other committees when requested to do so by an appropriate administrative body.
- D. Be informed of the changes to, formation of, and charges to all committees appointed by the President, or a vice president for consideration, advice, or action upon matters pertaining to general University operations and programs, as distinguished from matters under the cognizance of an individual college; and responsible for the coordination of the activities between Faculty Senate committees and the foregoing committees whenever it appears there may be conflict or duplication in assigned functions or purposes of committees.
- E. Preparation of appropriate bills for adoption by the Faculty Senate describing the duties, powers, membership and functions of all Faculty Senate standing committees and standing advisory committees; and
- F. Maintenance of a continuing review of the need and functioning of Faculty Senate standing committees and standing advisory committees.

Composition. The Committee on Committees shall consist of ~~10~~11 members selected by this committee and approved by the Executive Committee of the Faculty Senate. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, and the Office of Distance Education Support/UW-Casper will be given the opportunity to be represented. If representation from any of these areas cannot be found, then the Committee on Committees is directed to select members in as representational fashion as possible. The chair of the Committee on Committees shall serve as an ex

officio member of the Executive Committee of the Faculty Senate. The chair-elect of the Senate shall be an ex officio member of the Committee on Committees.

XI. STANDING COMMITTEES

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

XII. AD HOC COMMITTEES

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

XIII. COMMITTEE REPORTS

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

XIV. COMMITTEE MEETINGS

All standing committees, with the exception of the Reappointment, Tenure and Promotion Committee, shall notify the Faculty Senate Executive Committee, in advance, their meetings and the matters they may have under consideration. These announcements shall be distributed to the Vice Presidents, the Deans, the Department and Division Heads/Chairs, and to all Faculty Senators. Any member of the University Faculty shall be entitled to appear before any standing committee and be heard upon any pending matter or upon matters within the functions and duties of the committee.

XV. CHAIRS OF STANDING COMMITTEES

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

XVI. MEETINGS

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

XVII. NOTICE OF MEETINGS

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

XVIII. JOINT MEETINGS.

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

XIX. VOTING LIMITATIONS

- A.** No vote shall be called for in the Faculty Senate upon any matter unless the substance thereof has been introduced in written form at a prior meeting or circulated to the Faculty Senate not less than one week prior to a meeting by a Senator for action by the Faculty Senate unless it appears to the presiding officer that the matter is not legislative in nature. A Bill or Resolution may be introduced to the Faculty Senate that has not been circulated prior to a meeting upon consent of three-fourths of the members of the Faculty Senate present.
- B.** No vote on any matter pending before the Senate shall be taken unless at least two-thirds of the voting members be present.
- C.** An academic unit may elect an alternate faculty member, with voting privileges, to replace a Senator representing their academic unit for any Senate meeting at which the Senator cannot attend. Any member attending a Senate meeting as an alternate for an elected Senator shall announce during the roll call that he or she is attending the meeting as an alternate. Such alternates will be counted in the two-thirds quorum required for a vote to be taken on any Senate matter.
- D.** Any Senator may appoint any other Senator to act as a proxy and vote for him/her on any Senate matter. Any member attending a Senate meeting as a proxy for an elected Senator shall announce during the roll call that he or she is attending the meeting as a proxy. Senators with proxies acting in their behalf may not be counted toward the two-thirds quorum voting requirement.
- E.** When voting on bills, any member may require a show of hands by requesting such action to the presiding officer. A roll call vote can be initiated by a motion with second, undebatable, if the motion is sustained by at least 20 percent of the voting members present.

XX. INTRODUCTION OF BILLS (THE TERM "BILL" SHALL INCLUDE "RESOLUTIONS")

- A. Matters presented for consideration of the Faculty Senate shall normally be introduced in the form of a written bill, the purpose of which is to establish a regulation, make recommendations to other authorities, or accomplish such other objectives as may be appropriate. Each bill shall identify the sponsoring Senator and shall contain a title descriptive of its content and purpose which title shall be read at the time of introduction.
- B. The Faculty Senate Coordinator shall record the introduction of each bill and assign an appropriate identification number to it.
- C. In the absence of consent to vote at the time of introduction, the presiding officer may lay the bill over to the next meeting, refer it to a standing committee for consideration and report, refer it to the Executive Committee for consideration, or take such action as directed by motion from the floor.

XXI. COMMITTEE REPORTS ON BILLS

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

XXII. GENERAL FILE AND PROCEEDINGS

- A. All bills reported by committees or those laid over from prior meetings shall be placed in a general file maintained by the 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.

XXIII. DISPOSITION OF APPROVED BILLS

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.

XXIV. DISAPPROVED BILLS

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

XXV. PARLIAMENTARY AUTHORITY

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

XXVI. REPORT OF SENATE ACTIONS

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

XXVII. COMMUNICATION BY MEMBERS

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

XXVIII. FLOOR PRIVILEGES

- A. Upon the recommendation of a Senate Committee or by approval of a majority of the members present, any person may address the Faculty Senate on a matter pending before it, subject to such time limitations as may be imposed by the presiding officer.
- B. Upon recommendation of the ASUW President or his/her representative, ASUW Executive Assistants for Academic Affairs, Housing, and External Affairs shall be allowed to speak on the Senate floor; however, no student officer other than the President of ASUW, as ex officio member of the Senate, may introduce legislation to the Faculty Senate.

XXIX. BYLAW AMENDMENTS

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

Source:

University Regulation 701, Revision 11; adopted 9/17/2010 Board of Trustees meeting
Revisions adopted 3/24/2016 Board of Trustees meeting
Revisions adopted 3/23/2017 Board of Trustees meeting

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. Library Council
- ~~I-J.~~ Reappointment, Tenure and Promotion Committee
- ~~J-K.~~ Student Interaction Committee
- ~~K-L.~~ University Course Review Committee ~~Library Council~~
- ~~L-M.~~ 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.

A. Goals of the Committee Structure

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

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

B. General Committee Functions

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

C. Individual Committee Responsibilities

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

D. Sub-committee Structure

The responsibilities of most faculty committees are intentionally broad in order to prevent duplication of effort and conflicting recommendations. Therefore, it may well be advisable for certain committees to establish sub-committees from their own membership to perform more specialized

functions or to handle particular 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 whenever its responsibilities require that it should, whenever directed to do so by the Faculty Senate, and in 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 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 April 15th, 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.

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

C. Powers

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

D. Composition

The committee shall consist of ~~11~~¹² voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, the Office of Distance Education Support/UW-Casper, and ASUW 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. The Vice President for Information Technology and Chief Information Officer shall be an *ex officio* member. Committee members shall serve staggered three-year terms, except for the student representative, who shall serve a one-year term. The Chair of the Academic Information Technology Committee shall serve as an *ex officio* member of the Administrative Information Technology Advisory Committee and the Faculty Senate Executive Committee.

V. ACADEMIC PLANNING COMMITTEE

A. Rationale

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

B. Functions

The committee's function is to review and make recommendations to the Faculty Senate on matters related to the structure and organization of the

academic activities of the University. This review will be carried out in the context of the University's comprehensive development. The committee will recommend policies regarding priorities for long range development. It will make recommendations concerning the initiation, quality, modification or termination of academic programs. When changes in programs are related to the University's physical facilities the committee will also make recommendations with respect to them. In making recommendations the committee will take into consideration the educational system and needs of the State of Wyoming as well as University considerations.

C. Powers

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

D. Composition

The Academic Planning Committee will consist of ~~11~~¹² voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, the Office of Distance Education Support/UW-Casper, and ASUW 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. The Provost and Vice President for Academic Affairs, the Vice President for Research and Economic Development, and Chairs of the Student Interaction Committee, Graduate Council, Budget Planning Committee, and University Course Review Committee shall be *ex officio* members. Faculty representatives shall be selected by the Committee on Committees and shall serve staggered three-year terms. The Chair of the Academic Planning Committee shall serve as an *ex officio* member of the Budget Planning Committee and the Executive Committee of the Faculty Senate.

VI. BUDGET PLANNING COMMITTEE

A. Rationale

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

B. Functions

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

C. Powers

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

D. Composition

The Budget Planning Committee shall consist of ~~12~~13 voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, the Office of Distance Education Support/UW-Casper, ASUW, and Staff Senate 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. Faculty representatives shall be selected by the Committee on Committees and shall serve staggered four-year terms. The Provost and Vice President for Academic Affairs, the Vice President for Administration, and the Chair of the Academic Planning Committee shall be *ex officio* members. The Chair of the Budget Planning Committee shall serve as an *ex officio* member of the Academic Planning Committee and the Executive Committee of the Faculty Senate.

VII. FACULTY ACADEMIC STANDARDS, RIGHTS, AND RESPONSIBILITIES COMMITTEE

A. Rationale

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

B. Functions

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

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

C. Composition

The Faculty Academic Standards, Rights, and Responsibilities Committee shall consist of 11 members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center and ASUW 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 Chair of this committee shall serve as an *ex officio* member of the Executive Committee of the Faculty Senate.

VIII. FACULTY DEVELOPMENT COMMITTEE

A. Rationale

The ongoing development of the faculty is critical to the educational well-being of the University. To maintain and provide the highest level of

educational experience, the faculty needs to be afforded the opportunity to learn and implement the latest advances in teaching methodology, and be enabled to compete in the national and international research arena. In order to attract and retain the highest quality faculty, it is necessary to promote an adequate and fair distribution of faculty salaries, and create meaningful incentive and merit systems.

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 ~~10~~11 members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, and the Office of Distance Education Support/UW-Casper 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.

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 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 Director of the American Heritage Center, and the Dean of University Libraries or their designees. The Associate Vice President for Graduate Education 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 the University.

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 Academic Affairs, the Dean of the Libraries, the Faculty Senate and the ASUW concerning its recommendations for changes in the Libraries' strategic plan, organization, and principles for allocation of resources.

C. Powers

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

D. Composition

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

XI. REAPPOINTMENT, TENURE AND PROMOTION COMMITTEE

A. Rationale

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

B. Functions

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

C. Powers

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

D. Composition

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

E. Frequency of Meetings

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

XII. STUDENT INTERACTION COMMITTEE.

A. Rationale

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

B. Functions

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

C. Composition

The Student Interaction Committee shall consist of 13 members. Each of the seven colleges (two from Arts and Sciences; none from the College of Law), the Libraries, the American Heritage Center, and ASUW (four representatives) 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. The Provost and Vice President for Academic Affairs, the Executive Director of International Student Services, the Director of Admissions, the Registrar, and the Director of Student Financial Aid shall be *ex officio* members without vote. Faculty representatives shall be selected by the Committee on Committees and shall serve three-year staggered terms. The Chair of the Student Interaction Committee shall serve as an *ex officio* member of the Academic Planning and Executive Committees of the Faculty Senate.

XIII. UNIVERSITY COURSE REVIEW COMMITTEE

A. Rationale

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

B. Functions

When considering course additions, revisions or deletions to the University curriculum, the University Course Review Committee shall be responsible for insuring that all of the requisite endorsements have been obtained (UW Regulation 6-806, Section II, Part E.), that the proposal does not present

any unjustified duplication with other academic units, and that the request is consistent with the current University guidelines regarding courses. The University Course Review Committee is additionally charged with the development and maintenance of the Course Review Guidelines (see UW Regulation 6-806, Section II, Parts F. through I.), and with the routine examination and maintenance of the Course Review Process itself.

C. Powers

The University Course Review Committee shall make its recommendations relating to the addition, revision, and deletion of courses to the Provost and Vice President for Academic Affairs. These recommendations will be rendered in the context of the University's comprehensive development. In making these recommendations, the University Course Review Committee will take into consideration the Wyoming community colleges and the educational needs of the State of Wyoming as well as University considerations. All committee actions will be reported to the Faculty Senate regularly.

D. Composition

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

XIV. UNIVERSITY STUDIES COMMITTEE (See also UW Regulation 6-407, "University Studies Program.")

A. Rationale

The University Studies Program requires 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 Faculty Senate is responsible for making

decisions regarding curriculum.

B. Functions

The University Studies Committee shall:

1. Oversee an assessment process for the University Studies Program;
2. Define the philosophy, learning outcomes desired, and criteria for courses in the relevant areas of study, with Faculty Senate approval;
3. Identify and approve courses for the Program;
4. Consult with and advise academic departments concerning the needs and requirements of the Program;
5. Grant approval of alternative courses or pilot programs to fulfill University Studies requirements for a limited time;
6. Appoint *ad hoc* sub-committees as needed to accomplish the goals of UW Regulation 6-407, III.B.1-5. and to select and review courses that meet the criteria approved by the Faculty Senate.
7. Develop and maintain appropriate linkages with the Academic Planning Committee, the Faculty University Course Review Committee, and the Student Interaction Committee, with particular regard to new courses or modification of courses considered for approval as meeting requirements of the Program.
8. Make reports and recommendations to the Faculty Senate as may be deemed appropriate or as requested.
9. Consider and grant such waivers of requirements of the University Studies Program to petitioning students as warranted by unusual and extenuating circumstances, upon recommendation of the University Studies Coordinator (see UW Regulation 6-407).

C. Composition

The committee shall consist of ~~10~~¹¹ voting members. Members of the University Studies Committee will include one academic personnel member from each of the six undergraduate colleges (two from Arts and Sciences), the Libraries, [the Office of Distance Education Support/UW-Casper](#), and one of the non-college academic units (e.g., the American Heritage Center or Honors Program). A student designated by ASUW shall be a voting member. Each college or group will elect their own representatives, and these names will be forwarded to the Executive Committee of the Faculty Senate for approval.

Faculty representatives shall serve staggered three-year terms. *Ex officio* members of the committee shall include: the First Year Seminar Coordinator and the Communications Coordinator; representatives from the offices of: the Provost and Vice President for Academic Affairs, the Registrar, the Academic Planning Committee, the Deans' Council, Academic Advising, and the Wyoming community colleges. *Ex officio* members do not have a vote. Vice presidents, deans, associate and assistant deans, and directors shall not be eligible to serve on the committee.

The committee shall elect its chairperson. The Chair or his/her designee shall serve as an *ex officio* member of the University Course Review Committee. The University Studies coordinator shall serve as secretary of the committee and maintain a record of the minutes of meetings. The Executive Committee of the Faculty Senate shall fill temporary vacancies on the University Studies Committee.

Source:

University Regulation 702; adopted 5/6/2009 Board of Trustees meeting
Revisions adopted 9/17/2010 Board of Trustees meeting
Revisions adopted 11/18/2010 Board of Trustees meeting
Revisions adopted 9/13/2013 Board of Trustees meeting
Revisions adopted 9/12/2014 Board of Trustees meeting
Revisions adopted 3/25/2015 Board of Trustees meeting
Revisions adopted 3/24/2016 Board of Trustees meeting
Revisions adopted 3/23/2017 Board of Trustees meeting

UW REGULATION 6-703

Establishment of University Standing Advisory Committees

I. PURPOSE.

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

II. RESEARCH ADVISORY COMMITTEE.

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

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 allocated for these programs. The committee shall review such nominations for

awards as may be directed to their attention by the Vice President for Research and Economic Development.

- C. Powers.** The committee's dual responsibility is to the faculty and to the administration. It shall act in an advisory capacity: a) to the President of the University; b) to the Vice President for Research and Economic Development; c) to the Faculty Senate; and d) to other appropriate officials and bodies.
- D. Composition.** The committee shall consist of ~~10~~11 voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, ~~and~~ the American Heritage Center (Archivists), and the Office of Distance Education Support/UW-Casper 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 appoint members in as representational fashion as possible. The Provost and Vice President for Academic Affairs and the Vice President for Research and Economic Development shall be *ex officio* members. Faculty members shall be appointed by the Committee on Committees and shall serve three-year staggered terms. The chair of the Research Advisory Committee shall serve as an *ex officio* member of the Faculty Development Committee of the Faculty Senate.

Source:

University Regulation 703, Revision 2; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 9/17/2010 Board of Trustees meeting
Revisions adopted 11/18/2010 Board of Trustees meeting
Revisions adopted 3/24/2016 Board of Trustees meeting
Revisions adopted 3/23/2017 Board of Trustees meeting