Faculty Senate Bill 336

Introduced by
Faculty Senate Executive Committee

Faculty Senate Revisor’s Bill

WHEREAS, in July 2014, University of Wyoming Office of General Counsel introduced a “Revisor’s Bill”; and

WHEREAS, the general purpose of the Revisor’s Bill is to consider modifications to existing University of Wyoming Regulations that contain inadvertent errors and omissions, obsolete references, and language that does not reflect current practice; and

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

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

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

BE IT RESOLVED that the University of Wyoming Board of Trustees adopt the proposed Faculty Senate Revisor’s Bill modifications as indicated in the attached 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
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, 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.
"Tenured Faculty" means regular faculty with tenure as defined in the UW Regulation 5-1.

III. FINANCIAL CRISIS ADVISORY COMMITTEE

A. The Financial Crisis Advisory Committee shall consist of thirteen members:
   1. Vice President for Academic Affairs
   2. Vice President for Administration
   3. Two Deans, selected by the Executive Deans' Council
   4. Two voting faculty members from each of the following, selected by their membership:
      a. Faculty Senate Executive Committee
      b. Academic Planning Committee
      c. Budget Planning Committee
      d. Two members from Staff Senate, selected by its membership
      e. President of the Associated Students of The University of Wyoming, or a member of the student body designated by the President of ASUW.

B. The Committee shall elect a chair from its members.

IV. DETERMINATION OF FINANCIAL CRISIS

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

A. Declare the existence of a financial crisis;

B. Convene the Financial Crisis Advisory Committee to advise the President;

C. Issue a written statement to the University community explaining why a financial crisis has been determined to exist;

D. Specify the anticipated financial deficiency expected during the current fiscal year and the University's financial prospects for the two succeeding fiscal years;

E. Call a general University meeting at which the President shall explain why a financial crisis has been declared, and solicit questions and comments from members of the University community; and
F. Prepare a Financial Crisis Plan to address the deficiency in University resources, and submit the Plan to the Trustees of the University for approval by the Trustees.

V. FINANCIAL CRISIS PLAN

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

VI. FINANCIAL EXIGENCY

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

VII. ACTION BY TRUSTEES

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

VIII. COMMITMENT TO TENURED FACULTY

Where a program is reduced due to financial exigency, the retention of tenured faculty in the program shall be given due consideration over non-tenured faculty. If the position in a program of a tenured faculty member is eliminated due to financial exigency, the University shall make reasonable efforts to transfer the faculty member to another open and funded position for which the tenured faculty member is qualified.

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

A. Written notice of termination, stating the cause, shall be given as soon as practicable, time periods for such notice in other regulations notwithstanding.
B. When notice of termination of employment is received, the tenured faculty member may appeal the termination under UW Regulation 5-35.

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

Source:
University Regulation 41, Revision 2; adopted 7/17/08
UW REGULATION 6-43
Academic Program Elimination

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.

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.

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.
B. A sustained record of low academic quality.

C. Obsolescence or duplication.

D. Lack of external need or demand for the program.

E. Loss of external accreditation.

F. A change in the priorities or direction of the University or a college, school, or department.

G. Any other substantial reason why the continuation of the academic program is not in the best interests of the University.

IV. PROPOSALS TO ELIMINATE ACADEMIC PROGRAMS

A. Initiation. A proposal to eliminate an academic program may be initiated by the Provost and Vice President for Academic Affairs, by the dean or program administrator charged with administrative supervision of the academic program, or by faculty or academic professionals who serve in the academic program. Proposals should be made early enough in the academic year that responses, reviews and recommendations of the Provost and Vice President for Academic Affairs and the President can be made to the Board of Trustees in time for a decision by the Trustees prior to the beginning of the next academic year.

B. Content of Proposal to Eliminate Academic Program. A proposal to eliminate an academic program shall be in writing and shall:

1. Set forth a statement of the reasons for elimination of the program.

2. Contain the following information:

   a. Description of the mission, curriculum, content and format of the program;

   b. Description of the role of the program within the context of the college and the mission of the University;

   c. Financial data relevant to the academic program;

   d. Admission, enrollment and graduation data relevant to the program, including the number of students currently enrolled and the status of their progress toward graduation;

   e. Description of administration of program;
f. Description of faculty and academic professionals who serve in the program, including their academic credentials, academic rank and length of service to the University;

g. Description of program facilities, including classrooms and offices, library and equipment used by or dedicated to the program;

h. Evaluations from accrediting bodies or other reviewers of the quality of the program and its faculty and academic professionals;

i. Comparison of the program with related or similar programs.

3. Describe the anticipated effects of elimination of the program upon the college in which the program is situated, upon other colleges and units of the University, and upon the University as a whole, including:

a. Effects upon students enrolled in the academic program;

b. Effects upon faculty and academic professionals who serve in the program, including termination of any existing positions;

c. Educational and financial effects upon other units of the University;

d. Effects upon faculty, academic professionals, staff, students and alumni of the University;

e. Effects on the State of Wyoming, including effects related to benefits conferred outside the University by the academic program.

4. Set forth an implementation plan to be followed in the event the academic program is eliminated, including:

a. Procedures for handling current and future applications for admission;

b. Plans for assisting currently enrolled students to complete the course of study;

c. Plans for accommodating faculty and academic professionals who will be terminated or otherwise affected by elimination of the academic program.

C. Submission of Proposal. A proposal to eliminate an academic program shall be submitted to the Provost and Vice President for Academic Affairs.
V. EXPEDITED PROCEDURES FOR ELIMINATING ACADEMIC PROGRAMS

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

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

VI. PROCEDURE FOR ACTING UPON POTENTIALLY CONTESTED PROPOSALS

A. Notification. When the Provost and Vice President for Academic Affairs initiates or receives a proposal to eliminate an academic program, a copy of the proposal shall be sent within 10 days to the President, to the dean of each college, and to the program administrator, each faculty member and academic professional who serves 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.

Notice of the proposal shall be sent within 10 days to each student enrolled in the program proposed to be eliminated, stating that a copy of the proposal is available for review in the departmental office of the program. The copy of the proposal shall be accompanied by a notice stating that responses to the proposal shall be made in writing to the Provost and Vice President for Academic Affairs by a designated date not less than 60 days after the copies are distributed.

B. Response to Proposal. Responses to a proposal to eliminate an academic program:

1. Shall be made by the dean of the college which has authority over the academic program proposed to be eliminated, and by the program administrator of the academic program, in consultation with the faculty and academic professionals who serve in the program and the students enrolled in the program.

2. May be made by any other interested person, including the faculty, academic professionals, or staff who serve in the program; students enrolled in the program; any dean, faculty member, academic professional, staff member or student in the University; alumni of the University; and citizens of Wyoming.

3. Shall be in writing and shall be submitted to the Provost and Vice President for Academic Affairs by the designated date. Responses not received by the designated date need not be considered.
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
an academic program, the President shall forward his recommendation, together
with the proposal, all responses and reviews, and the recommendation of the
Provost and Vice President for Academic Affairs, to the Board of Trustees for
final action. If the President disapproves the proposal to eliminate an academic
program, no further action shall be taken on the proposal.

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

VII. PROTECTION FOR STUDENTS ENROLLED IN PROGRAM

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

VIII. PROTECTION FOR FACULTY AND ACADEMIC PROFESSIONALS

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

B. Rights of Tenured Faculty and Extended Term Academic Professionals.

When the elimination of an academic program will result in the termination of
any tenured faculty member or extended term academic professional,

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

2. If no appropriate University position is available for which the person is
qualified, the University shall continue the position of the terminated faculty
member or extended term academic professional for at least the next full
academic year after the date of the termination of the person’s position as
indicated under subsection A of this section. The continued position may
be assigned appropriate duties consistent with the best interests of the University.

C. **Rights of Probationary Faculty and Academic Professionals.** When the elimination of an academic program will result in the termination of any probationary faculty member or probationary academic professional:

1. The University shall offer the probationary faculty member or probationary academic professional another appropriate position in the University if the person is qualified and the position is available before the date of the termination of the person’s position as indicated under subsection A of this section. In the allocation of appropriate positions in the University positions shall first be offered to probationary faculty and probationary academic professionals before offers are made to persons not currently employed by the University.

2. If no appropriate University position is available for which the person is qualified, the University shall continue the position of the probationary faculty member or probationary academic professional who is in at least the third year of service or the appointment on the date of the termination of the person’s position as indicated under subsection A of this section for at least the next full academic year after that date. However, for a probationary faculty member or probationary academic professional in the second year of service or the appointment, the position shall be continued for at least six months. For a probationary faculty member or probationary academic professional in the first year of service or the appointment, the position shall be continued for at least six months. The continued position may be assigned appropriate duties consistent with the best interests of the University.

D. **Right of Appeal.** A faculty member or academic professional who receives notice of termination because of elimination of an academic program shall have the right to appeal the termination under UW Regulation 5-35, Appendix B, but not the decision to eliminate the program, unless the decision is based in whole or in part on financial exigency under UW Regulation 6-41.

**Source:**
University Regulation 43, Revision 1; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 9/9/11 Board of Trustees meeting
I. PURPOSE

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

II. RATIONALE

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

III. DIRECTIVE

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

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

Source: University Regulation 405; adopted 7/17/08 Board of Trustees meeting
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 Regulation 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
President for Academic Affairs for administering the University Studies Program. The Vice President for Academic Affairs in consultation with the University Studies Committee will designate a suitably qualified person to perform the duties of the University Studies Coordinator, who shall be responsible to the Vice President for administrating the University Studies Program.

B. Responsibilities

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

1. Make recommendations for the fiscal support of the University Studies Program;

2. Maintain approved course lists and disseminate information about the program on and off campus;

3. Assist faculty and sponsor departments in preparing or modifying University Studies course offerings with advisement from the University Studies Committee for the Program;

4. Implement an assessment plan as established by with advisement from the University Studies Committee (see UW Regulation 6-702-14.b.i);

5. Make recommendations for waivers or substitution of University Studies Program requirements by petitioning students;

6. Serve as an ad hoc (non-voting) member of the University Studies Program Committee.

Source:
University Regulation 407, Revision 3; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 9/12/14 Board of Trustees meeting
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 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-
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 department 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 Vice-Chair (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 nominations committee, appointed and announced by the Executive Committee at least two Faculty Senate meetings prior to the date of election 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 committee Chair-Elect shall send a report of these nominations to the Secretary Faculty Senate Coordinator of the Faculty Senate 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.

7. FACULTY SENATE ELECTORATE.

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

VII. TERM OF OFFICE

Officers shall be elected at the meeting of the Faculty Senate Electorate during the week of the last regular meeting of the Senate of each academic year 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 department 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.

D.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.

IX. 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 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 Outreach School 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.

**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.

**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.

**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.

**COMMITTEE MEETINGS**

All standing committees, with the exception of the Reappointment, Tenure and Promotion Committee, shall publicize 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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.

XVIII. 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. A department, an academic unit may elect an alternate faculty member, with voting privileges, to replace a Senator representing their department, academic unit for any Senate meeting at which the Senator cannot attend. This information must be submitted to the Secretary of the Faculty Senate either in writing or by telephone prior to the meeting. 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. Such appointment must be made in writing or by telephone to the Secretary of the Faculty Senate prior to the meeting. 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 can cause a rising vote 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.

XIX. 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 Secretary 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.

XIX. 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 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.

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.
XXIII. 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.

XXIV. 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.

XXV. 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.

XXVI. 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 departmental academic unit meetings, or meetings called for discussing Faculty Senate business.

XXVII. 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.

XXVIII. 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 9/17/10 Board of Trustees meeting
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.
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 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 31st 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 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
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 12 voting members. Each of the seven
colleges (two from Arts and Sciences), the Libraries, the American Heritage
Center, the Outreach School 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 12 voting members. Each
of the seven colleges (two from Arts and Sciences), the Libraries, the
American Heritage Center, the Outreach School 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, the Dean of the Outreach School, 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 13 voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, ASUW, Staff Senate, 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. 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 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.
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 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
academic affairs, the Dean of the Libraries, the Faculty Senate and the
ASUW concerning its recommendations for changes that should be
implemented 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, the
Vice President for Research and Economic Development, and the Dean of
the Outreach School. 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 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 2II, Part *eE*.

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 2II, Part *Ed*), 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 2II, Parts *Ff* 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 Dean of the Outreach School, 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 and develop and maintain a planning, review, and 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, 3III.Bb.1-5i.v. 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, 4.b.).

C. Composition

The committee shall consist of 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 Outreach School, and one of the non-college academic units (e.g., the American Heritage Center or Honors Program), and the Outreach School, with the exception that the College of Arts and Sciences shall have two representatives. A student designated by the Associated Students of the University of Wyoming Senate ASUW shall be a member with vote 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 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 5/6/09 Board of Trustees meeting
Revisions adopted 9/17/10 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting
Revisions adopted 9/13/13 Board of Trustees meeting
Revisions adopted 09/12/14 Board of Trustees meeting
Revisions adopted 03/25/15 Board of Trustees meeting
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 11 voting members. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center (Archivists), 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 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 7/17/08 Board of Trustees meeting
Revisions adopted 9/17/10 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting
UW REGULATION 6-802
Procedures and Authorized University Actions
in Cases of Student Academic Dishonesty

I. PURPOSE

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

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.

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.

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:
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)
4. Presentations (on and off campus)
5. Publications
6. Independent study coursework
7. Plan B papers or projects, theses, dissertations
8. Student media associated with academic credit

C. APPEAL. A written request by a student for review of the findings by the hearing officer.

D. CHARGE OF ACADEMIC DISHONESTY. Action taken when an instructor has reasonable grounds to believe that a student has committed any act pursuant to IV4.A.

E. COLLEGE OR INTERDISCIPLINARY PROGRAM. The college or interdisciplinary program awarding credit or benefit for the academic endeavor.

F. FINDING OF ACADEMIC DISHONESTY. A written description of the specific acts and evidence of academic dishonesty, along with supporting materials and any sanction imposed by the appropriate hearing or appeals body.

G. HEARING. A hearing is at a minimum an administrative review by the Dean of College or designee, or Administrator of an Interdisciplinary Program of a charge of academic dishonesty and a written response from the student. Nothing in this definition shall preclude individual colleges from establishing additional procedures related to academic dishonesty. If additional procedures are in place, they shall be utilized in place of the minimum hearing.

1. College Hearing: Established by the individual college
2. Interdisciplinary Program Hearing: Established by the program director

H. INSTRUCTOR. The instructor is the person responsible for the evaluation of the academic endeavor. Examples include but are not limited to: professors, instructors, librarians, archivists, academic professionals, externship or clinical supervisors, graduate assistants or course directors.

I. NOTIFICATION. Notification shall be in writing and is satisfied when delivered to the student in person with signed acknowledgment by the student or by certified United States mail to the student’s local address on file with the University. If no local address is on file, notification will be sent to the student’s permanent address.

J. OFFENSE. An offense occurs when a student, in consultation with the instructor and Department Head or designee, submits a written admission of academic
dishonesty and/or the student is found to have committed academic dishonesty pursuant to §5.D.

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

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

V. ADMINISTRATIVE PROCEDURES

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

1. If in the judgment of the instructor, the charge of academic dishonesty is not justified and/or there is insufficient evidence of academic dishonesty, then no further action is warranted.

2. If, in the judgment of the instructor, sufficient evidence of academic dishonesty exists, then the instructor pursues the charge of academic dishonesty.

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

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

1. Check the Central Repository to determine if the charge is the student’s first or second or subsequent offense.

2. Notify student in writing with a brief summary of the charge of academic dishonesty and recommended sanction and provide the student with a copy of UW Regulation 6-802.
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 student’s behavior as academic misconduct and waiving his/her 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 student’s behavior as academic misconduct and waiving his/her student’s right to a hearing, which is then forwarded to the Central Repository by the Department Head 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.

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.

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.
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, 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.
2. If the finding was upheld, the student has thirty (30) calendar days from the date of the notification to file an appeal pursuant to Section F. below.

a. If the student does not file an appeal, the Dean of College or designee shall forward the report, findings and recommended sanctions to the Provost and Vice President for Academic Affairs and to the Dean of Students. The student may submit to the Provost and Vice President for Academic Affairs a request, with rationale, for sanctions different from those recommended by the hearing officer. If the appeal for a different sanction is based on a finding of scientific misconduct, the appeal shall be to a Vice President, designated by the President, other than the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs shall decide upon sanctions no harsher than those recommended by the hearing officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student’s record, and are subject to approval of or modification by the President of the University.

b. If the student files an appeal (Section F.), the Dean of College or designee shall forward the report of all proceedings to the provost and Vice President for Academic Affairs.

c. If the instructor has opted for the sanction of the assignment of “F” or “U” grade for the course, an “I” grade will be submitted until the completion of the appeals process, when the Provost-Vice President for Academic Affairs shall either exercise the sanction of “F” or “U” or remove the “I” grade as per the report from the final appeal.

1) If the alleged act of academic dishonesty occurs during finals week or within a time frame in which the opportunity for a fair hearing would be difficult, the instructor may submit a grade of “I” until the appeals process can be effectuated.

2) If a student charged with academic dishonesty withdraws from the course in question, and the charge is eventually upheld, the “W” grade reverts to the grade of “F.”

F. APPEAL - An appeal of the final decision of the college can be lodged to the Provost-Vice President for Academic Affairs or designee or hearing panel. The Vice President for Academic Affairs may designate one or more faculty members to conduct appeals for academic dishonesty matters. The appeal shall be in writing, submitted, and filed, within thirty (30) calendar days after the college decision is rendered, that sets forth facts substantiating the claim. A copy shall be provided by the student to the original hearing officer. The original hearing officer shall send a copy of the appeal to the student.

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4 Provost and Vice President for Academic Affairs may designate one or more faculty members to conduct appeals for academic dishonesty matters.
An appeal of the finding of academic dishonesty can be lodged solely upon the following grounds:

a. The student was not given written notice of a hearing or an opportunity for a hearing.

b. The report of the college level hearing fails to describe any act of the student’s which could be construed as academic dishonesty.

c. The findings from the hearing were not supported by substantial evidence, were the result of prejudice toward the student, capricious evaluation, or capricious treatment, and such allegations must include specific examples of the capricious actions or substantive factual errors.

2. If the Provost and Vice President for Academic Affairs or designee or hearing panel hearing the final appeal upholds the finding of academic dishonesty or determines that it does not have the jurisdiction to hear the appeal, the Provost and Vice President for Academic Affairs or designee or hearing panel will dismiss the appeal, and have the finding filed with the Dean of Students in the Central Repository.

a. Whenever the Dean of College ascertains from the Central Repository that a student has committed academic dishonesty for a second time, the student will promptly notify the Provost and Vice President for Academic Affairs who shall cause the suspension of the student from the University for a period of one (1) calendar year. This action is subject to the approval of or modification by the President of the University.

b. If the Dean of College ascertains that the student has not committed academic dishonesty for a second time, the student may submit to the Provost and Vice President for Academic Affairs a request, with rationale, for sanctions different from those recommended by the hearing officer. The Provost and Vice President for Academic Affairs shall decide upon sanctions no harsher than those recommended by the hearing officer. Sanctions involving suspension or dismissal must be justified by a written rationale, based on specific findings of the hearing, the nature of the offense, and the student’s record, and are subject to approval of or modification by the President of the University.

3. If the Provost and Vice President for Academic Affairs or designee or hearing panel reverses the finding of academic dishonesty, the Vice
President for Academic Affairs or designee or hearing panel will dismiss the finding of academic dishonesty and expunge the record.

G. CENTRAL REPOSITORY. Any final sanction in decisions of academic dishonesty must be sent to the Central Repository held in the office of the Dean of Students.

VI. AUTHORIZED SANCTIONS

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

1. Extra or alternative work.
2. Grade reduction of the academic endeavor.
3. A failing grade for the academic endeavor.
4. No credit for the academic endeavor.
5. Grade reduction for the course.
6. A failing grade for the course.
7. Suspension of the benefit of the program, clinical, or academic endeavor.
8. Termination from the program.
9. Suspension from University.
10. Dismissal from University.

B. Mandatory Sanction for Second Offense. Whenever the Dean of College or designee ascertains from the Central Repository that a student has committed academic dishonesty for a second time, the student will promptly notify the Provost and Vice President for Academic Affairs. The Provost and Vice President shall direct who shall cause the suspension of the student from the University for a period of one calendar year. This action is subject to the approval of or modification by the President of the University.

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

VII. INDIVIDUAL COLLEGE REGULATIONS
Regulations of individual colleges may establish additional standards identifying academic dishonesty, as well as other standards for student conduct deemed appropriate for students whose degree program will result in qualification for entry into a profession which maintains standards of conduct. Any such regulations which incorporate academic dishonesty must provide, as a minimum, the sanctions described in Section VI (Authorized Actions), and must otherwise afford notice and a fair hearing. Such regulations shall become effective upon approval as a University regulation.

Source:
University Regulation 802; adopted 10/17/08 Board of Trustees meeting
Revisions adopted 11/18/10 Board of Trustees meeting