

Honors College Bylaws

I. PURPOSE

The Bylaws of the Honors College are established by provision of UW Regulation 2-411. The purpose of these by-laws is to guide the Honors College in its academic functioning.

II. PREAMBLE

The mission of the University of Wyoming Honors College is to provide a diverse body of motivated students with an interdisciplinary academic experience that positions them for success. The Honors College is an inclusive community that challenges students to think ethically, creatively, and collaboratively and to cultivate inquiry, reflection, and personal growth. We ask students to explore multiple academic fields, experience co-curricular activity, and produce original research or creative work. Honors promotes the intellectual experimentation and discovery that attract and retain some of UW's finest students and faculty.

The vision of the Honors College at the University of Wyoming is to be a diverse and dynamic hub of innovative excellence. We create opportunities for students and faculty, support them in pushing the frontiers of knowledge and self-discovery, and cultivate their engaged citizenship to strengthen society.

III. DEFINITIONS:

A. PERSONNEL

1. Faculty

Honors College Faculty shall consist of the Dean and Associate or Assistant Dean of Honors and all those tenured, tenure-track, fixed-term faculty, fixed-term-rolling-contract faculty and fixed-term-rolling-contract-track faculty who have an appointment or joint appointment within the Honors College.

As per UW Regulation 2-411, the Honors College Faculty shall include the President of the University and the Provost and Vice President for Academic Affairs (serving as ex officio without vote).

Honors College affiliate faculty may teach or perform some other service for the Honors College on a limited, as-assigned basis. Affiliate faculty are not voting members of the Honors College but they contribute to Honors in important ways. They may include faculty mentors of student projects, liaison figures to other units on campus, consultants working on limited special projects for Honors, and community partners advancing Honors College initiatives.

2. Staff

Honors College Staff shall include all those staff members with full or part-time appointments in the Honors College. Honors staff support the regular functioning of the college.

Honors College Affiliate Staff are those staff members who have no official appointment in the Honors College but who may perform some service for the college on an as-assigned basis.

B. STUDENTS

Honors College students are those students who have applied and been accepted to the Honors College and are pursuing the degree of an Honors minor (or major, if an Honors major is developed). The Honors College encourages student engagement in the life of the college through our recognized student organization, the Wyoming Honors Organization and through seeking student input on significant initiatives.

The Honors College works with all Honors students to support them in the successful completion of the Honors minor. The College asks students to meet standards of integrity and good academic progress. We therefore have policies for dismissing students from Honors for academic dishonesty and/or lack of appropriate progress on the Honors curriculum. Students who voluntarily leave the Honors College are eligible for readmission if they continue to meet College requirements.

IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS

The voting body of the Honors College shall be all those designated as Honors College Faculty. Affiliate Faculty do not vote in Honors.

The voting Faculty may vote on: the determination of curricula; the standards for admission to, continuation in, and graduation from the college; the hiring of faculty; reappointment, tenure, and promotion as permitted by UW's RTP regulations; membership on the college's standing committees; and other issues that the dean and the faculty agree merit a vote.

Honors College affiliate faculty shall be ex officio members of the College (i.e. are welcome at meetings but do not have voting privileges) during the term of their affiliation.

Honors College Faculty have the responsibility to carry out all aspects of their job descriptions and to contribute as appropriate to the effective functioning of the College. They have the right to suggest agenda items for college meetings and, where appropriate, contribute to and offer feedback on college self-studies. They are eligible to apply for and receive college resources to support appropriate teaching, research, and professional development agendas.

Honors College Affiliate Faculty are invited to participate in college events and are invited, though not required, to attend college meetings. Affiliate personnel are eligible to apply for and receive college resources to support Honors College teaching activities, and any other activities that directly relate to their work in the Honors College.

College Bylaws and any proposed modifications to them shall be subject to approval by a majority of faculty voters. For purposes of bylaw approval and modification, 'faculty' are defined in Section III above.

The College will also have a set of Standard Policies and Procedures (SAPPs) that outline operational rules and procedures, details of policy implementation, responsibility, and accountability. Specifically, the SAPPs will contain information on promotion, tenure expectations for tenure-track faculty, and reappointment expectations for non-tenure track faculty; on academic dishonesty and grade appeals procedures for students; on expectations for capstone projects; and other matters relevant to functioning of the College.

V. ORGANIZATION AND GOVERNANCE

The Honors College governance structure will evolve as necessary to promote the mission and vision of the College. Any evolution shall be recorded promptly in these by-laws.

The chief administrative officer of the College shall be the dean, appointed in accordance with UW regulations. There is also an associate or assistant dean of the College, appointed by the dean in consultation with Honors College faculty and Provost. The associate or assistant dean assists the dean in matters relating to the educational and administrative affairs of the College.

The Honors College houses the High School Institute (HSI), which is led by a director who has oversight and a program administrator, whose decisions are subject to the ultimate approval of the dean.

The Honors College is advised by an Honors College Council made up of colleagues from as many of the other UW colleges as agree to serve; it could also include members external to UW. Council members are invited by the dean of Honors to serve three-year terms. The Council has subcommittees, described in section VII below, and meets as a whole council approximately once per semester to advise the dean on major issues pertaining to the college.

VI. MEETINGS

The Honors College will have standing college meetings at least once per semester but typically once per month. *Ad-hoc* meetings may be called as needed throughout the academic year. Unless otherwise specified, meetings should be chaired by the dean.

Additional internal College meetings include:

- Regular meeting of the dean and associate/assistant dean
- Regular meeting of the deans, advising manager, business manager, and front office associate
- Regular meeting of Honors capstone coordinators
- Regular meeting of the Honors advising team
- Regular meeting of the Honors advising team with the capstone co-coordinators
- Regular meeting of all Colloquium 1 and Colloquium 2 instructors (coordinated by the Colloquium director)
- Regular meeting of the High School Institute director and program coordinator

VII. COMMITTEES

Standing and *ad hoc* committees are necessary to conduct the work of the Honors College. Except in the case of a committee of the whole, membership on standing committees will be determined by the voting faculty.

Standing Committees

Reappointment, Tenure, and Promotion Committee (RTP): This committee shall be a committee of all members of the Honors College Faculty who qualify under UW regulations to serve as RTP reviewers. Given the interdisciplinary nature of the College, the Dean, in consultation with the faculty member, may augment the committee with eligible faculty from outside of Honors.

Other Standing Committees

The College may establish other standing committees, including but not limited to a Diversity, Equity and Inclusion Committee, an Academic Program Review Committee, an Internal Advisory Committee, and a Student Advisory Committee.

Ad Hoc Committees

As major one-time initiatives arise, the dean of Honors may constitute *ad hoc* committees to address those initiatives and disband once work is completed.

Ad hoc committees may include, but not be limited to:

- By-Laws Committee
- Honors Major Development Committee
- Honors Course Review Committee
- External Advisory Committee

Honors Council

The Honors Council is an advisory group consisting of approximately 20 UW faculty and staff, largely external to Honors and also including a few College personnel. It was established following recommendations made by the 2016 Honors Steering Committee. The Council meets at least once each semester and consists of three sub-committees.

- Initiatives & Engagement sub-committee
- Policies & Procedures sub-committee
- Curriculum sub-committee

VIII. Curriculum of the College

The College Curriculum Committee will have oversight of the college's curriculum. The committee will review and approve/disapprove all new, revised or discontinued courses, majors, minors, concentrations, undergraduate certificates, and graduate certificates prior to sending them forward to

the Dean (or their designee) and then the UW Course Curriculum Committee, Registrar, Graduate Council or University Studies Committee.

IX. AMENDMENT OF THE BYLAWS

Consistent with UW 2-411, amendment of the Bylaws must be approved by a majority of the faculty within the College. The Bylaws must be approved by the Provost and Vice President of Academic Affairs and must be reviewed every three years.

X. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws unless an exception is approved by the Provost and President and, where appropriate, by the Board of Trustees.