

University of Wyoming Policies and Procedures Vetting Process

Definitions

Regulations are general statements addressing governance, philosophies, principles or broad concepts inherent in carrying out the missions of the University.

Implementing policies and procedures reflect current operational processes for completing tasks and contain details that include specific steps, forms to use, and contact information for assistance.

Substantive revision refers to modifications that define rights and duties.

Non-substantive revision refers to modifications that do not define rights or duties, including inadvertent errors and omissions, formatting, contact information, position titles, email or website addresses, outdated statutory or legal references, etc.

Routing

- 1) Only the President, a Vice President, the Athletic Director, or the General Counsel can route a policy or procedure for review (the “Originator”).
- 2) The Originator will send an email with the new or modified policy or procedure, including a detailed explanation, to the President for review.
- 3) If the President agrees with the new or modified policy or procedure, the Originator will send an email with the new or modified policy or procedure, including a detailed explanation, to the Vice Presidents, the Deans (including the Deans of the Colleges, the Dean of Libraries, the Dean of the Haub School of Environment and Natural Resources, and the Director of the School of Energy Resources), the Athletic Director, and the General Counsel, allowing approximately three weeks to review (21 calendar days), not including holidays or University closures. Exceptions to this timeline will be granted only at the discretion of the President under extraordinary circumstances.
- 4) The Originator is also encouraged to send the new or modified policy or procedure to other interested constituents for their review and feedback, including other departments/units/divisions, faculty senate, staff senate, and ASUW, if relevant and appropriate.
- 5) The Originator will submit the new or modified policy or procedure and any feedback to the President for approval.
- 6) If the President approves, the Office of General Counsel will maintain a copy and update/post the policy or procedure online.