

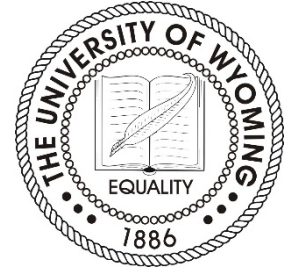
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Regulations of the College of Engineering and Applied Sciences

**Number:** UW Regulation 2-405

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### I. PURPOSE

To establish the regulations of the College of Engineering and Applied Sciences (“College”).

### II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE OF ENGINEERING

#### A. Academic Departments

The academic departments shall include: Atmospheric Science, Chemical Engineering, Petroleum Engineering, Civil and Architectural Engineering, Computer Science, Electrical and Computer Engineering, and Mechanical Engineering. These academic departments shall be authorized to conduct instruction and related research and to establish degree requirements in their respective areas.

Questions of autonomy and jurisdiction between departments in the College shall be decided by the Dean and are subject to appeal to the President or designee.

#### B. Dean

The College shall be headed by a Dean, who shall be appointed in accordance with UW Regulations and is responsible for all matters relating to the educational, research, service, and administrative affairs of the College. The Dean shall: preside at meetings of the College faculty; recommend the College budget, in consultation with the department heads; and recommend appointments and promotions for faculty and staff of the College.

#### C. Assistant and Associate Deans

Assistant and/or Associate Deans of the College may be appointed in accordance with UW Regulations. They shall perform such functions as assigned by the Dean.

#### D. Department Head

A Department Head, appointed in accordance with UW Regulations, shall be the chief administrative officer of the department and report to the Dean, College of Engineering and Applied Science. The Department Head shall have general

responsibility for the instructional, research, service and administrative operations, and policies of the department, in consultation with the members of the departmental faculty. The Department Head shall prepare budget recommendations for the department after consultation with the members of the departmental faculty.

### **III. COMMITTEES**

Committee structure within the College of Engineering and Applied Science is defined within the CEAS Bylaws.

### **IV. FACULTY**

#### **A. Membership**

The faculty of the College shall consist of the President of the University and the Vice President for Academic Affairs, both ex officio without vote, the Dean, and all other members of the department faculties. Members of a department's faculty are those with academic rank as specified in UW Regulations, who teach, direct student research, and/or conduct extension activities for the department. Other persons on the departmental personnel budget shall be termed academic professionals or staff.

1. Members of the College faculty defined as voting members of the University faculty in UW Regulations, shall be eligible for nomination and election to the University Faculty Senate in accordance with UW Regulations.
2. Representatives from the faculty of the College to the faculties of other Colleges or divisions of the University may be appointed by the Dean. The appointments shall be for three-year terms and shall be reported to the President.
3. The faculty of the College may have representatives from other Colleges or divisions of the University which are cooperating in engineering education and/or research. These representatives shall be appointed by the Dean or Division Director of the cooperating College or division.

#### **B. Powers and Duties**

The College faculty shall, subject to the authority of the President and the Board of Trustees, have jurisdiction in all academic matters within the scope of the College, including the standards for admission to, continuation in, and graduation from the College; except where authority is delegated to the academic departmental faculties, or otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University.

**C. Office Hours**

It is the policy of the College that the faculty will maintain to the greatest extent possible an “open door” policy to their offices by cooperating with students to see them anytime by appointment. In addition, each member of the faculty will post a minimum of five office hours per week which the student can consistently depend on for consultation. The faculty of each department in the College is free to develop a department-specific office hour policy so long as it incorporates the minimums required by the College policy.

**D. Appointment, Promotion, Tenure**

Academic freedom, appointments, tenure, promotions, leaves, dismissals, nepotism, sick leave, vacation, and other employment provisions applicable to all personnel shall be determined as set forth in UW Regulations.

**E. Meetings**

**1. Time**

Meetings of the College faculty shall be called by the Dean at such times as the Dean deems necessary, or upon request of the President of the University, or by written request of five members of the College faculty. At least one meeting shall be held each semester. The Dean will insure meeting minutes are kept and are distributed to the faculty.

**3. Presiding Officer**

The Dean shall preside at all meetings of the College faculty or, in his absence, the Dean shall appoint a presiding officer.

**3. Quorum**

One-third of the members of the faculty of the College shall constitute a quorum.

**4. Rules of Order**

The conduct of the business of the faculty meetings shall be in accordance with the most recent revision of *Robert's Rules of Order*.

## **V. DEGREES AND PROGRAMS.**

### **A. Degrees**

The degrees offered by the College shall be those authorized in UW Regulations and described in the University Catalog.

### **B. Programs**

The academic programs offered by the College and the requirements thereof shall be as approved by the department faculties, the College's Academic Program Committee, the University Academic Planning Committee, and the University Course Review Committee, and are available online in the General Bulletin.

## **VI. OFFICIAL STUDENT RECORDS.**

Access to and the use of a student's official record shall be governed by UW Regulations. The official student records of the College of Engineering and Applied Science shall consist of the following items, to be maintained in the office of the Dean:

### **A. Current Directory File (Public Information)**

1. One file record for each currently enrolled student with his/her name and the following information, except for the marked (\*) items which may be declared restricted by written request of the student:
  - a. Birth date\*
  - b. Department
  - c. Advisor
  - d. Matriculation date
  - e. Engineering and/or Applied Science degrees and dates
  - f. Honors received\*
  - g. Permanent address\*

### **B. Current Grade File (Restricted Disclosure)**

1. One copy of the latest academic transcript.
2. Items of the CURRENT DIRECTORY FILE as declared in writing by the student, to be restricted.

### **C. Past Student File (Restricted Disclosure)**

One copy of the latest academic transcript and directory file record (or an information file card that has been prepared prior to January 1, 1977) for each former student.

## **VII. ADMINISTRATION OF THE REGULATION.**

These regulations may be changed or amended and additional regulations may be adopted at any meeting of the faculty of the College by an affirmative vote of two-thirds of the members present, provided that a copy of the intended change, amendment, or addition shall have been presented in writing to the faculty at least one month prior to the meeting at which the legislation is to be acted upon.

These regulations and any changes, amendments, or additions thereto shall become effective immediately upon the approval of the faculty of the College and the Board of Trustees.

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**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 550, Revision 6; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 11/18/2010 Board of Trustees meeting

Revisions adopted 11/20/2015 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 7-550, now UW Regulation 2-405