

REGULATIONS OF THE TRUSTEES OF  
THE UNIVERSITY OF WYOMING  
Republished Edition 1989  
With Amendments through September 15, 1993

CHAPTER I.	OFFICERS OF THE UNIVERSITY	Page
Section 1.	DESIGNATION	1
Section 2.	APPOINTMENT	1
Section 3.	REMOVAL	1
CHAPTER II.	THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY	
Section 1.	PRESIDENT OF THE UNIVERSITY	2
Section 2.	PROVOST AND VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS	3
Section 3.	VICE PRESIDENT FOR FINANCE	3
Section 4.	VICE PRESIDENT FOR RESEARCH	4
Section 5.	VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT	5
Section 6.	SPECIAL ASSISTANT TO THE PRESIDENT	5
Section 7.	ASSISTANT TO THE PRESIDENT FOR GOVERNMENTAL RELATIONS	5
Section 8.	THE AMERICAN HERITAGE CENTER	6
Section 9.	INTERCOLLEGIATE ATHLETICS	6
CHAPTER III.	THE ACADEMIC ORGANIZATION OF THE UNIVERSITY	
Section 1.	ACADEMIC PERSONNEL	7
Section 2.	COLLEGES	7
Section 3.	THE GRADUATE SCHOOL	8
Section 4.	THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE	9
Section 5.	THE UNIVERSITY LIBRARY	9
Section 6.	COMPUTER SERVICES	10
Section 7.	THE UNIVERSITY OF WYOMING/CASPER COLLEGE CENTER	10
Section 8.	DIVISION OF STUDENT AFFAIRS	10
Section 9.	DIVISIONS OF MILITARY SCIENCE AND AEROSPACE STUDIES	11

**CHAPTER IV. REGULATIONS OF THE PRINCIPAL  
ADMINISTRATIVE AND ACADEMIC  
UNITS OF THE UNIVERSITY**

Section 1.	REGULATIONS OF ADMINISTRATIVE UNITS	12
Section 2.	REGULATIONS OF ACADEMIC UNITS	12
Section 3.	REVIEW AND APPROVAL OF PROPOSED REGULATIONS	12
Section 4.	PUBLICATION AND EFFECT OF REGULATIONS	13
Section 5.	REPEAL OR CHANGE OF REGULATIONS	13

**CHAPTER V. ACADEMIC PERSONNEL**

**A. FACULTY**

Section 1.	ACADEMIC FREEDOM	14
Section 2.	DESIGNATION	15
Section 3.	APPOINTMENT	15
Section 4.	REAPPOINTMENT AND TENURE	17
Section 5.	PROMOTION	19
Section 6.	LEAVES OF ABSENCE	20
Section 7.	DISMISSAL FOR CAUSE	21
Section 8.	EVALUATIONS OF AND RECOMMENDATIONS FOR A FACULTY MEMBER	21
Section 9.	VACATION LEAVE	22
Section 10.	SICK LEAVE	22
Section 11.	FAMILY AND MEDICAL LEAVE	23
Section 12.	BEREAVEMENT LEAVE	23a

**B. ACADEMIC PROFESSIONALS 23b**

Section 1.	ACADEMIC PROFESSIONALS	23b
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**CHAPTER VI. STAFF OF THE UNIVERSITY**

Section 1.	DESIGNATION	28
Section 2.	APPOINTMENT	28
Section 3.	DISCHARGE	28
Section 4.	LEAVE	29

## CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL PERSONNEL

Section 1.	EQUAL EMPLOYMENT OPPORTUNITY	30
Section 2.	NEPOTISM	30
Section 3.	COMPENSATION	30
Section 4.	MILITARY LEAVE	33
Section 5.	RETIREMENT	33
Section 6.	POLITICAL ACTIVITIES	34
Section 7.	PATENTS AND COPYRIGHTS	34
Section 8.	CLASSIFIED RESEARCH AND SECURITY CLEARANCE	35
Section 9.	SAFETY	36

## CHAPTER VIII. STUDENTS

Section 1.	ADMISSIONS	37
Section 2.	FEES	37
Section 3.	STUDENT CLASSIFICATION FOR FEE PURPOSES	37
Section 4.	FEE SCHOLARSHIPS	40
Section 5.	DISMISSAL	40
Section 6.	STUDENT ORGANIZATIONS	41
Section 7.	STUDENT PUBLICATIONS	41
Section 8.	THE WYOMING UNION	42
Section 9.	STUDENT EMPLOYMENT	42

## CHAPTER IX. DEGREES AND DIPLOMAS

Section 1.	DEGREES AND DIPLOMAS IN COURSE	43
Section 2.	HONORARY DEGREES	43

## CHAPTER X. PHYSICAL PLANT

Section 1.	BUILDINGS	45
Section 2.	MOTOR VEHICLES	45
Section 3.	PURCHASES	45

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CHAPTER I. OFFICERS OF THE UNIVERSITY

Section 1. DESIGNATION

Officers of the University are: The President; Administrative Officers, to include the principal administrative officers of the University and the heads of their administrative subunits as set forth in Chapter II; and Academic Officers, to include Deans, Directors, Associate and Assistant Deans and Department and Division Heads, of the organized education units specified in Chapter III.

Section 2. APPOINTMENT

The President of the University shall be appointed by the Trustees as provided in the Bylaws of the Trustees of the University of Wyoming. Nine affirmative votes of the Trustees shall be required for appointment.

All other officers shall be appointed by the Trustees upon the recommendation of the President following consultation with the appropriate University officers and faculty.

All appointments under this Section shall be on such terms with respect to salary, terms of employment and like matters as the Trustees may determine.

Section 3. REMOVAL

Any person appointed to an office or position pursuant to this Chapter may be removed by the Trustees whenever in their judgment the best interests of the University will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Likewise such removal shall be without prejudice to the rights, if any, of such person as a tenured member of the faculty.

## CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

### Section 1. PRESIDENT OF THE UNIVERSITY

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided by laws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce these Regulations and other University regulations adopted pursuant to Chapter IV hereof, and the President is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting president has been appointed by the Trustees, the duties of the President shall be performed by the Provost and Vice President for Academic and Student Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Provost and Vice President for Academic and Student Affairs, Vice President for Finance, a Vice President for Research, a Vice President for Institutional Advancement, and a Special Assistant to the President. He also may have other assistants as are authorized from time to time.

## Section 2. PROVOST AND VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

The Provost and Vice President for Academic and Student Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs and student services, the Provost shall maintain administrative supervision of the colleges, the University Studies Program, Graduate School, the School of Extended Studies and Public Service, the University of Wyoming/Casper College Center, the Divisions of Military Science and Aerospace Studies, University Library, Honors Program, Institutional Analysis, International Programs, Admissions, University Counseling Center, Career Planning and Placement Center, Center for Academic Advising, Office of Student Life, Housing, Registration and Records, Student Educational Opportunity, Student Financial Aids, Student Health Service, and Wyoming Union. The Directors of Housing and the Wyoming Union shall also be subject to the supervision of the Vice President for Finance with regard to business and financial affairs. (Amended, 2/16/91)

The Provost shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. The Provost shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, academic personnel appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, academic personnel and other matters as may be determined by the President.

Additional administrative units may be assigned to the Provost by the President and the Provost may be assisted by an Associate Provost for Academic Affairs, an Associate Provost for Student Affairs, and by such other associates and assistants as are authorized from time to time.

## Section 3. VICE PRESIDENT FOR FINANCE

The Vice President for Finance shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University. As the principal financial officer of the University, the Vice President for Finance shall perform such duties as are required by statute or by University regulations.

The Vice President for Finance shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University of Wyoming in accordance with programs and functions of the University authorized by regulations or other directions of the Trustees.

The Vice President for Finance shall have administrative supervision over the following units: Fiscal Operations, Physical Plant, Personnel Services, Facilities Planning, Campus Police, Service and Auxiliary Enterprises, University Safety Office, and such other units and personnel as may be designated by the President. The Vice President shall be assisted by a deputy who shall be empowered to act in all matters in the absence of or at his/her direction and by such assistants as are authorized from time to time.

In accordance with the Bylaws, the Vice President for Finance shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, to include the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments; and the disbursement or investment of such funds and monies as authorized by the Trustees, such disbursements to be upon vouchers authorized and approved by the Vice President for Finance, by the deputy, or by other designee when authorized in writing by the Vice President for Finance.

#### **Section 4. VICE PRESIDENT FOR RESEARCH**

The Vice President for Research shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University, review and evaluation of proposed research projects, and continuing review of the status of existing contracts and grants to assure that they meet University objectives and comply with the terms and conditions of such contracts and grants.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall maintain general administrative supervision of Contracts and Grants, Wyoming Water Research Center, and Enhanced Oil Recovery Institute and any such other units as may be designated by the President.

## **Section 5. VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

The Vice President for Institutional Advancement shall be responsible to the President for private fund raising and University Relations with alumni and the public at large. His/her primary function shall include seeking private financial support as a supplement to legislative and other public funds, and coordinating the University's private development and fund raising activities which involve a variety of administrative units that encompass the entire campus. The Vice President shall also be responsible for organizing alumni participation in the life of the University through clubs, reunions, special events, and a variety of activities designed to promote alumni support. He/she shall also be responsible for promoting the University and enhancing its image in a positive way to its many constituencies and the public at large. He/she shall also undertake special projects that involve a variety of University units.

The Vice President for Institutional Advancement shall maintain administrative supervision of the Office of Development, the divisions of Alumni Relations and University Relations, News Service, and Publications. The Vice President shall serve as the chief executive officer of the University of Wyoming Foundation.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that development, alumni relations and University relations efforts are properly implemented and coordinated. He/she shall consult with and advise the President on all development, alumni relations, and University relations. (Amended, 2/16/91)

## **Section 6. SPECIAL ASSISTANT TO THE PRESIDENT**

The Special Assistant is responsible to the President and has general supervision of University Legal Services, the Division of Intercollegiate Athletics, the Employment Practices Office, the University Affirmative Action Program, the American Heritage Center, and the Art Museum. The Special Assistant shall also undertake special projects that involve a variety of University units at the direction of the President.

## **Section 7. ASSISTANT TO THE PRESIDENT FOR GOVERNMENTAL RELATIONS**

The Assistant to the President for Governmental Relations shall be responsible to the President for the University's governmental relations. The Assistant shall have administrative supervision over the Division of Communication Services. The Assistant also shall have responsibility for special projects in support of the President's office, Trustees, and the University.



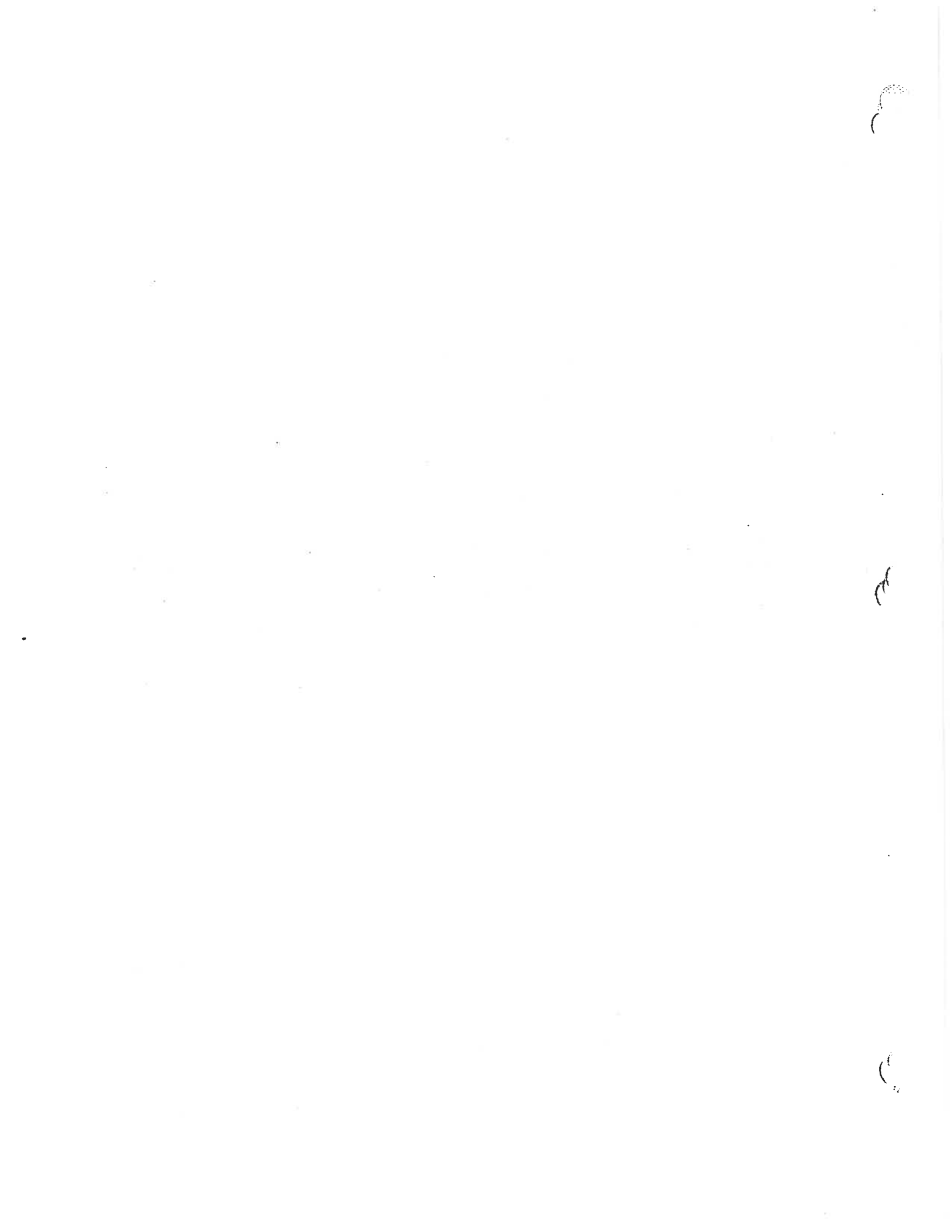
## **Section 8. THE AMERICAN HERITAGE CENTER**

The American Heritage Center shall be headed by a Director, reporting to the Special Assistant to the President. The Center shall be composed of special programs relating to the American heritage, and shall specifically include the Western History Research Center. The objective of the Western History Research Center shall be the acquisition, organization, and management of all University archival collections relating to the history of American civilization, with particular emphasis on the American West.

## **Section 9. INTERCOLLEGIATE ATHLETICS**

Under the administrative supervision of the Special Assistant to the President, the Director of Intercollegiate Athletics shall be responsible to the President for the conduct of the University's intercollegiate athletic program to include the staging of all intercollegiate athletic contests and for the enforcement of all applicable rules and regulations of associations governing the conduct of intercollegiate athletics.

A University athletic committee shall be advisory to the President for the formulation of intercollegiate athletic policy. The committee shall consist of the following members: The faculty representative to the Western Athletic Conference and the National Collegiate Athletic Association, four other faculty members, two staff, and two students, all appointed by the President of the University.



## CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

### Section 1. ACADEMIC PERSONNEL

#### A. THE UNIVERSITY FACULTY

The University Faculty shall consist of all persons having the faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor; and Assistant Librarian, Senior Assistant Librarian, Associate Librarian or Librarian.

All individuals holding full-time temporary, supply, or Lecturer positions become voting members of the faculty after employment for two consecutive academic years or longer.

All individuals holding part-time appointments, Faculty Emeriti, Adjunct Professors, and full-time supply, temporary or Lecturer positions of less than two consecutive academic years duration are ex officio members of the faculty without vote.

The President of the University shall be the presiding officer at meetings of the University Faculty and shall, with the advice of the faculty, appoint a faculty member annually as Secretary of the University Faculty.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance with the authority and review procedures established in Chapter IV.

#### B. ACADEMIC PROFESSIONALS

The University may have individuals who are not faculty but are academic professionals on either extended term track or temporary appointments. Post doctoral research associates will be a unique academic professional group with their own set of policies governing terms and conditions of employment. (Amended, 2/16/91)

### Section 2. COLLEGES

The University shall have the following colleges: Agriculture, Arts and Sciences, Commerce and Industry, Education, Engineering, Health Sciences, and Law.

Each college shall be headed by a dean who shall be responsible for all matters relating to the educational and administrative affairs of the college and who shall report to the Provost. The dean shall preside at meetings of the college faculty, recommend the college budget in consultation with the heads of subunits within the college, transmit and recommend appointments and promotions with respect to academic personnel and staff of the college and exercise general administrative supervision over the educational programs and operations of the college.

The faculty of the college shall consist of the President of the University and the Provost, ex officio without vote, the dean, and all members of the University faculty serving in the college.

The college faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college, including the determination of curricula, the standards for admission to, continuation in, and graduation from the college, except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction between a college faculty and the University faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees.

The college faculty, through the dean of the college, shall recommend candidates for diplomas and degrees in course to the President and the Trustees.

Subject to the approval of the Trustees, each college may be organized into schools, departments, divisions or faculties under the general directions of an academic officer.

### Section 3. THE GRADUATE SCHOOL

The Graduate School shall be headed by a Dean who shall be responsible for the recommendation of the Graduate School budget and for the administration of the programs and functions of the School. The Dean shall report to the Provost.

The Graduate Faculty shall consist of appropriately qualified and selected faculty, regardless of rank, the President, the Provost, the Vice President for Research, and the deans of the colleges and independent schools, the heads of departments, divisions and schools in which work for graduate credit is authorized, and the Directors of the University Library and the Division of Computer Services. Persons holding faculty rank who may have occasion to direct graduate research may be members of the Graduate Faculty upon the recommendation of the Graduate Dean and approval of the Graduate Faculty.

The Graduate Faculty may, at its discretion, delegate its powers to a duly constituted and representative group.

The Graduate Faculty shall review proposals for new graduate programs and make recommendations through the Dean of the Graduate School and the Provost to the President.

Candidates for advanced degrees and diplomas shall be recommended to the President and the Trustees by the Graduate Faculty through the Dean of the Graduate School.

#### **Section 4. THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE**

The School of Extended Studies and Public Service shall be headed by an Associate Provost for Academic Affairs who shall be responsible for the recommendation of the School of Extended Studies and Public Service budget and for the administration of the programs and functions of the School. The Associate Provost for Academic Affairs shall report to the Provost.

#### **Section 5. THE UNIVERSITY LIBRARY**

The University Library shall be headed by a Director who shall be responsible for the provision of library service, and for the recommendation of the Library budget. The Director shall report to the Provost.

Librarians at the University shall be appointed by the Trustees. Recommendations for such appointment shall be initiated by the Director of Libraries, and shall be forwarded to the Provost who shall add his/her recommendations to the President of the University for recommendation to the Trustees. The designation "Librarian" shall be an academic title, signifying faculty status, and shall apply only to those qualified to provide professional library services in support of the University's instructional, research and public service functions, including the following:

- a. Selection and development of library collections and other informational resources;
- b. Bibliographical control of collections and their organization for use;
- c. Reference, bibliographic instruction and advisory services;
- d. Development and application of specialized information systems;
- e. Library administration and management; and,

f. Research where necessary or desirable in relation to the foregoing.

The Librarians shall be subject to a peer review, ranking, promotion and extended term appointment system more specifically set forth in University Regulation 631, as amended. Recruiting, appointments and salaries will be administered by the Director of Libraries, through the Provost.

The principles of academic freedom as defined in these Regulations shall apply to Librarians.

## Section 6. COMPUTER SERVICES

Computer Services shall be headed by a Chief Information Officer who shall be responsible for the provision of computer services for the academic programs and administrative services of the University and for the recommendation of the Computer Services budget. The Chief Information Officer shall report to the President.

## Section 7. THE UNIVERSITY OF WYOMING/CASPER COLLEGE CENTER

The University of Wyoming/Casper College Center shall be headed by a Dean who shall be responsible for the administration of the programs and functions of the University of Wyoming/Casper College Center. The Dean shall report to the Provost.

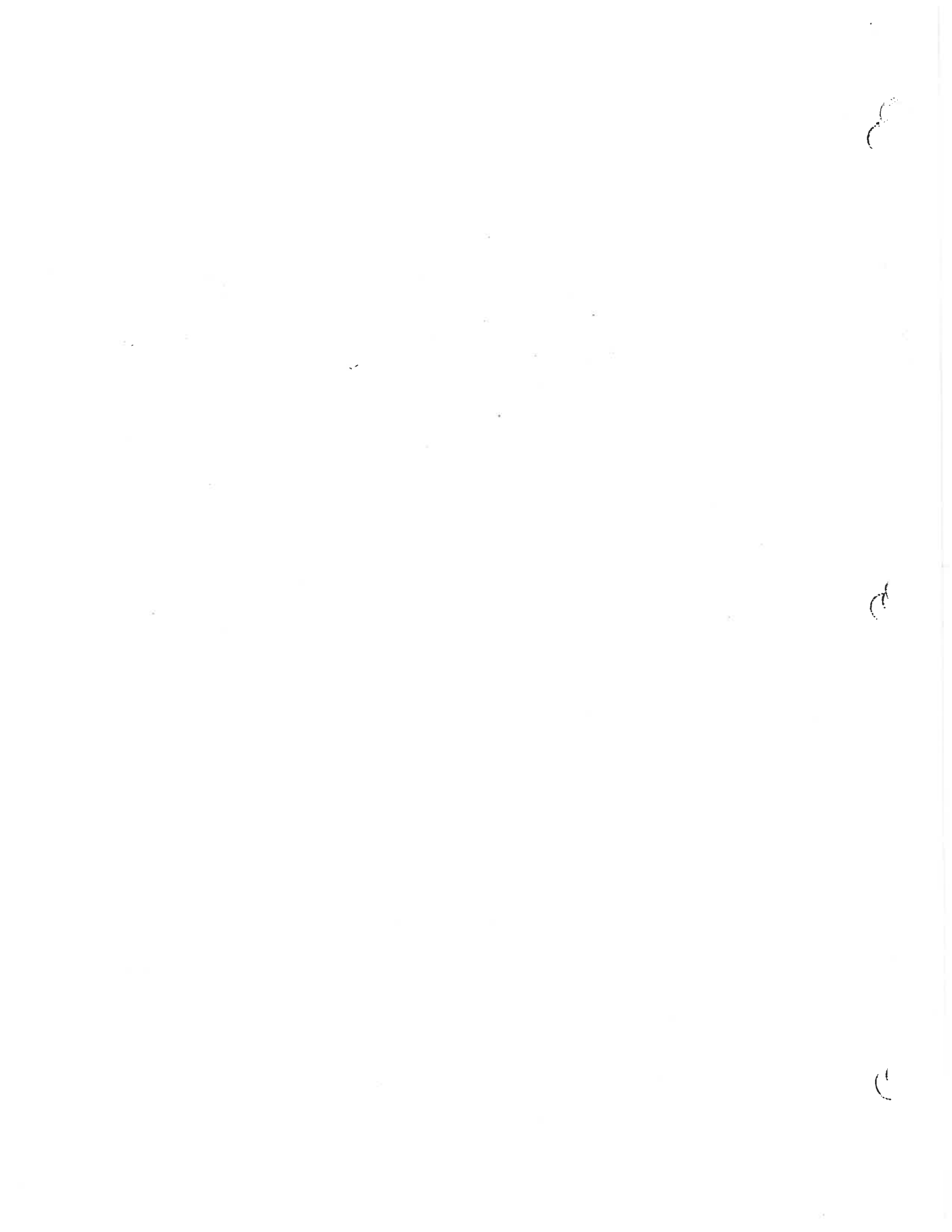
## Section 8. DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs shall provide such services and programs as students need to assist them with their educational experience and to develop as individuals. The Division shall be headed by an Associate Provost for Student Affairs, who shall report to the Provost. The Division of Student Affairs shall consist of the following units:

Admissions, Career Planning and Placement Center, Center for Academic Advising, Office of Housing, Office of Student Educational Opportunity, Office of Student Financial Aids, Office of Student Life, Registration and Records, University Counseling Center, and Wyoming Union. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

## **Section 9. DIVISIONS OF MILITARY SCIENCE AND AEROSPACE STUDIES**

The Divisions of Military Science and Aerospace Studies shall offer such programs in the Reserve Officer Training Corps as may be authorized by the Congress of the United States and the Department of Defense through the Secretaries of the Army and Air Force, respectively, and as approved by the Trustees. The Divisions shall be headed by a Professor of Military Science and a Professor of Aerospace Studies, respectively, who shall report to the Provost. The professors shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.





## **CHAPTER IV. REGULATIONS OF THE PRINCIPAL ADMINISTRATIVE AND ACADEMIC UNITS OF THE UNIVERSITY**

### **Section 1. REGULATIONS OF ADMINISTRATIVE UNITS**

The President and the principal administrative officers of the University shall establish such regulations as are necessary to discharge their responsibilities and to provide for the organization and operation of the various divisions under their supervision as defined in Chapter II.

### **Section 2. REGULATIONS OF ACADEMIC UNITS**

In accordance with its bylaws, the University Faculty may adopt regulations to establish educational and academic policies for the University as a whole; to promote the general welfare of the University, the students and academic personnel; to establish policies regarding student conduct and all phases of student life, activities and student organizations; and to establish faculty committees.

The faculties of the various colleges and of the Graduate School shall propose regulations to establish the organization of their respective units, including functions, programs and procedures. Other academic units specified in Chapter III, after consultation with the Provost, may propose such regulations as are required for the discharge of their responsibilities.

### **Section 3. REVIEW AND APPROVAL OF PROPOSED REGULATIONS**

All proposed regulations shall be reviewed by the President of the University. Incident to such review, the President shall consider the need for such regulations, the duties and authority of the officer or academic unit proposing the regulation, possible conflicts with other existing regulations, and such other matters as the President may deem relevant to the best interests of the University.

The President may cause the proposed regulations to be reviewed by any affected units of the University, and any officers or committees concerned with the substance of the proposal in order to elicit their recommendations.

In his/her discretion, the President may return the proposed regulation for consideration of matters requested by him/her. But, if in the case of a regulation which has been proposed by the Faculty Senate, the Senate, after consideration of the President's views, shall agree to repass the regulation by a three-fourths vote of the members present and voting (there being a quorum of at least two-thirds of the voting members present), the President shall refer the regulation to the Trustees, at their next regularly scheduled meeting, for final approval, disapproval or other disposition of the regulation. At this meeting, the President

shall present his/her views on the proposed regulation to the Trustees and the Chairperson of the Faculty Senate or his/her designated representative shall be invited by the Trustees to represent the view of the Faculty Senate on the proposed regulation.

Except as provided for in the preceding paragraph no regulations authorized under this Chapter shall become effective unless and until approved by the President. In his/her discretion, the President may approve regulations which are ministerial in nature or which are in furtherance of and necessary to implementation of functions and responsibilities established by Regulations of the Trustees, or the President may refer them to the Trustees for consideration before he/she takes action thereon.

Proposed regulations which involve substantial changes to the functions, programs and procedures of academic units or the organization and operation of the offices of the principal administrative officers or which involve significant matters of University-wide concern and policy shall be referred to the Trustees for consideration before the President takes action thereon.

#### Section 4. PUBLICATION AND EFFECT OF REGULATIONS

All regulations approved under this Chapter shall be identified as to their source and shall be published and distributed in such uniform manner as is directed by the President. All such regulations shall be deemed to be issued by the authority of the Trustees of the University of Wyoming. It shall be the duty of all employees to conduct themselves in accordance with the provisions thereof, as well as Regulations of the Trustees of the University of Wyoming, as a condition of their employment.

Students applying for admission or enrolled in the University of Wyoming shall comply with all such regulations pertaining to academic procedures and requirements, student conduct, use of facilities and such other matters specifically applicable to students, as a condition of enrollment in the University of Wyoming.

#### Section 5. REPEAL OR CHANGE OF REGULATIONS

All regulations approved and published in accordance with this Chapter shall remain effective until repealed or changed in the same manner as provided for the establishment of such regulations.

Any administrative regulation or regulation of an academic unit of the University may be reviewed, modified, or annulled by the Trustees at any regular or special meeting of the Trustees. When the President has referred a regulation to the Trustees for review prior to its approval, the date of such review shall be noted in the published regulation.

## CHAPTER V. ACADEMIC PERSONNEL

### A. FACULTY

#### Section 1. ACADEMIC FREEDOM

The faculty is the educational body of the University and in recognition of the fact that true education may flourish only when the faculty is both free and responsible, the Trustees subscribe to the following statement on academic freedom and the responsibilities of faculty members as adopted in 1940 by the American Association of University Professors:

Academic freedom ... applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the students to freedom in learning. It carries with it duties correlative with rights.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.\*

\*Note: References to the male gender in the AAUP statement are read by the University as including the female gender.

## Section 2. DESIGNATION

Faculty status shall be granted at the appropriate rank to those individuals engaged in teaching or research in the colleges of the University and to such other groups or individuals as the Trustees may designate. The general qualifications for the various faculty ranks shall be as follows:

a. Instructors normally shall have a master's degree and preferably at least one year of additional study or professional experience in the field in which the instructorship is granted.

b. Assistant professors shall normally have the doctor's degree in course, and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.

c. Associate professors shall normally have the doctor's degree in course, shall have established a reputation in scholarship, teaching, artistic creation, or other productive activity in the field in which they are to serve.

d. Professors in addition to having the qualifications of associate professors, shall have demonstrated superior capacity for direction of graduate work and research; shall have attained wide recognition in their professional fields for scholarship or other creative work; and shall have gained recognition as teachers and as consistent contributors to the fields in which they are to render University service.

e. Lecturer shall be the title granted to individuals temporarily employed for such special teaching assignments as would make other academic titles inappropriate.

The general qualifications may be waived or modified at the discretion of the President and the Trustees. Further, in the interest of providing the opportunity for the tenure, reappointment, and promotion of faculty whose assigned responsibilities substantially preclude fulfilling the criteria enumerated above (such as "wide recognition in their professional fields for scholarship or other creative work"), faculty may offer evidence of equivalent distinction.

## Section 3. APPOINTMENT

a. Full time members of the faculty shall be appointed by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit. Recommendations shall then be forwarded through the appropriate academic and/or administrative officers, who shall add their recommendations to the President of the University for recommendation to the Trustees.

No appointment shall be binding upon the University unless accepted in writing by the faculty member within fifteen working days following action by the Trustees. Appointments shall be for a special period at the appropriate rank as described in Section 2 of this Chapter to be classified as follows:

(1) Probationary appointments to fill a budgeted vacancy. Such appointments normally will be for one academic year. Individuals so appointed will be considered for reappointment annually for the term of the probationary period specified in Section 4 of this Chapter. If reappointed at the termination of such period, they normally will be granted tenure. Persons in pursuance of an academic degree normally will not receive a probationary appointment.

(2) Supply appointments to serve for a specified period during the absence of the budgeted incumbent or in lieu of a fully qualified incumbent. Such appointments shall normally terminate upon the expiration of the contract period. However, in the event of appointment to a budgeted vacancy, service in a supply capacity may, on the basis of mutual agreement between the candidate and the appropriate University officers, be considered in meeting probationary requirements.

(3) Temporary appointments to fill a position authorized for a limited duration. Temporary positions may be authorized when needed to provide services for programs or projects which are supported by contracts, grants, or otherwise of limited duration.

Temporary appointments shall be for not more than one year in duration, but an individual may be reappointed. In no event shall reappointment as a temporary faculty member entitle an individual to consideration for tenure and its privileges. If an individual is reappointed for a sixth consecutive year to a temporary position, such reappointment shall remain in effect for so long as the temporary position is authorized, and the letter of reappointment shall so advise the individual and shall set forth those factors other than budget which would cause termination of the position and the individual's employment.

All temporary appointments and reappointments are subject to termination for cause and shall be subject to immediate termination whenever it is determined that the temporary position must be cancelled.

Standards and procedures for reappointment and promotion of temporary faculty will conform to those specified for faculty in the University Regulations except when conditions under the grant or contract make that not feasible.

In the event a temporary faculty member is appointed to a faculty position for which tenure consideration is authorized, service in a temporary position may be considered toward meeting probationary requirements.

(4) Visiting appointments to bring to campus faculty members from other institutions or professional persons in various fields to offer a special program.

b. Emeriti appointments will be awarded by the Trustees to those faculty members who are retired after long and distinguished service to the University of at least fifteen years.

c. Part-time appointments and appointments in the Summer School will be made by the President of the University upon the recommendation of the appropriate University officers.

d. Adjunct or clinical appointments may be made in the same manner provided for the appointment of full-time members of the faculty. Such appointments may be made when deemed appropriate to make available to the University, on a limited or part-time basis, the services of persons who have attained recognition in their professional fields for scholarship, creativity, or other distinguished accomplishments relevant to programs of the University.

Appointments shall be for not more than three years, subject to reappointment, without rights of tenure. Each letter of appointment shall set forth the terms and conditions under which services are to be performed by the appointee.

#### Section 4. REAPPOINTMENT AND TENURE

To hold a position with tenure means that the appointment is considered permanent and is not subject to termination or substantial reduction in status without adequate justification as outlined in Section 7 of this Chapter.

Faculty members employed on a temporary, supply, or part-time basis (including lecturers, adjunct or clinical appointments), members of the athletic staff whose duties are predominantly coaching, members of the University Library faculty, and officers in the Divisions of Military Science and Aerospace Studies shall not be eligible for tenure.

Administrative and academic officers do not have tenure in their administrative positions and shall serve in such capacity at the pleasure of the President and/or the Trustees. If they hold concurrent faculty appointments, they may be granted tenure in the faculty position at the discretion of the Trustees. However, no one shall forfeit tenure by reason of appointment to an administrative position.

Other members of the faculty shall be eligible for tenure upon completion of the period of probationary employment set forth below:

a. Instructors may be appointed annually for a period of six years; during the sixth year the tenure decision will be made.

b. Assistant professors may be appointed annually for a period of six years; during the sixth year the tenure decision will be made.

c. Associate professors may be appointed annually for a period of four years; during the fourth year the tenure decision will be made.

d. Professors may be appointed annually for a period of three years; during the third year the tenure decision will be made.

The probationary time for tenure decisions is based on rank at the time of the initial appointment to the University of Wyoming. In exceptional cases, and with prior consultation with the Tenure and Promotion Committee, an instructor, an assistant professor, an associate professor, or a professor may be granted tenure at less than normal time specified above.

An individual who is not offered tenure at the end of his/her probationary period shall not be retained. A faculty member who has been offered tenure and who has refused to accept tenure can be reappointed annually at the discretion of the department in which this individual holds an appointment; in addition, any such person shall have all rights and responsibilities of tenured faculty members except permanent appointment.

Recommendations concerning reappointment or tenure shall be initiated in accordance with the procedures specified in University Regulation 803, as revised. Academic and/or administrative officers shall normally initiate all recommendations concerning heads of units within their charge. The recommendation shall be contained in a written report evaluating the teaching ability, productive scholarship, and other relevant qualifications and characteristics of the faculty member under consideration.

In all tenure decisions, the President shall consider the recommendations of the University Tenure and Promotion Committee (hereinafter referred to as the Committee) before making his/her recommendation to the Trustees.

The Committee shall be notified in writing at least two weeks prior to the meeting at which tenure recommendations are to be considered, and committee members shall have access in advance of the meetings to all reports made on the individuals. The Committee's recommendation shall be based on the majority vote of the members present, exclusive of ex officio members.

When the Committee's recommendation is at variance with that of the dean or other major administrative and/or academic officer, this officer shall be advised prior to the President's recommendation to the Trustees. If the President does not concur in the recommendation of the Committee, the President shall bring to the Trustees the Committee's recommendation together with his/her own.

When an individual on probationary appointment is not recommended for reappointment, the President shall advise the faculty member in writing of this decision at least three months in advance of the end of the contract year if the faculty member is in his/her first year of service, at least six months in advance of the end of the contract year if the faculty member is in his/her second year of service, and at least twelve months in advance of the end of the contract year if the faculty member has served more than two years at the University.

## Section 5. PROMOTION

Promotion of faculty members shall be governed by the qualifications for the various academic ranks as set forth in Section 2 of this Chapter.

A written evaluation shall be prepared on all individuals recommended for promotion. A written evaluation shall also be prepared on all individuals below the rank of professor who have been in rank for a period of five or more years and for whom promotion is not recommended, unless such an individual requests in writing that an evaluation not be submitted.

The criteria to be considered in making this evaluation shall be relevant to the assigned responsibilities of each individual faculty member and may include: teaching effectiveness, helpfulness with students, continuing scholarship and research, professional publication, participation in the life of the University and the community.

Possession of the highest earned degree attainable in the faculty member's academic area weighs heavily in decisions concerning promotion.

Recommendations for promotion shall be initiated in accordance with the procedures specified in University Regulation 803, as revised.

After consultation with the University Tenure and Promotion Committee in accordance with the procedure outlined in Section 4, above, the President shall make his/her recommendation to the Trustees. If the President does not concur in the recommendation of the Committee, the President shall bring to the Trustees the Committee's recommendation together with his/her own.



## Section 6. LEAVES OF ABSENCE

a. **Emergency or Short-term Leave With Pay.** When a faculty member finds it necessary to be absent from regular duties at the University for a period not exceeding two weeks, the faculty member shall secure approval from his/her immediate superior for his/her absence. A temporary leave for more than two weeks but not to exceed four weeks may be granted, for good cause, upon written recommendation of the appropriate administrative superior and with the approval of the President. An individual making application for such leave should submit a statement suggesting a plan for carrying on his/her work during his/her absence. Any leave in excess of four weeks, except for illness, shall require approval by the Trustees.

b. **Leave Without Pay.** Upon recommendation of the appropriate administrative and/or academic officers and with the approval of the President of the University, leaves of absence without pay may be granted to faculty members by the Trustees for a period normally not in excess of one contract year.

c. **Sabbatical Leave.** Sabbatical leave may be granted to any tenured member of the University faculty for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical leave time may be used for research, writing, and/or study at a place of the recipient's choosing. University personnel holding academic rank whose duties are primarily administrative in nature shall also be eligible for sabbatical leave. A minimum of six years of academic service at the University must precede each period of sabbatical leave although no right accrues automatically through lapse of time. The granting of such leave is, in each case, within the discretion of the Trustees upon the recommendation of the President. Sabbatical leaves shall not be ordinarily available for the purpose of seeking an advanced degree.

A request for sabbatical leave should be initiated by the individual during the first semester of the year preceding the year for which leave is requested. The request, which shall contain a statement concerning the purpose for which the leave is requested, shall be forwarded to the President of the University through the appropriate administrative and/or academic officers, with a recommendation from each attached. The President shall consult with the appropriate faculty committee in making his/her recommendation to the Trustees.

Sabbatical leaves will normally be granted for either a full or half contract year. Leave for a full contract year shall be compensated at a rate equal to sixty per cent of the faculty member's annual salary; leave for half contract year shall be compensated at the annual rate.

While on sabbatical leave, grants and other forms of outside compensation may be accepted. The University shall not, however, be obligated to pay the individual more than that amount of sabbatical compensation which, when added to the outside sources of compensation, will equal his full regular salary for the period of leave. If allowances for travel and other expenses directly related to the leave are included in the outside grant, the amount of these allowances may be disregarded in computing the contribution to be made by the University.

A faculty member who fails to return to the University for at least one academic year immediately following sabbatical leave shall be obligated to repay the amount of compensation received from the University during the period of his/her leave.

## Section 7. DISMISSAL FOR CAUSE

"Cause" is defined to include any conduct which seriously impairs the ability of the University of Wyoming to carry out its functions, including physical or mental incapacity, incompetency, neglect of duty, dishonesty, immorality or conviction of a felony. This provision shall not be interpreted as to constitute interference with academic freedom.

Faculty members on tenure may be dismissed only for cause or because of bona fide financial exigencies of the University. A recommendation for the dismissal for cause of a faculty member with tenure shall be made in writing by the appropriate dean or comparable administrative officer to the President of the University. If the President finds substantial basis for dismissal for cause, the President shall appoint the appropriate dean or comparable administrative officer to act as charging authority for the preparation of a statement of charges and presentation of the case to a Hearing Committee, if the faculty member desires a hearing, under procedures established by University Regulation.

During the probationary period, the President of the University may dismiss a faculty member for cause prior to the expiration of the contract period after consultation with the appropriate administrative and/or academic officers. The President, prior to acting may, if he/she determines it to be necessary or desirable, cause an investigation to be made and may order a hearing by the appropriate faculty committee.

## Section 8. EVALUATIONS OF AND RECOMMENDATIONS FOR A FACULTY MEMBER

Evaluations and recommendations of faculty members with respect to reappointment, promotion, tenure and merit ratings upon which salary increases may be based, shall be communicated to the faculty member concerned in writing before the time of their being submitted by the dean of the college, or equivalent officer, to the general University administration. If the faculty member concerned

desires to comment upon the recommendation, the faculty member may do so by forwarding his/her remarks in writing to the appropriate University officers who will make the remarks a part of the official documents that will be presented to the Tenure and Promotion Committee, the President, and the Trustees.

#### **Section 9. VACATION LEAVE**

Faculty and University officers on a fiscal year contract are entitled to twenty-two (22) working days of VACATION LEAVE annually accrued at the rate of 1.834 working days per month.

Part-time faculty or University officers on a fiscal year contract working the equivalent of twenty (20) to thirty (30) hours per week are entitled to accrue VACATION LEAVE at fifty (50) percent of the full-time accrual rate.

Part-time faculty or University officers on a fiscal year contract working the equivalent of thirty (30) to forty (40) hours per week are entitled to accrue VACATION LEAVE at seventy-five (75) percent of the full-time accrual rate.

Faculty and University officers whose working term is less than twelve (12) months, regardless of the fact that their salaries may be paid in twelve (12) monthly installments, are not entitled to VACATION LEAVE WITH PAY.

VACATION LEAVE accrues to eligible faculty and University officers after they have been in the employ of the University for six (6) months. VACATION LEAVE credits may not accrue beyond the maximum amount which may be earned over two (2) years. Employees terminating for all reasons other than disciplinary, may elect a lump sum payment and/or TERMINAL VACATION LEAVE; an employee released for disciplinary reasons must take the accrued VACATION LEAVE in a lump sum. No other type of leave may be used during TERMINAL VACATION LEAVE except HOLIDAY LEAVE. Dates for VACATION LEAVE shall be approved by the appropriate administrative supervisor.

#### **Section 10. SICK LEAVE**

For absences from duties due to illness, injury, pregnancy and/or childbirth, death in family or medical care of family, a full-time regular faculty or University officer appointed on a continuing or temporary basis is eligible to accrue SICK LEAVE at a rate of eight (8) hours per paid month of service.

A part-time faculty or University officer appointed to a continuing or temporary position for the equivalent of twenty (20) to thirty (30) hours per week shall be eligible to accrue SICK LEAVE at a rate of four (4) hours per paid month of service.

A part-time faculty or University officer appointed to a continuing or temporary position for the equivalent of thirty (30) to forty (40) hours per week shall be eligible to accrue SICK LEAVE at a rate of six (6) hours per paid month of service.

Faculty or University officers are not eligible for SICK LEAVE until he, or she, has been in the employ of the University for one (1) month. Faculty and University officers are entitled to accrue an unlimited amount of SICK LEAVE.

#### Section 11. FAMILY AND MEDICAL LEAVE

After twelve (12) months of service, benefitted employees are eligible for twelve (12) weeks of unpaid FAMILY and MEDICAL LEAVE in any twelve (12) month period of service. All other non-benefitted employees are eligible for twelve (12) weeks of unpaid FAMILY and MEDICAL LEAVE in any twelve (12) month period if the employee has worked at least a total of twelve (12) months for at least 1,250 hours during that time before the leave request.

LEAVE may be taken because of the birth or placement of a child with the employee (FAMILY LEAVE). LEAVE may be taken to care for a spouse, child, or parent if they have a serious health condition (MEDICAL LEAVE). LEAVE may be taken because of a serious health condition that makes the employee unable to perform their job functions (MEDICAL LEAVE). Any questions concerning what is considered a serious health condition should be directed to the Human Resources Director.

Employees accruing University VACATION and SICK LEAVE may elect to substitute any part of their accrued VACATION LEAVE for any part of their (12) weeks of FAMILY or MEDICAL LEAVE, but will be required to use their SICK LEAVE and any DONATED SICK LEAVE when the leave is for a serious health condition or to care for a sick family member, with the remaining portion of the twelve (12) weeks taken as LEAVE WITHOUT PAY. LEAVE WITHOUT PAY taken under FAMILY or MEDICAL LEAVE does not require an employee to utilize VACATION LEAVE prior to LEAVE WITHOUT PAY. When FAMILY LEAVE is taken, employees may not substitute paid SICK LEAVE for unpaid FAMILY LEAVE.

The right to FAMILY LEAVE expires twelve (12) months after the birth or placement of a child with the employee. FAMILY LEAVE should be taken consecutively unless other arrangements are approved by the employee's appointing authority.

The Human Resources Director or the employee's appointing authority shall require certification issued by a health care provider to support an employee's request for MEDICAL LEAVE. Certification shall include a statement of: 1) the date the condition began or expected date when medical treatment will begin; 2) its probable duration; 3) appropriate medical facts, and 4) an assertion that the employee is needed to care for a sick family member for a specified time, along with a schedule of the MEDICAL LEAVE to be taken.

Employees are expected to give their immediate supervisor at least thirty (30) days advance notice of the intent to take FAMILY or MEDICAL LEAVE, unless such notice is not practical. Employees should try to schedule planned medical treatment so as to create a minimum disruption for their unit or department. Employees are encouraged to report to their supervisor on a monthly basis of their progress and intent to return to work at the end of their leave.

Employees returning from FAMILY and MEDICAL LEAVE, in accordance with the federal act, have the right to be returned to their former job position or they may be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The State health insurance contributions will be made for all eligible employees who have elected coverage. Employees retain all accrued benefits while on leave. Employees should direct benefit questions to the Human Resources Department.

Employees who do not return to work after leave entitlement has expired will be required to reimburse the University for any health insurance premium paid by the University during the period that the employee was on FAMILY or MEDICAL LEAVE if the failure to return to work is not due to the continuation, recurrence, or onset of a serious health condition entitling the employee to leave or other circumstances beyond the employee's control. An employee shall provide to the Human Resources Director certification from the health care provider supporting a claim of inability to return to work for health reasons. (Amended, 8/3/93)

## **Section 12. BEREAVEMENT LEAVE**

Employees shall be granted up to three (3) days of BEREAVEMENT LEAVE upon the death of a family member. (This includes and is limited to

parent, spouse, child, sibling, grandparent, grandchild, son-in-law, daughter-in-law, or another member of your immediate household.) This LEAVE shall be used before the use of any other LEAVE authorized for this purpose. Arrangement for this LEAVE shall be made with the employee's immediate supervisor. (Amended, 12-19-92)

## **B. ACADEMIC PROFESSIONALS**

### **Section 1. ACADEMIC PROFESSIONALS**

Academic professional status may be granted to individuals who are not faculty but whose specialized qualifications and specific job descriptions have them engaged primarily in activities which extend and support the teaching, research, extension and service missions of the University. The Trustees shall approve each category of employees who may be classified as academic professionals.

The office of Academic Affairs shall promulgate the appropriate University Regulations governing this category of academic personnel. (Amended, 2/16/91)

## **CHAPTER VI. STAFF OF THE UNIVERSITY**

### **Section 1. DESIGNATION**

All employees of the University other than those designated as Officers (Chapter I), Academic Personnel (Chapter V), or Student Employees (Chapter VIII), shall be classified as Staff. (Amended, 2/16/91)

Employees of the University appointed to staff positions are designated as professional or general staff employees. Professional staff designation requires either a job related baccalaureate degree, appropriate credential, or experience of such kind and amount as to provide a comparable background. All other staff employees are general staff.

### **Section 2. APPOINTMENT**

Appointments to the staff shall be made as set forth below and in University Regulation 174. Appointments shall be reviewed by the Director of Human Resources to ensure conformity with approved uniform salary and wage scales. Commencing with initial employment, all staff on a continuing or temporary basis are required to serve a probationary period of one (1) year.

The President shall designate an appointing authority or appointing authorities for each administrative unit or subunit of the University.

Each appointment to a staff position shall have a continuing, temporary or limited temporary basis.

### **Section 3. DISCHARGE**

Staff employees appointed under University Regulations may be discharged by the appointing authority.

All staff employees may be separated from University service for cause. Staff with limited temporary appointments may be terminated during their employment at the discretion of the appointing authority with appropriate notice. Terminations of employment of staff employees with continuing appointments may be appealed pursuant to hearing procedures established by the Trustees.

All staff employees may be separated from University service when positions are discontinued because of insufficient funding, lack of work, program changes, or mandated changes in the structure of departments, divisions, or other University administrative units. Employees being retrenched shall be given as much advanced notice as possible.

Staff employees serving initial probationary periods may be terminated when such actions are deemed to be in the best interests of the University.

#### **Section 4. LEAVE**

Staff on a continuing or temporary status are entitled to VACATION, SICK, FAMILY and MEDICAL, and BEREAVEMENT LEAVE unless otherwise stated in their official letter of appointment. In specific instances such as jury or legal duty, work related functions and certain MILITARY LEAVE and short-term emergencies these staff may be granted LEAVE WITH PAY. LEAVE WITHOUT PAY may also be granted to employees. All staff other than those on a limited temporary basis receive LEAVE for official University holidays. Details for STAFF LEAVE are described in the Staff Handbook.

(Amended 12/19/92 and 8/3/93)



## CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL PERSONNEL

### Section 1. EQUAL EMPLOYMENT OPPORTUNITY

The University's policy is one of equal opportunity for all persons in all facets of the University's operations. Equal opportunity is offered to all officers, academic personnel and staff members, and applicants for employment on the basis of their demonstrated ability and competence and without regard to such matters as race, color, national origin, sex, religion, political belief, age, veteran status or handicap.

### Section 2. NEPOTISM

Relatives (father, husband, son, brother, grandfather, grandson, uncle, nephew, first cousin, and the corresponding feminine relationships) may not be employed in positions which place one in an immediate supervisory relationship to the other. University employees who through marriage find themselves in violation of the foregoing statement are given the remainder of the fiscal year in which the marriage occurred to comply.

No provision of this Section shall be interpreted or applied so as to prevent the award of a scholarship, fellowship, or graduate assistantship to a student who is a relative of any employee of the University or of the Trustees.

### Section 3. COMPENSATION

a. Salary Payment. The base salary for most members of the faculty, some members of academic professionals, and of the staff is for work performed and work obligations incurred during the academic year, defined as the period beginning with the first day of the Fall semester registration and ending with Spring semester commencement. The base salary for certain members of the faculty performing administrative duties and other duties beyond the usual academic assignments and for most other salaried employees is for the fiscal year.

All base salaries shall be paid in twelve monthly installments except as specified in University Regulation 173. Required deductions shall be taken from salary payments for Federal withholding taxes, Social Security, retirement, and for such additional purposes as may be authorized by the individual, or as required by law.

**b. Supplementary Compensation.**

(1) From funds disbursed through the University. Full-time employees during their regular terms of service shall not have their salaries supplemented from University grants, contracts, or other University sources except for:

(a) Employment in extension classes, noncredit programs, and similar activities scheduled through adult education programs.

(b) Occasional employment at University sponsored events such as ticket selling at athletic events, or similar duties.

(c) Overtime payments when required by the contract of the employee or by applicable State or Federal law.

(d) Employment as part-time instructor, lecturer or professional employee, where the appointing department, with the approval of the employee's cognizant vice president or administrative officer, determines that:

1) the employment will not interfere with the performance of the employee's regularly assigned duties;

2) the part-time duties to which the employee is assigned on a supplementary basis require instructional or professional expertise that is not available through regularly appointed academic personnel or professional employees or through part-time appointment of non-University personnel;

3) the supplementary assignment does not ordinarily exceed the equivalent of one regularly scheduled three-hour credit course in any calendar year; and

4) the supplementary assignment shall normally not be recurring and shall not be in addition to the maximum time allowed for consulting in Section 3.b.(3).

(e) Employment on grants, contracts and like University-funded activities where the work is in addition to the individual's regularly assigned duties under limited conditions and for a limited period of time. Such employment may be approved when:

1) the essential services cannot be provided by persons employed or receiving salary support under the grant;

- 2) it is not possible to relieve the employee of part of usual duties;
- 3) the project is one for which another department has principal responsibility; and
- 4) the overload will not exceed twenty days per academic year or twenty-four days per fiscal year as determined by the employee's period of appointment and shall not be in addition to the maximum time allowed for consulting in Section 3.b.(3).

(f) When approved by the appropriate University authorities, full-time employees on academic year appointments may earn up to one-third of their base salary for services rendered during the period from Spring commencement to Fall registration.

(2) From State Agency Sources. The University recognizes a particular obligation to make its resources available to the various agencies of State government; however, the costs of such services normally are not included within the University budget and must, accordingly, be covered by funds from the agencies or from other non-University sources. The performance of professional and consulting work by a University employee for any Wyoming State agency shall, in general, be covered by the regulations that cover work for other outside agencies, i.e., the employee must obtain approval of the appropriate University officers and adhere to the maximum period for which additional compensation may be accepted. When an individual's services are required for a longer period, the University will make every effort to release the individual to the State agency for the time required with appropriate salary adjustment to be made between the agency and the University.

(3) From Other Outside Sources. During the period of full-time University employment a member of academic personnel or professional staff and University officers may, with the approval of the appropriate University officers, and the President, perform professional and consulting work for supplementary compensation for an outside agency. The terms of such work shall not normally exceed thirty-nine calendar days per academic year for academic year employees and forty-eight calendar days per fiscal year for fiscal year employees. The work must not interfere with normal University duties, including those extra responsibilities expected of all such employees, and must be in addition to rather than a part of normal full-time University duties. Such work must also be related to the employee's regular campus duties and must contribute to the effectiveness of the employee's regular work. Outside work shall not be solicited nor may it be performed at less than the prevailing rate.

When members of academic personnel or professional staff, or University officers work in a private capacity, they must furnish written statements signed by them and the clients attesting that the efforts are independent of the University employment and any affiliation thereto, that the University will be held harmless for any product thereof, and that the University is not to be connected with the results and may not be involved in publicity, advertising or other activities related to the work, except for publication of scholarly works.

The facilities of the University may not be used for outside work without the approval of the Vice President for Finance who shall establish the compensatory schedule for facilities used.

#### Section 4. MILITARY LEAVE

Regular employees are eligible for a leave of absence from the University to serve in the armed forces during a period of national or state emergency or for training.

a. **Active Duty for War or National or State Emergency.** Regular employees who shall have been employed for eleven months who leave the University to go on active duty with the armed forces, voluntarily or involuntarily, during a state of war or declared national or state emergency will be given a leave of absence without pay. Application for such leave must be made to the individual's immediate supervisor and transmitted through regular channels to the President for approval by the Trustees. The time spent in national or state service shall count toward University retirement.

b. **Active Duty for Training.** Employees eligible for vacation privileges may have an additional fifteen working days leave with pay per calendar year for active duty for training in addition to any other leave or vacation with pay to which the employee is entitled.

#### Section 5. RETIREMENT

Employees of the University are automatically included by state law in the Wyoming Retirement System and participation in the Federal Social Security program. The Higher Education Retirement Act of 1969 permits certain options by employees to utilize a portion of employer and employee contributions to the State Retirement System for a separate plan approved by the Trustees meeting Statutory requirements, which is available pursuant to agreement with the Teachers Insurance Annuity Association. Individual contributions, benefits, and options shall be administered in accordance therewith and any other controlling state or federal laws.

Members of the Faculty with tenure will be retired on July 1 after attaining the age of 70, or they may elect retirement options, in accordance with the terms and conditions provided by state law. At the option of the Trustees, and with the concurrence of the individual faculty member, a recommendation for an annual extension of employment beyond age 70 in a capacity mutually agreed upon by the individual and the University may be presented to the Wyoming Retirement Board, which under state law shall grant approval of the recommendation.

Each year the President of the University shall report to the Trustees the names and positions of all tenured faculty members who will have reached the age of 70 or over by July 1 of that year. This report shall carry a specific recommendation from the President concerning further appointment. Such recommendations shall be required for each successive one year appointment.

Faculty members officially retired may be recalled annually by the Trustees. Request for recall shall be made by the appropriate University officers with the consent of the retiree. Accrued limited service rights will not be affected by recall.

Employees who have completed 25 years of service with the University or who have attained the age of 60 with 15 years of immediately preceding University service shall at the time of retiring from University service be designated Retired with regard to staff and Emeritus with regard to faculty in recognition of such service. On completion of their appointed term(s), Trustees shall be designated Emeritus in recognition of their service. A roll of such personnel shall be maintained and such personnel shall thereafter be afforded such University privileges as have been customary and as may appear appropriate from time to time in the future. (Amended, 12/8/90)

## Section 6. POLITICAL ACTIVITIES.

The political rights and privileges of all employees of the University are the same as those of any other citizen of the State. However, University funds, time, services and facilities may not be used for political purposes unless such political activities are University sanctioned as part of the educational process. Any such use may be subject to disciplinary action, including discharge.

## Section 7. PATENTS AND COPYRIGHTS

The obtaining of patents or copyrights for the mutual benefit of the University and its employees and for making the results of intellectual inquiry available to society is an objective of the Trustees. To accomplish this objective and to protect the interests of the parties, whenever a patent or copyright is to be sought, as a result of research or development sponsored in whole or in part, by or through the University, such work shall be reported to a University officer designated by the President. That officer shall cause an evaluation to be made

of the respective interests of the University and the employee and make written recommendations to the President. The manner in which this determination shall be made, any conditions for support of further development, resources for obtaining a patent or copyright, and division of any royalties or other income resulting from a patent or copyright shall be subject to terms set forth in University Regulations or in written agreements authorized by the Trustees.

Use of University resources to develop or market any patentable invention or copyrightable work shall minimally entitle the University to exercise a perpetual, royalty-free, nonexclusive shopright to practice in the patented invention or to use the copyrighted work.

Further interest of the University shall be limited to those cases where there has been substantial use of University resources in developing the patentable invention or the copyrightable work and shall exclude articles published in scholarly professional journals. The extent of the University's and the employee's interest shall be determined with regard for the benefit to the parties.

## **Section 8. CLASSIFIED RESEARCH AND SECURITY CLEARANCE**

The University of Wyoming does not prejudice the appropriateness of participating in classified research. Rather, it reserves the right to examine each proposed project in the context of scientific merit as well as contributions the research may make to the general welfare of the state, the nation and the whole of humankind. As the governing body for the University, the Trustees have authority to accept or reject all research grants, contracts and gifts. In order to make special judgments about research projects, the Trustees must have access to research protocols, including classified research to be conducted at the University of Wyoming.

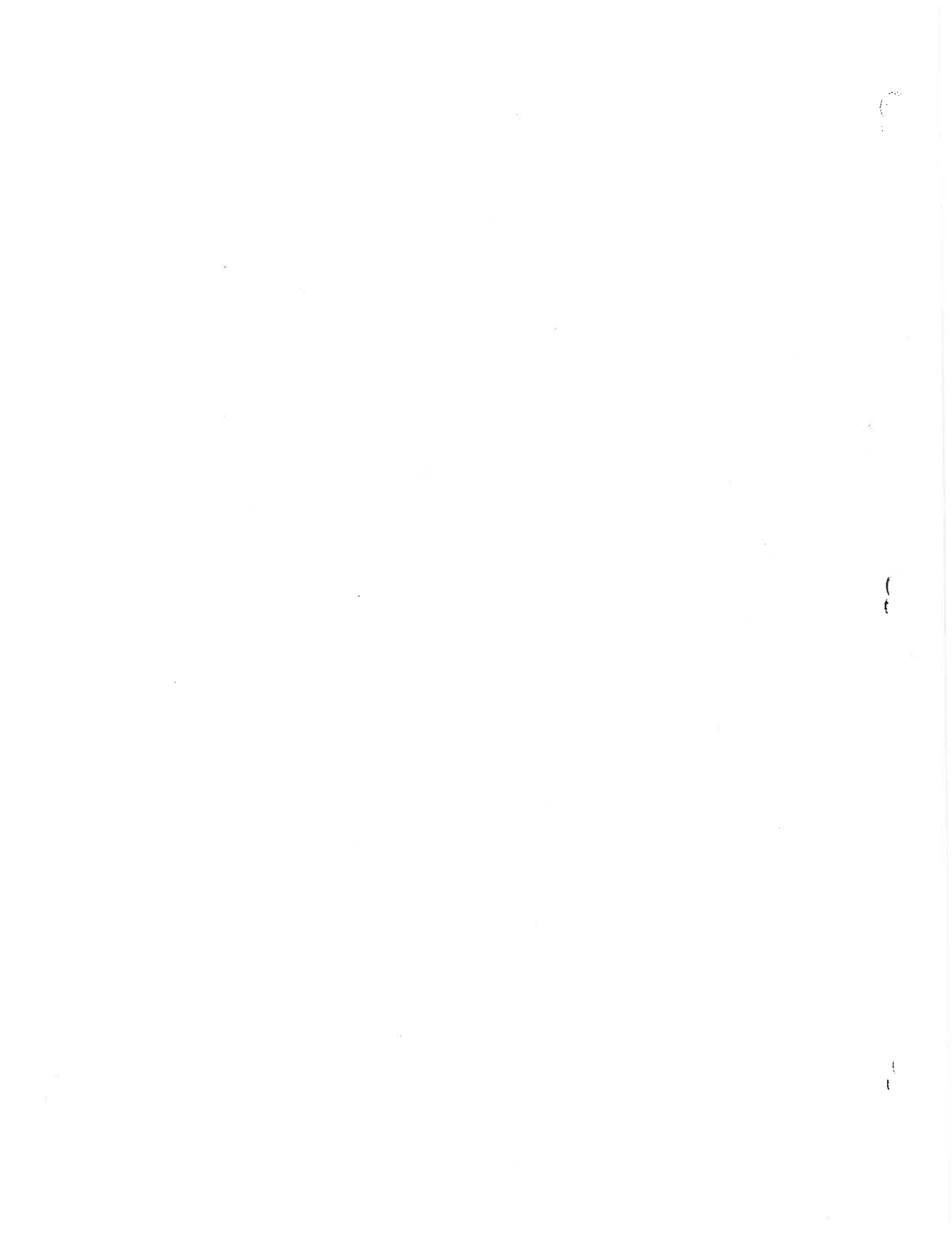
a. The Trustees shall be fully apprised of the character of all proposed classified research to be conducted at the University of Wyoming. The University, its academic personnel and staff, shall enter into contracts for classified research only with the express approval of the Trustees.

b. A Security Management Team (SMT) shall be designated for each classified research project to be conducted at the University of Wyoming. All members of the SMT shall be subject to security clearance investigation by the Defense Investigation Service and must be awarded clearance at the appropriate level in order to function as a member of the team.

The Security Management Team will consist of the President of the University, the Vice President for Research, the Associate Vice President for Research (as Security Officer), two representatives from membership of the Trustees, the faculty involved in the research and others as may be required by the grantor or contractor.

## Section 9. SAFETY

Every employee has a responsibility to assist the University in identifying and eliminating safety problems in the University environment. Any employee who believes there is a safety problem in his/her work environment, or elsewhere in the University is obligated to bring the problem to the attention of the University Safety Office. The Office shall be headed by the University Safety Officer who shall coordinate all safety activities of the University. The University Safety Officer is charged with the planning and implementation of action to meet the requirement of all applicable safety legislation and associated rules and regulations. The University Safety Officer shall have the authority necessary to ensure the safety of the University community, including the authority to vacate and close down University facilities, projects or activities. The Safety Officer's decisions are subject only to review by the President or his/her designee.





## **CHAPTER VIII. STUDENTS**

### **Section 1. ADMISSIONS**

Requirements for admission to the University shall be established by regulations of the University which are in accordance with governing law. No student shall be admitted to the University as a candidate for a degree unless he/she is admitted to a college concurrently. The Director of Admissions, under the supervision of the Provost, shall have administrative responsibility for the admission of students in accordance with such regulations.

Admission and programs of the University are offered to all eligible people without regard to race, color, national origin, sex, religion, political belief, age, veteran status or handicap.

### **Section 2. FEES**

All student fees, charges, refunds, and deposits shall be fixed by resolution of the Trustees, and shall be published in the appropriate University publications. All fees are payable in advance, unless the student has signed a deferred fee payment agreement with the University, and no student shall be admitted to classes until such fees have been paid, or a deferred fee payment agreement has been signed, except upon specific authorization of the President of the University. A student signing a deferred fee payment agreement will not be allowed to complete a current term unless payment in full has been made by the date specified in the deferred fee payment agreement, except upon specific authorization of the President of the University.

Fees, other than late registration fees and deposits, will be refunded to students who formally withdraw from the University after registration and the payment of fees, in accordance with schedules fixed by resolution of the Trustees and published in the appropriate University publications.

### **Section 3. STUDENT RESIDENCY CLASSIFICATION**

The following Trustee regulations govern the classification of students at the University of Wyoming as resident or non-resident, and shall be administered by the Director of Admissions.

a. For purposes of these regulations, a domicile in Wyoming exists when permanent residence has been established and maintained for at least 12 months immediately preceding the term in question. The burden of proving Wyoming resident status rests upon the person making the claim. Documentation which provides evidence of permanent residence in Wyoming may include, but is not limited to, the following items:

**Highly Persuasive Evidence of Permanent Residence in Wyoming**

- (1) Full-time employment (normally 40 hours per week) in Wyoming for one continuous year immediately preceding the claim for resident status
- (2) Purchase of and residence on property in Wyoming
- (3) One year of continuous presence in Wyoming without being enrolled in college for more than four hours per term
- (4) Payment of substantial taxes to Wyoming

**Less Persuasive Evidence of Permanent Residence in Wyoming**

- (1) Reliance on Wyoming sources for full financial support
- (2) Wyoming vehicle registration (required by state law)
- (3) Valid Wyoming Driver's License
- (4) Valid Wyoming voter registration
- (5) Wyoming address on most recent Federal income tax forms
- (6) Evidence that ties have been severed with any other state

b. The following U.S. citizens or permanent residents shall be classified as Wyoming residents for UW purposes:

- (1) Individuals age 21 or older, or emancipated persons under age 21 who maintain a domicile in Wyoming.
- (2) Dependents (under age 21) whose parent(s) or legal guardian works and resides within the state for an anticipated period of not less than one year.

(3) Persons temporarily absent from Wyoming due to military service, attendance at an educational institution as a non-resident student, or other types of documented temporary absence, who would have been classified as residents at the time of departure, and who have maintained ties to Wyoming during their absence from the state.

(4) Individuals who marry persons who have permanent domicile in Wyoming (with in-state tuition assessed effective with the next term subsequent to the marriage)

(5) Graduates of all Wyoming high schools who attend UW within one year of high school graduation and maintain continuous UW enrollment

c. All other persons shall be classified as non-residents for UW purposes. Residing in Wyoming primarily as a student does not support a claim for resident status irrespective of the length of such temporary residence.

d. Change of residence classification shall be governed by the following regulations:

(1) Non-resident students whose original classification was based on domicile of parent(s) may petition for residence reclassification when the facts indicate that a change in domicile has occurred.

(2) An initial non-resident classification may be appealed by submitting a petition for Wyoming resident status to the Admissions Office on or before the first day of classes for each term. The Director of Admissions is authorized to make exceptions to the petition deadline based on extenuating circumstances. The decision of the Director of Admissions to the residency petition may be appealed to the Residency Classification Committee provided a written request for appeal is received by the Admissions Office within twenty (20) calendar days of the date of the petition decision. Written notice of this residency appeals process shall be included with any notification of a determination of non-resident classification.

(3) No reclassification will be retroactive to previous terms.

e. The Residency Classification Committee will consist of three members appointed by the President, and the Director of Admissions, who is an ex officio (without vote) member, who shall serve as Chairperson. The duties of this Committee are:

(1) to render interpretations and rulings at the request of the Director of Admissions.

(2) To serve as an appeals committee for students who choose to appeal the residency petition decision.

(3) To consider existing Residency Classification Policy and to initiate recommendations for change to the President for approval by the Trustees of the University of Wyoming.

#### **Section 4. TUITION CLASSIFICATION EXCEPTIONS**

One hundred fifty percent (150%) of resident tuition will be extended to the following specific non-resident individuals. Appropriate documentation must be on file in the Admissions Office on or before the first day of classes for the term for which such exception is sought.

a. Non-resident UW graduates and their spouses shall be eligible for tuition rates of 150 percent of the resident undergraduate and/or graduate tuition rate, effective fall semester 1993.

b. Non-resident sons and daughters (and their spouses) of UW graduates who are life members of the UW Alumni Association and non-resident Wyoming National Guard members (and their spouses) shall be eligible for tuition charged at the rate of 150 percent of resident undergraduate and/or graduate tuition, effective fall semester 1993.

c. Individuals on active duty with the United States Armed Forces stationed in Wyoming and their dependents.

#### **Section 5. FEE SCHOLARSHIPS**

Fee scholarships, other than those supported from external sources, may be established only by the Trustees or by Statute, and a listing of such scholarships shall be published in administrative regulations.

#### **Section 6. DISMISSAL**

Dismissal of students for academic reasons shall be governed by the regulations of the University faculty and the regulations of the various colleges and the Graduate School. Individual cases shall be determined, in accordance with the criteria established by such regulations, by the dean and faculty of the particular college or the Graduate School in the manner set forth in such regulations.

Dismissal from the University for misconduct shall be effected by order of the Provost with the prior approval of the President of the University. Before recommending the dismissal of a student for such reasons, the student shall be advised of the proposed action. If the student so requests, a hearing shall be held at which time the student shall be afforded the opportunity to hear the evidence in support of the proposed action, to cross-examine witnesses, and to present evidence in his own behalf. The student may be represented in such hearing by counsel of the student's choice. A summary of the evidence presented at such hearing shall accompany the recommendation for dismissal. The Provost shall adopt regulations further defining the causes for dismissal and specifying the procedure to be followed in the conduct of the hearings provided for herein.

## **Section 7. STUDENT ORGANIZATIONS**

The organization known as the Associated Students of the University of Wyoming (ASUW) is hereby recognized as a part of the University. The constitution of such body in effect on the effective date of these regulations is hereby approved and ratified. No revisions of, or amendments to, such constitution shall become effective until they have been submitted to and approved by the Trustees.

It shall be the duty of the Provost to work with the ASUW in the development of a program to promote the general welfare of all students at the University.

All other campus student organizations annually must apply for official University recognition in accordance with the policies and procedures outlined in administrative regulations.

Only recognized student organizations shall be eligible to use University facilities and services.

## **Section 8. STUDENT PUBLICATIONS**

Student publications may be sponsored by the Associated Students of the University of Wyoming. No other publications shall be identified as the work of or representative of University of Wyoming students unless they are sponsored by a student organization officially recognized by the Provost. All student publications supported by use of University facilities or funds shall be approved by, and subject to the direction of a Student Publications Board which shall fulfill the normal responsibilities of a publisher. The Board shall be responsible to, and established by, the President of the University.

## Section 9. THE WYOMING UNION

The general operation and utilization of the Wyoming Union shall be conducted under the immediate administrative supervision of the Director of the Wyoming Union, who shall be responsible to the President of the University through the Provost. The Director of the Wyoming Union shall also be subject to the supervision of the Vice President for Finance with regard to the business and financial affairs of the Wyoming Union. The Director of the Wyoming Union shall be responsible for administering and planning the affairs of the Wyoming Union after consultation with the Wyoming Union Board with regard to general advisement on budgeting priorities for programs and services of the Wyoming Union as well as facility policies, scheduling of facilities and other similar matters involving the use and operation of the Union. The Wyoming Union Board shall be established by regulation issued by the President of the University, approved by the Trustees.

## Section 10. STUDENT EMPLOYMENT

Incident to the conduct of the operations and work of the University, part-time employment opportunities for students may be established and maintained within the University in accordance with such University-wide standards and procedures as may be approved by the President of the University.

Specific terms and conditions for such employment opportunities as approved by the President shall reflect a policy intended to provide work opportunities for students who desire or need to work to assist in meeting costs associated with progress toward their educational objective, as well as the recognition of educational benefits to the student incident to the performance of services for the University.

Compensation plans may be established upon the basis of hourly rates of pay or stipends for specified periods of time as may be deemed appropriate for differing types of services and educational programs.

The various provisions of Chapters VI and VII of these Regulations of the Trustees may be modified or deemed inapplicable with regard to the establishment of specific terms and conditions for students who receive any form of compensation or stipend from the University.

Regulations of the Trustees  
Chapter VIII., Sections 3. and 4.,  
Revised by the Trustees 3/21/92,  
4/25/92, and 9/19/92

## CHAPTER IX. DEGREES AND DIPLOMAS

### Section 1. DEGREES AND DIPLOMAS IN COURSE

All academic programs leading to the bachelor's, master's, or doctoral degrees, or to a professional diploma, must be authorized by the Trustees. The requirements for and designation of offered degrees shall be established by regulations, as required by Chapter IV. Degrees and diplomas shall be awarded by the Trustees upon recommendation of the appropriate school or college faculty, transmitted to the Trustees by the President of the University.

### Section 2. HONORARY DEGREES

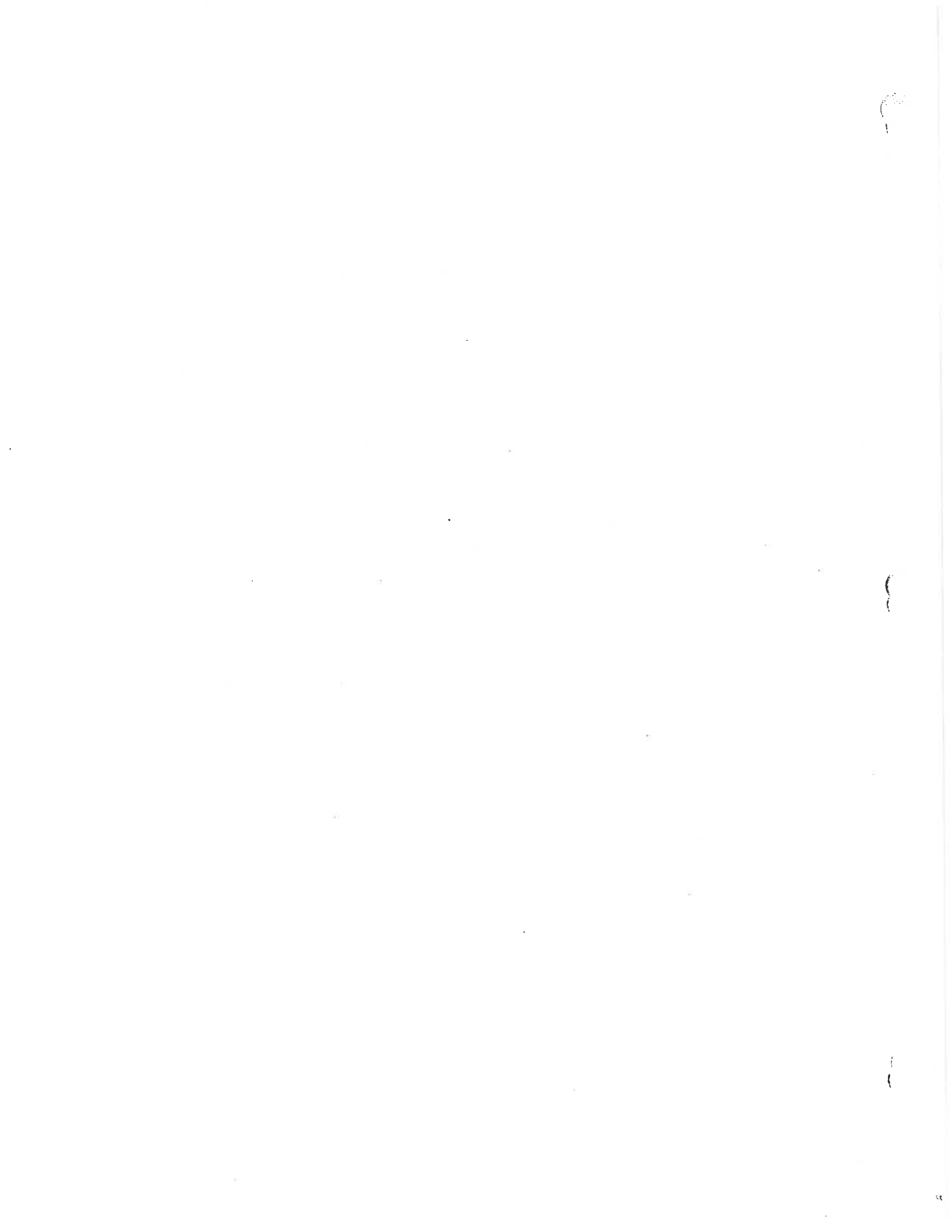
Nominees for honorary degrees may be submitted by members or former members of the Trustees, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University by a designated date each year. The President shall refer all nominations to a joint committee consisting of not more than three members of the Trustees appointed annually by the President of the Trustees, three members of the appropriate faculty committee chosen annually by that committee, and the President of the University who shall preside as chairperson without vote.

The joint committee shall canvass fully the achievements and qualifications of persons nominated in accordance with the following criteria:

- a. Notable contribution to the health, education, or general welfare of the people of the State.
- b. Outstanding accomplishment on either a state or national level by alumni of the University.
- c. Accomplishment so outstanding as to have won recognition on a national or international level.

All deliberations and votes of the joint committee shall be secret except for official records where required. Any candidate who receives an affirmative vote of two-thirds of the joint committee shall be recommended by the Trustees. The Trustees will award an honorary degree only upon recommendation of the joint committee, but reserves full discretion in respect to approval or disapproval of joint committee recommendations.

The only honorary degree authorized is the Doctor of Laws and it normally shall be awarded only at the time of Commencement.





## CHAPTER X. PHYSICAL PLANT

### Section 1. BUILDINGS

The selection and employment of architects for all buildings of the University, the adoption of plans, specifications, and details for such buildings, and the receiving of bids and awarding of contracts shall be a function of the Trustees upon recommendation of the Physical Plant and Equipment Committee. Through this Committee, the Trustees shall maintain general supervision over the construction and equipping of all University buildings.

Names of buildings shall be selected by the Trustees. No building shall be named after any person actively connected with the University at the time.

### Section 2. MOTOR VEHICLES

The unauthorized use by any officer or employee of any motor vehicle belonging to the State of Wyoming or the use of any such vehicle except on official business is prohibited by state statutes. The prohibitions contained therein apply to motor vehicles owned by the University.

### Section 3. PURCHASES

Preference shall be allowed in purchase of materials, supplies, equipment and machinery provided by bona fide Wyoming residents when such materials, supplies, equipment, machinery or provisions are of quality equal to those of any other state enforcing or having a differential for "out-of-state" materials, supplies, equipment, machinery, or provisions. Such preference shall be five percent (5.0%) and shall apply to materials, supplies, equipment, machinery or provisions produced, manufactured or grown in this state, and to materials, supplies, equipment, and machinery supplied by a Wyoming resident.

For purposes of purchases described in the above paragraph a bona fide Wyoming resident shall be construed to mean a person, partnership or corporation certified as a resident by the Commissioner of Labor and Statistics prior to bidding upon the contract, subject to the following criteria:

a. Any person who has been a bona fide resident of the state for one (1) year or more immediately prior to bidding upon the contract; or

b. A partnership or association, each member of which has been a bona fide resident of the state for one (1) year or more immediately prior to bidding upon the contract; or

c. A corporation organized under the laws of the state with at least fifty percent (50%) of the issued and outstanding shares of stock in the corporation owned by persons who have been bona fide residents of the state for one (1) year or more prior to bidding upon the contract, and which maintains its principal office and place of business within the state; or

d. A corporation organized under the laws of the state which has been in existence in the state for one (1) year or more immediately prior to bidding upon the contract and maintains its principal office and place of business within the state. If at least fifty percent (50%) of the issued and outstanding shares of stock in the corporation are owned by nonresidents, shares of the corporation shall:

- (i) have been acquired by nonresidents one (1) year or more immediately prior to bidding upon the contract; or
- (ii) be publicly traded and registered under Sections 13 or 15(d) of the Securities Exchange Act of 1934 for one (1) or more classes of its shares.

INDEX TO REGULATIONS OF THE TRUSTEES OF  
THE UNIVERSITY OF WYOMING

Republished Edition 1989

With Amendments through February 16, 1991

- Academic and Student Affairs, Provost and Vice President for, duties and responsibilities, 2,3,7,8,33,36,37
- Academic Advising Center, 3,10
- Academic Freedom, 14
- Academic Professionals, 23
- Adjunct or clinical appointments, 7,17
- Admissions, division of, 3,10,33; student, 13,33
- Aerospace Studies, division of, 3,10
- Affirmative Action program, 5
- Alumni Relations, University Relations, and Development, 5
- American Heritage Center, 6
- Appointing Authorities, 24
- Appointments, academic professionals, 23; adjunct, clinical, or emeriti, 7,17; faculty, 7, 14-32; officers of University, 1; part-time, 17; President, 1; probationary, 15; professional and supervisory, 24; staff, 24; summer school faculty, 17; supply, 17; temporary, 17; visiting, 17
- Art Museum, 5
- Assistant to the President for Governmental Relations, duties and responsibilities, 5
- Associated Students of the University of Wyoming, 38
- Athletic Committee, 6
- Athletics, 6
- Automobiles, University, 40
- Buildings, 40
- Campus Police, division of, 3
- Career Planning and Placement Center, 3,10
- Casper College/UW Center, 3
- Center for Academic Advising, 3
- Colleges, 7; admission of students, 13,33; dismissal of students, 37; recommendations of degrees, 39; regulations, 12
- Communications Services, division of, 5
- Compensation, 26
- Computer Services, 10
- Consulting Services, 28
- Copyrights, 30
- Counseling Center, 3,10
- Dean of Graduate School, 8
- Dean of Student Life, 3,10
- Deferred Fee Program, 33
- Degrees and diplomas, 7,39
- Deputy Treasurer of the Trustees, duties and responsibilities, 3
- Development, Alumni Relations, University Relations, Director of, Admissions, 3,10,33; Alumni Relations and University Relations, 5; Career Planning and Placement Center, 3,10; Computer Services, 10; Counseling Center, 3,10; Facilities Planning, 3; Financial Aids, 3,10; Housing, 3,10; Institutional Analysis, 3; Intercollegiate Athletics, 6; Personnel Services, 3,24; Physical Plant, 4; Registration and Records, 3,10; Service and Auxiliary Enterprises, 3; Student Educational Opportunity, 3,10; University Library, 9; Wyoming Union, 3,38
- Dismissals and removals, faculty, 21; officers of the University, 1; President, 1; staff, 24; students, 37
- Emeriti appointments, 7,17
- Employment Practices Office, 5
- Equal Employment Opportunity, 5
- Extended Studies, School of, 3
- Facilities Planning, division of, 3
- Faculty, admission of students, 33; dismissal of students, 37; appointments, 15; college, 7; compensation, 26; consulting services, 28; dismissal, 21; duties and responsibilities, 7; evaluations and recommendations, 21; Graduate, 8; leaves of absence, 20; membership, 7; political activities, 30; promotion, 19; qualifications, 15; regulations, 12-13; retirement, 29; Secretary of, 7; sick leave, 22; tenure, 17; vacation, 22
- Fee Scholarships, 36
- Fees, Student, 33
- Finance, Vice President for, duties and responsibilities, 3,38
- Financial Aids, Student, 3,10
- General Staff, 24-25
- Graduate Faculty, 8
- Graduate School, 3,7,8; admission of students, 33; dean and faculty, 8; dismissal of students, 37; recommendation of degrees, 39
- Honorary Degrees, 39
- Honors Program, 3
- Housing, division of, 3
- Institutional Advancement, Vice President for, duties and responsibilities, 5
- Institutional Analysis, division of, 3
- Intercollegiate Athletics, division of, 6
- International Programs, division of, 3

Leaves of Absence, 20, 25  
 Lecturer, 15  
 Legal Services, 5  
 Library, 3,7,9  
 Military Leave, 29  
 Military Science and Aerospace Studies, division of,  
     3,11  
 Motor vehicles, 40  
 Names of buildings, 40  
 Nepotism, 26  
 News Service, 5  
 Officers of the University, appointment, designation,  
     and removal of, 1  
 Outside employment, 26  
 Part-time appointments, 7,15,17  
 Patents and Copyrights, 30  
 Personnel Services, 3,24  
 Physical Plant and Equipment Committee, 40  
 Physical Plant, division of, 3  
 Placement Center, 3  
 Political Activities, 30  
 President, appointment, 1; death, incapacity,  
     resignation or removal, 2; powers and responsibilities,  
     2,3-6,33  
 Principal administrative officers, 2  
 Probationary appointments, 16  
 Professional, academic, 23  
 Professional employees, 24  
 Promotion, 19  
 Provost, 2,3,7,8,33,36-37  
 Publications, division of, 5  
 Purchases, 40  
 Reappointment and Tenure, 17-19  
 Registration and Records, division of, 3,10  
 Regulations, 12-13; publication and effect of, 13;  
     repeal or change of, 13; review and approval of, 12  
 Research, Vice President for, duties and  
     responsibilities, 4  
 Research and Security Clearance, 31  
 Reserve Officer Training Corps, 11  
 Residence Classification Committee, 33  
 Retirement, 29  
 Sabbatical leaves, 20  
 Safety Office, 3,32  
 Salary payments, 26  
 Scholarships, 36  
 Security Clearance, Classified Research, 31  
 Secretary of the University Faculty, 7  
 Service and Auxiliary Enterprises, division of, 3  
 Sick leave, 22  
 Special Assistant to the President, duties and  
     responsibilities, 2,5  
 Staff, appointment, designation, discharge, 24;  
     compensation, 26; leaves, 25; military leave, 29;  
     political activities, 30; retirement, 29; sick leave, 25;  
     vacation, 25  
 Student Affairs, division of, 3,10  
 Student Educational Opportunity, 3,10

Student employment, 24,38  
 Student Financial Aids, division of, 3  
 Student Health Service, division of, 3  
 Student Publications Board, 37  
 Students, admission to UW, 13-33; dismissal, 37;  
     employment, 24-38; fees, charges, and  
     deposits, 33; fee scholarships, 36;  
     organizations, 37; publications, 37; residency,  
     33; Wyoming Union, 38  
 Student Life, Dean of, 3,10  
 Supply appointments, 16-17  
 Temporary appointments, 16-17  
 Tenure, 17-19  
 Trustees of the University of Wyoming,  
     appointment of faculty, 15; awarding of  
     honorary degrees, 39; Emeritus status, 30;  
     review of regulations, 12; Deputy Treasurer, 3;  
     Physical Plant and Equipment Committee, 40;  
     Residence Classification of students, 33  
     University Legal Services, 5  
 University Legal Services, 5  
 University Safety Office, 3,32  
 UW/Casper College Center 3,10  
 Vacation, 25  
 Vice President for Academic and Student Affairs,  
     duties and responsibilities, 2,3,7,8,33,37-38  
 Vice President for Finance, duties and  
     responsibilities, 2,3,38  
 Vice President for Institutional Advancement,  
     duties and responsibilities, 2,5  
 Vice President for Research, duties and  
     responsibilities, 2,4,31  
 Visiting appointments, 17  
 Western History Research Center, 4  
 Wyoming Union, 3,38  
 Wyoming Union Committee, 38