

*Up-to-date ed
of 1977 ed*

RÉGULATIONS
OF THE
TRUSTEES OF THE UNIVERSITY OF WYOMING
REPUBLISHED EDITION

August 1, 1978

In recognition of the need to periodically provide for the republication of Regulations of the Trustees of The University of Wyoming, this republication was approved by the Trustees at their meeting of July 28, 1978 and shall be described as the Republished Edition, August 1, 1978 whenever reference is made to governing regulations of the Trustees.

These regulations were adopted pursuant to statutory authority (Wyo. Stats. 1977 Repub. Ed., Sec. 21-17-204) vested in the Trustees to prescribe rules for the government of the University.

REGULATIONS
OF THE
TRUSTEES OF THE UNIVERSITY OF WYOMING

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REGULATIONS
OF THE
TRUSTEES OF THE UNIVERSITY OF WYOMING

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.

CHAPTER I. OFFICERS OF THE UNIVERSITY, Continued

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.

CHAPTER I. OFFICERS OF THE UNIVERSITY, Continued

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 he is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him to any other member of the faculty 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 Vice President for Academic Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and the faculty and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 1. PRESIDENT OF THE UNIVERSITY, Continued

right of communication between the faculty 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 Vice President for Academic Affairs, a Vice President for Finance, a Vice President for Research and Graduate Studies, and a Special Assistant to the President. He also shall have the following administrative officers reporting directly to him: Assistant to the President for the American Heritage Center, Assistant to the President for Development, and Assistant to the President for Information.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 2. VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic 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, he shall maintain administrative supervision of the colleges, the School of American Studies, the University Summer School, the Divisions of Military Science and Aerospace Studies, University Library, University extension programs other than agriculture, Admissions, Registration and Records, Student Financial Aids and Scholarships, Counseling and Testing, the Dean of Students, Foreign Student Adviser, Placement Services, Wyoming Union, Housing, and Student Educational Opportunity. 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.

He shall initiate, organize, or direct such action 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. He 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, faculty appointments, promotions, leaves of absence, and

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 2. VICE PRESIDENT FOR ACADEMIC AFFAIRS, Continued
salaries, and shall conduct such special studies relating to
curriculum, instruction, faculty and other matters as may be
determined by the President.

Additional administrative units may be assigned to the Vice
President for Academic Affairs by the President and the Vice
President may be assisted by such associates and assistants as are
authorized from time to time.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

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, he shall perform such duties as are required by statute or by University regulations.

He 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.

He shall have administrative supervision over the following officers and their respective units: Director of Budget, Chief of Police, Controller, Director of Support Services, University Architect, and such other units as may be designated by the President. The Director of Budget shall serve as his immediate deputy and shall be empowered to act for him in all matters in his absence or at his direction. The Director of Support Services shall be responsible for immediate supervision of the divisions of Physical Plant, Service and Auxiliary Enterprises, and Personnel Administration.

In accordance with the Bylaws, the Vice President for Finance shall serve as the Deputy Treasurer of the Trustees of the University

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 3. VICE PRESIDENT FOR FINANCE, Continued

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 him, by the Director of Budget, by the Controller, or other designee when authorized in writing by the Vice President for Finance.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 4. VICE PRESIDENT FOR RESEARCH AND GRADUATE STUDIES

The Vice President for Research and Graduate Studies 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. He 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. He shall maintain general administrative supervision of the Graduate School, the Division of Computer Services, and any such other units as may be designated by the President.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

SECTION 5. 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 Officer and the University Affirmative Action Program, the coordination of the University's private development and fund-raising activities which involve a variety of administrative units that encompass the entire campus. The Special Assistant shall also undertake special projects that involve a variety of University units at the direction of the President.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 6. ASSISTANT TO THE PRESIDENT FOR THE AMERICAN HERITAGE CENTER

The Assistant to the President for the American Heritage Center shall be responsible to the President for developing and administering special programs within the Center. Decisions regarding formulation, alteration, and/or initiation of courses or interdisciplinary programs of the School of American Studies shall be made with the approval of the appropriate academic officers and the Vice President for Academic Affairs.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 7. ASSISTANT TO THE PRESIDENT FOR DEVELOPMENT

The Assistant to the President for Development shall be responsible to the President for private fund raising. His primary function shall be to seek and attract private financial support as a supplement to legislative and other public funds.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

Section 8. ASSISTANT TO THE PRESIDENT FOR INFORMATION

The Assistant to the President for Information shall be responsible to the President for the University's relations with the public at large. He shall have administrative supervision over the Division of Communication Services and the Division of Alumni Relations.

CHAPTER II. THE ADMINISTRATIVE ORGANIZATION OF
THE UNIVERSITY, Continued

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.



*Note
for pages
15 & 16*

**THE UNIVERSITY OF WYOMING
LARAMIE, WYOMING 82071**

OFFICE OF THE COORDINATOR

TO: Vice Presidents; Administrative Officers of the University; Faculty Senate, Staff Council and ASUW Offices; and Reference Sections of Coe, Law and Science Libraries

FROM: Jim Hand, Coordinator for General Administrative Procedures *im*

RECENT REVISIONS OF THE TRUSTEE REGULATIONS

Attached are the revisions of the Regulations of the Trustees which were adopted by the Board of Trustees of the University of Wyoming on April 18 and May 16, 1980, with an updated Index.

In brief, the April revisions (1) eliminate references to an Assistant to the President for Medical Affairs; (2) eliminate references to a Vice President for Student Affairs and shift most existing student affairs units to the jurisdiction of the Vice President for Academic Affairs; (3) shift the general supervision of the Graduate School to a Vice President for Research and Graduate Studies, eliminating express jurisdiction over "interdisciplinary research centers"; (4) shift the University Architect from a presidential officer to an officer under the Vice President for Finance; (5) establish a Special Assistant to the President to have general supervision of legal, intercollegiate athletics, employment practices, affirmative action, coordination of fund raising, and other special involvements; (6) change the composition, scope and presidential controls of the University Athletic Committee and the Residence Classification Committee; (7) shift responsibilities for student general welfare, fee policy, misconduct dismissal, hearing regulation and for recognizing student organizations and publications to the Vice President for Academic Affairs, who will also supervise the general operation and utilization of the Wyoming Union through its Director; and (8) authorize the President to assign additional administrative units to the Vice President for Academic Affairs, assisted by associates and assistants.

The May revisions (1) clarify Temporary Appointments provisions; (2) allow appointing authorities to grant short leaves without pay or, with approval of the Director of Personnel Administration, with pay; and (3) shorten, from eleven to six months, the time when vacation privileges accrue to eligible employees.

TO UPDATE YOUR CURRENT REGULATIONS: (1) Remove and discard present pages i, 4-5, 6, 7-8, 9, 10, 14, 15, 16, 20-21, 25, 37, 38, 53, 60-61, 69, 70, 73-74, 76, 77, 78, 79 and 87-88; and (2) insert the revised pages in proper sequence. The resulting set will have no pages numbered 15 or 16.

University officers are to expedite communication of these Revisions to persons within their areas of administration. Questions concerning filing and routing should be directed to the Coordinator, Jim Hand, (telephone 5272, ext. 28).

June 3, 1980

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

Section 1. THE UNIVERSITY FACULTY

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

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 2. COLLEGES

The University shall have the following colleges: Agriculture, Arts and Sciences, Commerce and Industry, Education, Engineering, Health Sciences, Human Medicine, 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 Vice President for Academic Affairs. 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 the faculty 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 Vice President for Academic Affairs, 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

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 2. COLLEGES, Continued

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.

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

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 Vice President for Research and Graduate Studies.

The Graduate Faculty shall consist of appropriately qualified and selected faculty, regardless of rank, the President, the Vice President for Academic Affairs, the Vice President for Research and Graduate Studies, the deans of the colleges and 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 Vice President for Research and Graduate Studies to the President.

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 3. THE GRADUATE SCHOOL, Continued

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.

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 4. THE UNIVERSITY SUMMER SCHOOL

The University Summer School shall be headed by a Dean who shall be responsible for planning, coordinating and promoting the courses offered by the colleges during the summer terms, and for recommending the Summer School budget. The Dean shall report to the Vice President for Academic Affairs.

The faculty of the Summer School shall be appointed annually by the President of the University upon the recommendation of the appropriate academic officers, including the Dean of the Summer School.

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

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 Vice President for Academic Affairs.

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 6. THE AMERICAN HERITAGE CENTER

The American Heritage Center shall be headed by an Assistant to the President, shall be composed of special programs relating to the American heritage, and shall specifically include the School of American Studies and the Western History Research Center, each having its own distinct and definite academic goals and functions. 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.

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 7. COMPUTER SERVICES

Computer Services shall be headed by a Director 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 Director shall report to the Vice President for Research and Graduate Studies.

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 8. 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 Vice President for Academic Affairs. The professors shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY, Continued

Section 9. OFFICE OF VOCATIONAL-TECHNICAL STUDIES AND
COMMUNITY COLLEGE RELATIONS

The Office of Vocational-Technical Studies and Community College Relations shall be headed by a Dean who shall be responsible for the vocational-technical studies programs in the College of Education. In addition, under the supervision of the Vice President for Academic Affairs, the Dean shall be responsible for coordinating the University's relations with community colleges.

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.

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

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 the faculty; 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 Vice President for Academic Affairs, may propose such regulations as are required for the discharge of their responsibilities.

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

Section 3. REVIEW AND APPROVAL OF PROPOSED REGULATIONS

All proposed regulations shall be reviewed by the President of the University. Incident to such review, he 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 he may deem relevant to the best interests of the University. He 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 discretion, the President may return the proposed regulation for consideration of matters requested by him. 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 re-pass 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 views on the proposed regulation to the Trustees and the Chairperson of the Faculty Senate or his designated representative shall be

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

Section 3. REVIEW AND APPROVAL OF PROPOSED REGULATIONS,
Continued

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 discretion, he 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 he may refer them to the Trustees for consideration before he 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.

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

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.

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

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. 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.

CHAPTER V. FACULTY, Continued

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 of 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

CHAPTER V. FACULTY, Continued

Section 2. DESIGNATION, Continued

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 on the staff 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.

CHAPTER V. FACULTY, Continued

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. 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

CHAPTER V. FACULTY, Continued

Section 3. APPOINTMENT, Continued

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

CHAPTER V. FACULTY, Continued

Section 3. APPOINTMENT, Continued

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 ten years.

CHAPTER V. FACULTY, Continued

Section 3. APPOINTMENT, Continued

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.

CHAPTER V. FACULTY, Continued

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, 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.

CHAPTER V. FACULTY, Continued

Section 4. REAPPOINTMENT AND TENURE, Continued

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 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. Academic and/or administrative officers shall normally initiate all recommendations concerning heads of units within their

CHAPTER V. FACULTY, Continued

Section 4. REAPPOINTMENT AND TENURE, Continued

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 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, he shall bring to the Trustees the Committee's recommendation together with his own.

When an individual on probationary appointment is not recommended for reappointment, the President shall advise him in writing of this decision at least three months in advance of the end of the contract

CHAPTER V. FACULTY, Continued

Section 4. REAPPOINTMENT AND TENURE, Continued

year if he is in his first year of service, at least six months in advance of the end of the contract year if he is in his second year of service, and at least twelve months in advance of the end of the contract year if he has served more than two years at the University.

These changes will become effective for all faculty who begin employment on or after June 1, 1976. Any faculty member serving on probationary employment at the time these changes go into effect may elect to come under these changes by filing a written request for such treatment with the head of the unit in which such faculty member holds an appointment. Such an election shall be filed not later than sixty days after these changes become effective. The unit head concerned shall give written notice of such election to all appropriate administrative and/or academic officers.

CHAPTER V. FACULTY, Continued

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

CHAPTER V. FACULTY, Continued

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, he shall secure approval from his immediate superior for his 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 work during his 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

CHAPTER V. FACULTY, Continued

Section 6. LEAVE OF ABSENCE, Continued

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 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 fifty per cent of the faculty member's annual salary; leave for half contract year shall be compensated at the annual rate.

CHAPTER V. FACULTY, Continued

Section 6. LEAVES OF ABSENCE, Continued

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 leave.

CHAPTER V. FACULTY, Continued

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, he 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 determines it to be necessary or desirable, cause an investigation to be made and may order a hearing by the appropriate faculty committee.

CHAPTER V. FACULTY, Continued

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, he may do so by forwarding his 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.

CHAPTER VI. STAFF OF THE UNIVERSITY

Section 1. DESIGNATION

All employees of the University other than those designated as Officers (Chapter I), Faculty (Chapter V), or Student Employees (Chapter VIII), shall be classified as staff, further designated as follows:

a. Regular Employees. Persons employed either full time on an academic or fiscal year basis or part-time where employment is twenty hours per week or more on a continuing basis.

b. Temporary Employees. Persons employed in positions of short duration, intermittent in nature, or in positions where it is clearly impractical to employ on a continuing basis for one-half time or more. Temporary employees include staff hourly employees working less than twenty hours per week.

CHAPTER VI. STAFF OF THE UNIVERSITY, Continued

Section 2. APPOINTMENT

Appointments to the staff shall be made as set forth below and shall be reviewed by the Director of Personnel Administration to ensure conformity with approved uniform salary and wage scales. When appropriate, a stated period of probation, not to exceed six months, may be required as a condition of employment.

a. Key administrative and supervisory employees who report directly to University officers and professional employees who do not hold faculty rank shall be appointed by the President of the University upon the recommendation of the appropriate University officer.

b. All other staff shall be appointed by the appropriate University officer after consultation with the Director of Personnel Administration.

CHAPTER VI. STAFF OF THE UNIVERSITY, Continued

Section 3. DISCHARGE

Employees appointed under the provisions of this Chapter may be discharged by the appointing officers. An employee may, if he believes he was wrongfully discharged, appeal in accordance with procedures established by the President.

CHAPTER VI. STAFF OF THE UNIVERSITY, Continued

Section 4. LEAVES OF ABSENCE

a. Leave Without Pay. Leaves of absence without pay may be granted to staff employees by the appointing authority for periods up to four work weeks annually. Staff employees may be recommended by the appointing authority to the President of the University for extended leaves of absence for periods from four work weeks to one year.

b. Emergency or Short-Term Leave With Pay. When a regular full time member of the staff finds it necessary to be absent from regular duties at the University for a period not exceeding two weeks, the staff employee shall secure approval from his/her appointing authority and the Director of Personnel Administration, for such 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 appointing authority and with the approval of the President. The approval of the Trustees is required for leave with pay in excess of four weeks.

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, faculty and staff members, and applicants for employment, without discrimination on the basis of their demonstrated ability and competence and without regard to such matters as race, color, national origin, sex, religion, political belief, or handicap.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL
PERSONNEL, Continued

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.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL
PERSONNEL, Continued

Section 3. COMPENSATION

a. Salary Payment. The base salary for most members of the faculty and some members 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. 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.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL
PERSONNEL, Continued

Section 3. COMPENSATION, Continued

- (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 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: The essential services cannot be provided by persons employed or receiving salary support under the grant; it is not possible to relieve the employee of part of usual duties; the project is one for which another department has principal responsibility; and the overload will not exceed 20 days per academic year or 24 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).
- (e) When approved by the appropriate University authorities, full-time employees on academic year appointments may earn up to 1/3 of their base salary for services rendered during the period from Spring commencement to Fall registration; however, such employees normally may not earn salary for more than 23 months in any consecutive 24-month period.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 3. COMPENSATION, Continued

(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 the faculty or professional staff and University officers may, with the approval of the appropriate University officers, and

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL
PERSONNEL, Continued

Section 3. COMPENSATION, Continued

the President, perform professional and consulting work for supplementary compensation for an outside agency. The terms of such work shall not normally exceed 39 calendar days per academic year for academic year employees and 48 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 the faculty 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

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL
PERSONNEL, Continued

Section 3. COMPENSATION, Continued

work without the approval of the Vice President for Finance
who shall establish the compensatory schedule for facilities
used.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 4. SICK LEAVE

For absences from duties due to illness or injury, a regular full time employee shall be granted twenty-two working days of sick leave at full pay during his current anniversary year (the nine-month period dating forward from the day and month of the employee's current appointment for an academic year and, for a fiscal year employee, the twelve-month period dating forward from the day and month of the employee's initial employment at the University). A regular part-time staff member employed for twenty or more hours per week on a continuing basis shall be granted eleven working days of sick leave with pay during his, or her, current anniversary year. During an employee's first anniversary year, an employee is not eligible for sick leave until he, or she, has been in the employ of the University for one month, and then only for that portion of the entitlement which has actually accrued; in subsequent years, the full sick-leave entitlement is available to the employee at the beginning of each anniversary year. Sick leave not used during an employee's current anniversary year cumulates and may be taken in succeeding anniversary years at forty per cent of his, or her full pay.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 5. VACATION

Regular full time University staff members employed on a fiscal year basis are entitled to two calendar weeks of vacation with pay annually, not to exceed ten working days except where other specific contractual arrangements exist. Regular part-time staff members employed twenty or more hours per week on a continuing basis are entitled to five working days of vacation with pay annually.

University officers, faculty, key administrative, supervisory and professional employees who are on a fiscal year contract shall be entitled to four calendar weeks of vacation annually, not to exceed twenty working days.

At the end of the third year of continuous service, all regular full time University staff members employed on a fiscal year basis shall be entitled to three calendar weeks of vacation annually, not to exceed fifteen working days; regular part-time staff members employed twenty or more hours per week on a continuing basis shall be entitled to seven and one-half working days annually. At the end of the seventh year of continuous service, regular full time staff members shall be eligible for four calendar weeks of vacation annually, not to exceed twenty working days; regular part-time staff members employed twenty or more hours per week on a continuing basis shall be entitled to ten working days annually.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 5. VACATION, Continued

Vacation privileges accrue to eligible employees after they have been in the employ of the University for six months. Vacations must be taken in the year in which earned or in the following year. Dates for vacation shall be approved by the appropriate administrative superior. No additional compensation shall be paid to persons not taking the vacations to which they are entitled.

Employees whose working term is less than twelve months, irrespective of the fact that their salaries may be paid in twelve monthly installments, are not entitled to vacation with pay.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 6. 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 ten 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.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL
PERSONNEL, Continued

Section 7. 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.

Employees will be retired on July 1 after attaining the age of 65, 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, a recommendation for an annual extension of employment beyond age 65 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 University

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL
PERSONNEL, Continued

Section 7. RETIREMENT, Continued

employees who will have reached the age of 65 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.

Employees 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. 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.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 8. 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, but University funds, time, services and facilities may not be used for political purposes.

Any University employee seeking election to the office of President or Vice President of the United States, United States Senator or Congressman, Governor, Secretary of State, State Treasurer, State Auditor, or State Superintendent of Public Instruction of the State of Wyoming shall apply for and be granted leave of absence without pay beginning before or at the time of his filing for office. Such leave shall continue through the fall semester at the option of the Trustees. In the event that such person is elected to office, he shall resign from the University at the end of the leave or before assuming office, whichever is earlier.

Any University employee seeking election to the office of State Representative or Senator in the Wyoming Legislature shall apply for earned vacation or for a leave of absence without pay beginning before or at the time of his/her filing for office, which application shall encompass and describe the periods of time the employee shall be absent from assigned duties so as to conduct activities in furtherance of election and to serve as a State Legislator, if elected. The

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 8. POLITICAL ACTIVITIES, Continued

University officer immediately responsible for the work of the applicant shall append to such application a statement setting forth his acknowledgment of the absence from duties by the applicant and the means by which the work of the applicant can be accomplished in his/her absence at no additional cost to the University, taking into consideration use of salary not paid during the period of a leave of absence without pay. The cognate principal academic or administrative officer shall forward the application to the President with such comments or recommendations as to the conditions of the vacation or the leave as are appropriate. The President of the University shall approve such application after assuring that the taking of vacation or the award of the leave shall not impair the functions of the affected department or division to any greater extent than other types of leave. An application shall be submitted for each term of office sought by an applicant.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 9. 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.

CHAPTER VII. EMPLOYMENT PROVISIONS APPLICABLE TO
ALL PERSONNEL, Continued

Section 9. PATENTS AND COPYRIGHTS, Continued

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.

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 is admitted to a college concurrently. The Director of Admissions, under the supervision of the Vice President for Academic Affairs, 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, or handicap.

CHAPTER VIII. STUDENTS, Continued

Section 2. FEES

All student fees, charges 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, and no student shall be admitted to classes until such fees have been paid, 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 promulgated by the Vice President for Academic Affairs, with the approval of the President of the University.

CHAPTER VIII. STUDENTS, Continued

Section 3. STUDENT CLASSIFICATION FOR FEE PURPOSES

The following regulations govern the classification of students at The University of Wyoming as resident or non-resident for purposes of fee assessment.

a. The following persons upon matriculation shall be classified as Wyoming residents for fee purposes:

(1) Minors whose parent(s) are domiciled in the State of Wyoming. Domicile in Wyoming shall be deemed to exist when the parent(s) have established residence in Wyoming with an intention to remain in Wyoming for an indefinite time, and the former domicile is abandoned. "Parent" may be deemed to include a legally appointed guardian when the circumstances establish that residence classification was not a primary purpose for the guardianship and a minor is without living parents or the minor has habitually resided prior to matriculation with the guardian.

For purposes of these regulations, minors shall be classified as residents for fee purposes if the student's parent is assigned by an employer to work and reside within the State for an anticipated period of not less than one year pursuant to the needs and established policies of the employer. NOTE: To qualify as a resident under this item, the parents or guardian must be residing in the State on

CHAPTER VIII. STUDENTS, Continued

Section 3. STUDENT CLASSIFICATION FOR FEE PURPOSES, Continued

the opening day of the term for which the student matriculates. It is expected that students will inform the Admissions Office of any change in the place of residence of their parents or guardian between the time of filing the Application for Admission and the opening of the term for which they expect to attend.

(2) Adults who have established their domicile in Wyoming and who have resided in the State for a continuous period of one year immediately preceding their registration at the University; except that, residing in Wyoming primarily as a student does not qualify a student as a resident for purposes of these regulations irrespective of the length of such residence. Adults, for purposes of this regulation, are defined as persons 21 years of age or more, or married persons under such age maintaining a household in Wyoming with their spouse.

(3) Persons temporarily absent from the State due to military service, attendance at an educational institution, or other type of temporary sojourn of a known duration, who have retained an intention to return to the State and who would have been classified as residents at the time of departure in accordance with these regulations; provided, that such persons enter a Wyoming institution of higher

CHAPTER VIII. STUDENTS, Continued

Section 3. STUDENT CLASSIFICATION FOR FEE PURPOSES, Continued

learning within one year following termination of the specified reason for their absence.

(4) A spouse shall normally be accorded the same residence status. However, students are not necessarily governed by this statement. (See item d. 3.)

b. Persons other than U.S. citizens who have not been admitted to the United States for permanent residence shall be classified non-residents.

c. All other persons shall be classified as non-residents for fee purposes. Students may request review of such original classification when they consider these regulations as not clearly applicable to their claim for resident classification.

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

(1) Undergraduates whose original classification was based on domicile of parents may be reclassified after an interruption of their education for more than eighteen months or completion of a degree.

(2) Persons other than those described in (1) may be reclassified at any time available facts indicate that a change in domicile has occurred since the time of original residence classification.

CHAPTER VIII. STUDENTS, Continued

Section 3. STUDENT CLASSIFICATION FOR FEE PURPOSES, Continued

(3) A student's residence status shall not be changed solely by reason of marriage to another student.

e. An initially assigned non-resident classification may be appealed to the Director of Admissions for decision provided the request is submitted within ten calendar days of the student's registration. The decision on the petition for reclassification made by the Director of Admissions may be further appealed to the Residence Classification Committee provided the appeal is made within twenty calendar days of the date of the Director's decision.

f. The Director of Admissions shall be responsible for the administration of these regulations.

g. There shall be a Residence Classification Committee consisting of three members appointed by the President and the Director of Admissions who shall be an ex officio (without vote) member of the Committee and shall serve as Chairperson. The duties of this Committee shall be as follows:

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

(2) To serve as an appeals Committee for students who wish to appeal the decision of the Director of Admissions.

(3) To consider University policies in the area of residence classification and make recommendations to the Trustees of The University of Wyoming.

CHAPTER VIII. STUDENTS, Continued

Section 4. 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.

CHAPTER VIII. STUDENTS, Continued

Section 5. 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 Vice President for Academic Affairs 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 his choice. A summary of the evidence presented at such hearing shall accompany the recommendation for dismissal. The Vice President for Academic Affairs 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.

CHAPTER VIII. STUDENTS, Continued

Section 6. 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 Vice President for Academic Affairs 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.

CHAPTER VIII. STUDENTS, Continued

Section 7. 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 Vice President for Academic Affairs. 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.

CHAPTER VIII. STUDENTS, Continued

Section 8. 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 Vice President for Academic Affairs. 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 Committee 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 Committee shall be established by regulation issued by the President of the University, approved by the Trustees.

CHAPTER VIII. STUDENTS, Continued

Section 9. 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 towards 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.

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.

CHAPTER IX. DEGREES AND DIPLOMAS, Continued

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

CHAPTER IX. DEGREES AND DIPLOMAS, Continued

Section 2. HONORARY DEGREES, Continued

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.

CHAPTER X. PHYSICAL PLANT, Continued

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 statute. The prohibitions contained therein apply to motor vehicles owned by the University.

CHAPTER X. PHYSICAL PLANT, Continued

Section 3. PURCHASES

In addition to statutory preferences pertaining to State contracts and purchases, preference shall be given to bona fide Wyoming residents in making purchases of supplies, materials and provisions not manufactured, produced or grown in Wyoming, when such purchases would not be detrimental to the University. For articles of equal quality offered by competitors outside of the State, a two and one-half per cent (2 1/2%) differential shall be applied to prices proposed by bona fide Wyoming residents.

For purposes of purchases described in the above paragraph a bona fide Wyoming resident shall be construed to mean an individual or business organization that has been active for the preceding year in the conduct of activities normally associated with the making of sales of the type of articles being purchased by the University, and that maintains a permanent place of business within the State of Wyoming at which one or more persons devote full time to the activities of the business. The Vice President for Finance through his designated representative, shall determine resident classification for purposes of this paragraph and may require persons asserting a right to the preference to submit such information as he may deem necessary.

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