

# **UW REGULATION 6-700**

## **Bylaws of the University Faculty**

### **1. PREAMBLE**

In order to provide for the basic organization and processes through and by which the University Faculty of the University of Wyoming may function in the exercise of its authority and responsibility as prescribed by UW Regulations, these Bylaws are adopted by the University Faculty.

#### Article I. University Faculty

Section 1. Membership. Voting members of the University Faculty shall consist of those persons defined by UW Regulations as members of the University Faculty and whose right to vote is not restricted therein.

#### Section 2. Officers of the Faculty

- a. The presiding officer of the University faculty shall be the President of the University of Wyoming, or, in his absence, his appointee.
- b. The Secretary of the University Faculty shall be appointed by the President annually. The Secretary shall keep the minutes of all University Faculty meetings and shall serve as custodian of all minutes and of communications to and from the University Faculty.

#### Section 3. Meetings and Faculty Actions

- a. Meetings. Meetings shall be held once each semester, on call of the President, or on call of the Faculty Senate.
- b. Quorum. A majority of the duly appointed voting members of the University Faculty shall constitute a quorum.
- c. Notice of Meetings. Notice shall be given at least one week in advance of any meeting and such notice shall contain a description of any matters to be presented to the faculty for action.
- d. Voting. The vote of the majority of the University Faculty present at a meeting at which a quorum is present shall be the act of the University Faculty. Voting shall be by voice, show of hands, or by ballot as determined by the presiding officer; provided, however, that it shall always be in order to move for a vote by ballot or by mail ballot. The University Faculty may vote to order its members polled by mail to seek opinion.

e. Order of Business. Conduct of business shall be in accordance with the most recent revision of Robert's Rules of Order.

f. Vote by Mail Ballot. If a resolution to be presented to the University Faculty for action has appeared in the notice of a meeting, and if the University Faculty failed to act because of lack of a quorum at a regularly called meeting, then the President, at his discretion or upon written request by the Executive Committee of the Faculty Senate, will initiate a mail ballot on said resolution within two weeks after the scheduled meeting. A mail ballot vote may be initiated by ordering ballots sent to the University address of each voting member of the University Faculty, with a specified deadline for return of ballots not less than two weeks from the date of issuance. The ballot will contain a concise explanation and a complete text of the item to be voted upon, with a specification of the time and place at which the ballots will be opened and counted. The Secretary of the University Faculty shall be present to oversee the opening and counting of the ballots to insure the integrity of the balloting process and secrecy of the ballots consistent with the balloting process. When ballots have been returned by a quorum of the voting members, the vote of the majority shall be the act of the University Faculty.

Section 4. Functions of the University Faculty. In accordance with, and subject to, the Regulations of the Trustees and applicable provisions of law, the University Faculty is responsible for the establishment of educational and academic policies for the University as a whole and the promotion of the general welfare of the University, its students and the faculty.

## Article II. Faculty Senate

Section 1. Delegation of Powers. The powers conferred upon the University Faculty by the Board of Trustees, subject to the limitations stated herein, shall be vested exclusively in the Faculty Senate established by these Bylaws, which body shall act for and in behalf of the University Faculty in the exercise of said powers.

Section 2. Objects and Authority. In the exercise of its delegated powers, subject to review and approval in accordance with UW Regulations, the Faculty Senate shall seek to determine and establish educational and academic policies which promote and protect the interests and welfare of the University community and further the full and free development and preservation of scholarly learning, teaching and research, including the following:

- a. To establish and review policies relating to undergraduate and graduate curricula and courses of study.
- b. To establish and recommend policies relating to general requirements for degrees, diplomas and certificates, and honorary degrees.

- c. To establish policies and standards regarding the admission, registration and dismissal of students, and other matters which relate to the education of students.
- d. To participate in the formulation and implementation of policy governing the status of faculty, including such matters as appointment, promotion, tenure, academic freedom, dismissal, sabbatical and other leaves of absence, travel allowance, and general economic benefits.
- e. To participate in planning for the development, allocation and utilization of the University's human, fiscal and physical plant resources, including the formulation of policies and procedures governing budgetary priorities.
- f. To consult with the Board of Trustees regarding the selection of a President of the University whenever that office shall become vacant.
- g. To propose amendments or additions to the Bylaws of the Trustees and UW Regulations.
- h. To provide the means through which any matter of interest to the faculty or pertaining to the University and its purposes may be brought to the Faculty Senate for discussion and appropriate action.

The listing of the foregoing objectives shall not be construed as being in limitation of powers or objectives, nor as limiting the authority of any academic or administrative officer, or any college, department or division, to discharge responsibilities imposed by law or the Bylaws of the Trustees or UW Regulations.

Section 3. Review of Senate Action. Any action of the Faculty Senate on any matter shall be subject to review and reconsideration by the University Faculty upon written request made to the President by not less than twenty percent (20%) of the members of the faculty. Such request shall be made within fifteen days of the date of action by the Faculty Senate. Review of the matter shall occur at a special faculty meeting called for that purpose by the President after the faculty members have been given at least fifteen days notice of the meeting. The action of a majority of the members of the faculty in attendance at any such meeting, there being a quorum, shall constitute the final action of the University Faculty.

#### Section 4. Membership of Senate.

- a. The Faculty Senate shall consist of elected members and ex officio members. All voting members of the University Faculty shall be eligible for elected membership to the Senate.

b. Ex officio members shall be the President of the University, the Vice Presidents of the University, the Deans of Colleges, and the President of the Associated Students of the University of Wyoming or his designated student representative, all having the same privileges as elected members except the right to vote.

c. Senators shall be elected by the University Faculty in accordance with the following provisions:

1. Representative Units of the University Faculty. The elected members shall be elected by the academic departmental units of the University Faculty. The number of faculty in each department meeting the criteria for the determination of apportionment by the Senate shall be obtained from the Office of Academic Affairs. If a Dean holds status as a faculty member in a department, he is eligible to be elected and to vote. If a Dean is elected as a regular Senator, he will change in status from ex officio to voting member.

2. Apportionment. Each department of three or more regular full-time faculty members shall be entitled to one faculty senator. Those departments having twenty or more regular full-time faculty members shall be entitled to two faculty senators.

3. Election Procedures. Election of members shall be by ballot in accordance with procedures established by each department. Elections shall be held during the spring term of each academic year.

4. Term of Office. Senators shall be elected for a term of three years beginning effective with the May Trustees' meeting, with approximately one-third retiring each year. Members are eligible for re-election except during the year following completion of a second consecutive three-year term.

Vacancies may be filled by special election by the affected unit for the unexpired portion of the term vacated.

### Article III. Organization of Faculty Senate

Section 1. Bylaws. The Faculty Senate shall adopt bylaws establishing its internal organization and procedures as deemed necessary, subject to the following directives and limitations:

a. The Faculty Senate shall meet, at least monthly, from September through July of each year. All meetings of the Senate shall be open to attendance by any faculty member. A record of proceedings at meetings

shall be kept which, upon request, shall be made available to any faculty member under reasonable conditions. The Faculty Senate shall provide for notice in a reasonable form to all the University Faculty concerning pending matters and actions taken.

b. No final action shall be taken by the Senate upon any matter pertaining to the exercise of legislative powers unless the substance thereof has been formally introduced in written form for consideration at a prior meeting of the Senate, or circulated to the Faculty Senate prior to its meeting; provided, however, that this requirement may be waived by consent of three-fourths of the members of the Senate present. Normally, the Faculty Senate shall follow a bill procedure.

c. The Senate shall establish and maintain reasonable procedures whereby any individual faculty member may be heard by a committee of the Senate or, at the recommendation of that committee, by the Senate.

d. No vote on any matter pending before the Senate shall be taken unless at least two-thirds of the voting members be present; provided that at the June and July meetings, no vote on any matter pending before the Senate shall be taken unless at least one-half of the voting members be present.

e. The Faculty Senate shall invite the President of the University to present at least once a year a general message on the state of the University. The Senate shall consider any special recommendations made at any time by the President.

Section 2. Executive Committee. An Executive Committee of the Senate may be established which shall have general supervision of the affairs of the Faculty Senate between business meetings and perform such other duties as may be assigned to it by the Faculty Senate. It is subject to the orders of the Faculty Senate and none of its acts shall conflict with action taken by the Faculty Senate.

#### Article IV. Committees

Section 1. All committees of the University Faculty shall be responsible to the Faculty Senate, and it shall establish or dissolve committees as it deems necessary. The Senate shall establish standing committees for identified areas of continuing faculty concern which shall have responsibility for review, study, and the initiation, or review prior to Senate action, of matters within its area of concern. Every committee shall have a charge in writing from the Senate concerning its function.

Section 2. All members of the University Faculty shall be eligible for appointment to Senate committees, but at least one member shall be a senator and the Chairman of every committee shall normally be a senator. The Faculty Senate may appoint students to

membership on Senate committees, and it may, upon request, appoint faculty members to other than Senate committees.

Section 3. The members of standing committees shall serve three-year staggered terms and, normally, no member shall succeed himself.

Section 4. When appropriate to the functions of a committee, its membership shall be chosen with regard to proportional college representation. Otherwise, committee selections shall be made on the basis of interest or qualifications. When committees are advisory to a University Service Unit, the chief administrator of the unit shall be a member without vote.

Section 5. Tenure and Promotion Committee. The Faculty Senate shall establish a promotion and tenure committee to advise the President of the University on matters pertaining to tenure, promotion, reappointment and other related matters.

Section 6. In extraordinary circumstances, the makeup and tenure of committees may deviate from Sections 1-5 of Article IV. Such deviation shall be addressed in the definition of a specific committee.

#### Article V. General Provisions

Section 1. In the exercise of its delegated powers, the Faculty Senate shall endeavor to provide the means by which the governing authorities of the University may be apprised of representative opinion of the University Faculty with due regard given to the general welfare of all elements of the University community. It shall strive to develop and maintain channels of communication between the faculty, administration and students.

Section 2. Any legislation previously enacted by the University Faculty shall remain in full force and effect until such time as the Faculty Senate repeals or amends such prior acts, except prior actions of the University Faculty inconsistent with these Bylaws.

Section 3. These bylaws may be amended by act of the University Faculty at a duly called meeting or by mail ballot.

Source:

University Regulation 700, Revision 2, Changes 1 and 2; adopted 7/17/08 Board of Trustees meeting