

THE UNIVERSITY OF WYOMING  
Laramie, Wyoming

UNIREG 2, Revision 6  
December 29, 1995

UNIVERSITY REGULATION 2, Revision 6

**Initiating**

**Authority:** President of the University

**Subject:** Establishment of University Administrative Committees

1. **PURPOSE.** To amend University Regulation 2 which sets forth the University administrative committees by 1) changing the rationale, functions, and compositions of **11. RADIATION SAFETY COMMITTEE**; 2) changing the functions and composition of **14. ENVIRONMENTAL HEALTH, SAFETY, AND RISK MANAGEMENT COMMITTEE**; 3) adding the **ATHLETICS PLANNING COMMITTEE** as outlined in Trustee Regulation Chapter II; and 4) incorporating Change 1 which alters the composition of the **16. PHYSICAL PLANT PRIORITIES AND SPACE ALLOCATION COMMITTEE**.
2. **DIRECTIVE.** Effective immediately, the following regulation shall replace University Regulation 2, Revision 5, and Change 1 thereto.
3. **GENERAL INFORMATION.** This regulation shall establish the standing administrative committees of the University of Wyoming, with specific duties and structure for the individual committees as outlined below, with the following provisions applicable to each committee unless otherwise indicated.

All administrative committees established under the authority of the President shall be responsible and advisory to him/her. For the purposes of general administration, a University Vice President is designated for each committee. The designated Vice President shall provide administrative support, receive recommendations, and otherwise assist in effectuating the purposes and functions of the committee.

Committee assignments shall be effective with the beginning of the Fall semester and term of appointment shall be as designated. Each committee shall have a chairperson designated by the President and a secretary elected by members of the committee. Meetings shall be held on call of the chairperson. Appointed members and ex officio members of each committee shall have the same privileges of participation unless otherwise stated. Copies of minutes of all committee meetings shall be sent to the designated Vice President who shall maintain such minutes for the use of the President.

#### **4. UNIVERSITY ADMINISTRATIVE COMMITTEES**

##### **a. Animal Care Committee.**

- i. **Rationale.** Animal experimentation is of basic concern to the academic community and is recognized as a part of the process of advancing knowledge. Although such experimentation is not inherently distressing to the animal or demoralizing to the experimenter, the avoidance of abuses to animals is a duty laid implicitly on every scientist when he uses such animals. The researcher can best be helped to discharge this obligation by those whose profession it is to study laboratory animals and their care.
- ii. **Functions.** The Committee shall make recommendations and proposals on matters pertaining to the use of animals in research and teaching. Such matters shall include, but not be limited to, procurement, housing, sanitation, disease control, nutrition, comfort, use, and disposal. The Committee shall specifically address itself to all Federal and State regulations dealing with the use of animals for any purpose by the University, and shall set such regulations as may be necessary for assuring the proper care of animals. The Veterinary Officer shall have the responsibility to provide the professional expertise needed in carrying out the charge of the committee, and shall interpret Federal and State regulations regarding animal care for the Committee.
- iii. **Composition.** The Committee shall be composed of at least one representative from each academic unit involved in the use of animals for research and teaching, with due consideration being given to obtaining representation from all colleges concerned. The Vice President for Research and the Veterinary Officer, who shall be a Doctor of Veterinary Medicine appointed by the President, shall serve as ex officio members of the Committee. Cognizant vice president is the Vice President for Research.

##### **b. Campus Planning Committee.**

- i. **Rationale.** The importance of the proper development of the campus and the physical plant for the efficient functioning of the academic programs and the supporting services cannot be over emphasized. Deliberations by a joint committee composed of administrators, faculty, and students should help to ensure that all responsible views within the University community are heard.
- ii. **Functions.** The Campus Planning Committee shall acquaint itself with the academic plans and programs to formulate and preserve a dynamic facilities plan for the utilization, development, and redevelopment of the University's property

and present architectural environment. The Committee shall develop and employ criteria for evaluating capital requests in concert with the academic and facilities plans to recommend to the President those requests to be considered in the funding process. The Committee shall recommend the acceptance and placement of public art on University grounds.

- iii. Composition. The Committee shall be composed of a representative from the Trustees, selected by them; the vice presidents or their designees; special assistants to the President; five faculty representatives selected by the Faculty Senate from different colleges and serving staggered three-year terms; a representative from the Athletic Department; Director of Physical Plant; Director of Facilities Planning; Vice President for Student Affairs; and ASUW President. Cognizant vice president is the Vice President for Administration and Finance.

**c. Parking and Circulation Committee.**

- i. Rationale. Staff, students and faculty should have the opportunity to participate in the formulation of traffic and parking regulations and to address the special traffic and parking needs of those in the University community.
- ii. Functions. The committee shall make recommendations to the administration concerning general traffic and parking regulations, assign special and reserve parking spaces, act on written appeals for special parking permit considerations (having the authority to grant, deny, or alter the appeal, as appropriate), and work with the University Police Department in effecting minor changes in the traffic patterns and parking.
- iii. Composition. The committee shall include a representative of the Vice President for Administration and Finance and two representatives each from the faculty, staff, and ASUW. The Chief of the University Police Department shall be an ex officio member without vote. Cognizant vice president is the Vice President for Administration and Finance.

**d. Traffic Appeals Committee.**

- i. Rationale. Staff, students and faculty should have the opportunity to appeal traffic citations issued to them by the University Police Department.
- ii. Functions. The Committee shall act on all written appeals made within ten days of the date of violation, having authority to grant, deny, or alter the appeal, as

appropriate. The Committee shall make recommendations concerning general traffic and parking regulations to the Parking and Circulation Committee.

- iii. Composition. The Committee shall include a representative of the Vice President for Administration and Finance and one representative each from the faculty, staff, and the ASUW. The Chief of the University Police Department shall be an ex officio member without vote. Cognizant vice president is the Vice President for Administration and Finance.

**e. City-County University Relations Committee.**

- i. Rationale. Certain common concerns can be profitably discussed by representatives of the City of Laramie, Albany County, and the University of Wyoming.
- ii. Functions. The Committee shall discuss common concerns and, when appropriate, make recommendations and proposals to the proper authorities.
- iii. Composition. The Committee membership shall include the Mayor, the City Manager, and the City Attorney for Laramie; the President of the Laramie Chamber of Commerce; the Superintendent of Albany County School District No. 1; a representative of the Albany County Commissioners; the ASUW President; and the President of the University and such members of his staff as s/he may designate.

**f. Conferences and Institutes Committee.**

- i. Rationale. An important part of the University's program is the provision of non-credit conferences, workshops, and short courses for various groups. Essential for the success of these endeavors is the careful and coordinated planning of the concerned service units on campus.
- ii. Functions. The Committee, working within established University policy, shall make arrangements for interested groups to meet on campus, and shall provide and coordinate the necessary supporting services.
- iii. Composition. The Committee shall consist of the Registrar or designee, Director of Service and Auxiliary Enterprises, Director of the Wyoming Union, Director of Food Service, Director of Housing, Coordinator of Intramural Activities, and the Coordinator of Conferences and Institutes. Cognizant vice president is the Vice President for Administration and Finance.

**g. Institutional Review Board for Projects Involving Human Subjects.**

- i. Rationale. It is essential that the University establish and adhere to acceptable procedures for determining and evaluating any risk to human subjects who may be involved in research or other investigation.
- ii. Functions. The Committee shall establish such regulations and proceedings as are necessary to safeguard the rights and welfare of human subjects, being cognizant of relevant governmental guidelines and requirements. It shall review all research, survey, and other investigatory proposals involving in any way the use of human subjects or the collecting and cataloging of information which might involve the rights of privacy of human subjects. The Committee shall determine if such proposals involve human subjects "at risk," shall evaluate the risk, and shall determine if the information to be gained warrants the risk. It shall make the appropriate certifications, shall keep necessary records, and monitor projects on an appropriate basis.
- iii. Composition. The Committee shall be composed of at least one representative from each academic unit interested and involved in research related to human subjects, the Vice President for Research, the Dean of the Graduate School, a medical representative from the Student Health Service, and at least one qualified non-University individual. Cognizant vice president is the Vice President for Research.

**h. Radiation Safety Committee.**

- i. Rationale. The Committee is required by the United States Nuclear Regulatory Commission (NRC) for institutions such as the University of Wyoming operating under a type A broad scope byproduct (radioactive materials) license as a means for managerial control over licensed activities.
- ii. Functions. The Committee shall develop, administer and periodically review policies and procedures to assure control of procurement and use of radioactive materials, and enforce the radiation safety program by advising and directing personnel regarding the NRC and/or license provisions. Some of the Committee's functions may be delegated to the Radiation Safety Officer or to subcommittees.
- iii. Composition. The Committee shall consist of the Associate Vice President for Research, the Radiation Safety Officer/Health Physicist, at least one administrative representative appointed by the Vice President for Administration and Finance, and at least one technical representative from each college, group or activity using ionizing radiation sources under the University's license. Appointments will be

for a one-year term. Cognizant vice president is the Vice President for Administration and Finance.

**i. Student Organization Committee.**

- i. Rationale. Student organizations play a vital and important role in the total educational life of students. In order to make this contribution, student organizations must be encouraged, coordinated, and properly structured.
- ii. Functions. This Committee shall administer all policies of recognition and regulation of student organizations. It shall formulate, propose, and review policies and procedures for all social organizations.
- iii. Composition. The Committee shall consist of four students appointed by the ASUW for a one-year term; four members of the faculty and staff each appointed for a one-year term; the Director of Student Life; and the Vice President for Student Affairs. Cognizant vice president is the Provost.

**j. University of Wyoming Honors Committee.**

- i. Rationale. A committee representative of participating colleges is desirable to stimulate and coordinate campus programs for academically talented students.
- ii. Functions. The Committee shall recruit students for the program; solicit, select and oversee course offerings; establish the academic requirements for participation and graduation; nurture a sense of community among the participants, students and faculty alike; select recipients for the Scholars Stipends; and coordinate and oversee the senior project program.
- iii. Composition. The Committee shall consist of three faculty of the College of Arts and Sciences; one faculty from each of the other colleges with undergraduate programs (Agriculture, Commerce and Industry, Health Sciences, Education, and Engineering) all appointed by the Provost; the Director of the UW Honors Program (who shall be a faculty person normally but not necessarily from Arts and Sciences released half-time from his/her responsibilities to run the program, appointed by the Provost); two students, one from the College of Arts and Sciences and one from one of the other colleges elected by the Honors Student Association of Students; the Dean of the College of Arts and Sciences, ex officio; and the Provost ex officio. Cognizant vice president is the Provost.

**k. Environmental Health, Safety, and Risk Management Committee.**

- i. Rationale. Sound policies and practices regarding environmental health, safety, and risk management are essential: 1) to ensure the well-being of students, employees, and visitors to the campus, and 2) to attain the most cost-effective methods for safeguarding University assets. A committee drawn from diverse areas of the University is vital to the process of evaluating safety practices and risk exposure and formulating relevant policy recommendations.
- ii. Functions. The Committee shall review incidents and situations related to safety or risk concerns and make policy or action recommendations to the cognizant vice president or relevant division/department administrators. The Committee shall assist University offices to: 1) formulate recommendations to the cognizant vice presidents regarding the allocation of resources for environmental health, safety, and risk management purposes, and 2) insure compliance with policies and practices.

The Committee also provides the University community a forum for expression of health, safety, and risk concerns.

- iii. Composition. The committee membership includes representatives from the offices of Agriculture Research Service, Athletics, Facilities Planning, Financial Services, Housing and Residence Life, Human Resources, Physical and Health Education, Physical Plant, Police, Risk Management, Environmental Health and Safety, and Student Life, as well as three members of the faculty, one student, and one staff member at-large.

The faculty members are appointed by the Faculty Senate for three-year terms on a rotating basis from the various colleges with representation to include physical and biological sciences; the student member is appointed by the ASUW for a one-year term; and the staff member at-large is appointed by the Staff Senate for a three-year term. The cognizant vice president is the Vice President for Administration and Finance.

**l. Controlled Substances Use Committee.**

- i. Rationale. The Committee is required to conform with licensing procedures established by the Department of Justice and other Federal agencies to ensure the proper handling of controlled substances under the jurisdiction of the University and its personnel.

- ii. Functions. The Committee shall develop policies and practices for the handling of controlled and dangerous substances consonant with pertinent Federal and State regulations and shall submit its recommendations to the Vice President for Research. Whenever human subjects might be involved in the use of controlled substances or dangerous substances, the University Institutional Review Board for Projects Involving Human Subjects must be consulted.
- iii. Composition. The Committee shall consist of at least five faculty members including at least three biological scientists and with representation from the Colleges of Agriculture, Arts and Sciences, Health Sciences, and School of Human Medicine (a physician). The Safety Officer and the Vice President for Research shall be ex officio members of the Committee. Cognizant vice president is the Vice President for Administration and Finance.

**m. Physical Plant Priorities and Space Allocation Committee.**

- i. Rationale. The University must sustain its programs and respond to emerging needs within the constraints of existing space and available Physical Plant manpower and monetary resources. Deliberations of a committee representing all areas of the University will promote the allocation of these limited resources in a manner consonant with overall program goals.
- ii. Functions. It shall be the function of the Committee to:
  - (1) Determine relative priorities for Physical Plant projects requiring significant man-hour commitments.
  - (2) Determine the allocation of space not assigned to colleges.
  - (3) Determine the reassignment of space among colleges and other units in accordance with University program requirements.
- iii. Composition. The Committee shall consist of the Vice Presidents of the University. The Vice President for Administration and Finance will serve as the cognizant vice president.

**n. Student Health Service Committee.**

- i. Rationale. Since the health care needs of the student body of the University of Wyoming are of importance to the University community as a whole, students and other community members should have regular input into the planning,



development, and implementation of the Student Health Service program and policies.

- ii. **Functions.** The Student Health Service Committee shall serve as a mechanism to channel student and other interested University of Wyoming personnel input into the planning, development, and implementation of Student Health Service programs and policies. This Committee will normally serve in an advisory capacity to the Director of the Student Health Service and the Dean of the College of Health Sciences, and to the President when appropriate.
- iii. **Composition.** The Committee shall include four voting members from the University faculty and administrative staff. Two of these members shall be representatives of the Student Affairs Division selected by the Vice President for Student Affairs and shall serve three-year terms. Two of these members shall be representatives of the University faculty selected by the Faculty Senate and shall serve three-year terms. Four voting student members shall serve one-year terms on this Committee, one of whom shall be the President of the ASUW or his/her designee. The other student members shall be selected by the President of the ASUW with the advice and consent of the ASUW Senate. The Student Health Service Committee shall include as ex officio members without vote, the Director of the Student Health Service and the Dean of the College of Health Sciences, or designee. Cognizant vice president is the Provost.

**o. Aids Advisory Committee.**

- i. **Rationale.** Students, faculty, staff, and campus visitors may all be potentially faced with situations involving one or more individuals who have Acquired Immune Deficiency Syndrome (AIDS) or who have tested positive for the associated virus. A consistent and coherent policy for dealing with such situations must be in place and be regularly updated to reflect current medical knowledge and legal precedents.
- ii. **Functions.** The AIDS Advisory Committee shall meet at the call of the Chair to discuss and make recommendations concerning matters brought before it by the Chair or one of its members or referred to it by any campus entity. The Committee shall be advisory to the President and to the Director of the Student Health Service.
- iii. **Composition.** The Committee membership shall include the following: two members of the faculty to be named by the Faculty Senate, two members of the staff to be named by the Staff Senate; a student to be named by the President of ASUW; a member of the Student Health Service Advisory Committee to be named

by the Chair of that committee; a member of the legal staff; a member of Communications Services; a member of the Human Resources staff; the Vice President for Student Affairs; and the Director of the Student Health Service. The faculty and staff representatives shall each serve two-year terms. The student representative shall serve a one-year term. All terms shall be for a fiscal year. All other appointees shall serve at the pleasure of the namer. The cognizant vice president is the Provost.

**p. Retirement and Insurance Committee.**

- i. Rationale. The Committee shall provide the vehicle for the continuous study and development of economic benefits for the faculty and staff in the broad areas of insurance, group investments, social security and retirement.
- ii. Functions. It shall be the primary function of this Committee to formulate, propose and review programs of fringe benefits relating to the economic status of faculty and staff, and to make recommendations concerning the same.
- iii. Composition. The Committee shall be composed of four faculty members, one of whom shall be a retiree, selected by the Faculty Senate; and four staff members, one of whom shall be a retiree, selected by the Staff Senate; and one staff officer and one academic officer of the University, chosen by the Vice President for Administration and Finance. The Director of Human Resources shall be an ex officio member without vote. Cognizant vice president is the Vice President for Administration and Finance.

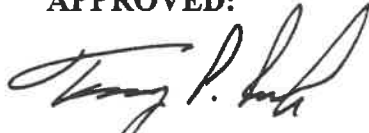
**q. Athletics Planning Committee.**

- i. Rationale. As a result of Trustee action authorizing the University of Wyoming to subscribe to the Knight Foundation Commission "one-plus-three" model for Intercollegiate Athletics -- presidential control directed toward academic integrity, financial integrity, and independent certification, the Committee shall be advisory to the President for the formulation of intercollegiate athletics planning and policy.
- ii. Functions. The Committee will review, formulate and initiate general and long-range goals, plans and policies pertaining to the Division of Intercollegiate Athletics, within the framework of its mission. In addition, the committee shall review and assess matters pertaining to NCAA compliance and applications of University rules and regulations for eligibility, scholarships and equity; review annually the status of the Division of Intercollegiate Athletics to determine needs, and submit findings to the President of the University; review regularly, in conjunction with the University Faculty Athletics Representative the academic

issues, policies and progress associated with the student-athletes in the Division; meet at least quarterly at the discretion of the Chairperson or President of the University; report to the University of Wyoming Faculty Senate in general Senate meetings at least once annually and, upon request, to Staff Senate and Student Senate; and assume other duties as directed by the President of the University.

- iii. Composition. The Committee shall consist of the faculty representative to the Western Athletic Conference and National Collegiate Athletic Association, eight other faculty members from degree granting colleges, two deans, three administrators (ex officio), two staff members, two students, two Trustees, and the Director of Intercollegiate Athletics, all appointed by the President of the University. The Special Assistant to the President will serve as the Committee's chair.

**APPROVED:**

A handwritten signature in black ink, appearing to read "Terry P. Roark", is written over a horizontal line.

Terry P. Roark  
President