

UW REGULATION 1-2

Establishment of University Administrative Committees

1. PURPOSE.

To 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.

2. GENERAL INFORMATION.

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.

3. 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 s/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 Economic Development 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. Administrative responsibility is assigned to the Vice President for Research and Economic Development.

B. 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 Mountain West Conference and National Collegiate Athletic Association, eight other faculty members from degree granting colleges, two deans, four administrators (*ex officio*), two staff members, two students, and the Director of Intercollegiate Athletics, all appointed by the President of the University. The Faculty Athletic Representative will serve as the Committee chair.

C. 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 Residence Life and Dining Services, Coordinator of Intramural Activities, and the Coordinator of Conferences and Institutes. Administrative responsibility is assigned to the Dean of Outreach.

D. 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 and Economic Development. 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 the Division of Medical Education and Public Health (a physician). The Safety Officer and the Vice President for Research and Economic Development shall be *ex officio* members of the Committee. Administrative responsibility is assigned to the Vice President for Administration.

E. 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 appropriate Vice President or relevant division/department administrators. The Committee shall assist University offices to: 1) formulate recommendations to the appropriate Vice Presidents regarding the allocation of resources for environmental health, safety, and risk management purposes, and 2) ensure 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, Residence Life and Dining Services, Human Resources, Kinesiology and Health, Physical Plant, Campus Police, Risk Management, Environmental Health and Safety, and Dean of Students, 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. Administrative responsibility is assigned to the Vice President for Administration.

F. Facilities 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 will serve as chair.

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 and Economic Development, the Dean of the Graduate School, a medical representative from the Student Health Service, and at least one qualified non-University individual. Administrative responsibility is assigned to the Vice President for Research and Economic Development.

H. Parking Advisory 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 Manager of Transportation and Parking in effecting minor changes in the traffic patterns and parking.

iii. Composition.

The committee shall include six representatives appointed by the Vice President for Administration. Administrative responsibility is assigned to the Vice President for Administration.

I. 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 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. Administrative responsibility is assigned to the Vice President for Administration.

J. Retirement and Insurance Committee.

i. Rationale.

The Committee shall provide the vehicle for the study and development of economic benefits for the faculty and staff in the broad areas of insurance, group investments, social security and retirement on an as needed basis.

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. The Director of Human Resources shall be an *ex officio* member without vote. Administrative responsibility is assigned to the Vice President for Administration.

K. Traffic Appeals Committee.

i. Rationale.

Staff, students and faculty should have the opportunity to appeal traffic citations issued to them by the University Department of Transportation and Parking.

ii. Functions.

The Committee shall act on all written appeals made within fifteen days of the date of violation, having authority to grant, deny, reduce or alter the appeal, as appropriate. The Committee shall make recommendations concerning general traffic and parking regulations to the Parking Advisory Committee.

iii. Composition.

The Committee shall include a representative of the Vice President for Administration and one representative each from the faculty, staff, and the ASUW. The Chief of the University Police Department or designee shall be an *ex officio* member without vote. Administrative responsibility is assigned to the Vice President for Administration.

L. Institutional Biosafety Committee.

i. Rationale.

The University shall ensure biological safety through prudent practices necessary to protect people and the environment from hazardous biological materials and through conformance with biological safety directives and federal and state guidelines.

ii. Functions.

The committee shall make recommendations and proposals on matters pertaining to the use of biological agents in research and teaching. Biological agents are bacteria, viruses, fungi, parasites, infected or potentially infected human, animal or plant cells, recombinant DNA, infectious nucleic acids and toxin producing agents. Such matters shall include but are not limited to research, sanitation, treatment and disposal of hazardous biological materials. The committee shall specifically address itself to all federal and state guidelines and regulations dealing with the use of all biological agents for any purpose by the University, and shall set such regulation as may be necessary for assuring the proper handling of biohazardous materials. The Biological Safety Officer shall have the responsibility to provide the professional expertise needed in carrying out the charge of the committee, and shall interpret, upon consultation with the

Office of General Counsel, federal and state regulations regarding biological agents for the committee.

iii. Composition.

The Institutional Biosafety Committee shall be comprised of at least one representative from each academic unit interested and involved in research related to biological agents, the Biological Safety Officer, and at least two qualified individuals not affiliated with the University to represent the interest of the community with respect to health and protection of the environment. The Biological Safety Officer shall be a permanent voting member of the committee. Members shall be appointed by the Vice President of Administration and the Committee shall select a chairperson annually. The cognizant vice president is the Vice President for Administration. A quorum will consist of a simple majority. A passing vote will be a simple majority of the members present.

Source:

University Regulation 2, Revision 10; adopted July 17, 2008, Board of Trustees meeting