

**THE UNIVERSITY OF WYOMING**  
**BOARD OF TRUSTEES' REPORT**  
**Wednesday, August 24, 2016**

The final report can be found on the University of Wyoming Board of Trustees Website at  
<http://www.uwyo.edu/trustees/>

## **University of Wyoming Mission Statement (March 2009)**

The University of Wyoming aspires to be one of the nation's finest public land-grant research universities. We serve as a statewide resource for accessible and affordable higher education of the highest quality; rigorous scholarship; technology transfer; economic and community development; and responsible stewardship of our cultural, historical, and natural resources.

In the exercise of our primary mission to promote learning we seek to provide academic and co-curricular opportunities that will:

- Expose students to the frontiers of scholarship and creative activity and the complexities of an interdependent world;
- Ensure individual interactions among students, faculty, and staff;
- Nurture an environment that values and manifests diversity, free expression, academic freedom, personal integrity, and mutual respect; and
- Promote opportunities for personal growth, physical health, athletic competition, and leadership development for all members of the University community.

As Wyoming's only university, we are committed to outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation, and the world.

The primary vehicles for identifying the specific actions and resource allocations needed to accomplish this complex mission are the University's strategic plans, revised periodically.

**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**Wednesday, August 24, 2016**  
**Conference Call**  
**Old Main Boardroom**

**WORK SESSIONS**

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Adoption of revised UW Regulations, Evans .....	31
• Regulations to Clarify College Departments	
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Supplemental Budget Priority #3 (enrollment), McKinley.....	67
Resolution re: Peer Institutions, MacPherson .....	68
Campus Strategic Planning Process document and timeline, Nichols.....	78

AGENDA ITEM TITLE: **Medical Education Budget**, Asay

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other                      Specify: Item for Approval

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Special Advisor to the President Meredith Asay will update the Board on the Medical Education Budget.





# STATE OF WYOMING

# 167

Department  
Number

## 2017-2018

# SUPPLEMENTAL BUDGET REQUEST

UW - MEDICAL EDUCATION

Department Name

The information in this budget request has been developed in accordance with the agency plan prepared according to W.S. 28-1-115 & 28-1-116 [W.S. 9-2-1011 (b)(vi)]. Submitted by:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Person(s) responsible for the preparation of this budget:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared for the 2017 State Legislature

**Budget Division**, Department of Administration &  
Information

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DEPARTMENT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

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Department Name: UW - MEDICAL EDUCATION				Department Number: 167			
1	2	3	4	5	6	7	
Description	Code	2017-2018 Appropriation Budget Bill	Governor's Budget Reductions	Total Adjusted Appropriation	Total Supplemental Request	Governor's Changes	Revised Appropriation
DIVISION							
FAMILY MEDICAL RESIDENCY PROGRAM	0100	32,843,315	(337,317)	32,505,998	350,000	0	32,855,998
WWAMI MEDICAL EDUCATION	0200	14,305,970	0	14,305,970	0	0	14,305,970
DENTAL CONTRACTS	0400	5,099,824	(468,962)	4,630,862	0	0	4,630,862
NURSING PROGRAM	0500	221,625	0	221,625	0	0	221,625
DOCTORATE - NURSE PRACTITIONER	0600	0	0	0	0	0	0
WWAMI SPACE - LEVEL II	7000	0	0	0	0	0	0
WWAMI SET ASIDE ACCOUNT	7100	0	0	0	0	0	0
TOTAL BY DIVISION		52,470,734	(806,279)	51,664,455	350,000	0	52,014,455
OBJECT SERIES							
PERSONAL SERVICES	0100	29,339,016	(238,537)	29,100,479	0	0	29,100,479
SUPPORTIVE SERVICES	0200	4,783,323	(44,805)	4,738,518	0	0	4,738,518
GRANTS & AID PAYMENT	0600	15,637,835	(468,962)	15,168,873	0	0	15,168,873
CAPITAL EXPENDITURES	0700	0	0	0	0	0	0
NON-OPERATING EXPENDITURES	0800	229,861	0	229,861	0	0	229,861
CONTRACTUAL SERVICES	0900	2,480,699	(53,975)	2,426,724	350,000	0	2,776,724
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL BY OBJECT SERIES		52,470,734	(806,279)	51,664,455	350,000	0	52,014,455
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	37,771,337	(3,026,452)	34,744,885	0	0	34,744,885
OTHER FUNDS	Z	14,699,397	2,220,173	16,919,570	350,000	0	17,269,570
TOTAL BY FUNDS		52,470,734	(806,279)	51,664,455	350,000	0	52,014,455
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		137	(3)	134	0	0	134
PART TIME EMPLOYEE COUNT		25	0	25	0	0	25
AWEC EMPLOYEE COUNT		5	0	5	0	0	5
TOTAL AUTHORIZED EMPLOYEES		167	(3)	164	0	0	164

2017 - 2018 BIENNIUM

DEPARTMENT SUPPLEMENTAL BUDGET NARRATIVE

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Department Name: UW - MEDICAL EDUCATION

Department Number: 167

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**SECTION 1. DEPARTMENT STATUTORY AUTHORITY**

**TITLE 21 – EDUCATION**

CHAPTER 7 – TEACHERS AND EMPLOYEES

ARTICLE 6 - WYOMING TEACHER SHORTAGE LOAN REPAYMENT PROGRAM

CHAPTER 16 – HIGHER EDUCATION GENERALLY

ARTICLE 2 - WESTERN REGIONAL HIGHER EDUCATION COMPACT

ARTICLE 5 - ADVANCE PAYMENT OF HIGHER EDUCATION COSTS

ARTICLE 9 - UNIVERSITY OF WYOMING ENDOWMENT FUND

ARTICLE 10 - UNIVERSITY OF WYOMING ATHLETICS CHALLENGE FUND

ARTICLE 12 - HIGHER EDUCATION ENDOWMENT ACCOUNTS

ARTICLE 13 - HATHAWAY SCHOLARSHIP PROGRAM

ARTICLE 14 - UNIVERSITY OF WYOMING ACADEMIC FACILITIES CHALLENGE FUND

ARTICLE 15 - TUITION AND FEES FOR SURVIVORS OF EMERGENCY RESPONDERS

ARTICLE 16 - UNIVERSITY OF WYOMING RECLAMATION AND RESTORATION CENTER CHALLENGE ACCOUNT

CHAPTER 17 - UNIVERSITY OF WYOMING

ARTICLE 1 - IN GENERAL

ARTICLE 2 - BOARD OF TRUSTEES

ARTICLE 3 - AGRICULTURE AND EXTENSION WORK

ARTICLE 4 - CAPITAL CONSTRUCTION PROJECTS

CHAPTER 19 - HIGHER EDUCATION RETIREMENT

**TITLE 9 - ADMINISTRATION OF THE GOVERNMENT**

CHAPTER 2 – AGENCIES, BOARDS, COMMISSIONS AND DEPARTMENTS GENERALLY

ARTICLE 1 – DEPARTMENT OF HEALTH

9-2-118 – PHYSICIAN AND DENTIST LOAN REPAYMENT PROGRAM

9-2-123 – WYOMING INVESTMENT IN NURSING

CHAPTER 4 – PUBLIC FUNDS

ARTICLE 7 – INVESTMENT OF STATE FUNDS

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DEPARTMENT SUPPLEMENTAL BUDGET NARRATIVE

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Department Name: UW - MEDICAL EDUCATION

Department Number: 167

9-4-719 – INVESTMENT EARNING SPENDING POLICY – PERMANENT FUNDS  
ARTICLE 10 – GUARANTEE PROGRAM FOR BONDS  
9-4-1003 – SUPPLEMENTAL COVERAGE PROGRAM FOR UNIVERSITY REVENUE BONDS

**SECTION 6. DEPARTMENT EXCEPTION PRIORITIES**

167 - UW Medical Education 2017-2018 Biennium Budget Request								
Priority	Page #	Unit #	Item Requested	Department Request	Governor's Rec	General Fund	Federal Fund	Other Fund
1		0102	340B Pharmacy Remodel	350,000		0	0	350,000
2		0101	Reduction Plan	0		(859,604)	488,830	370,774
3		0102	Reduction Plan	(337,317)		(689,275)	351,958	0
4		0201	Reduction Plan	0		(1,008,611)	0	1,008,611
5		0401	Reduction Plan	(468,962)		(468,962)	0	0
			<b>TOTAL</b>	<b>(\$456,279)</b>		<b>(\$3,026,452)</b>	<b>\$840,788</b>	<b>\$1,729,385</b>
			General Fund	(\$3,026,452)				
			Federal Funds	\$840,788				
			Other Funds	\$1,729,385				
			<b>Total Funding</b>	<b>(\$456,279)</b>				

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DIVISION SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

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Department Name: UW - MEDICAL EDUCATION Division Name: FAMILY MEDICAL RESIDENCY PROGRAM				Department Number: 167 Division Number: 0100			
1 Division	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Total Supplemental Request	6 Governor's Changes	7 Revised Appropriation
UNIT							
UWFMRP- CASPER	0101	17,442,029	0	17,442,029	0	0	17,442,029
UWFMRP- CHEYENNE	0102	15,401,286	(337,317)	15,063,969	350,000	0	15,413,969
TOTAL BY UNIT		32,843,315	(337,317)	32,505,998	350,000	0	32,855,998
OBJECT SERIES							
PERSONAL SERVICES	0100	27,142,531	(238,537)	26,903,994	0	0	26,903,994
SUPPORTIVE SERVICES	0200	3,654,090	(44,805)	3,609,285	0	0	3,609,285
GRANTS & AID PAYMENT	0600	0	0	0	0	0	0
NON-OPERATING EXPENDITURES	0800	229,861	0	229,861	0	0	229,861
CONTRACTUAL SERVICES	0900	1,816,833	(53,975)	1,762,858	350,000	0	2,112,858
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL BY OBJECT SERIES		32,843,315	(337,317)	32,505,998	350,000	0	32,855,998
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	19,395,306	(1,548,879)	17,846,427	0	0	17,846,427
SPECIAL REVENUE	SR	13,448,009	1,211,562	14,659,571	350,000	0	15,009,571
TOTAL BY FUNDS		32,843,315	(337,317)	32,505,998	350,000	0	32,855,998
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		132	(3)	129	0	0	129
PART TIME EMPLOYEE COUNT		19	0	19	0	0	19
TOTAL AUTHORIZED EMPLOYEES		151	(3)	148	0	0	148

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UNIT SUPPLEMENTAL BUDGET NARRATIVE

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Department Name: UW - MEDICAL EDUCATION  
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM  
Unit Name: UWFMRP- CASPER

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0100	0101	001	101

## **SECTION 1. UNIT STATUTORY AUTHORITY**

See Department Narrative Statutory Authority.

## **SECTION 2. STANDARD BUDGET REQUEST**

**Part A: Narrative:** During a physician's residency, the physician resident will finish clinical training with a progressive increase in patient care responsibilities. Physicians must complete an accredited residency program to become certified in their area of practice. The UW Family Medicine Residency Programs (UWFMRP) are the only physician residency programs in the State of Wyoming. The UW Family Medicine Residency Programs are located in Cheyenne and Casper. While these residency programs' fundamental purpose is to provide a medical education to family medicine physician-residents, the programs also provide clinical training for students pursuing other health professions and operate health care clinics in Cheyenne and Casper that provide care to patients.

The fundamental purpose of the UW Family Medicine Residency Programs is educational - to provide a medical education to family medicine physician-residents through direct patient care. As studies have found a strong correlation exists between the state or region in which a physician is practicing and the geographic area in which the physician completed residency training, an anticipated outcome of these programs is that graduates will remain in Wyoming to practice, and many do. Approximately 40 percent of the physician residents remain to practice in the state, and there are currently over 120 practicing physicians in Wyoming who graduated from one of the programs. UW Family Medicine Residency Program graduates practice in all areas of the state ranging from Cheyenne and Casper to smaller communities such as Buffalo, Cody and Lander.

The second purpose of the UW Family Medicine Residency Programs is to provide clinical training for students pursuing other health professions and to serve as a resource for university research and service. Many College of Health Sciences professional students (nurses, pharmacists, etc.) and medical students from WWAMI and other programs have received experience in direct patient care in the team-based environment of the UW Family Medicine Residency Programs. The UW Family Medicine Residency Program's residency centers are the only teaching sites in Wyoming offering this educational environment in ambulatory care to students pursuing careers in health professions.

The third and final purpose of the UW Family Medicine Residency Programs is to provide safety-net health care to the people of Wyoming. Since their establishment, the UW Family Medicine Residency Program's residency centers have provided essential medical care for citizens, regardless of their ability to pay. Both centers are important safety-net providers for, and essential parts of, their communities and provide medical care access to patients who are financially less attractive to other providers.

In the governor's recommendations for the 2013-2014 biennium budget, Governor Mead directed the University of Wyoming to work with the Wyoming Department of Health to evaluate both residency programs (Casper and Cheyenne) and explore more efficient delivery options for the services the programs provide to both students and community members.

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UNIT SUPPLEMENTAL BUDGET NARRATIVE

8

Department Name: UW - MEDICAL EDUCATION  
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM  
Unit Name: UWFMRP- CASPER

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0100	0101	001	101

The October 2012 Report to the Governor and subsequent UWFMRP Stakeholders' group recommended developing a Federally Qualified Health Center (FQHC) umbrella to operate the UWFMRPs' clinics and educational programs. In February 2013, the University of Wyoming and the Board of Directors of the Educational Health Center of Wyoming (EHCW) entered into a Co-Applicant Agreement to form a Health Resource and Services Administration (HRSA) approved Federally Qualified Health Center. Application for Federally Qualified Health Center status was made to Health Resource and Services Administration in September 2013, a Health Resource and Services Administration site visit was conducted in January 2014, and the application for Federally Qualified Health Center status was approved on August 1, 2014. The Federally Qualified Health Center status provides several benefits including: increased reimbursement rates from Medicare and Medicaid, lower cost prescriptions for Educational Health Center of Wyoming patients through Pharmacy 340b pricing, and federal medical student loan repayment for physician faculty.

Scope of Program

The UW Family Medicine Residency Program in Casper (UWFMRP-Casper) is fully accredited by the American Osteopathic Association (AOA). From its inception, UWFMRP-Casper has supported 24 resident physicians (8 in each 3 year class) and has graduated 248 family medicine physicians. The residency also provides for clinical training for several other health professions programs at the University of Wyoming College of Health Sciences including WWAMI Medical and Physician Assistant, Doctor of Nursing Practice, Social Work, Nursing, and Pharmacy.

During FY 2015, the UWFMRP-Casper provided care for 34,671 total visits, which includes 27,029 clinic visits, 6,163 hospital visits, 1,387 nursing home visits. The program delivered over 208 babies, and cared for over 426 hospitalized pediatric patients (including newborns). Many of these patients were either uninsured, or used Medicaid or Medicare, making the Program an integral safety net provider for central Wyoming. The UWFMRP-Casper faculty consists of the Director, nine physicians, one behaviorist, and one doctor of pharmacy. Several other staff also work at the UWFMRP-Casper to carry out the scope of the program.

Position Count:

Full-time employees=69

Part-time employees=9

**Part B: Revenue:**

	<u>2013-2014</u>	<u>2015-2016</u>	<u>2017-2018</u>
General Fund	\$9,653,028	\$10,870,785	\$9,686,220
Special Revenue	0	\$5,036,062	\$7,755,809



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UNIT SUPPLEMENTAL BUDGET NARRATIVE

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Department Name: UW - MEDICAL EDUCATION  
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM  
Unit Name: UWFMRP- CASPER

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
167 0100 0101 001 101

### **GOVERNOR'S RECOMMENDATION**

*I recommend approval of the standard budget as submitted.*

### **SECTION 2. BUDGET REDUCTIONS**

Reduction - \$859,604 Revenue Shift- The clinic is requesting the general fund reduction be replaced with Clinic Income and GME federal funding. Based on the following information below:

2017-2018 General Fund Reduction	(859,604)	
Clinic Income Replacement	370,774	
GME Income Replacement	488,830	(New federal funds as of March 2016)
Remaining Balance	-	

The GME federal funds were based on a review by CMS Medicare as payments for pass-through costs for the Federally Qualified Health Center (FQHC). The payments started March 2, 2016 and the clinics receive \$16,169 bi-weekly totaling \$840,788, which can be used for graduate medical education at both the Casper and Cheyenne Clinic locations.

The replacement of revenue will allow the UWFMRP- Casper to continue to provide the same level of service to their current clients. In addition, this will allow the program to stay at the same level until the Department of Health has completed a program review study by October 1, 2016, which will provide detailed information for a future work plan.

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UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

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Department Name: UW - MEDICAL EDUCATION		Wyoming On Line Financial Codes					
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM		DEPT	DIVISION	UNIT	FUND	APPR	
Unit Name: UWFMRP- CASPER		167	0100	0101	001	101	
1	2	3	4	5	6	7	
Description	Code	2017-2018 Appropriation Budget Bill	Governor's Budget Reductions	Total Adjusted Appropriation	Total Supplemental Request	Governor's Changes	Revised Appropriation
EXPENDITURES							
SALARIES CLASSIFIED	0103	9,316,393	0	9,316,393	0	0	9,316,393
SALARIES OTHER	0104	525,576	0	525,576	0	0	525,576
EMPLOYER PD BENEFITS	0105	2,392,882	0	2,392,882	0	0	2,392,882
EMPLOYER HEALTH INS BENEFITS	0196	2,346,687	0	2,346,687	0	0	2,346,687
RETIREEES INSURANCE	0197	59,055	0	59,055	0	0	59,055
PERSONAL SERVICES	0100	14,640,593	0	14,640,593	0	0	14,640,593
REAL PROPTY REP & MT	0201	124,000	0	124,000	0	0	124,000
EQUIPMENT REP & MNTC	0202	51,000	0	51,000	0	0	51,000
UTILITIES	0203	121,000	0	121,000	0	0	121,000
COMMUNICATION	0204	87,000	0	87,000	0	0	87,000
DUES-LICENSES-REGIST	0207	234,000	0	234,000	0	0	234,000
ADVERTISING-PROMOT	0208	2,000	0	2,000	0	0	2,000
MISCELLANEOUS	0210	11,941	0	11,941	0	0	11,941
TRAVEL IN STATE	0221	67,519	0	67,519	0	0	67,519
TRAVEL OUT OF STATE	0222	122,848	0	122,848	0	0	122,848
EMPLOYEE MOVING EXPENSES	0224	7,000	0	7,000	0	0	7,000
BOARD IN-STATE TRAVEL	0228	20,000	0	20,000	0	0	20,000
OFFICE SUPPL-PRINTNG	0231	421,000	0	421,000	0	0	421,000
MTR VEH&AIRPLANE SUP	0233	500	0	500	0	0	500
FOOD FOOD SVC SUPPL	0234	3,000	0	3,000	0	0	3,000
MEDICAL-LAB SUPPLIES	0235	445,000	0	445,000	0	0	445,000
EDUCA-RECREATNL SUPP	0236	33,000	0	33,000	0	0	33,000
SOFT GOODS&HOUSEKPNG	0237	6,000	0	6,000	0	0	6,000
OFFICE EQUIP-FURNISH	0241	145,365	0	145,365	0	0	145,365
DP REPRODUCT OTH EQ	0242	0	0	0	0	0	0
MEDICAL-LAB EQUIPMNT	0245	0	0	0	0	0	0
REAL PROPERTY RENTAL	0251	39,000	0	39,000	0	0	39,000
SUPPORTIVE SERVICES	0200	1,941,173	0	1,941,173	0	0	1,941,173
GRANT PAYMENTS	0626	0	0	0	0	0	0
GRANTS & AID PAYMENT	0600	0	0	0	0	0	0
FUND SHIFT - FISCAL	0881	229,861	0	229,861	0	0	229,861
NON-OPERATING EXPENDITURES	0800	229,861	0	229,861	0	0	229,861
PROFESSIONAL FEES	0901	630,402	0	630,402	0	0	630,402
CONTRACTUAL SERVICES	0900	630,402	0	630,402	0	0	630,402
EXPENDITURE TOTALS		17,442,029	0	17,442,029	0	0	17,442,029
SOURCE OF FUNDING							
GENERAL FUND	1001	10,545,824	(859,604)	9,686,220	0	0	9,686,220
GENERAL FUND/BRA	G	10,545,824	(859,604)	9,686,220	0	0	9,686,220

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UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

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Department Name: UW - MEDICAL EDUCATION		Wyoming On Line Financial Codes					
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM							
Unit Name: UWFMRP- CASPER							
		DEPT	DIVISION	UNIT	FUND	APPR	
		167	0100	0101	001	101	
1	2	3	4	5	6	7	
Description	Code	2017-2018 Appropriation Budget Bill	Governor's Budget Reductions	Total Adjusted Appropriation	Total Supplemental Request	Governor's Changes	Revised Appropriation
FAMILY PRACTICE MEDICAL SV FEE	5103	6,896,205	370,774	7,266,979	0	0	7,266,979
RES MNT - MEDICARE	W202	0	488,830	488,830	0	0	488,830
SPECIAL REVENUE	SR	6,896,205	859,604	7,755,809	0	0	7,755,809
UNSPECIFIED	UN000	0	0	0	0	0	0
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL FUNDING		17,442,029	0	17,442,029	0	0	17,442,029
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		69	0	69	0	0	69
PART TIME EMPLOYEE COUNT		9	0	9	0	0	9
TOTAL AUTHORIZED EMPLOYEES		78	0	78	0	0	78

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

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Department Name: UW - MEDICAL EDUCATION  
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM  
Unit Name: UWFMRP- CHEYENNE

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0100	0102	001	101

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### **SECTION 1. UNIT STATUTORY AUTHORITY**

See Department Narrative Statutory Authority.

### **SECTION 2. STANDARD BUDGET REQUEST**

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The second purpose of the UW Family Medicine Residency Programs is to provide clinical training for students pursuing other health professions and to serve as a resource for university research and service. Many College of Health Sciences professional students (nurses, pharmacists, etc.) and medical students from WWAMI and other programs have received experience in direct patient care in the team-based environment of the UW Family Medicine Residency Programs. The UW Family Medicine Residency Program's residency centers are the only teaching sites in Wyoming offering this educational environment in ambulatory care to students pursuing careers in health professions.

The third and final purpose of the UW Family Medicine Residency Programs is to provide safety-net health care to the people of Wyoming. Since their establishment, the UW Family Medicine Residency Program's residency centers have provided essential medical care for citizens, regardless of their ability to pay. Both centers are important safety-net providers for, and essential parts of, their communities and provide medical care access to patients who are financially less attractive to other providers.

In the governor's recommendations for the 2013-2014 biennium budget, Governor Mead directed the University of Wyoming to work with the Wyoming Department of Health to evaluate both residency programs (Casper and Cheyenne) and explore more efficient delivery options for the services the programs provide to both students and community members.

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

13

Department Name: UW - MEDICAL EDUCATION  
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM  
Unit Name: UWFM RP- CHEYENNE

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0100	0102	001	101

The October 2012 Report to the Governor and subsequent UWFM RP Stakeholders' group recommended developing a Federally Qualified Health Center (FQHC) umbrella to operate the UWFM RPs' clinics and educational programs. In February 2013, the University of Wyoming and the Board of Directors of the Educational Health Center of Wyoming (EHCW) entered into a Co-Applicant Agreement to form a Health Resource and Services Administration (HRSA) approved Federally Qualified Health Center. Application for Federally Qualified Health Center status was made to Health Resource and Services Administration in September 2013, a Health Resource and Services Administration site visit was conducted in January 2014, and the application for Federally Qualified Health Center status was approved on August 1, 2014. The Federally Qualified Health Center status provides several benefits including: increased reimbursement rates from Medicare and Medicaid, lower cost prescriptions for Educational Health Center of Wyoming patients through Pharmacy 340b pricing, and federal medical student loan repayment for physician faculty.

Scope of Program: The UW Family Medicine Residency Program at Cheyenne (UWFM RP-Cheyenne) is dually accredited by the Accreditation Council for Graduate Medical Education (ACGME) and the American Osteopathic Association (AOA). The clinical activities of the UW Family Medicine Residency Program currently support training of 18 resident physicians (six in each 3-year class). Accepting the first resident class in 1980, the Program has graduated 197 Family Medicine physicians as of June 30, 2015. The UWFM RP-Cheyenne faculty consists of the Program Director, 3 full-time physicians and one part-time physician, (note: 4 faculty physician positions were vacant due to difficulty recruiting), 2 clinical pharmacologists, one social worker, 2 nurse practitioners and 1 mental health psychiatric nurse practitioner. The UWFM RP-Cheyenne also provides clinical training for several other health profession programs in the UW College of Health Sciences including WWAMI, Social Work, Nursing and Pharmacy.

In FY 2015, the Program provided 22,663 patient encounters in the out-patient clinic, in-patient hospital, nursing homes and home visits. This included delivery of 82 newborns. Many of these patients were either uninsured or Medicaid or Medicare making the Program an integral safety net provider for Laramie County. The UWFM RP-Cheyenne operates a rural satellite clinic in Pine Bluffs, Wyoming, which has been highly successful from an educational and service perspective.

Position Count:

Full- time employees=60

Part-time employees=10

**Part B: Revenue:**

	<u>2013-2014</u>	<u>2015-2016</u>	<u>2017-2018</u>
General Fund	\$10,544,851	\$9,522,021	\$8,160,207
Special Revenue	\$4,600,000	\$5,650,000	\$7,253,762

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

14

Department Name: UW - MEDICAL EDUCATION  
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM  
Unit Name: UWFMRP- CHEYENNE

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
167 0100 0102 001 101

### **GOVERNOR'S RECOMMENDATION**

*I recommend approval of the standard budget as submitted.*

### **SECTION 2. BUDGET REDUCTIONS**

Reduction - \$351,958 Revenue Shift- The clinic is requesting a \$351,958 of the general fund reductions be replaced with GME federal funding. The GME federal funds were based on a review by CMS Medicare as payments for pass-through costs for the Federally Qualified Health Center (FQHC). The payments started March 2, 2016 and the clinics receive \$16,169 bi-weekly totaling \$840,788, which can be used for graduate medical education at both the Casper and Cheyenne Clinic locations.

Reduction - \$283,342 & 3 full-time positions Satellite Clinic Closure- The clinic also proposes to withdraw its presence at the Pine Bluffs satellite office resulting in a savings of \$283,342 in general fund. The clinic in Pine Bluffs has been co-operated with the other FQHC in Cheyenne, HealthWorks. The facility is owned by the Cheyenne Regional Medical Center (CRMC). CRMC has asked UWFMRP if they would be willing to exit operations at the Pine Bluffs clinic. CRMC representatives have stated that they will need to raise rent and would also like to only have only one tenant at the facility. Additionally, after an in-depth review of the office, it was discovered the office has not been profitable over the last couple of years and numerous complaints were filed with CMRC about the clinic hours of operations.

Reduction - \$53,975 Support Services/Professional Fees- The clinic will continue to find cost saving to cover the remaining \$53,975 in general fund, through improved business practices and a review of all contracts.

General Fund Reduction	(689,275)
GME Income Replacement	351,958
Pine Bluffs Clinic Reduction	283,342
Operational Reductions	53,975
Remaining Balance	-

Consequences- The replacement of revenue will allow the UWFMRP- Cheyenne to continue to provide a basic level of service to their current clients.

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

15

Department Name: UW - MEDICAL EDUCATION  
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM  
Unit Name: UWFMRP- CHEYENNE

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0100	0102	001	101

In addition, this will allow the program to continue to offer the same level of services at the Cheyenne clinic until the Department of Health has completed a program review study by October 1, 2016, which will provide detailed information for a future work plan.

### **SECTION 3. SUPPLEMENTAL REQUEST**

#### **1. PRIORITY #1 - 340B PHARMACY REMODEL REQUEST \$350,000**

**A. BASIS OF REQUEST:** As a component clinical site of the Educational Health Center of Wyoming (EHCW), an FQHC a look-alike (US Health Resources Services Administration (HRSA) designation), the University of Wyoming Family Medicine Residency Program (UWFMRP –Cheyenne) is eligible to establish a 340B pharmacy service for its patients. HRSA has established these programs in FQHCs to accomplish more accessible and lower cost medication for the patients of FQHCs with a secondary benefit of additional revenues to the health center. The EHCW's experience with 340B services at the Casper residency site has shown that it can be a self-sustaining successful contractual program.

This request is for an increase in spending authority of \$350,000 for the purpose of remodeling the UWFMRP –Cheyenne building to accommodate an onsite pharmacy in order to contractually operate a 340B pharmacy program on site. No additional funding from the Wyoming legislature is being requested for this project.

#### **B. REQUEST BY OBJECT CODE, FUNDING AMOUNT & FUND SOURCE:**

1.	0903	Special Project	\$350,000	100% 5103- Clinic Income
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**C. PERFORMANCE JUSTIFICATION:** Both the UWFMRP – Casper and the UWFMRP – Cheyenne have been charged by the Governor to increase their access to non-state revenue. The 340B pharmacy operating in the UWFMRP – Casper has proven successful in providing an income source separate from state funding. It is expected that a similar pharmacy arrangement at the UWFMRP- Cheyenne clinic will be a successful way to increase non-state revenue to the UWFMRP – Cheyenne.

The offering of a 340B pharmacy at the UWFMRP – Cheyenne is an enhancement in client services and is expected to increase the number of patients who visit the Cheyenne clinic. In this manner, the pharmacy will bring increased revenue to the Cheyenne clinic through, not only pharmacy services, but increased patient visits.

An onsite pharmacy has been shown, through medical research data, to improve the number of prescriptions that are actually filled in comparison to off-site pharmacies. By allowing the UWFMRP- Cheyenne to invest its clinic revenue to remodel existing space, there will be an increase in revenue from clinical operations at UWFMRP – Cheyenne. Furthermore, the clinic currently has financial reserves accumulated to pay for the estimated costs of the remodeling.

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UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

16

Department Name: UW - MEDICAL EDUCATION Division Name: FAMILY MEDICAL RESIDENCY PROGRAM Unit Name: UWFMRP- CHEYENNE			Wyoming On Line Financial Codes				
			DEPT 167	DIVISION 0100	UNIT 0102	FUND 001	APPR 101
1 Description	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Total Supplemental Request	6 Governor's Changes	7 Revised Appropriation
EXPENDITURES							
SALARIES CLASSIFIED	0103	7,819,415	(160,092)	7,659,323	0	0	7,659,323
SALARIES OTHER	0104	444,696	0	444,696	0	0	444,696
EMPLOYER PD BENEFITS	0105	2,013,778	(40,292)	1,973,486	0	0	1,973,486
EMPLOYER HEALTH INS BENEFITS	0196	2,174,465	(37,193)	2,137,272	0	0	2,137,272
RETIREEES INSURANCE	0197	49,584	(960)	48,624	0	0	48,624
PERSONAL SERVICES	0100	12,501,938	(238,537)	12,263,401	0	0	12,263,401
REAL PROPTY REP & MT	0201	163,100	(12,205)	150,895	0	0	150,895
EQUIPMENT REP & MNTC	0202	135,100	0	135,100	0	0	135,100
UTILITIES	0203	123,900	(2,235)	121,665	0	0	121,665
COMMUNICATION	0204	212,800	(8,495)	204,305	0	0	204,305
DUES-LICENSES-REGIST	0207	181,300	0	181,300	0	0	181,300
MISCELLANEOUS	0210	16,000	(720)	15,280	0	0	15,280
TRAVEL IN STATE	0221	60,823	0	60,823	0	0	60,823
TRAVEL OUT OF STATE	0222	91,894	0	91,894	0	0	91,894
EMPLOYEE MOVING EXPENSES	0224	76,000	0	76,000	0	0	76,000
BOARD IN-STATE TRAVEL	0228	10,000	0	10,000	0	0	10,000
OFFICE SUPPL-PRINTNG	0231	144,100	(900)	143,200	0	0	143,200
MTR VEH&AIRPLANE SUP	0233	10,800	(20,250)	(9,450)	0	0	(9,450)
FOOD FOOD SVC SUPPL	0234	2,100	0	2,100	0	0	2,100
MEDICAL-LAB SUPPLIES	0235	175,500	0	175,500	0	0	175,500
EDUCA-RECREATNL SUPP	0236	91,400	0	91,400	0	0	91,400
SOFT GOODS&HOUSEKPNG	0237	15,500	0	15,500	0	0	15,500
DP REPRODUCT OTH EQ	0242	40,000	0	40,000	0	0	40,000
TRANSPORTATION EQUIP	0243	0	0	0	0	0	0
MEDICAL-LAB EQUIPMNT	0245	90,000	0	90,000	0	0	90,000
REAL PROPERTY RENTAL	0251	70,000	0	70,000	0	0	70,000
INSURANCE-BOND PREMS	0254	2,600	0	2,600	0	0	2,600
SUPPORTIVE SERVICES	0200	1,712,917	(44,805)	1,668,112	0	0	1,668,112
GRANT PAYMENTS	0626	0	0	0	0	0	0
GRANTS & AID PAYMENT	0600	0	0	0	0	0	0
PROFESSIONAL FEES	0901	986,431	(53,975)	932,456	0	0	932,456
SPECIAL PROJ & SVCS	0903	200,000	0	200,000	350,000	0	550,000
CONTRACTUAL SERVICES	0900	1,186,431	(53,975)	1,132,456	350,000	0	1,482,456
EXPENDITURE TOTALS		15,401,286	(337,317)	15,063,969	350,000	0	15,413,969
SOURCE OF FUNDING							
GENERAL FUND	1001	8,849,482	(689,275)	8,160,207	0	0	8,160,207
GENERAL FUND/BRA	G	8,849,482	(689,275)	8,160,207	0	0	8,160,207
FAMILY PRACTICE MEDICAL SV FEE	5103	6,551,804	0	6,551,804	350,000	0	6,901,804
RES MNT - MEDICARE	W202	0	351,958	351,958	0	0	351,958



2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

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Department Name: UW - MEDICAL EDUCATION		Wyoming On Line Financial Codes					
Division Name: FAMILY MEDICAL RESIDENCY PROGRAM		DEPT		DIVISION		UNIT	
Unit Name: UWFMRP- CHEYENNE		167		0100		0102	
		FUND		001		APPR	
		101					
1	2	3	4	5	6	7	
Description	Code	2017-2018 Appropriation Budget Bill	Governor's Budget Reductions	Total Adjusted Appropriation	Total Supplemental Request	Governor's Changes	Revised Appropriation
SPECIAL REVENUE	SR	6,551,804	351,958	6,903,762	350,000	0	7,253,762
UNSPECIFIED	UN000	0	0	0	0	0	0
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL FUNDING		15,401,286	(337,317)	15,063,969	350,000	0	15,413,969
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT	63	(3)	60	0	0	60	
PART TIME EMPLOYEE COUNT	10	0	10	0	0	10	
TOTAL AUTHORIZED EMPLOYEES	73	(3)	70	0	0	70	

2017 - 2018 BIENNIUM

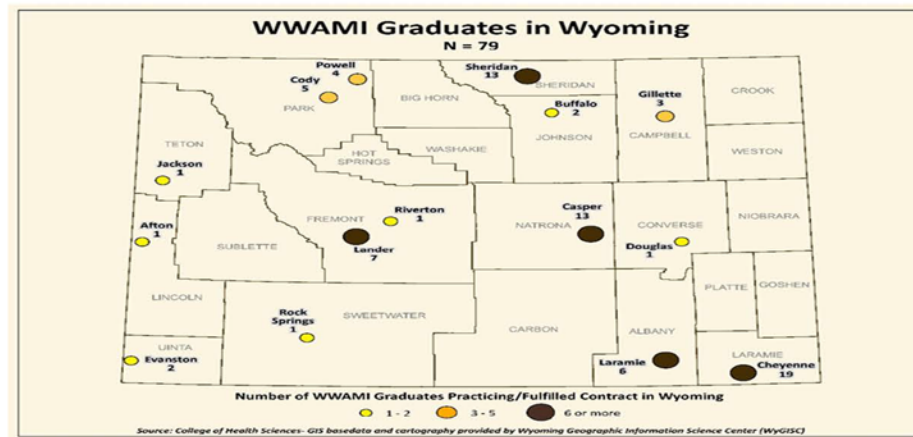
DIVISION SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

18

Department Name: UW - MEDICAL EDUCATION Division Name: WWAMI MEDICAL EDUCATION				Department Number: 167 Division Number: 0200			
1 Division	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Total Supplemental Request	6 Governor's Changes	7 Revised Appropriation
UNIT							
WWAMI MED ED INSTRUCTION/ CONTRACT	0201	14,305,970	0	14,305,970	0	0	14,305,970
TOTAL BY UNIT		14,305,970	0	14,305,970	0	0	14,305,970
OBJECT SERIES							
PERSONAL SERVICES	0100	2,196,485	0	2,196,485	0	0	2,196,485
SUPPORTIVE SERVICES	0200	1,119,233	0	1,119,233	0	0	1,119,233
GRANTS & AID PAYMENT	0600	10,326,386	0	10,326,386	0	0	10,326,386
CONTRACTUAL SERVICES	0900	663,866	0	663,866	0	0	663,866
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL BY OBJECT SERIES		14,305,970	0	14,305,970	0	0	14,305,970
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	13,054,582	(1,008,611)	12,045,971	0	0	12,045,971
SPECIAL REVENUE	SR	1,251,388	1,008,611	2,259,999	0	0	2,259,999
TOTAL BY FUNDS		14,305,970	0	14,305,970	0	0	14,305,970
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		5	0	5	0	0	5
PART TIME EMPLOYEE COUNT		6	0	6	0	0	6
AWEC EMPLOYEE COUNT		5	0	5	0	0	5
TOTAL AUTHORIZED EMPLOYEES		16	0	16	0	0	16

APPR  
201

**Part A: Narrative:** WVMAM is a consortium of rural states (Washington, Wyoming, Alaska, Montana, and Idaho) that offers medical education through a partnership with the University of Washington School of Medicine (UWSOM). The WVMAM Medical Education program provides an opportunity for Wyoming residents to receive a medical education and to be trained as quality physicians in rural settings. As of July 2015, 107 WVMAM graduates have finished residency training, and 74 (69.2%) have returned to Wyoming to practice medicine. In addition, 5 WVMAM graduates from other WVMAM states are practicing in Wyoming. The map below shows locations of these WVMAM graduates in Wyoming. The remaining 33 students (30.8%) who are not practicing medicine in Wyoming are repaying the funds expended on their medical education, with interest, pursuant to WVMAM's loan-for-service component. The first class of Wyoming WVMAM students began medical school in 1997. The class size has expanded through legislative appropriation from an initial class size of 10 students per year in 1997 to the current class size of 20 students per year.



2017 - 2018 BIENNium

UNIT SUPPLEMENTAL BUDGET NARRATIVE

20

Department Name: UW - MEDICAL EDUCATION  
Division Name: WWAMI MEDICAL EDUCATION  
Unit Name: WWAMI MED ED INSTRUCTION/CONTRACT

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0200	0201	001	201

The first year of the four-year WWAMI medical education program is delivered on the University of Wyoming campus and the state of Wyoming fully funds the operating costs of training these first year students. The second year of the medical school program takes place in Seattle where Wyoming students are trained alongside with other University of Washington School of Medicine students. Students rotate through clinical training sites located across the five-state region during their third and fourth years of medical school. The state of Wyoming pays the full tuition and fees associated with the 2<sup>nd</sup>- 4<sup>th</sup> year Wyoming medical students.

Under the WWAMI Medical Education program contract with students, a student pays an annual tuition fee to the University of Wyoming, and agrees to return to Wyoming to practice medicine for a three-year period after their residency is completed or repays the funds expended for the student's medical education, with interest.

The first year WWAMI program operational costs currently include salaries for Wyoming's WWAMI Program Director (1.0 FTE), two anatomy faculty members (1.5 FTE), a general foundations phase lecturer (1.0 FTE), two administrative support staff (2.0 FTE), and three part-time employees (physicians and scientists) to assist with teaching efforts. First-year program costs also include contract payments to other departments and faculty at the University of Wyoming for teaching first-year courses in Molecular and Cellular Basis of Disease; Invaders and Defenders; Cardio, Pulmonary and Renal Systems; Blood and Cancer, and Energetics and Homeostasis as well as other elective courses. Other operational costs include: office expenses and supplies; travel to clerkship sites and to Seattle; human anatomy lab costs including cadaver purchases and dissection supplies; funds for replacement/updating and repair of teaching microscopes; human clinical exam models; AV equipment; clinical preceptor costs; rural medicine training; and books and other electronic resources.

Position Counts:

Full- time employees=5

Part-time employees=6

AWEC=5

**Part B: Revenue:**

	<u>2013-2014</u>	<u>2015-2016</u>	<u>2017-2018</u>
General Fund	\$10,483,137	\$12,515,926	\$12,045,971
Special Revenue	-	\$801,800	\$2,259,999

**GOVERNOR'S RECOMMENDATION**

*I recommend approval of the standard budget as submitted.*

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

21

Department Name: UW - MEDICAL EDUCATION  
Division Name: WWAMI MEDICAL EDUCATION  
Unit Name: WWAMI MED ED INSTRUCTION/CONTRACT

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
167 0200 0201 001 201

## SECTION 2. BUDGET REDUCTIONS

Reduction - \$1,008,611 Revenue Shift: State appropriations for the WWAMI budget is essentially comprised of two components:

1. Tuition and Fees paid to the University of Washington School of Medicine (UWSOM) for 2<sup>nd</sup> – 4<sup>th</sup> year students. (State Appropriation=\$11,274,219)
2. Educating 1<sup>st</sup> year UWSOM students in Laramie (State Appropriation=\$1,780,363)

The program is requesting the general fund reduction be replaced with other sources of revenue, based on new legislation (HB85) approved during the 2016 Session. HB85 made available support payments from WWAMI students for the running of the WWAMI program. In addition, monies exists from the earnings on the Medical Education Income fund for exclusive support of medical education.

2017-2018 General Fund Reduction	(1,008,611)	
Tuition/Contract Payment-HB85 Replacement	285,869	
2017 4% Medical Edu Replacement	361,371	(4% based on 5 yr. avg. market value of the funds)
2018 4% Medical Edu Replacement	361,371	(4% based on 5 yr. avg. market value of the funds)
Remaining Balance	-	

**Proposal:** Utilize these two revenue sources listed above to offset the loss of state appropriated general fund.

### Alternatives:

- Place extra financial burden (as a result of cuts) upon medical students who are already under contract with the University of Wyoming.
- Reduce resources needed to deliver the 1<sup>st</sup> year curriculum. Upshot would be a risk of losing accreditation since curriculum must be delivered equivalently across sites.
- Cut WWAMI class size from 20 to 16 students – this would not help with costs in this biennium but would reduce costs beginning in the next biennium.

### Notes:

- Use of funds as specified in the proposal will not inhibit Wyoming WWAMI's ability to host the second year of medical school in Laramie since Wyoming will receive tuition flow back from UWSOM for the additional time in Laramie. The projected flow back will be enough to cover instructional expenses associated with hosting the second year in Laramie.
- By using HB85 monies, we substantially limit the ability of WWAMI to reserve funds to help defray the cost of WWAMI space when the first two years of medical school are hosted in Laramie.

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

22

Department Name: UW - MEDICAL EDUCATION Division Name: WWAMI MEDICAL EDUCATION Unit Name: WWAMI MED ED INSTRUCTION/CONTRACT			Wyoming On Line Financial Codes				
			DEPT 167	DIVISION 0200	UNIT 0201	FUND 001	APPR 201
1 Description	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Total Supplemental Request	6 Governor's Changes	7 Revised Appropriation
EXPENDITURES							
SALARIES CLASSIFIED	0103	729,216	0	729,216	0	0	729,216
SALARIES OTHER	0104	487,540	0	487,540	0	0	487,540
EMPLOYER PD BENEFITS	0105	297,506	0	297,506	0	0	297,506
AWEC SALARY & BENEFITS	0110	403,855	0	403,855	0	0	403,855
EMPLOYER HEALTH INS BENEFITS	0196	271,066	0	271,066	0	0	271,066
RETIREEES INSURANCE	0197	7,302	0	7,302	0	0	7,302
PERSONAL SERVICES	0100	2,196,485	0	2,196,485	0	0	2,196,485
COMMUNICATION	0204	10,000	0	10,000	0	0	10,000
DUES-LICENSES-REGIST	0207	830,742	0	830,742	0	0	830,742
TRAVEL IN STATE	0221	9,000	0	9,000	0	0	9,000
TRAVEL OUT OF STATE	0222	52,400	0	52,400	0	0	52,400
EMPLOYEE MOVING EXPENSES	0224	0	0	0	0	0	0
BOARD IN-STATE TRAVEL	0228	26,000	0	26,000	0	0	26,000
OFFICE SUPPL-PRINTNG	0231	10,000	0	10,000	0	0	10,000
MEDICAL-LAB SUPPLIES	0235	24,000	0	24,000	0	0	24,000
EDUCA-RECREATNL SUPP	0236	40,000	0	40,000	0	0	40,000
PAYMENTS	0255	117,091	0	117,091	0	0	117,091
SUPPORTIVE SERVICES	0200	1,119,233	0	1,119,233	0	0	1,119,233
AIDS (TO/BEHALF OF)	0608	10,326,386	0	10,326,386	0	0	10,326,386
GRANT PAYMENTS	0626	0	0	0	0	0	0
GRANTS & AID PAYMENT	0600	10,326,386	0	10,326,386	0	0	10,326,386
PROFESSIONAL FEES	0901	663,866	0	663,866	0	0	663,866
CONTRACTUAL SERVICES	0900	663,866	0	663,866	0	0	663,866
EXPENDITURE TOTALS		14,305,970	0	14,305,970	0	0	14,305,970
SOURCE OF FUNDING							
GENERAL FUND	1001	13,054,582	(1,008,611)	12,045,971	0	0	12,045,971
GENERAL FUND/BRA	G	13,054,582	(1,008,611)	12,045,971	0	0	12,045,971
Tuition/Contract Payment HB85	5009	0	285,869	285,869	0	0	285,869
FAMILY PRACTICE MEDICAL SV FEE	5103	0	0	0	0	0	0
LOAN REPAYMENTS	9201	1,251,388	722,742	1,974,130	0	0	1,974,130
SPECIAL REVENUE	SR	1,251,388	1,008,611	2,259,999	0	0	2,259,999
UNSPECIFIED	UN000	0	0	0	0	0	0
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL FUNDING		14,305,970	0	14,305,970	0	0	14,305,970
AUTHORIZED EMPLOYEES							
FULL TIME EMPLOYEE COUNT		5	0	5	0	0	5

2017 - 2018 BIENNium

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

23

Department Name: UW - MEDICAL EDUCATION				Wyoming On Line Financial Codes											
Division Name: WWAMI MEDICAL EDUCATION				DEPT	DIVISION	UNIT	FUND	APPR							
Unit Name: WWAMI MED ED INSTRUCTION/CONTRACT				167	0200	0201	001	201							
1		2		3		4		5		6		7			
Description		Code		2017-2018 Appropriation Budget Bill		Governor's Budget Reductions		Total Adjusted Appropriation		Total Supplemental Request		Governor's Changes		Revised Appropriation	
PART TIME EMPLOYEE COUNT				6		0		6		0		0		6	
AWEC EMPLOYEE COUNT				5		0		5		0		0		5	
TOTAL AUTHORIZED EMPLOYEES				16		0		16		0		0		16	

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DIVISION SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

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Department Name: UW - MEDICAL EDUCATION Division Name: DENTAL CONTRACTS				Department Number: 167 Division Number: 0400			
1 Division	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Total Supplemental Request	6 Governor's Changes	7 Revised Appropriation
UNIT							
DENTAL CONTRACTS	0401	5,099,824	(468,962)	4,630,862	0	0	4,630,862
TOTAL BY UNIT		5,099,824	(468,962)	4,630,862	0	0	4,630,862
OBJECT SERIES							
SUPPORTIVE SERVICES	0200	10,000	0	10,000	0	0	10,000
GRANTS & AID PAYMENT	0600	5,089,824	(468,962)	4,620,862	0	0	4,620,862
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL BY OBJECT SERIES		5,099,824	(468,962)	4,630,862	0	0	4,630,862
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	5,099,824	(468,962)	4,630,862	0	0	4,630,862
TOTAL BY FUNDS		5,099,824	(468,962)	4,630,862	0	0	4,630,862
AUTHORIZED EMPLOYEES							
TOTAL AUTHORIZED EMPLOYEES							



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UNIT SUPPLEMENTAL BUDGET NARRATIVE

25

Department Name: UW - MEDICAL EDUCATION  
Division Name: DENTAL CONTRACTS  
Unit Name: DENTAL CONTRACTS

Wyoming On Line Financial Codes				
DEPT	DIVISION	UNIT	FUND	APPR
167	0400	0401	001	401

### SECTION 1. UNIT STATUTORY AUTHORITY

W.S. 21-17-119

### SECTION 2. STANDARD BUDGET REQUEST

**Part A: Narrative:** WYDENT Program - Action taken during the 2007 session of the Wyoming Legislature authorized a loan-for-service repayment program for students pursuing a degree in dentistry. The program is administered by the University of Wyoming through the College of Health Sciences. The program contracts for educational services with schools of dentistry at the University of Nebraska-Lincoln and Creighton University in Omaha. The program offered admission to five students at each institution in 2007, 2008, and 2009. The seats were reduced to 7 (4 per institution) as a result of the budget cuts of 2017 for students entering 2017-2018 school year and later. The original intent was to support 40 students when the program was fully loaded (5 students per institution x 2 institutions x 4 years), but current funding contemplates a total of 28 students over four years.

Currently the status of WYDENT students and graduates is:

73 students started WYDENT (through 2015) less 2 withdrawals:

43	Graduates (through 2015)
27	Practicing in Wyoming, includes 6 completed service requirement
7	Practicing outside Wyoming, includes 1 paid in full
3	Enrolled in specialty residency
6	Grace period

2017-2018 enrollment in dental school with reductions:

14	Creighton University
14	University of Nebraska

Their obligation for repayment will begin one year after completion of their program of study (grace period). This may include allowing for a residency and/or fellowship.

### **Part B: Revenue:**

	2013-2014	2015-2016	2017-2018
General Fund	\$4,876,597	\$4,876,597	\$4,630,862

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

26

Department Name: UW - MEDICAL EDUCATION  
Division Name: DENTAL CONTRACTS  
Unit Name: DENTAL CONTRACTS

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
167 0400 0401 001 401

### **GOVERNOR'S RECOMMENDATION**

*I recommend approval of the standard budget as submitted.*

### **SECTION 2. BUDGET REDUCTIONS**

Reduction - \$468,962 Reduction- Grant payments (object code 0626) will be reduced by not filling one student slot for the class entering in the fall of 2016 (Creighton) and three additional slots for the class entering in 2017 (Creighton & Nebraska).

School Year	Student Count	Creighton	Cost	Student Count	Nebraska	Cost	Total Cost Per Year
2016-2017	15	78,278	1,174,170	16	76,197	1,219,152	2,393,322
2017-2018	14	80,627	1,128,778	14	78,483	1,098,762	2,227,540
							4,620,862
2017-2018 Tuition Appropriation		5,089,824	(student count is 32)				
New Estimated Tuition Cost		4,620,862	(student count will be 28)				
General Fund Reduction		468,962					

Consequences: Wyoming residents seeking to enter dental school will have less access to dental schools. If admitted outside the program they will incur much greater student debt. Wyoming will have fewer health care providers contractually obligated to return to the state to provide service.

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UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

27

Department Name: UW - MEDICAL EDUCATION Division Name: DENTAL CONTRACTS Unit Name: DENTAL CONTRACTS		Wyoming On Line Financial Codes					
		DEPT	DIVISION	UNIT	FUND	APPR	
		167	0400	0401	001	401	
1	2	3	4	5	6	7	
Description	Code	2017-2018 Appropriation Budget Bill	Governor's Budget Reductions	Total Adjusted Appropriation	Total Supplemental Request	Governor's Changes	Revised Appropriation
EXPENDITURES							
OFFICE SUPPL-PRINTNG	0231	10,000	0	10,000	0	0	10,000
SUPPORTIVE SERVICES	0200	10,000	0	10,000	0	0	10,000
GRANT PAYMENTS	0626	5,089,824	(468,962)	4,620,862	0	0	4,620,862
GRANTS & AID PAYMENT	0600	5,089,824	(468,962)	4,620,862	0	0	4,620,862
EXPENDITURE TOTALS		5,099,824	(468,962)	4,630,862	0	0	4,630,862
SOURCE OF FUNDING							
GENERAL FUND	1001	5,099,824	(468,962)	4,630,862	0	0	4,630,862
GENERAL FUND/BRA	G	5,099,824	(468,962)	4,630,862	0	0	4,630,862
UNSPECIFIED	UN000	0	0	0	0	0	0
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL FUNDING		5,099,824	(468,962)	4,630,862	0	0	4,630,862
AUTHORIZED EMPLOYEES							

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DIVISION SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

28

Department Name: UW - MEDICAL EDUCATION Division Name: NURSING PROGRAM				Department Number: 167 Division Number: 0500			
1 Division	Code	2 2017-2018 Appropriation Budget Bill	3 Governor's Budget Reductions	4 Total Adjusted Appropriation	5 Total Supplemental Request	6 Governor's Changes	7 Revised Appropriation
UNIT							
ACCELERATED NURSING DEGREE PROGRAM	0501	221,625	0	221,625	0	0	221,625
TOTAL BY UNIT		221,625	0	221,625	0	0	221,625
OBJECT SERIES							
GRANTS & AID PAYMENT	0600	221,625	0	221,625	0	0	221,625
UNSPECIFIED	UN	0	0	0	0	0	0
TOTAL BY OBJECT SERIES		221,625	0	221,625	0	0	221,625
SOURCES OF FUNDING							
GENERAL FUND/BRA	G	221,625	0	221,625	0	0	221,625
TOTAL BY FUNDS		221,625	0	221,625	0	0	221,625
AUTHORIZED EMPLOYEES							
TOTAL AUTHORIZED EMPLOYEES							

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET NARRATIVE

29

Department Name: UW - MEDICAL EDUCATION  
Division Name: NURSING PROGRAM  
Unit Name: ACCELERATED NURSING DEGREE PROGRAM

Wyoming On Line Financial Codes  
DEPT DIVISION UNIT FUND APPR  
167 0500 0501 001 501

### **SECTION 1. UNIT STATUTORY AUTHORITY**

See Department Narrative Statutory Authority.

### **SECTION 2. STANDARD BUDGET REQUEST**

**Part A: Narrative:** Legislative action during the 2009 session of the Wyoming Legislature authorized a loan-for-service repayment program for students pursuing a nursing degree on an accelerated basis. Known as the Bachelors Reach for Accelerated Nursing Degree, or BRAND, the University of Wyoming was authorized to provide five loans of up to \$25,000 each for full-time students enrolled in the program. The funding is divided over a four semester period. Students receiving support from the state are then obligated to engage in professional practice as a registered nurse in the State of Wyoming for two years or repay all amounts expended by the state for the student's education, with interest.

The BRAND graduates are high quality nurses. They do very well with an NCLEX (national nursing licensure examination) pass rate of between 86 to 95% from 2009-2013. Moreover, the BRAND program attracts a diverse student pool with an increasing number of men and women of color graduating from the program.

The BRAND program has been quite successful in accomplishing its goals. The State of Wyoming and health care employers are experiencing the impact of the loan repayment program. All graduates who have received loans have either completed their payback with service in Wyoming (14 graduates) or are in the process of paying back the loan through service in the state (6 graduates). Moreover, a variety of Wyoming cities have been benefited by a BRAND graduate, including: Casper, Douglas, Cheyenne, Jackson, Lander, Laramie, Sheridan, Cody, Buffalo and Green River.

#### **Part B: Revenue:**

	2013-2014	2015-2016	2017-2018		
General Fund	\$225,000	\$225,000	\$225,000		

### **GOVERNOR'S RECOMMENDATION**

*I recommend approval of the standard budget as submitted.*

2017 - 2018 BIENNIUM

UNIT SUPPLEMENTAL BUDGET REQUEST SUMMARY TABLE

30

Department Name: UW - MEDICAL EDUCATION				Wyoming On Line Financial Codes				
Division Name: NURSING PROGRAM				DEPT	DIVISION	UNIT	FUND	APPR
Unit Name: ACCELERATED NURSING DEGREE PROGRAM				167	0500	0501	001	501
1		2	3	4	5	6	7	
Description		Code	2017-2018 Appropriation Budget Bill	Governor's Budget Reductions	Total Adjusted Appropriation	Total Supplemental Request	Governor's Changes	Revised Appropriation
EXPENDITURES								
GRANT PAYMENTS	0626	221,625	0	221,625	0	0		221,625
GRANTS & AID PAYMENT	0600	221,625	0	221,625	0	0		221,625
EXPENDITURE TOTALS		221,625	0	221,625	0	0		221,625
SOURCE OF FUNDING								
GENERAL FUND	1001	221,625	0	221,625	0	0		221,625
GENERAL FUND/BRA	G	221,625	0	221,625	0	0		221,625
UNSPECIFIED	UN000	0	0	0	0	0		0
UNSPECIFIED	UN	0	0	0	0	0		0
TOTAL FUNDING		221,625	0	221,625	0	0		221,625
AUTHORIZED EMPLOYEES								

AGENDA ITEM TITLE: **Approval of Revision to UW Regulations**, Evans

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other Specify: Item for Approval

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Each College has its own University regulation. UW Regulation 7-540 (College of Education) and 7-550 (College of Engineering and Applied Science) both list the academic departments of the college in the regulation. [The College of Law has a regulation but does not have departments.]

The current regulations for the other four colleges and the Libraries specify departments as follows:

- a. **Agriculture & Natural Resources** – UW Regulation 7-500(II)(A) specifies departments are listed in the College ByLaws.
- b. **Arts & Sciences** – UW Regulation 7-510(II)(a) states that the units of the College are specified in the College Bylaws.
- c. **Business** – UW Regulation 7-530(II)(A) does not specify departments; rather, it indicates that departments will include specified disciplines, plus that other disciplines may develop.
- d. **Health Sciences** – UW Regulation 7-560(II)(a) states that the units in the College are specified in the College Bylaws as approved by the Board of Trustees.
- e. **Libraries** – UW Regulation 7-631(III)(A) states the Libraries shall be organized into departments and working groups.

The proposed changes to the regulation are not intended to make any change to the current campus organizational structure. Rather, College Bylaws, where available, and the information on the unit's website have been used to ensure that all college units are specified in the regulations in a consistent manner. Academic Affairs has reviewed these regulations.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None

WHY THIS ITEM IS BEFORE THE BOARD:

UW Regulation 1-101 requires that any modification to UW Regulations must be approved by the Board.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the recommended modifications to the Regulation.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

**UW REGULATION 7–500**  
**Regulations of the College of Agriculture and Natural Resources**

**I. PURPOSE.**

To establish the regulations of the College of Agriculture and Natural Resources.

**II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.**

**A. Academic Departments**

The College of Agriculture and Natural Resources shall consist of the Land Grant units, Academic and Student Programs, University Extension, and Wyoming Agricultural Experiment Station plus the following academic units ~~that are specified in the College bylaws.~~

1. Agricultural and Applied Economics
2. Ecosystem Science and Management
3. Molecular Biology
4. Agricultural Communications
5. Family and Consumer Sciences
6. Plant Sciences
7. Animal Science
8. Microbiology
- 4-9. Veterinary Sciences

**B. Dean**

The Dean is the chief administrative officer of the College, appointed in accordance with UW Regulations. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College and shall report to the Vice President for Academic Affairs. The Dean may hold joint appointment as Director of the Wyoming Agricultural Experiment Station and/or the University Extension Service. The Dean shall preside at meetings of the College Faculty, recommend the College budget in consultation with the Associate Deans and Directors, Directors, Heads and Chairs of the 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 in accordance with UW Regulations.

The appointment as Dean shall be considered an assignment of duties. Being appointed as Dean shall not be considered a promotion and relinquishing the deanship shall not be considered a demotion. If the Dean is tenured in a department, the person retains that tenure during the period of deanship. A Dean



selected from outside the College must be approved by a department of the College as a member of that department.

**C. Associate and Assistant Deans**

Associate or Assistant Deans shall be recommended by the Dean to the Vice President of Academic Affairs. The Dean's recommendation is made after consultation with academic personnel of the College and the academic leadership of the College.

**D. Department Heads, Chairs, and Directors**

Each department and interdisciplinary unit shall have as its chief administrative officer a Head, Chair, or Director, who shall be appointed in accordance with UW Regulations. Department Heads, Chairs, and Directors are responsible for all matters relating to the educational and administrative affairs of their unit. The unit Department Head, Chair, or Director, or designee, presides at all academic personnel meetings of the unit, recommends appointments and promotions with respect to the Faculty, academic professionals and staff of the unit, and exercises general administrative supervision over the educational programs and operations of the unit.

The Dean recommends these appointments. The appointments are subject to approval by the Vice President for Academic Affairs and the President. The Dean's recommendation is made after consultation with academic personnel of the appropriate unit and the academic leadership of the College. Department Heads, Chairs, and Directors hold administrative office subject to the continued approval by the Dean, the Provost and Vice President for Academic Affairs, the President, and the Board of Trustees.

**III. COMMITTEES.**

**A. Standing Committees**

Through its bylaws, the College may establish standing committees. The membership, duties, and governing procedures of such committees shall be defined in the bylaws and in accordance with any relevant UW Regulations.

At least one standing committee shall be established that provides recommendations to the Dean on cases involving the reappointment, tenure, promotion, and extended-term appointments of academic personnel.

**B. Other Committees**

Ad hoc committees may be established by the Dean or Associate Deans subject to approval by the Dean.

#### **IV. FACULTY.**

##### **A. Membership**

The academic leadership structure of the College will be described in its bylaws. The academic personnel of the College consists of the Dean, all members of the tenured and tenure track Faculty, and instructors and academic professionals serving in the College. Faculty emeriti and visiting professors are nonvoting members. The President of the University and Provost are ex-officio members without vote.

The academic personnel of the College may have representatives from other colleges of the University as may be determined by the academic personnel of the College as having a major role in the programs of the College. Such representatives shall be appointed by the Dean of the colleges in which the representatives are budgeted, and shall not vote. Such appointments shall be reported to the Office of Academic Affairs.

##### **B. Powers and Duties**

Powers and duties of the Faculty shall be as defined in the UW Regulations.

##### **C. Office Hours**

Faculty adhere to a modified open door policy with regard to their interaction with students. Whenever a Faculty member is not in class or similarly occupied, she/he is available to meet with students. In addition, all Faculty will be expected to note on class syllabi specific times during the week that she/he will be available for consultation and advice. The specific time will meet or exceed a minimum of six hours per week.

##### **D. Appointment, Promotion, and Tenure**

Appointment, promotion, and tenure shall be in accordance with UW Regulations.

##### **E. Meetings**

Meetings of the academic personnel will be described in the bylaws.

#### **V. STUDENTS.**

##### **A. Admission**

The College academic personnel, subject to limitations contained in the UW Regulations and in accordance with national accreditation standards, has the power to determine the minimum standards for admission to the programs of the

College. In the absence of such College standards, any student who qualifies for admission to the University will be admitted to the College.

**B. Advisement**

Advisement of students is the responsibility of the academic units and the office of the Dean. The academic head, chair or unit chair designates advisors, facilitates assignment of students, and supervises the maintenance of student records. Students in the College who are in an undeclared status shall be advised by designees of the Dean, who shall ensure the maintenance of appropriate advising records for each student's term of undeclared status.

**C. Probation, Dismissal, Reinstatement**

In matters of student probation, dismissal, and reinstatement, the College shall conform to the published codes of the academic units (if any) and the UW Regulations.

**VI. DEGREES AND PROGRAMS.**

**A. Degrees**

The degrees offered by the College are those authorized under UW Regulation 8-2.

**B. Programs**

The academic programs offered by the College and the requirements thereof are approved by the units of the College, the College academic personnel, and the appropriate University committee, and are published in the University Catalog.

**VII. ADMINISTRATION OF THE REGULATION**

A copy of any change or revision to this regulation shall be presented in writing (may be electronic) to the academic personnel at least one month prior to action. Any changes or revisions shall become effective immediately upon the approval of a majority of the academic personnel of the College voting by electronic or written ballot and the President of the University, subject to review by the Board of Trustees of the University.

**Source:**

University Regulation 500, Revision 2, Change 1; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 11/18/2010 Board of Trustees meeting  
Revisions adopted 11/18/2011 Board of Trustees meeting  
Revisions adopted 8/05/2015 Board of Trustees meeting

## UW REGULATION 7–510 Regulations of the College of Arts and Sciences

### I. PURPOSE.

To establish the regulations of the College of Arts and Sciences.

### II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.

#### A. Academic Departments

The College of Arts and Sciences shall consist of the following academic departments: units specified in the College Bylaws. For the purpose of this Regulation, “department” will refer to both an academic department and an academic program.

1. African American and Diaspora Studies
2. American Indian Studies
3. American Studies
4. Anthropology
5. Art
6. Botany
7. Chemistry
8. Communications and Journalism
9. Criminal Justice
10. English
11. Gender and Women's Studies
12. History
13. Latina/o Studies
14. Life Sciences Program
15. Mathematics
16. Modern and Classical Languages
17. Music
18. Philosophy
19. Physics and Astronomy
20. Political Science
21. Psychology
22. Religious Studies
23. Sociology
24. Statistics
25. Theatre and Dance
26. Zoology and Physiology

#### Support and Outreach Units

1. Fine Arts Outreach
2. Cultural Programs

3. Research Support (“Shops”)
4. Wyoming Survey and Analysis Center (WySAC)
5. Science Math Teaching Center (SMTC) [a joint unit of the College of Education and the College of Arts and Sciences]

**B. Divisions of the College**

Through its Bylaws, the College may establish Divisions of allied departments to promote effective and representative governance.

**C. Dean**

The Dean is the chief administrative officer of the College and shall be appointed to a term of five years and shall be appointed in accordance with UW Regulations. The Dean shall exercise general administrative supervision over the educational programs and operations of the College, appoint members to committees discussed in Section IV, and preside at Faculty meetings. In addition, in consultation with Department Heads the Dean shall determine, the College budget, Faculty and staff appointments, Faculty and staff salaries, and actions concerning Faculty promotion and tenure in accordance with UW Regulations

The appointment as Dean shall be considered an assignment of duties. Being appointed as Dean shall not be considered a promotion and relinquishing the deanship shall not be considered a demotion. If the Dean is tenured in a department, the person retains that tenure during the period of deanship. A Dean selected from outside the College must be approved by a department of the College as a member of that department.

**D. Associate Deans and Assistant Deans**

Associate or Assistant Deans shall be recommended by the Dean to the Vice President for Academic Affairs.

**E. Assistant to the Deans**

Assistants to the Dean shall be recommended by the dean to the Vice President for Academic Affairs.

**F. Department Head and Chairs**

Department Heads and Chairs shall be appointed to a term of three years. Appointment as a Department Head or Chair shall not be considered a promotion and relinquishing the position shall not be considered a demotion, but rather as a partial reassignment of duties. Performance as a Department Head or Chair shall be considered in evaluation for merit salary raises and such raises shall become a permanent part of the person's base salary. Performance of administrative duties

as a Department Head or Chair shall not of itself constitute sufficient grounds for promotion or tenure.

Department Heads and Chairs shall have general administrative supervision over the conduct of their respective departments, exercising this authority in consultation with members of their departments and when appropriate with the Dean(s) of the College. The Department Heads and Chairs responsibilities shall include, but not be limited to: (1) the recruitment and assignment of personnel in the department; (2) recommendations concerning the retention and dismissal of personnel; (3) preparing and forwarding recommendations on promotion and tenure matters; (4) formulation and implementation of the academic program in the department; (5) the development of departmental facilities and support; (6) the promotion and encouragement of academic excellence within the department; and (7) the development of department budgets.

#### **G. Directors and Managers**

Multidisciplinary units and non-academic units housed in the College are managed by a Program Director or Manager. Directors and Managers shall be appointed to a term of three years. Appointment as a Director or Manager shall not be considered a promotion and relinquishing the position shall not be considered a demotion, but rather as a partial reassignment of duties. Performance as a Director or Manager shall be considered in evaluation for merit salary raises and such raises shall become a permanent part of the person's base salary.

Directors and Managers have general administrative supervision over the conduct of their respective units, exercising this authority in consultation with members of their units and when appropriate with the Dean(s) of the College. The Directors and Managers responsibilities shall include, but not be limited to: (1) the recruitment and assignment of personnel in the unit; (2) recommendations concerning the retention and dismissal of personnel; (3) preparing and forwarding recommendations on promotion and tenure matters (if applicable); (4) the development of unit facilities and support; and (5) the development of unit budgets.

### **III. COMMITTEES.**

#### **A. Standing Committees**

Through its bylaws, the College may establish standing committees. The membership, duties, and governing procedures of such committees shall be defined in the bylaws and in accordance with any relevant UW Regulations. At



least one standing committee shall be established that provides recommendations to the Dean.

**B. Other Committees**

Ad hoc committees may be established by the Dean.

**IV. FACULTY.**

**A. Membership**

The voting membership of the College Faculty shall include, (1) all tenure-track professors, associate professors, assistant professors, instructors and extended-term-track academic professionals in the departments and divisions within the College, (2) heads of administrative units having degree programs in the College, and (3) joint appointees between departments/colleges (except that interdepartmental appointees will choose the department they will represent).

The ex officio membership of the College shall have no voting privileges and shall include (1) the President of the University, Vice President for Academic Affairs, Vice President for Student Affairs, the Vice President for Research, and the Dean of the University Library, (2) official representatives to the College from the Army and Air Force ROTC units on campus, (3) official representatives to the College from other colleges in the University, and (4) Faculty emeriti, visiting and adjunct professors, all those holding temporary Faculty and academic professional appointments.

**B. Powers and Duties**

Powers and duties of the Faculty shall be as defined in the UW Regulations. The Faculty of the College may establish Bylaws to implement and specify the Regulations of the College and to provide for such other matters as may not be appropriately included in the College Regulations.

The Faculty shall meet regularly once each semester. Special meetings may be called by the President, the Dean, or that of ten percent of voting members of the Faculty. Those Faculty members present at any regular or special meeting shall constitute a quorum.

**C. Office Hours**

It is the goal of the College of Arts and Sciences to provide students with maximum direct access to all faculty. To achieve this goal, faculty are available for consultation during office hours or by appointment. Students may arrange appointments directly with faculty or through the departmental clerical staff. In addition, faculty will include office hours on each syllabus and hours will be

posted on or about faculty office doors. Although the great majority of faculty maintain far more, the minimum number of office hours shall be three hours a week, hours which must be spread across at least two days of the week. When a faculty member cannot meet regularly scheduled hours, the departmental secretary will be notified of when the announced schedule will be resumed.

**D. Appointment, Promotion, and Tenure**

Appointment, promotion, and tenure shall be in accordance with UW Regulations.

**V. STUDENTS.**

**A. Admission**

Any undergraduate student accepted by the University will be accepted by the College. Graduate student applications will be reviewed by the appropriate academic department for admission decision.

**B. Advisement**

The advising program of the College shall be defined and shaped by the following objectives, (1) to guide the student to a wise choice of educational objectives, (2) to assist the student to select proper courses to meet the requirements of the student's choice of program, and (3) to counsel the student on problems of academic progress and adjustment.

**C. Probation, Dismissal, Reinstatement**

In matters of student probation, dismissal, and reinstatement, the College shall conform to the UW Regulations.

**VI. DEGREES.**

The degrees offered by the College are those authorized under UW Regulation 8-2. Curricula and requirements for the degrees shall be set forth annually in the University Catalog.

**VII. THE UNIVERSITY OF WYOMING INFRARED OBSERVATORY.**

**A. Description**

The UWIRO shall include the property and facilities designated as UWIRO on Jelm Mountain, on campus, and elsewhere. The Department of Physics and Astronomy in the College of Arts and Sciences shall operate the observatory in



the interest of the entire University for recognized astrophysical research by the faculty and by approved visitors.

**B. Director**

The Chairman of the Department of Physics and Astronomy shall recommend a candidate for UWIRO Director to the Dean of the College of Arts and Sciences who shall nominate to the President a Director for a term of two years, in consultation with the Vice President for Research and Economic Development. A candidate for UWIRO Director must be a member of the faculty with demonstrated expertise in astrophysics, in instrumentation, and in leadership and with an intense interest in the welfare of the UWIRO. The Director shall serve at the pleasure of the Dean.

The UWIRO Director is responsible for all facets of daily operation of the UWIRO and shall report directly to the Chairman of the Department of Physics and Astronomy. Specifically, the UWIRO Director shall have administrative and supervisory authority over the budget, property, premises, and personnel assigned to the UWIRO. He/she may exercise this custodial authority through other employees of the University. The UWIRO Director, shall recommend to the Chairman of the Department of Physics and Astronomy and to the Dean of the College of Arts and Sciences candidates for staff positions at the UWIRO, who may be appointed by the Dean.

**VIII. ADMINISTRATION OF THE REGULATION.**

A tentative draft of any proposed amendments to this regulation shall be circulated to the members of the Faculty of the College at least two weeks before a Faculty meeting, either regular or called, at which they are introduced, discussed, and may be amended. The final version as arrived at by the meeting shall then be circulated to all voting members of the College's academic personnel in residence in the form of a ballot for voting for or against each proposed change. The deadline for return of the ballots to the Office of the Dean shall be not less than two administrative working days after the ballots are sent out from the office. If two-thirds or more of the ballots returned by the deadline favor the amendment, the amendment shall be considered as passed and shall be forwarded to the Office of the President for approval by the Trustees. If less than two-thirds of the returned ballots favor the amendment, the amendment has failed and no further action is called for. This regulation may only be amended following the above process.

Source:

University Regulation 510, Revision 6; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 11/18/2010 Board of Trustees meeting  
Revisions adopted 05/13/2015 Board of Trustees meeting

**UW REGULATION 7-530**  
**Regulations of the College of Business**

**I. PURPOSE.**

To establish the regulations of the College of Business.

**II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.**

**A. College Units**

The College shall consist of the following units:

1. ~~The Academic departments of that include the disciplines of Accounting, Business Administration, Business Law, Economics, and Finance, and Management, and Marketing, Decision Sciences, and other business and business-related disciplines that may develop over time.~~
2. The Peter M. and Paula Green Johnson Career Center, which provides career and internship services to students in the College of Business.
3. The Business Academic Advising Office, organized to provide centralized academic advising to undergraduate students and to provide assistance to the Director of Graduate Business Programs. The College Academic Advising Office also functions as a central source of student information in the College.

**B. Dean**

The appointment, review and reassignment of College Deans shall be in accordance with UW Regulations. The Dean shall be appointed to a term of five years. The appointment as Dean shall be considered an assignment of duties. If the Dean is tenured in a department, the person retains that tenure during the period of deanship. A Dean selected from outside the College must be approved by a department of the College as a member of that department.

The Dean, as chief administrative officer of the College, shall, (1) be responsible for all matters relating to the educational and administrative affairs of the College, (2) preside at meetings of the College faculty, (3) recommend the College budget in consultation with the Department Chairs, (4) recommend appointments, promotions, and salaries with respect to the faculty and staff of the College, (5) exercise general administrative supervision over the educational programs and operations of the College, and (6) appoint, in consultation with the Executive Committee, members of appointive committees.

**C. Assistant Administrative Officers**

Associate Deans, Assistant Deans, Program Directors, Assistants to the Dean, or other administrative assistants as may be authorized or may be appointed in accordance with UW Regulations.

**D. Department Chairs**

Department Chairs shall be nominated by each Department's tenured and tenure-track faculty with professorial rank (i.e., above instructor) and shall be appointed by the Trustees following the initial recommendation of the Dean; they shall serve at the pleasure of the Dean.

Department Chairs shall be appointed to a term of three years. It shall be considered neither a promotion to be appointed Chair nor a demotion to relinquish the office; rather, it shall be considered a partial reassignment of duties. Chairs shall serve as department administrators for the nine-month academic year unless remuneration is provided for service in addition to their normal nine-month academic appointments. Performance as department Chair shall be considered in evaluation for merit salary raises, and such raises shall become a permanent part of the person's base salary. Performance of administrative duties as Chair shall not of itself constitute sufficient grounds for promotion or tenure.

The Department Chair shall have general administrative supervision over the conduct of his/her respective Department, exercising this authority in consultation with members of the Department and when appropriate with the Dean. The Department Chair shall be responsible for, (1) recruiting and assigning personnel in the Department, (2) recommending the retention and dismissal of personnel, (3) preparing and forwarding recommendations on promotion and tenure matters, (4) formulating and implementing the academic program in the Department, (5) presiding over Department Faculty meetings, (6) developing and administering Department budgets, and (7) Representing the Department on the College Executive Committee.

**III. COMMITTEES.**

**A. Standing Committees**

Standing committees shall be governed by College By-Laws. By-Laws shall be maintained by the Dean.

**B. Other Committees**

Ad Hoc Committees may be established by the Dean as needed.

#### **IV. FACULTY.**

##### **A. Membership**

The voting membership of the College faculty shall include, (1) all professors, associate professors, assistant professors and instructors in the Departments within the College, (2) all individuals holding full-time, temporary, or lecturer faculty positions after employment for two consecutive academic years, and (3) joint appointees between departments/colleges (except that interdepartmental appointees will choose the department they will represent).

The ex officio membership of the College shall have no voting privileges and shall include, (1) the President, the Vice President for Academic Affairs and Student Affairs, the Vice President for Research and Economic Development, and the Director of the University Libraries, (2) official representatives to the College from other colleges in the University, (3) Official representatives to the College from the Army and Air Force ROTC units on campus, and (4) Faculty emeriti; visiting and adjunct professors; all those holding part-time faculty appointments; and those holding appointment as full-time temporary, supply, or lecturer faculty positions who have held the position for less than two consecutive years.

##### **B. Powers and Duties**

Changes to the By-Laws of the College shall be made by majority vote of the faculty of the College. Additional powers and duties of the faculty shall be defined in UW Regulations.

##### **C. Office Hours**

Faculty are available to their students outside of regularly scheduled classes for at least three scheduled hours over at least two separate weekdays and otherwise by appointment. Office hours of each faculty member will be posted on his/her respective office door and stipulated in the course syllabus (or other written form) which will be handed out during the first week of the semester. If it is not possible for a faculty member to be available during a given Office Hour, he/she will announce this in class if possible and, if not, will, to the extent feasible, arrange to have a notice posted on his/her door.

##### **D. Appointment, Promotion, and Tenure**

Appointment, promotion, and tenure shall be in accordance with UW Regulations.

**E. Meetings**

The faculty shall meet regularly at least once each semester. Special meetings may be called by the President, the Dean, or that of five or more voting members of the faculty. Request for a faculty meeting convened by the faculty, shall be in writing to the Dean, shall be signed by the faculty requesting the meeting, and shall state the matters to be considered at the requested meeting.

Those faculty members present at any regular or special meeting shall constitute a quorum except on those voting issues which affect the structure, academic programs, or faculty rights and responsibilities in the College, in which case all eligible voting members of the College shall receive a ballot.

**V. STUDENTS.**

**A. Admission**

Any undergraduate or graduate student who is accepted by the University and who meets the prerequisite requirements that have been or may be established by the College faculty to take courses in the College will be accepted by the College.

**B. Advisement**

The advising program of the College shall be defined and shaped by the following objectives, (1) to guide the student to a wise choice of educational objectives, (2) to assist the student to select proper courses to meet the requirements of the student's choice of program, and (3) to counsel the student on problems of academic progress and adjustment. In curricular matters, undergraduate students in the business programs of the College shall be advised centrally by personnel in the College of Business Academic Advising Office. Faculty are responsible for providing career advising.

**C. Probation, Dismissal, Reinstatement**

In matters of student probation, dismissal, and reinstatement, the College shall conform to the regulations of the University.

**VI. DEGREES.**

The degrees offered by the College are those authorized under UW Regulation 8-2. Curricula and requirements for the degrees shall be set forth annually in the University Catalog.

## **VII. ADMINISTRATION OF THE REGULATION.**

A draft of proposed amendment(s) shall be circulated to the members of the College faculty at least two weeks before a faculty meeting where the regulation will be discussed. The final version approved by a majority of the faculty in attendance shall then be circulated to all voting members of the College faculty in the form of a ballot for voting for or against each proposed change. The deadline for return of the ballots to the Dean shall be not less than three working days after the ballots are sent out. If two-thirds or more of the ballots returned by the deadline favor the amendment(s), the amendment(s) shall be considered as passed and shall be forwarded to the Office of the President for approval by the Trustees. If less than two-thirds of the returned ballots favor the amendment(s), the amendment(s) has failed and no further action is called for.

To satisfy a temporary condition for a specified time period, a change to this Regulation may be passed by the College faculty unless otherwise prohibited by another UW Regulation.

### **Source:**

University Regulation 530, Revision 2; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 11/18/2010 Board of Trustees meeting  
Revisions adopted 05/13/2015 Board of Trustees meeting

**UW REGULATION 7-560**  
**Regulations of the College of Health Sciences**

**I. PURPOSE.**

To provide regulations for the College of Health Sciences and set forth the basic organization and processes for the College.

**II. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE.**

**A. Academic Units**

The College shall consist of the following academic units specified in the College of Health Sciences Bylaws and approved by the Board of Trustees:

1. Division of Communication Disorders

2. Division of Kinesiology and Health,

3. Division of Social Work

4. School of Nursing

5. School of Pharmacy

6. Wyoming Institute for Disabilities.

7. The Division of Medical Education, which is composed of (1) the Family Medicine Residency Program at Casper, (2) the Family Medicine Residency Program at Cheyenne, and (3) the WWAMI Medical Education Program.

**B. Dean**

The Dean is the chief administrative officer of the College, appointed in accordance with UW Regulations. The Dean is responsible for all matters relating to the educational and administrative affairs of the College; presides at meetings of the College academic personnel; makes recommendation for the College budget, in consultation with the unit directors; transmits and recommends appointments and promotions for academic personnel and staff; and exercises general administrative supervision over the educational programs and operations of the College.

The appointment as Dean shall be considered an assignment of duties, not a promotion, and relinquishing the deanship shall not be considered a demotion. If the Dean is tenured in a department, that person retains tenure in that department

during the period of deanship. A Dean selected from outside must be approved by a department of the College as a member of that department. Tenure application is reviewed by the College Tenure and Promotion Committee.

**C. Associate and Assistant Deans**

The Dean may recommend and appoint Associate or Assistant Deans in consultation with the Vice President for Academic Affairs.

**D. Directors**

Unit Directors are assigned the chief administrative officers of a unit of the College and are responsible for all matters relating to the educational and administrative affairs of their unit. The Unit Director or designee presides at all academic personnel meetings of the unit; recommends appointments and promotions with respect to the faculty, academic professionals and staff of the unit; and exercises general administrative supervision over the educational programs and operations of the unit. Directors in the Fay W. Whitney School of Nursing and the School of Pharmacy also hold the title of Dean of the School.

Unit Directors hold administrative office at the pleasure of the Dean, the Vice President for Academic Affairs, the President, and the Board of Trustees. The Dean recommends such appointments. They are subject to approval by the Vice President for Academic Affairs and the President. The Dean's recommendation is made after consultation with academic personnel members of the appropriate unit and the academic leadership of the College.

**E. Academic Leadership**

The academic leadership structure for the College will be described in the College Bylaws.

**III. COMMITTEES.**

**A. Standing Committees**

Through its bylaws, the College may establish standing committees as are necessary for effective and representative governance. The membership, duties, and governing procedures of such committees shall be defined in the College Bylaws in accordance with UW Regulations. Among the standing committees shall be one that formulates recommendations to the Dean on cases involving the reappointment, tenure, promotion, and extended-term appointments of academic personnel.



**B. Other Committees**

Ad hoc committees may be established by the Dean, as necessary for the administrative and academic welfare of the College.

**IV. FACULTY.**

**A. Membership**

1. The academic personnel and membership of the College consist of the Dean, all members of the tenured and tenure-track faculty, clinical track faculty, instructors and academic professionals, serving in the College. Additionally, faculty emeriti and visiting professors are considered nonvoting members, and the President of the University and the Vice President for Academic Affairs are ex-officio members without vote.
2. The academic personnel of the College may also include representatives from other Colleges of the University, when the academic personnel of the College determine the representatives have a major role in the programs of the College. Such representatives shall be appointed by the Dean of the Colleges in which the representatives are budgeted, and shall not vote. Such appointments shall be reported to the Office of Academic Affairs.

**B. Powers and Duties**

Powers and duties of the academic personnel shall be as defined in the current UW Regulations.

**C. Office Hours**

Faculty are required to hold office hours at least three hours per week. Office hours for individual faculty are posted in the respective departments and are listed on syllabi and/or other literature regularly distributed to students. In addition, all faculty are available by appointment. (Office hour requirements for part-time faculty may be prorated.)

**D. Appointment, Promotion, and Tenure**

Procedures for appointment, promotion, and tenure within the College shall be in accordance with current UW Regulations.

**E. Meetings**

Meetings of the academic personnel will be described in the Bylaws.

**V. STUDENTS.**

**A. Admission**

The College academic personnel, subject to the limitations contained in the UW Regulations and in accordance with national accreditation standards, has the power to determine the minimum standards for admission to the programs of the College. In the absence of such College standards, any student who qualifies for admission to the University will be admitted to the College.

**B. Advisement**

Advisement of students is the responsibility of the academic units and the office of the Dean. The unit or department director designates advisors, facilitates assignment of students, and supervises the maintenance of student records. Students in the College who are in an undeclared status shall be advised by designees of the Dean, who shall ensure the maintenance of appropriate advising records for each student's term of undeclared status.

**C. Probation, Dismissal, Reinstatement**

In matters of student probation, dismissal, and reinstatement, the College and its departments, units and divisions shall conform to the published codes of the academic units (if any) and the UW Regulations.

**VI. DEGREES AND DIPLOMAS.**

**A. Degrees**

The degrees offered by the College are those authorized under UW Regulations.

**B. Programs**

Academic programs offered by the College and the requirements for those programs must be approved by the units of the College, the College academic personnel, and the appropriate University committee, and are published or made available online in the University Catalog.

## **VII. ADMINISTRATION OF THE REGULATION.**

These regulations may be changed or revised in accordance with University policy. A copy of the intended change or revision shall be presented in writing to the College's academic personnel at least one month prior to any action being taken on the regulations.

These regulations and any changes or revisions thereto shall become effective immediately upon the approval of (1) a majority of those academic personnel of the College voting by electronic or written ballot, and (2) the President of the University and the Board of Trustees.

### **Source:**

University Regulation 560, Revision 3; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 9/17/2010 Board of Trustees meeting  
Revisions adopted 11/18/2010 Board of Trustees meeting  
Revisions adopted 05/13/2015 Board of Trustees meeting

## UW REGULATION 7-631 Regulations of the University Libraries

### I. PURPOSE

To promulgate the regulations of the University of Wyoming Libraries, as adopted by the library faculty.

### II. MISSION

The University Libraries supports the teaching, research, and outreach needs of University students, faculty, and staff. They are physical as well as virtual places focused on learning and access to information resources. Additionally, the Libraries are a cultural resource for the University and state in providing access to the intellectual capital of the University. In addition, they shall make available their resources and expertise to our state, nation, and the world.

### III. ADMINISTRATIVE ORGANIZATION

#### A. Departments

The University Libraries shall be organized into the following departments; ~~and working groups in order to support the programs and functional needs of the University.~~

1. Access Services
2. Brinkerhoff Geology Library
3. Access Services
4. Chisum Special Collections
5. Collection Development
6. Digital Collections
7. Library Information Technology
8. Learning Resource Center
9. Research and Instruction Services
- 4-10. Technical Services

#### B. Dean

The University Libraries shall be headed by a Dean who shall be appointed in accordance with UW Regulations. The Dean shall report to the Vice President for Academic Affairs and shall be responsible for all matters related to the Libraries' programs as developed through stated purpose, goals and objectives, and in accordance with UW Regulations. The Dean shall preside at meetings of the library faculty that he or she calls, encourage faculty development, and make recommendations concerning initial appointments, reappointments, extended term appointments, promotions, and extended term

appointment reviews. UW Regulations shall govern the Dean's appointment, evaluation, and dismissal.

**C. Assistant and Associate Deans**

Assistant and Associate Deans are appointed in accordance with UW Regulations. They shall perform such functions as the Dean of Libraries may assign.

**D. Department Heads**

Department heads are appointed in accordance with UW Regulations to meet staffing and organizational requirements in the Libraries. The primary role of a library department head is that of a manager responsible for planning, organizing, staffing, directing, coordinating, budgeting and evaluating within an assigned area.

**IV. FACULTY**

Professional librarians have long been recognized as members of the University faculty. Due to the differences between library faculty and the rest of the University faculty, certain procedures contained in other UW Regulations must be modified to fit the administrative structure, ranks, or expectations of professional librarians. However, it is the intent of this Regulation to adhere to the spirit of the relevant faculty-related UW Regulations and to refer to specific UW Regulations when they apply directly to library faculty.

**A. Membership**

The library faculty shall include the President of the University and the Vice President for Academic Affairs, *ex officio* without vote; the Dean of Libraries; and all members of the University faculty serving in the Libraries with the ranks of Assistant Librarian, Associate Librarian and Librarian as defined by this Regulation. An exception to this provision must be brought to the library faculty and approved by a two-thirds majority of all members of the voting faculty.

**B. Library Faculty Ranks**

Appointment as a library faculty member requires that an individual have the appropriate terminal professional degree: a master's degree in library and/or information science from a program accredited by the American Library Association (ALA), or an appropriate equivalent. Experience must be of a type and length appropriate for the particular position or rank.

New library faculty hires are normally appointed on an annual basis. Mandatory reappointment reviews occur in the first, second, and fourth years of employment; additional reviews may occur in the third and fifth years. Such reappointment reviews will be based upon peer review and evaluation, utilizing the criteria set forth in this Regulation and applicable supplemental guidelines adopted by the library faculty. Faculty who hold the ranks of Associate Librarian and Librarian shall be eligible for extended term appointment, as defined in this Regulation.

The ranking structure for the library faculty is as follows:

- 1. Assistant Librarian.** This rank is the beginning level of librarianship and generally requires little or no pertinent experience.
  - a. Master's degree in library and/or information science from an ALA accredited program, or an appropriate equivalent.
  - b. Promise as an academic librarian as demonstrated by performance and experience.
  - c. Individuals must be recommended for extended term appointment and promotion from this rank by the end of the sixth year of service in rank, effective no later than the beginning of the seventh year of appointment, or be subject to a terminal contract in the seventh year.
- 2. Associate Librarian**
  - a. Advanced education or experience beyond a master's degree in library and/or information science, such as a doctorate, a second master's degree, or an acceptable equivalent combination of library experience, continuing education courses, and related academic experience.
  - b. Demonstration of expertise in librarianship and a high level of creative and analytical ability in performing job responsibilities.
  - c. Evidence of effective teaching, administration, and/or outreach, as defined in the library job description.
  - d. Evidence of sustained research, scholarly activities, or creative activities.
  - e. Leadership in the activities of professional or scholarly organizations, University committees, or civic community groups.
  - f. Evidence of continuing commitment to professional development activities.
  - g. Six years of experience as an Assistant Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.
- 3. Librarian.** Appointment or promotion to this rank is reserved for individuals who have made distinctive contributions over a significant period of time.
  - a. Advanced education or experience beyond a master's degree in library and/or information science, such as a doctorate, a second master's degree, or an acceptable equivalent combination of library experience, continuing education courses, and related academic experience.
  - b. Outstanding achievements in areas of professional librarianship.

- c. Evidence of superior teaching administration, and/or outreach, as defined in the library job description.
- d. Evidence of significant research, scholarly activities, or creative activities.
- e. National or regional recognition for leadership in professional or scholarly organizations.
- f. Evidence of continuing commitment to professional development activities.
- g. Seven years of experience as an Associate Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.

### **C. Criteria for Reappointment, Promotion and Extended Term Appointment**

The main criteria for reappointment, extended term appointment, and promotion decisions are creative development, advancement of knowledge, and dissemination of knowledge. Accordingly, the criteria for evaluating the University's library faculty are designed to contribute to the achievement of this goal by the maintenance of high standards of librarianship. A candidate for reappointment, promotion, or extended term appointment must be evaluated on the quality of academic functions he or she is expected to perform. Members of the library faculty must work cooperatively and collegially to accomplish these functions. The evaluations will appropriately recognize the proportionate time expected and allocated to the particular functions by the candidate. The programmatic needs and directions of the University will also be considered in reappointment and extended term appointment cases.

Reappointment, promotion and extended term appointment will be based on the requirements defined in this Regulation. Specifics of these requirements may be detailed in guidelines adopted by the library faculty.

#### **1. Practice of Librarianship**

- a. **Librarianship.** Librarianship is a multifaceted discipline, encompassing both the public (access services, reference) and technical (acquisitions, cataloging, collection development, systems) sides of information management. Librarians are specialists in providing access to information and are involved in the development and acquisition of resources, library collections, and information systems. Librarians evaluate, organize and catalog resources to effectively manage and control the bibliographic content of the entire library collection. Librarians also provide research instruction, reference, and advisory services for students, staff, and other faculty.
- b. **Teaching.** Library faculty effectively instruct both individuals and groups, in formal and informal settings, to impart knowledge, skills, and abilities to locate, evaluate, and effectively use needed information.

- c. **Outreach.** Library faculty demonstrate involvement in extended degree programs and outreach services by assisting in making the Libraries' resources available off campus to the people of the state.
- d. **Administration.** Library faculty demonstrate leadership and sound organizational skills in planning, developing and coordinating library activities and programs. They should also demonstrate expertise in motivating and guiding the work of others, in delegating authority and responsibility, and in fairly and judiciously evaluating personnel.
- e. **Professional Development.** Library faculty continue to improve their professional capabilities by keeping abreast of developments in librarianship and other relevant disciplines through a variety of means, such as workshops, professional programs, coursework or the earning of additional degrees from accredited institutions of higher education.

## **2. Research, Scholarly Activities, and Creative Activities**

Library faculty are expected to continue their education and intellectual development throughout their professional lives. This development is expressed through one or more of the following: creating new knowledge and disseminating this knowledge for review by peers; applying theories, systems, and procedures to new settings; gaining new bodies of knowledge that expand understanding and thus the practice of librarianship; applying knowledge in educating other librarians or others; organizing new knowledge to improve its use by others; and using creative means to communicate new understandings or perceptions to other people.

- a. **Research.** The product of theoretical and applied research in librarianship or other disciplines may appear in print or electronic publications. The quality, not the quantity, of research publications is the most important criterion. Indicators of quality include: media of dissemination (particularly peer reviewing) and impact of publication on the understanding of the appropriate audiences for such publications. Representative categories of research can be found in the supplemental guidelines adopted by the library faculty.
- b. **Scholarly and Creative Activities.** Librarianship is a professional/technical field that works with the content of all academic disciplines and areas of human knowledge. The standard terminal professional degree, as accredited by ALA, is the master's degree in library and/or information science. Scholarly and creative activities include the dissemination of library or disciplinary knowledge to audiences of scholars, professionals, and/or the general public. Representative categories of scholarly and creative activities can be found in the supplemental guidelines adopted by the library faculty.

## **3. Professional Service and University-Related Activities**

Professional service and University-related activities refer to work that draws upon one's academic and professional expertise in serving the campus, community, state, nation, and the world. Representative categories of professional



service and University-related activities can be found in the supplemental guidelines adopted by the library faculty.

**D. Extended Term Appointment**

Extended term appointment may be granted to library faculty who have been hired into extended-term appointments; consistently perform the responsibilities outlined in their individual job descriptions in a competent, creative and professional manner; develop a record demonstrating professional development in the Libraries, the University and librarianship; and are promoted to the ranks of Associate Librarian or Librarian. In the case of an individual being appointed initially to the rank of Associate Librarian or Librarian, a minimum of three years in rank is normally required before becoming eligible for extended term appointment. The criteria that apply to appointment, reappointment, and promotion, as well as the programmatic needs of the library, form the basis for the granting of extended term appointment. Extended term appointments are five years in length.

All extended term appointment decisions for library faculty shall be made in accordance with procedures outlined in supplemental guidelines adopted by the library faculty. The library faculty as a whole shall perform the departmental peer review. In keeping with the importance of this decision, the faculty member's entire career is examined. An accumulation of accomplishments and evidence of potential are required.

**E. Extended Term Appointment Renewal**

Library faculty granted initial extended term appointment will undergo annual administrative evaluations. Faculty will undergo an evaluation for extended term appointment renewal, as specified in this Regulation and *Guidelines for Extended Term Appointment Renewal: A Library Faculty Supplement to UW Regulations*. The extended term appointment review and renewal will occur in the final year of each five-year appointment. If a library faculty member's extended-term contract is not renewed, the faculty member's employment with the University shall end no later than one year after he or she receives notification of the non-renewal.

**F. Promotion in Rank Salary Increase**

Salary increases for library faculty who are promoted in rank shall follow the same rules as for all University faculty members as prescribed in UW Regulations.

**G. Dismissal**

Dismissal of probationary library faculty shall follow the same process for probationary faculty as prescribed in UW Regulations.

Library faculty on extended term appointment will undergo annual administrative evaluations. If an annual review results in a rating of "performing below expectations," the library faculty member will be required to develop and implement a performance improvement plan, subject to the approval of the department head and the Dean of Libraries. Failure to implement such a plan successfully may constitute grounds for dismissal. This provision shall not be interpreted in a manner that violates academic freedom.

Library faculty may also be dismissed for non-renewal of extended term at the end of each five-year term. Library faculty on extended term appointments may be terminated for cause and due to bona fide financial exigencies of the University as defined in and in accordance with the procedures provided in UW Regulations.

#### **H. Sabbaticals**

Sabbaticals may be granted to library faculty with extended term appointment for the purpose of increasing the recipient's professional competence and usefulness to the University. Sabbatical time may be used to enhance her/his practice of librarianship, research, writing, and/or study at a place of the recipient's choosing. Library faculty whose duties are primarily administrative in nature shall also be eligible for sabbatical. Sabbaticals will normally be granted for either a full or a half academic year, although shorter periods are possible. General policies regarding library faculty sabbatical leave are governed by the section, "Faculty Sabbatical Leave," UW Regulations.

#### **I. Faculty Senate**

Members of the library faculty shall be eligible for nomination and election to the Faculty Senate in accordance with UW Regulations.

#### **J. Meetings**

Meetings of the library faculty shall be held on a regular basis, but not less than quarterly. Special meetings may be called as necessary (1) by the Dean of Libraries, (2) on request of the President of the University or the Vice President for Academic Affairs, or (3) by written request of five members of the library faculty. Policies governing the frequency of regular meetings, selection of officers including the presiding officer and secretary, definition of a quorum, and the conduct of business, will be maintained as supplemental guidelines. Proposed amendments to this Regulation shall be discussed as needed during faculty meetings.

### **V. COMMITTEES**

The Dean of Libraries shall define the roles and responsibilities of library committees and task forces as may be necessary for the accomplishment of the Libraries' stated purpose, goals and objectives. The Dean may then appoint or authorize the election of committees within the Libraries. Committees and task forces within the divisions and departments of the Libraries may be appointed and charged by appropriate associate/assistant deans or department heads.

#### **A. Standing Committees**

The library faculty may establish standing committees and task forces to manage faculty issues and to contribute professional expertise to the management of the Libraries and the University. The faculty may also nominate and/or elect members for library-wide or University-wide committees where membership is restricted to either the library faculty or University Faculty.

The library faculty will approve the establishment of necessary standing committees, including establishing those committees' purposes, organization, and procedures, and elect committee members. Typically, standing committee members select their own committee chairs. All standing committees shall report regularly to the faculty and may advance issues for consideration by the entire faculty whenever appropriate. Documentation for standing committees shall be maintained in an easily accessible location such as the Libraries' Intranet or other shared electronic file. Periodically, the library faculty shall review the continuing need for all standing committees.

#### **B. Task Forces**

The library faculty will approve the establishment of necessary limited-purpose, limited-term task forces, including establishing those task forces' purposes and membership, how membership is to be solicited, and how the chair is to be selected. Typically, task forces report back to the faculty and then are disbanded.

### **VI. STAFF**

Persons employed by the Libraries and not designated officers, members of the library faculty or student employees shall be appointed and function in accordance with UW Regulations.

#### **A. Staff Senate**

Regular staff employees working at least twenty hours per week shall be eligible for elected membership to the Staff Senate in accordance with UW Regulations.

#### **B. Staff Meetings**

Staff meetings may be convened as necessary for designated persons within defined areas of responsibility, activity or function, by the Dean, Associate/Assistant Deans, Department Heads, committee chairpersons or other appropriate authority.

The Dean or the Dean's designee may convene general meetings for all officers, faculty and staff for the purposes of providing a forum for the discussion of issues within the Libraries' organization and programs, for sharing information generally, and for encouraging consultation.

## **VII. ADMINISTRATION OF THE REGULATION**

The library faculty at any meeting convened and conducted in accordance with Section IV (J) may propose amendments to this Regulation. Amendments excepting amendments to Section IV may be proposed by written request of at least three members of the library staff, as defined herein.

Source:

University Regulation 631, Revision 4; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 6/16/2015 Board of Trustees meeting

AGENDA ITEM TITLE: **President's written report on the status of the Fiscal Plan**, Nichols

- **Update re: early retirement & separation incentive process, vacancy list, and workload as prepared by the Office of Academic Affairs**

CHECK THE APPROPRIATE BOX(ES):

☒

Work Session

☐

Education Session

☐

Information Item

☐

Other

Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

UW President Nichols will provide the Board with an update on the status of the Fiscal Plan.

AGENDA ITEM TITLE:

**Construction Updates/Approvals**, Mai

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☐ Other

Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Vice President for Administration Mai will provide the Board with an update on the University's construction activities.

AGENDA ITEM TITLE: **Personnel**, Nichols

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other                      Specify: Item for Approval

BACKGROUND AND POLICY CONTEXT OF ISSUE:

UW President Nichols will provide information on the University's personnel changes.



**Personnel Section**  
**Board of Trustees Meeting**  
**August 24, 2016**  
*(revised 08-19-16)*

**A. Items for Action Recommended by the President**

**APPOINTMENTS**

**1. Administrators**

It is recommended to the Trustees of the University of Wyoming that the following Administrators be approved as indicated.

**General Counsel**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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*General Counsel*

<b>Evans, Tara R.</b>	Interim General Counsel	\$160,008	08/09/16
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Tara Evans received a B.S. (2002) in Molecular Biology and a J.D. (2006) from the University of Wyoming. She has been with the University since 2008 when she was hired as Special Assistant to the President. In 2010, she began with the legal office as Associate General Counsel, and was appointed to Deputy General Counsel in 2013.

AGENDA ITEM TITLE: **Trustee Budget Report**, McKinley

CHECK THE APPROPRIATE BOX(ES):

☒

Work Session

☐

Education Session

☐

Information Item

☐

Other

Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Trustee McKinley will provide the Trustee's Budget Report.

AGENDA ITEM TITLE: **Supplemental Budget Priority #3 (enrollment)**, McKinley

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other                      Specify: Item for Approval

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Continuing from the supplemental budget discussion at the Board of Trustees Retreat in August 2016, Trustee McKinley will provide the Board with information regarding the Supplemental Budget Priority #3 (enrollment).

AGENDA ITEM TITLE:

**Resolution re: Peer Institutions**, MacPherson

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other                      Specify: Item for Approval

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Trustee President MacPherson will provide the Board with information on the resolution regarding peer institutions.

**UW REGULATION 1-102  
Board of Trustees Directives**

**I. DIRECTIVES OF THE BOARD OF TRUSTEES**

**A. Settlement Authority**

(Minutes of the Trustees – March 3-4, 2000, Budget Committee).  
The President is authorized to settle claims against the University up to \$100,000.

**B. Change Orders for Construction**

(Minutes of Trustees – September 14-16, 2006 – Consent Agenda, p. 35).  
The Director of Physical Plant is authorized to approve change orders for construction or major maintenance projects up to \$50,000. The Vice President for Administration is authorized to approve change orders for construction or major maintenance projects up to 20% of the total project amount approved by the Trustees. All change orders will be reported to the Trustees.

**C. Retention or Disposal of Real Property**

(Minutes of the Trustees – July 25, 1998, Physical Plant & Equipment Committee). Attachment A is the policy for retention and disposal of real property.

**D. Graduate Faculty**

(Minutes of the Trustees – December 8, 1990, Item #10, p. 45 & December 14, 1991, p. 30). The Graduate Faculty of a department will be reviewed for participation in graduate committees and the quality of supervised graduate student degree programs. Any member of the Graduate Faculty who has not served on any graduate committee since the last review period will have the designation of "Graduate Faculty" terminated.

**E. President's Authority to Appoint Certain Faculty**

(Minutes of the Trustees – March 3-4, 2000, Personnel Committee). The President of the University may approve gratis, adjunct, temporary, clinical, and visiting academic appointments, whether full- or part-time. The President shall report all such personnel actions to the Trustees annually.

**F. Emeritus Status and Board Retirement**

(Minutes of the Trustees – January 9-11, 2003, Work Session). Emeritus faculty and academic professionals shall receive Board retirement benefits whether or not

they meet the University service requirements for eligibility for Board retirement contained in UW Reg 4-2.

**G. Authorization for Stock Transfers**

(Minutes of the Trustees – July 25, 1998, Budget Committee).

The President of the University and Treasurer of the Board are authorized to:

1. Sell, assign, and transfer stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by this corporation in its own right or in any fiduciary capacity, and to execute any and all instruments necessary, proper or desirable for the purpose, and to ratify any past actions;
2. Act as agents of UW and to sign agreements, resolutions and any other documentation required to establish, maintain, and terminate security cash accounts with security dealers and brokers for the purpose of taking ownership and possession of cash, bonds, stocks and other securities held by such dealers and brokers which have been directed to the University by gift, bequest or any other act of transfer; and as agents they are fully authorized to sell, assign and transfer stocks, bonds, evidence of interest, etc. and all other securities, corporate or otherwise, now or hereafter held by the corporation its own right or in any fiduciary capacity pursuant to this authorization and to execute any and all instruments necessary, proper or desirable for the purpose.

**H. University of Wyoming Investment Policy**

(Minutes of the Trustees – March 12, 2007, Audit and Fiscal Integrity Committee). Attachment B is the Investment Policy of the University of Wyoming which establishes the general guidelines and procedures for the investment of University funds.

**I. Evaluation of Unoccupied Facilities**

(Minutes of the Trustees – July 25, 1998). It is the policy of the University that when a facility is no longer occupied, or upon request of the University administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land. The Vice President for Administration shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation.

**J. Master List of Degrees**

(Minutes of the Trustees – March 1983). At its annual meeting in May, the Board of Trustees shall approve the master list of degrees offered by the University of Wyoming. The list may be amended by the Board at any meeting.

**K. Trustees Serving on Boards**

(Minutes of the Trustees – March 5, 2010, Consent Agenda) If the Board of Trustees agrees to appoint Board members to the governing bodies of University related organizations, such appointments shall be for service only as non-voting members.

**L. School of Energy Resources**

(Minutes of the Trustees – January 17, 2014). The Division of Academic Affairs shall establish and provide for the implementation of the following:

1. For any performance evaluation of an employee in a non-classified administrative position within the School of Energy Resources, there shall be an opportunity for the Energy Resources Council to provide input and there shall be a report to the Energy Resource Council regarding the outcome of the performance evaluation.
2. The search committee established for the selection of any deputy director position within the School of Energy Resources shall include at least one member of the Energy Resources Council who is not an employee of the University.
3. The process for selecting the director of the School of Energy Resources shall include the following:
  - a. The chairman of the Energy Resources Council, or the Chairman's designee, shall be a member of the search committee.
  - b. The search committee member in subparagraph 3.a. shall consult with the other members of the Energy Resources Council during that member's service on the search committee.
  - c. The Vice President for Academic Affairs shall consult with the Energy Resources Council before recommending a candidate to the President for consideration by the Board of Trustees.

**M. Public Art Policy**

(Minutes of the Trustees – January 17, 2014). Attachment C is the University of Wyoming Public Art Policy which outlines the roles of the President's Public Art Committee.

**N. Policy for Performance and Payment Bonds for Construction Work at UW**

(Minutes of the Trustees – July 17, 2014). Attachment D is the Policy for Performance and Payment Bonds for Construction Work at UW, which provides the amounts, process and delegations of authority for bonds required by statute for construction work.

**O. New Student Live-In Policy**

(Minutes of the Trustees – September 12, 2014). Attachment E is the New Student Live-In Policy, which was approved by the Board in 1996 and establishes the policy requiring all new incoming students to live in the residence halls for their first two semesters unless one of the articulated exceptions applies.

**P. Selection Advisory Committees**

(Minutes of the Trustees- January 16, 2015, Work Session). Whenever the appropriate appointing authority appoints an Advisory Committee with regard to the selection of an administrative officer as defined in UW Regulation 1-1 II. B through J., a dean of a college as defined in UW Regulation 1-1 III.B., the Director of the Haub School of Environment and Natural Resources, or the Director of the School of Energy Resources, the following shall apply:

1. The President of the Board of Trustees shall appoint a subcommittee of three (3) members of the Board with regard to that selection to allow the Board of Trustees to be kept fully informed without interfering with the process.
2. As soon as the Trustee Subcommittee is appointed, the Chair of the Advisory Committee for that selection shall provide the Trustee Subcommittee with a copy of the statement of qualifications the Advisory Committee will use during its recruitment process.
3. The Chair of the Advisory Committee shall regularly inform the Trustee Subcommittee of the progress of the search, recognizing that the Trustee Subcommittee can provide nonbinding feedback.
4. After the Advisory Committee has identified the final candidates it will recommend to the appropriate appointing authority, but before submission to the appropriate appointing authority, the Trustee Subcommittee and the Chair of the Advisory Committee, and such other members of the Advisory



Committee deemed advisable, shall confer solely for the purpose of the Trustee Subcommittee receiving information.

5. The Trustee Subcommittee may communicate with the full membership of the Board of Trustees as it determines. All communications to and from the Trustee Subcommittee under this regulation shall be treated in a confidential manner.
6. When the President of the University decides that the University should make an offer of employment for a position to which this Paragraph P applies, prior to the University commencing negotiations with the person to whom the offer will be made, the President of the University shall advise the Board of Trustees of his intention to make such an offer. The President shall do so in an executive session of a meeting of the Board of Trustees and shall provide such information to the Board as the Board may require. Negotiations with the candidate shall not commence prior to the Board's executive session. If the negotiations are successful, the President of the University shall recommend the Board approve appointment of the candidate but all matters shall remain confidential pending the Board's final approval.

**Q. Indirect Cost Policy**

(Minutes of the Trustees- January 22, 2016). Attachment F is the University Indirect Cost Policy.

**R. Gifts and Celebratory Events for Employees Policy**

(Minutes of the Trustees – May 12, 2016). Attachment G is the University of Wyoming Gifts and Celebratory Events for Employees Policy which outlines the circumstances where University funds may be used to purchase gifts and/or host celebratory events for employees.

**S. Peer Institutions**

(Minutes of the Trustees - \_\_\_\_\_). Attachment H is the University of Wyoming Board of Trustees Resolution and Appendix adopting a list of “close peers” and “aspirational peers” as the University’s peer institutions for any and all purposes, including but not limited to, strategic planning, faculty and staff salaries, student costs, student body, graduation and retention rates, academic programs, employees and student faculty ratio, faculty and research, and private giving.

**Source:**

Adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 3/5/2010 Board of Trustees meeting  
Revisions adopted 1/17/2014 Board of Trustees meeting  
Revisions adopted 7/17/2014 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Revisions adopted 1/16/2015 Board of Trustees meeting  
Revisions adopted 3/27/2015 Board of Trustees meeting  
Revisions adopted 5/13/2015 Board of Trustees meeting  
Revisions adopted 1/22/2016 Board of Trustees meeting  
Revisions adopted 5/12/2016 Board of Trustees meeting



*University of Wyoming Board of Trustees*  
*Resolution – University of Wyoming Peer Institutions*  
*DRAFT 8/15/16 TRE*

**WHEREAS**, from June 15 through July 15, 2016, President Nichols sought to develop and solicit feedback on selecting a list of institutional peers; and

**WHEREAS**, the President met with and solicited feedback from:

1. Vice President for Research and Economic Development
2. Office of Institutional Assessment
3. Vice President for Institutional Advancement
4. Academic Deans Council
5. Student Affairs Directors Council
6. Incoming Provost
7. Executive Council and Extended Executive Council
8. Financial Crisis Advisory Council; and

**WHEREAS**, the President selected the peer institutions based on the following ranking methods:

- |  |   |
|--|---|
| 1. Public institution  | 9. Distance from UW                                 |
| 2. Land grant  | 10. Medical education and services                  |
| 3. Sole public research university in state                            | 11. Grants and contracts                            |
| 4. Carnegie Classifications 2015                                       | 12. Endowments 2013, 2010 and 2007                  |
| 5. Carnegie Classifications 2010                                       | 13. Prevalence on existing UW peer lists            |
| 6. Carnegie Basic Classification 2000                                  | 14. Whether UW was considered a peer by institution |
| 7. National Center for Education Statistics (NCES) Comparison Grouping | 15. ACT Scores and admissions selectivity           |
| 8. Enrollment – 2013 and 2008  | 16. Average nine month salaries; and                |

**WHEREAS**, the President recommends that the Board of Trustees (“Board”) adopt the following institutions as the University’s “close peers”:

1. Utah State University
2. Oklahoma State University – Main Campus
3. University of Nevada – Reno
4. University of Rhode Island
5. New Mexico State University – Main Campus
6. University of Idaho
7. University of Maine
8. Montana State University
9. North Dakota State University – Main Campus
10. South Dakota State University
11. University of Montana; and



*University of Wyoming Board of Trustees*  
*Resolution – University of Wyoming Peer Institutions*  
*DRAFT 8/12/16 TRE*

**WHEREAS**, the President recommends that the Board adopt the following institutions as the University's "aspirational peers":

1. Kansas State University
2. West Virginia University
3. University of Nebraska – Lincoln
4. Colorado State University – Fort Collins
5. Clemson University
6. Texas Tech University
7. Washington State University
8. University of Utah; and

**WHEREAS**, the Board discussed and considered these peer institutions at the August 3-5, 2016 retreat.

**NOW THEREFORE, BE IT RESOLVED THAT** the Board adopts the aforementioned "close peers" and "aspirational peers" as the University's peer institutions for any and all purposes, including, but not limited to, strategic planning, faculty and staff salaries, student costs, student body, graduation and retention rates, academic programs, employees and student faculty ratio, faculty and research, and private giving.

Approved by the University of Wyoming Board Trustees on \_\_\_\_\_, 2016.

\_\_\_\_\_  
John MacPherson, President  
University of Wyoming, Board of Trustees

\_\_\_\_\_  
Date

The University of Wyoming  
Board of Trustees' Report  
August 24, 2016 – Trustees Conference Call  
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univid	Institution Name	City	State	Is Land Grant	Only Public Research University in State	Carnegie Basic 2015	Carnegie UG Program 2015	Carnegie Graduate Program 2015	Institution Grants a medical vet degree?	Carnegie Endowment Profile 2015	Carnegie UG Profile 2015	2014 Incoming Class 25th Percentile ACT Score	Carnegie Size & Setting 2015	2013 NCES Comparison Group	IPEDS 2013 Enrollment	IPEDS 2008 Enrollment	Distance from UV (miles)	NSF 2013 Fed Grants & Contracts	IPEDS Faculty on Tenure Track or with Tenure	2014 NSF Earned doctorates (422 ranked) Percentile score	2014 NSF Full-time graduate students (684 ranked) Percentile score	2013 NSF Total federal obligations (389 ranked) Percentile score	2014 NSF Total R&D expenditures (632 ranked) Percentile	Average NSF Ranking (Research Universities, FT Grad Salaries, Fed. R&D Expenditures, R&D Expenditure)	NACUBO FY15 Endowment	IPEDS AY2014 Ave 9 month salary equivalent - All Instructional Employees	IPEDS AY2014 Full-time non-instructional staff Ave. Salary	Similarity Rank (out of 192)
240727	University of Wyoming	Laramie	WY	X	X	RU/H	Bal - HGC	D H/S	No	H-UG	FT4/MS / HTI	22	L4/MR	RU - HRA - 1	12,778	12,067	0	\$ 48,416,944	601	34	24	16	30	26	\$481,469,024	\$82,116	\$52,195	1
230729	Utah State University	Logan	UT	X		RU/H	Bal - HGC	D H/S	Yes - V	VH - UG	MFT4/S/HTI	20	L4/MR	RU - HRA - 1	27,812	15,099	324	\$ 136,124,080	702	32	31	10	18	22.75	\$ 314,687,843	\$76,158	\$50,188	2
207388	Oklahoma State University-Main Campus	Stillwater	OK	X		RU/H	Prof + A&S - HGC	D Comp - Med/Vet	Yes-M&V	H-UG	FT4/MS / HTI	22	L4/R	RU - HRA - 1	26,073	22,995	581	\$ 67,392,729	862	18	12	15	22	16.75	\$ 877,548,906	\$76,392	\$47,828	3
182280	University of Nevada-Reno	Reno	NV	X		RU/H	Bal - HGC	D Comp - Med/Vet	Yes - M	H-UG	FT4/S/HTI	21	L4/MR	RU - HRA - 1	18,776	16,867	758	\$ 98,644,011	551	33	24	15	25	24.25	\$ 306,587,240	\$88,920	\$59,947	4
217484	University of Rhode Island	Kingston	RI	X	X	RU/H	Bal - SGC	D Comp	No	H-UG	FT4/S/LTI	22	L4/R	RU - HRA - 1	16,387	15,904	1753	\$ 76,805,263	538	34	31	14	24	25.75	\$ 131,855,326	\$85,518	\$54,426	5
189039	New Mexico State University-Main Campus	Las Cruces	NM	X		RU/H	Prof + A&S - HGC	D Comp	No	H-UG	FT4/I/HTI	18	L4/MR	RU - HRA - 1	16,785	17,239	627	\$ 97,025,281	577	33	24	10	21	22	\$ 221,005,235	\$73,685	\$48,372	6
142285	University of Idaho	Moscow	ID	X		RU/H	Bal - HGC	D STEM	Yes <sup>16</sup>	H-UG	FT4/S/HTI	20	M4/MR	RU - HRA - 1	12,024	11,791	680	\$ 68,813,321	444	38	33	14	24	27.25	\$ 239,602,961	\$74,214	\$49,391	8
161253	University of Maine	Orono	ME	X	X	RU/H	Prof + A&S - HGC	D Comp	No	H-UG	FT4/S/LTI	21	M4/R	RU - HRA - 1	11,247	11,818	1861	\$ 35,802,000	405	41	28	15	23	26.75	\$ 185,612,561	\$86,490	\$45,639	11
180461	Montana State University	Bozeman	MT	X		RU/H	Prof + A&S - HGC	D STEM	No	VH - UG	FT4/MS / HTI	21	L4/R	RU - VHRA - 2	14,852	11,976	407	\$ 68,572,340	466	Not Available	29	12	22	21	\$ 142,660,761	\$75,429	\$48,039	14
200332	North Dakota State University-Main Campus	Fargo	ND	X		RU/H	Prof + A&S - HGC	D Comp	No	H-UG	FT4/S/HTI	21	L4/R	RU - VHRA - 2	14,629	13,230	581	\$ 46,538,383	410	35	27	17	19	24.5	\$ 133,978,262	\$69,777	\$56,186	16
218356	South Dakota State University	Brookings	SD	X		RU/H	Prof + A&S - SGC	D STEM	No	VH - UG	FT4/S/LTI	20	L4/R	RU - HRA - 1	12,525	11,995	491	\$ 37,316,949	362	50	27	19	29	31.25	\$ 104,903,422	\$69,282	\$48,559	22
180489	The University of Montana	Missoula	MT			RU/H	Bal - HGC	D STEM	No	H-UG	FT4/S/HTI	20	L4/R	RU - HRA - 1	14,525	14,207	566	\$ 42,910,740	495	49	42	20	29	35	\$ 172,756,142	\$71,892	\$49,408	31
195399	Kansas State University	Manhattan	KS	X		RU/VH	Prof + A&S - HGC	D Comp - Med/Vet	Yes-V	H-UG	FT4/MS / HTI	22	L4/MR	RU - HRA - 1	24,581	23,520	496	\$ 100,230,292	790	26	17	12	17	18	\$ 488,835,540	\$74,259	\$53,576	12
238032	West Virginia University	Morgantown	WV	X	X	RU/VH	Bal - HGC	D H/S	Yes-M	H-UG	FT4/S/LTI	21	L4/MR	RU - HRA - 1	29,466	28,840	1347	\$ 83,166,293	1017	24	15	15	19	18.25	\$ 533,598,851	\$85,131	\$49,527	17
181464	University of Nebraska-Lincoln	Lincoln	NE	X		RU/VH	Prof + A&S - HGC	D Comp	No	H-UG	FT4/MS / LTI	22	L4/R	RU - VHRA - 2	24,445	23,573	463	\$ 136,067,977	1036	16	14	12	13	13.75	\$ 1538,070,689	\$91,746	\$52,659	20
126818	Colorado State University-Fort Collins	Fort Collins	CO	X		RU/VH	Bal - HGC	D Comp - Med/Vet	Yes-V	H-UG	FT4/MS / HTI	22	L4/R	RU - VHRA - 2	31,886	28,882	57	\$ 191,481,103	996	20	14	7	12	13.25	\$ 281,355,223	\$82,845	\$57,451	25
217882	Clemson University	Clemson	SC	X		RU/VH	Prof + A&S - HGC	D Comp	No	H-UG	FT4/MS / HTI	26	L4/R	RU - HRA - 1	21,303	18,317	1315	\$ 64,157,687	848	21	11	15	19	16.5	\$ 648,610,563	\$91,431	\$57,611	29
229115	Texas Tech University	Lubbock	TX			RU/VH	Bal - HGC	D Prof	No	H-UG	FT4/MS / HTI	22	L4/R	RU - HRA - 1	33,111	28,422	571	\$ 33,015,799	998	13	10	18	19	15	\$ 462,294,222	\$80,010	\$44,481	37
238939	Washington State University	Pullman	WA	X		RU/VH	Bal - HGC	D Comp - Med/Vet	Yes-V	H-UG	FT4/S/HTI	19	L4/R	RU - VHRA - 2	27,842	25,352	686	\$ 132,105,811	874	17	13	11	11	13	\$ 885,776,795	\$82,071	\$55,064	56
230764	University of Utah	Salt Lake City	UT			RU/VH	Bal - HGC	D H/S	Yes-M&D	H-UG	MFT4/S/HTI	21	L4/MR	RU - VHRA - 1	32,077	28,211	329	\$ 256,671,000	1473	13	8	5	7	8.25	\$ 1,023,004,219	\$76,203	\$56,924	115

[Look up a different university](#)  
[Definitions of Terms](#)

Sources: Carnegie Foundation, IPEDS Data center, NSF and NACUBO

Key
Pink colored universities are close peers
Gold shaded institutions are aspirational peers
Blue accented boxes indicate the same characteristic/value as UV
Green accented boxes indicate near match with UV ( +/- 1/4 a standard deviation - roughly +/- 10% of distribution)

<sup>16</sup> University of Idaho participates in WVMR and the Washington-Idaho Regional Veterinary Medical Education Program but does not currently (2016) have an extant degree in veterinary school

AGENDA ITEM TITLE: **Campus Strategic Planning Process document and timeline**, Nichols

CHECK THE APPROPRIATE BOX(ES):

- ☒ Work Session
- ☐ Education Session
- ☐ Information Item
- ☒ Other                      Specify: Item for Approval

BACKGROUND AND POLICY CONTEXT OF ISSUE:

UW President Nichols will provide the Board with information on the Campus Strategic Planning Process.





*Revised 8-18-16 sms*

## ***DRAFT***

### **Campus Strategic Planning Process**

This document provides a framework for the strategic planning process which will commence in September 2016 by engaging the campus and stakeholder communities in a series of planning discussions.

#### **Strategic Planning Leadership Council**

This Council will be appointed by the President to serve as the steering committee for the strategic planning process, providing overarching leadership. Responsibilities include implementing and monitoring a transparent process and timeline, collecting and synthesizing planning materials, creating and vetting drafts, integrating feedback and developing the final plan. Composition to include:

- Provost, chair
- 2 Deans
- 1 Department head
- 4 Faculty
- 1 Undergraduate student
- 1 Graduate student
- 2 Staff
- 1 Trustee
- 1 Foundation Board member
- 1 Alumni Board member

Ex-officio (non-voting): VP for Institutional Advancement/President UW Foundation, Executive Director of the UW Alumni Association, VP for Research and Economic Development, VP for Administration, VP for Student Affairs, Director for Intercollegiate Athletics, and VP for Information Technology.

Campus-wide nominations will be solicited for the Council, which will be appointed by the President, following consultation with the leadership of campus constituent groups. The Council will be named in September 2016.

## Dialogue and Listening Topics

Due to their cross-cutting nature, several topics will be studied and discussed in campus-wide dialogue and listening sessions. The topics with a brief description follow.

**1. University Structures & Organization**

Discuss current University structure regarding effectiveness and efficiency including the extent to which the current structure aligns like-disciplines/functions to encourage interdisciplinary work and/or streamlined services. Within the structure, other organizational functions/processes will be discussed as well. [Insert Co-leaders]

**2. Extended Education & Lifelong Learning (off campus)**

Discuss delivery of learning including off-campus enrollment, online education, and credit and non-credit bearing lifelong learning opportunities including conferences and training. [Insert Co-leaders]

**3. Undergraduate Recruitment and Enrollment (on campus)**

Discuss enrollment including undergraduate recruitment and on-campus undergraduate enrollment including international recruitment/enrollment and enrolling students from under-represented groups. [Insert Co-leaders]

**4. Diversity and Inclusion**

Discuss diversity, inclusion and internationalization at UW including overall campus climate and efforts to increase diversity and expose UW students to international experiences. This team will interface with the Undergraduate Recruitment and Enrollment team as needed. [Insert Co-leaders]

**5. Academic Programs, Curriculum and Academic Quality**

Discuss the portfolio and quality of academic program offerings, including accreditation of programs, the standards and processes currently used to ensure that programs are rigorous and reputable. Included in the charge to this team will be discussion of teaching and learning, interdisciplinary and multidisciplinary degrees/curricula/collaboration, classrooms to facilitate active learning, faculty development for active and team-based learning, etc. [Insert Co-leaders]

**6. Information Technology**

Discuss the technology infrastructure and support structures including networking, classroom technology, learning platforms and portals, website, and the effectiveness to which UW uses technology to communicate both on and off campus. This team will interface with extended education, academic programs, and research as needed. [Insert Co-leaders]

**7. Student Success**

Discuss UW's student success programming, and its effectiveness in improving retention, transfer, 4-year graduation rate, student engagement and satisfaction. [Insert Co-leaders]



**8. Research, Scholarship and Graduate Education**

Discuss the quality and quantity of research and scholarly outcomes including interdisciplinary and multidisciplinary research. In concert, discuss the portfolio and quality of graduate programs. [Insert Co-leaders]

**9. Engagement and Outreach; Economic Development and Vibrant Communities**

Discuss efforts of the university to engage with external audiences and provide outreach programming to meet the needs of these audiences. Discuss the role of the university in innovation, and the state and region's economic development including community development. [Insert Co-leaders]

**10. Resource Alignment, Revenue and Budgeting Model**

Discuss exploring new revenue generation and current and potential university budgeting models including the degree to which academic responsibility (decisions) are aligned to revenue generation (consequences). Discuss the university's financial services and processes. [Insert Co-leaders]

**11. Design, Master Plan and Campus Aesthetics**

Discuss the current university master plan (capital facilities plan and campus master plan) with attention to function, design, aesthetics, and sustainability. [Insert Co-leaders]

**12. Athletics**

Discuss UW's position as a Division I, high performing athletic program. [Insert Co-leaders]

Dialogue/listening co-chairs will be named to study the topic, lead guided conversation and draft an executive report. Each topic will have at least two scheduled open campus sessions so as to gain wide participation and feedback. These will be held during the months of November and December. This process will be completed by January with executive reports posted at that time.

### Meetings by Department/Unit

As part of the planning process, the leadership team and relevant dean will meet with every academic department during October-December. Short (10 minute) presentations will be developed by the department followed by a future-oriented dialogue (approximately 1 hour per department). Each presentation and a short summary of the discussion will be posted to a planning website for others to view.

### College Meetings

During November-December, the President and Provost will meet with each academic college. The focus of the meetings will be to discuss future directions, suggestions for the future, etc. This technique could be expanded to other units as well (e.g. Division of Student Affairs, IT, Administration, Athletics, Research, SER, Haub School, etc.)

## State-wide Meetings

A series of state-wide meetings will be hosted by Extension/Outreach personnel and organized by region to invite input from stakeholders, alumni and others. Special meetings will be arranged to meet with specific boards such as the Alumni Association Board, Foundation Board, and perhaps a few others.

## Proposed Timeline

September 14-16, 2016	Board of Trustees to review and approve final strategic planning process document and proposed timeline
September 23, 2016	Kick-off event with special guest F. King Alexander, Louisiana State University President
September 2016	Name Leadership Council and convene Dialogue and Listening Topics finalized & leaders invited
October 2016	Potential campus visit from invited guest Meet with Dialogue and Listening Topic team leaders and launch Start departmental meetings
November 2016	Continue departmental meetings College meetings Dialogue and listening sessions Statewide meetings
December 2016	Finish department meetings College meetings Dialogue and listening sessions complete
January 2017	Dialogue and Listening Reports due Meet with each dialogue and listening team to review report Department presentations/discussions posted
February 2017	Begin drafting university plan
March 2017	Vet plan to campus community and stakeholders Board of Trustees to review draft plan and provide comments
April 2017	Revise plan and present plan at Community/Campus Town Hall meeting
May 2017	Approve plan through governance structures
May 10-12, 2017	Board of Trustees to review and approve final plan document
July 1, 2017	New Strategic Plan begins
Fall 2017	College/Unit plans developed