

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' REPORT**

**September 14-16, 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**  
**September 14-16, 2016**

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**Roll Call**

**Approval of Board of Trustees Meeting Minutes**

**Approval of Executive Session Meeting Minutes**

**Reports**

- ASUW
- Staff Senate
- Faculty Senate

**Public Testimony**

[Scheduled for Thursday, September 15, 2016, at 11:00 a.m.-11:30 a.m.]

**Committee of the Whole**

REGULAR BUSINESS

Board Committee Reports

*[Note- Committees of the Board will be discussed during a regular work session of the meeting. Those listed below will provide reports during the regular Business meeting.]*

**Trustee Standing Committees**

*Audit and Fiscal Integrity Committee (“Audit Committee”)*

Jeff Marsh (Chair)

*Financial Management and Reporting Committee (“Financial Committee”)*

Dave True (Chair)

*Facilities Contracting Committee (“Facilities Committee”)*

John McKinley (Chair)

*Budget Committee*

John McKinley (Chair)

*Honorary Degrees and Awards Committee (“Honorary Degree Committee”)*

Laurie Nichols (Chair) Mike Massie (Trustee chair)

**Liaison to Other Boards**

- UW Alumni Association Board – Wava Tully
- Foundation Board – Jeff Marsh & Dave Bostrom
- Haub School of Environment & Natural Resources – Michelle Sullivan
- Energy Resources Council – Dave True
- Cowboy Joe Club – John McKinley

**PROPOSED ITEMS FOR ACTION:**

1. Approval of Contracts and Grants – Gern
2. Approval of Personnel – Provost Miller  
[Note: Distributed in advance using the Trustee secure website]
3. Approval of Revisions to UW Regulations - Haub School of Environment and Natural Resources
4. Approval of UW Start-Up Money for Equipment Purchase
5. Proposal for Conference Center Kitchen Expansion

**New Business**

**Date of Next Meeting** – October 19, 2016 Conference Call

**Adjournment**

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**Information Only Items:**

1. Capital Construction Report, Mai ..... 131
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**AGENDA ITEM TITLE: Revenue in Athletics, Burman**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Athletics Director Tom Burman will update the Board on revenue production in UW Athletics.

**AGENDA ITEM TITLE: Enrollment Update, Axelson**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Fall semester classes started on August 29, 2016. A preliminary update for fall 2016 enrollment will be presented to the Board of Trustees. The 15<sup>th</sup> day of the semester and census date is September 19. After that date a full analysis will be prepared and shared with the Board of Trustees.

WHY THIS ITEM IS BEFORE THE BOARD:

This information is presented for the general information of the Trustees.

**AGENDA ITEM TITLE: Budget Update, Nichols**

- FY17 Budget Reduction – Nichols/Mai/Lowe
- FY18 Budget Reduction (retirement incentive offer) – Evans/K. Miller/Mai
- Workload Update – Kate Miller

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session  
 Education Session  
 Information Item  
 Other Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

UW President Laurie Nichols, Vice President for Administration Bill Mai, and Associate Vice President for Fiscal Administration Janet Lowe will provide an update to the Board on the status of the budget reduction efforts for FY17. Interim General Counsel Tara Evans, Provost Kate Miller, and Vice President Mai will update the Board on the FY18 budget reduction and the possibility of a voluntary separation offer. Provost Miller will update the Board on the Faculty Workload.

**AGENDA ITEM TITLE: Reestablishment of the Executive Committee and Revisions to the By-Laws, Evans/Macpherson**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Interim General Counsel Evans and Trustee President John MacPherson will discuss the reestablishment of the UW Board of Trustee's Executive Committee and revisions to the Board's by-laws.

**BYLAWS OF THE TRUSTEES  
OF THE UNIVERSITY OF WYOMING**

The ByLaws of the Trustees were adopted pursuant to authority granted to the Trustees by the Wyoming Legislature and in accordance with the Wyoming Constitution. The ByLaws are about the Trustees and how the Trustees organize and carry out their meetings. Additionally, the existence of Trustee Regulations is established and the appointment of the President of the University and his/her authority is set forth.

**BYLAWS OF THE TRUSTEES OF  
THE UNIVERSITY OF WYOMING**  
Republished Edition May 13, 2015

**Article I. STATUTORY CREATION AND AUTHORITY**

Section 1-1. APPOINTMENT, TERM AND AUTHORITY

In accordance with the laws of the State of Wyoming (Wyo. Stat. 1957, §§21-350, 351, 352), the government of the University of Wyoming is vested in a board of twelve (12) trustees appointed by the governor, with the advice and consent of the senate, for a six year term, with terms to be staggered. Such board constitutes a body corporate by the name of "The Trustees of the University of Wyoming" and is granted all the powers necessary or convenient to accomplish the objects and perform the duties prescribed by law.

Section 1-2. EX OFFICIO MEMBERS

The Governor of the State of Wyoming, the President of the University of Wyoming, the State Superintendent of Public Instruction, and the President of the Associated Students of the University of Wyoming are ex officio members of the Trustees, as such having the right to speak, but not to vote.

Section 1-3. VACANCIES

Any vacancy in the membership of the Trustees shall be filled in accordance with laws pertaining thereto.

**Article II. MEETINGS OF THE TRUSTEES**

Section 2-1. REGULAR MEETINGS

The annual meeting of the Trustees shall be held at the time of the meeting that is held closest to the regular Spring Commencement. At the annual meeting, the Trustees may set their schedule of regular meetings for the ensuing year. Written

notice of all regular meetings shall be given by the President of the University to each member of the Trustees at least five days in advance of the meeting.

Section 2-2. SPECIAL MEETINGS

Special meetings of the Trustees may be called by the President of the Trustees, or by any three members thereof, at such time and place as they may deem expedient, and a majority of said Trustees shall constitute a quorum for the transaction of business; but a smaller number may adjourn from time to time. Notice of special meetings shall be given to each member of the Trustees at least 24 hours in advance of such meeting.

Section 2-3. ACTION IN REGULAR AND SPECIAL MEETINGS

At all regular and special meetings, it shall be valid to act on any subject within the power of the corporation except as provided elsewhere in these Bylaws.

Section 2-4. PLACE OF MEETINGS

All meetings of the Trustees shall be held at the University of Wyoming, unless otherwise ordered by the Trustees.

Section 2-5. REPEALED

Section 2-6. ACT OF THE TRUSTEES

The act of the majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Trustees.

Section 2-7. PUBLIC ATTENDANCE AT MEETINGS

Regular and special meetings of the Trustees shall be open to the public except for executive sessions which may be convened at any time by vote upon motion by any member of the Trustees. Executive sessions shall be attended only by members of the Trustees and such persons as may be designated by the presiding officer or included in the motion. No actions shall be taken in executive sessions. Matters considered and discussed during executive sessions shall be confidential except as otherwise provided by law.

**Article III. PROCEDURE AT MEETINGS**

Section 3-1. QUORUM

A majority of the duly appointed and qualified members of the Trustees shall constitute a quorum for the transaction of business. Any number less than a quorum present at a meeting duly called may adjourn from time to time until a quorum shall be in attendance.

Section 3-2. ORDER OF BUSINESS

The business at each regular or special meeting shall be conducted in the following manner, unless otherwise authorized by appropriate Trustees action.

- Roll call of members
- Approval of minutes of last meeting
- Election of officers
- Reports
- Public Testimony
- Audit and Fiscal Integrity Committee Report
- Committee of the Whole (Consent Agenda)
- Committee of the Whole (Regular Agenda)
- New business

Section 3-3. RULES OF PROCEDURE

Meetings of the Trustees shall be conducted according to Robert's rules of parliamentary procedure except as modified by the Trustees. Each member of the Trustees who is present shall vote on every question, unless excused from voting by the Trustees. The ayes and noes shall be called and entered upon request of any member of the Trustees.

Section 3-4. MINUTES OF PROCEEDINGS

Minutes of proceedings of the Trustees and of their committees shall be kept by the secretary, or by a person designated by him. Action of the Trustees which utilizes material presented by reports or other documents shall be presented in the minutes in such form as to include, when not impractical, the full text of the action so that reference to other reports and documents is not necessary in order to determine the exact meaning of the action taken.

**Article IV. OFFICERS OF THE TRUSTEES**

Section 4-1. NUMBER

The officers of the Trustees shall be a President, a Vice President, a Secretary, and a Treasurer, who shall be members of the Trustees.

Section 4-2. ELECTION AND TERM OF OFFICE

The officers of the Trustees shall be elected annually at the annual meeting. Each officer shall hold office for one year or until his successor is elected and qualified. No member of the Trustees shall be eligible for re-election as president immediately after having served two successive regular terms in that office.

Section 4-3. VACANCIES

In the event of a vacancy in any office of the Trustees, an election shall be held for the unexpired term at the next regular or special meeting of the Trustees.

**Article V. DUTIES OF OFFICERS**

Section 5-1. DETERMINATION OF DUTIES

The officers of the Trustees shall perform the duties expressly enjoined upon them by the laws of this State and by the Bylaws of the Trustees, and such other incidental duties as pertain to their respective offices, or as may be assigned from time to time by the Trustees or their President.

Section 5-2. PRESIDENT

The President of the Trustees shall preside over all meetings of the Trustees; he shall call the Trustees or Executive Committee in regular or special session at such times as he may deem advisable or necessary or at any time upon the petition of three or more members of the Trustees; and he shall have authority to decide any disputes as to the application or meaning of these rules and Bylaws, but this decision shall be referred to the next regular or special meeting of the Trustees for final decision and adjudication by the Trustees. The President of the Trustees shall have power to make temporary appointments to fill vacancies in the appointments of the Trustees to other boards or committees during the interval between Trustees meetings. He shall be an ex officio voting member of all permanent committees of the Trustees. He may sign, with the secretary or any other proper officer of the Trustees thereunto authorized by the Trustees, any deeds, mortgage, bonds, contracts, or other instruments which the Trustees have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Trustees by resolution, by Regulations of the Trustees, or by these Bylaws to some other officer or agent of the Trustees, or shall be required by law to be otherwise signed or executed. The President of the Trustees shall have the power to appoint ad-hoc committees as needed to address the needs/business of the University. The President of the Trustees shall appoint a chairman for any such committee and shall charge the committee with specific responsibilities and/or duties.

Section 5-3. VICE PRESIDENT

In the absence of the President of the Trustees or in the event that the office becomes vacant, or of the president's inability or refusal to act, the Vice President shall perform the duties of the President.

Section 5-4. SECRETARY

The Secretary shall be sworn to the performance of his duties as provided by statute. He shall be responsible for the minutes of meetings of the Trustees; he shall be custodian of the Trustees records and of the seal of the Trustees and see that the seal of the Trustees is affixed to all documents, the execution of which on behalf of the Trustees under its seal, is duly authorized. The Secretary shall sign with the President such instruments as the latter may execute. He shall be responsible for the supervision of duties delegated or assigned to the Deputy Secretary appointed by the Trustees.

In the event that the offices of President and Vice President become vacant or both refuse or are unwilling to act, the Secretary shall perform the duties of President until the next regular or special meeting of the Trustees and preside as that meeting until the vacancy in the presidency is filled.

Section 5-5. TREASURER

The Treasurer shall cause an annual report to be prepared by the officers and employees of the University of Wyoming which shall show all receipts and disbursements; he shall receive any monies, through the Deputy Treasurer, required by law to be paid to the Treasurer of the Trustees; and shall maintain general cognizance of fiscal and accounting procedures utilized by officers of the University of Wyoming designated by the Trustees to receive and disburse all monies.

In the event that the offices of President, Vice President and Secretary become vacant or all refuse or are unwilling to act, the Treasurer shall perform the duties of the president until the next regular or special meeting of the Trustees and preside at the meeting of the Trustees until the vacancy in the presidency is filled.

**Article VI. OTHER OFFICERS**

Section 6-1. DEPUTY SECRETARY

The Deputy Secretary shall be appointed by the Trustees, and he shall perform such duties as are delegated by the Secretary of the Trustees.

Section 6-2. DEPUTY TREASURER

The Deputy Treasurer shall be nominated by the President of the University for appointment by the Trustees, and he shall be an officer of the University of Wyoming whose duties include responsibility for the receipt, custody, and



expenditure of all funds of the University of Wyoming not held by the State Treasurer, and he shall exercise the same responsibility with respect to any funds or monies of the Trustees of the University of Wyoming.

Section 6-3. INTERNAL AUDITOR

The Internal Auditor shall be appointed by the Trustees, and he shall perform such duties as they shall require.

Section 6-4. OTHER OFFICERS AND DUTIES

Other officers may be appointed by the Trustees as may be deemed necessary. The duties of all officers of the Trustees shall set forth in writing at the time of appointment or in appropriate Regulations of the Trustees.

**Article VII. COMMITTEES OF THE TRUSTEES**

Section 7-1. EXECUTIVE COMMITTEE

The Executive Committee shall consist of five members of the Trustees one of whom shall be the President of the Trustees who shall serve as Chairman, one of whom shall be the immediate past President of the Trustees, one of whom shall be the Vice President of the Trustees, and two of whom shall be elected by the Trustees for a term of one year at the annual meeting of the Trustees. The Executive Committee shall have authority to transact business during the recess of the Trustees and to act for the Trustees in all matters wherein immediate decisions and actions are deemed necessary for the present welfare of the University. All such actions of the Executive Committee shall be reported to the Trustees at their next regular or special meeting, and shall be entered in full upon the minutes of such meeting of said Trustees.

Section 7-1. AUDIT AND FISCAL INTEGRITY COMMITTEE

The Audit and Fiscal Integrity Committee is responsible for assuring that the University's organizational culture, capabilities, systems and processes are appropriate to protect the financial health and the reputation of the University in all audit-related areas enumerated below. Specifically the Audit and Fiscal Integrity Committee will review the financial reporting processes, the system of internal controls, the audit process, and the process for monitoring and ensuring compliance with financial laws and regulations. It will monitor the University's internal and external auditor's findings.

The Audit and Fiscal Integrity Committee shall consist of not less than three members of the Trustees, preferably those with financial or business expertise. Appointments shall be made by the President of the Board of Trustees at the annual meeting of the Trustees for terms of three years. Appointments to fill a vacancy for the unexpired term may be made by the President of the Board at any time and

announced at the next regular Board meeting following the appointment. In the initial appointments, at least one member shall be appointed to terms of one, two and three years respectively.

In discharging their duties hereunder, the members are entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by: officers or employees of the University whom the committee members reasonably believe to be reliable and competent in the matters presented; and legal counsel, public accountants or other persons as to matters the committee members reasonably believe are within the person's professional or expert competence.

#### I. Investments

Review the management of invested University funds, including University endowment funds and University operating funds, subject to the following conditions:

- a. The President of the University shall be the administrative officer of the invested University funds, and may assign to a designee such duties as may be described in a written delegation of authority.
- b. With Board approval, the Committee may employ the services of an agent, such as the University of Wyoming Foundation, an investment adviser, and/or manager(s), and may give due consideration to such advice.
- c. The Committee, or the Board-approved agent, shall place the securities of said Funds in custody of a custodian bank or other fully insured custodial institution, which shall have the right and privilege of holding the securities in a street name or in a name of such nominee as it may choose.
- d. Each year the Committee shall review the agent's investment policy, asset allocation strategy and other endowment management philosophies, such as earnings distribution policies. The Committee shall receive and review an annual report on portfolio performance and other relevant endowment management metrics.

#### II. Financial Reporting Process

- a. Ensure that the external auditors communicate all matters required by their professional standards to the Committee and review significant accounting and reporting issues, including recent professional and regulatory pronouncements in order to understand their impact on the University's financial statements.

- b. Review the annual financial statements, including management's discussion and analysis, and determine if they are complete and consistent with information known to committee members.
- c. Be satisfied that all regulatory compliance matters have been considered in the preparation of the financial statements.
- d. Review significant financial risks and exposures and the plans to minimize such risks.
- e. Review, with the University's legal counsel, any legal matters that could have a significant impact on the financial statements.

III. System of Internal Control

- a. Ensure that management is setting the appropriate tone in communicating the importance of internal control and ensure that individuals have an understanding of their roles and responsibilities.
- b. Receive and review reports from internal and external auditors regarding the quality of institutional internal control systems and determine whether management has implemented internal control recommendations made by internal and external auditors.
- c. Ensure that internal and external auditors keep the Committee informed about fraud, illegal acts, deficiencies in internal control and ensure that an appropriate process exists for the receipt, retention and treatment of complaints, including anonymous complaints, regarding accounting, internal controls and auditing matters.
- d. Evaluate the extent to which internal and external auditors review computer systems and applications, the security of such systems and applications, and the contingency plan for processing financial information in the event of a systems breakdown.

IV. Audit Process – External

- a. Following appropriate consultation with management, recommend to the Board the selection and retention of the external audit firm. Approve external auditor's fees.
- b. Review and approve the external auditor's proposed scope and approach.
- c. Review and confirm the external auditor's assertion of their independence in accordance with professional standards.

- d. Review the performance of the external auditors and recommend the appointment or discharge of the external auditors.
  - e. Meet with the external auditors, the Internal Auditor, and management in separate executive sessions to discuss any matters that the Committee or these entities believe should be discussed privately. Mediate any disagreements between management and external auditors regarding financial reporting.
  - f. Review with management and external auditors the results of the annual external audit, including any difficulties encountered, restrictions placed on the scope of the external auditor's activities, access to requested information and any significant disagreements with management.
  - g. Review and approve any engagement of the external auditors for non-audit related consulting activities.
- V. Audit Process – Internal
- a. Review and ensure that the University has the appropriate structure, staffing, and capability to effectively carry out the internal audit responsibilities.
  - b. Review and concur in the appointment, compensation, replacement, reassignment, or dismissal of the Internal Auditor.
  - c. Review and confirm the priorities and key action plans of the audit function. Receive and review internal audit reports from the Internal Auditor regarding results of the internal audit program.
  - d. Ensure there is regular, independent communication between the Committee and the Internal Auditor and ensure there are no unjustified restrictions or limitations on internal audit programs.
- VI. Compliance with Laws & Regulations
- a. Review the findings of any significant examinations by financial regulatory agencies and review management's corrective action plans. Ensure that action plans are implemented to the satisfaction of the regulatory agencies.
- VII. Other Responsibilities

- a. Ensure that significant findings and recommendations made by the internal and external auditors are received, discussed and acted upon in an appropriate and timely manner.
- b. Regularly update the Board of Trustees about Committee activities, any key internal or external audit issues and make appropriate recommendations for Board action.
- c. Review and update this By-Law and receive approval of changes from the Board of Trustees.

#### Section 7-2. COMMITTEE CHAIRMEN

At the annual meeting, the President of the Trustees shall appoint a chairman for the committee described in Section 7-2. Such chairman shall hold office for one year or until his successor is appointed and qualified. No member of the Trustees shall be eligible for reappointment as chairman of the committee immediately after having served two successive annual terms in that office.

### **Article VIII. AMENDMENT OF BYLAWS**

These Bylaws may be changed or amended and additional Bylaws may be adopted at any regular meeting of the Trustees by a vote of two-thirds of all the members, provided that notice of the intention to change, amend, or add to the Bylaws, in whole or part, shall have been given in the notice of the meeting or shall have been given at a preceding meeting of the Trustees. Such notice shall be in writing and shall include the exact wording of the legislation proposed. The Bylaws, in whole or in part, may be suspended at any Board meeting only by an affirmative vote of two-thirds of all the members of the Trustees.

### **Article IX. REGULATIONS OF THE TRUSTEES**

Rules for the government of the University and all its branches shall be designated as "Regulations of the Trustees," which may be adopted, changed or amended at any regular or special meeting of the Trustees without prior formal notice. In order to have the status of a standing regulation, any intention to adopt, change or amend such Regulations must be presented as a formal motion for action by the Trustees.

### **Article X. PRESIDENT OF THE UNIVERSITY OF WYOMING**

#### Section 10-1. APPOINTMENT

The President of the University of Wyoming shall be appointed by the Trustees, but no such appointment shall be made without nine affirmative votes of the Trustees. His initial term of office shall be for not less than one year, and he shall thereafter continue in such office at the will of the majority of the Trustees, who, from time to time, shall fix his salary. It will be the policy of the Trustees to confer

with an advisory committee from the University faculty and staff prior to the selection of a new President.

**Section 10-2. DUTIES AND POWERS**

The President of the University shall perform the duties expressly enjoined upon him by the laws of this State, by these Bylaws, and such other incidental duties as pertain to his office or as may be assigned from time to time by the Trustees. As the executive head of the University of Wyoming, in behalf of the Trustees he shall be responsible for the custody of the books, records, buildings, and all other property of the University, and for the administration of the academic and business activities of the University in accordance with the directives, Bylaws and Regulations of the Trustees; and he shall be clothed with all authority requisite to these ends. He shall inform and advise the Trustees with respect to the operations of the University and its relationships, and shall serve as an ex officio member of all permanent Trustees' committees.

**Article XI. THE UNIVERSITY OF WYOMING**

Pursuant to State Law establishing the University as an institution of learning under the name and style "The University of Wyoming," all authorized functions and business matters carried on by the officers, faculty and staff of the University in accordance with regulations and financial budgets of the Trustees shall be in the name of "The University of Wyoming."

**Article XII. SEAL**

The corporate seal of the Trustees of the University of Wyoming shall consist of a circular design on which is inscribed the words "The University of Wyoming - 1886 -" and in the center the word "Equality." It shall be affixed to all papers which may require it as authorized by the Secretary, the President of the University of Wyoming, or regulation or direction of the Trustees.

Revisions adopted 5/13/15 Board of Trustees meeting

**AGENDA ITEM TITLE: UW Regulatory Structure Discussion, Evans**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The history of the University's regulatory structure dates back to its inception. On February 25, 1891, the "Bylaws for the Government of the Board of Trustees, the Faculty, and Students of the University of Wyoming" were adopted. In June 1922, the new "Bylaws and Administrative Code of the University of Wyoming" was adopted, and the original version eventually became the Regulations of the Board of Trustees, which were first mentioned in 1931, and the UniRegs, which were codified beginning in 1965. In 1978, Information Circulars were introduced.

In 2008, the Trustee Regulations, UniRegs, and Information Circulars were converted to UW Regulations and Presidential Directives, but the substance largely remained. In July 2014, the University introduced a "Revisor's Bill," modifying any existing regulations that contained inadvertent errors, omissions, and/or obsolete references. These revisions were not substantive.

President Nichols, in conjunction with the Office of General Counsel, recommends an in-depth review of UW's current regulatory structure, including Presidential Directives and other policies/procedures. If approved by the Board, we propose the following implementation schedule (subject to change as needed):

**September 2016 Board Meeting:** Discussion with the Board regarding (1) phasing out Presidential Directives; (2) the definition of regulation versus policy/procedure; (3) a new "look" for the regulations and implementing policies/procedures; and (4) a draft process for modifying regulations and policies/procedures, including review by campus constituents, Vice Presidents, the President, and the Board.

**October-December 2016:** Review and create an inventory of current University regulations, presidential directives, and other policies/procedures.

**January 2017 Board Meeting:** Update the Board on the inventory.

**February-September 2017:** (1) Assign a specific University office/unit to oversee each regulation and work with that unit on determining whether any substantive changes are needed; and (2) determine whether current regulations, presidential directives, and policies/procedures should sunset, convert to a regulation, or remain a policy/procedure.

**October 2017 Board Meeting:** Present to the Board the proposed new structure.



**November-December 2017:** Work with units to implement the proposed new structure.

**January 2017 Board Meeting:** Present to the Board the new regulations and the implementing policies/procedures manual for review and approval.

**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 of a review by Administration of UW's current regulatory structure.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approving this review and the draft implementation schedule.

**AGENDA ITEM TITLE: UW/State Plane Policy Discussion, Evans/Mai/Gern**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Interim General Counsel Evans, Vice President Mai, and Vice President for Research and Economic Development Bill Gern will discuss with the Board the UW Plane Policy.

**AGENDA ITEM TITLE: Status of Professor of Practice, Bostrom**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Trustee Dave Bostrom will update the Board on Professor of Practice.

**AGENDA ITEM TITLE: Education Initiative Update, Palmerlee/Reutzel**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Trustee Dave Palmerlee and Dean of the College of Education Ray Reutzel will provide an update to the Board on the Trustees Education Initiative.

**AGENDA ITEM TITLE: Scholarship Process Update, Axelson**

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session  
 Education Session  
 Information Item  
 Other Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

To attract Wyoming's high ability students to enhance recruitment and contain costs the following recommendations are proposed to amend the Trustees' Scholars Award by:

- 1) Creating a Presidential Scholars Award to offer top Wyoming students who did not qualify for the Trustees' award one-time scholarships from private scholarship accounts in the equivalent to the cost of room and meals for their first year.
- 2) Modifying the Trustees' Scholars Award to reduce costs.
  - a) Changing the Trustees' award meal plan provided from unlimited access to 12 meals per week, the most frequently selected meal plan, a difference of \$1,350 per student.
  - b) Awarding approximately 75 Trustees' scholarships annually to target 50 students accepting (prior to 2016, 100 awards were made resulting in 75 students accepting).
  - c) Requiring that Trustees' recipients use their room and board dollars in the residence halls, campus apartments, Washakie Dining Center, or Fraternity and Sorority housing instead of providing the option for students to accept their award in cash for off-campus expenses.

The Trustees' Scholars award is the top scholarship awarded to Wyoming resident freshmen. The average GPA for recipients from the class of 2016 was 3.99 and the average ACT was a 33. It currently covers the cost of resident tuition, mandatory fees, a double room, and an unlimited meal plan for 8 fall/spring semesters, less any Hathaway Award received. Up to 75 students per year are offered and accept the award; in 2016 there were 72 offers and 46 students who accepted the award and will matriculate in the fall. Other resident students with a 3.5+ GPA and a 25+ ACT receive a \$1,000 Wyoming Scholars award. There is no "middle tier" to acknowledge strong students who do not qualify for the Trustees' Award.

**Presidential Scholars Award**

With private scholarships now centralized under Student Financial Aid, we propose the creation of a Presidential Scholars Award. The next 100 high achieving resident freshman students who did not qualify for the Trustees' award will be offered one-time departmental awards presented as a package equivalent to room and board for their first year, in addition to their Hathaway and Wyoming Scholars Awards which approximately cover tuition and fees. Modeling our yield data suggests that this could attract approximately 20 additional students who otherwise would have left the state for college. This implementation will further the goals of better spending Foundation scholarships and recruiting Wyoming's top students.

### **Cost Reduction**

As we prepare to better recruit students in the context of budget challenges, we must revisit the policies related to administration of the Trustees' Scholarship. Because of routine increases to the cost of attendance, the dollars required to underwrite the award have grown from \$2.7M in 2010 to \$3.5M currently: that's 1/3 of the section 1 scholarship budget of \$10.4M in FY16. The costs of honoring Trustees' Scholars Awards will increase by about \$750,000 dollars annually through the 2019-20 school year if no changes are made. Additionally, currently policies allow students to accept their awards in cash for off-campus living, resulting in a projection of \$2.2M of section I funds leaving the institution in 2016-17. By making small changes to the awarding beginning immediately while continuing to honor existing awards, the program can largely avoid the need to divert funds from other sources in the near-term future and can significantly impact occupancy and section II revenue for Residence Life.

The proposed changes are reducing the Trustees' award meal plan provided from unlimited access to 12 meals per week, the most frequently selected meal plan, saving \$1,350+ per student; reducing the number of new award offers for freshmen from 100 to 75 as was successfully piloted in 2016; and requiring that Trustees' recipients use their room and board dollars in the residence halls, campus apartments, Washakie Dining Center, and Fraternity and Sorority housing instead of providing the option for students to accept their award in cash for off-campus expenses.

The cost of administering the award will be reduced by \$500,000 in 2020-21 when compared to 2016-17, as opposed to the increase of \$750,000 that is otherwise projected- a savings of \$1.25M. Additionally, in 2020-21, \$1.6M in resources will stay within the University as funds move from section I to section II instead of exiting campus.

### **Impacts**

These modest changes to the award are not likely to impact students' perception of its value. Additionally, UW's ability to recruit the top students in Wyoming will be enhanced as private dollars are targeted high achieving students who might otherwise leave the state for college. By making changes to the awarding beginning with the incoming 2017 class while continuing to honor existing awards, UW can optimize its limited section I scholarship dollars and improve recruitment of the finest Wyoming students.

### **WHY THIS ITEM IS BEFORE THE BOARD:**

This item is before the Board because approval is requested to modify the Trustees' Scholars Award to attract Wyoming's top incoming freshmen and maintain the tuition funded scholarship budget. In addition, the recommendation includes the creation of a Presidential Scholars Award to attract Wyoming students not receiving the Trustees' Scholars Award using private scholarship resources. If approved, the recommendations will go into effect with the fall 2017 freshman class.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board support for changes to the Trustees' Scholars Award and the initiation of the Presidential Scholars Award.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Strategic Enrollment Plan, Axelson**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Vice President Sara Axelson will update the Board on the Strategic Enrollment Plan.

**AGENDA ITEM TITLE: Peer and Aspirational Peer List Update, Schueler**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Research Aid Brian Schueler will provide the Board with an update on UW's Peer & Aspirational Peer List.

**AGENDA ITEM TITLE: Report on Student Debt (Kathy Bobbitt), Nichols**

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session
- Education Session
- Information Item
- Other Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Information follows and will be discussed about UW student debt upon graduation.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This information is presented for the general information of the Trustees.

## 2016 UW STUDENT LOAN DEBT

### Undergraduate

In 2015-16, 55% of UW students<sup>1</sup> who graduated with an undergraduate degree had no student loan debt. In addition to an affordable cost of attendance, the availability of generous aid to students defrays the cost.

- Financial assistance of \$111.5M was distributed to 11,000 total UW students in 2015-16, with \$83M to degree-seeking undergraduates:
  - \$63M in scholarships and grants total, with \$51M to degree-seeking undergraduates
  - \$48M in loans total, with \$32M to degree-seeking undergraduates
- Most undergraduates receive non-loan aid in the form of scholarships, grants, or work-study:
  - 78% of residents
  - 63% of nonresidents

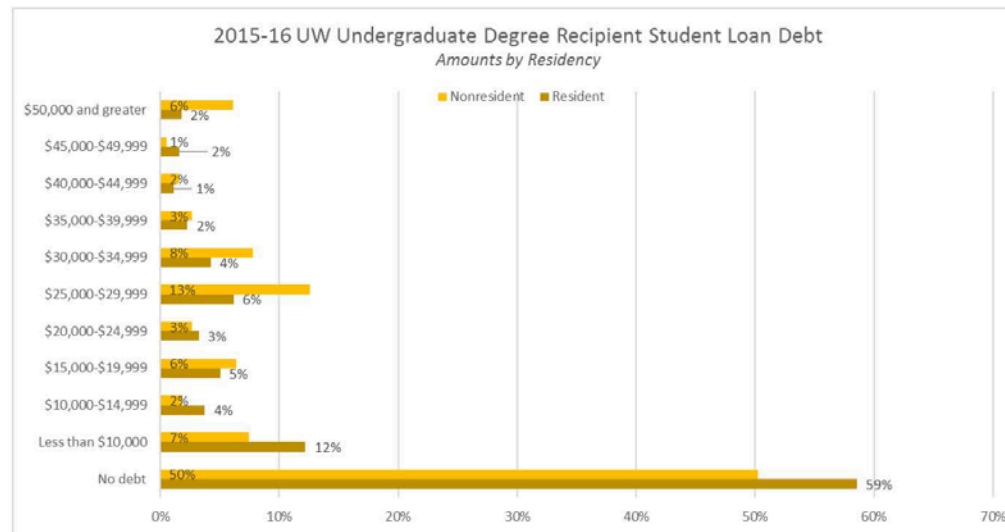


Figure 1. 2015-16 UW Undergraduate Degree Recipient Student Loan Debt Amounts

<sup>1</sup> First-time students only, as transfers may have incurred additional debt at other institutions



## 2016 UW STUDENT LOAN DEBT

Of the 45% who graduated with loan debt, the average debt was \$24,997. The proportion of students in various categories and their average debt levels indicates that:

- Wyoming residents, particularly those receiving the Hathaway scholarship, were less likely to take out loans. Only 37% of Wyoming students with Hathaway took out loans and their average debt was \$19,459.
- Nonresident students and Pell-eligible students regardless of residency were more likely to take out loans. Fully 80% of Pell-eligible nonresidents had an average loan debt of \$30,443 while 65% of Pell-eligible residents had an average loan debt of \$22,354.

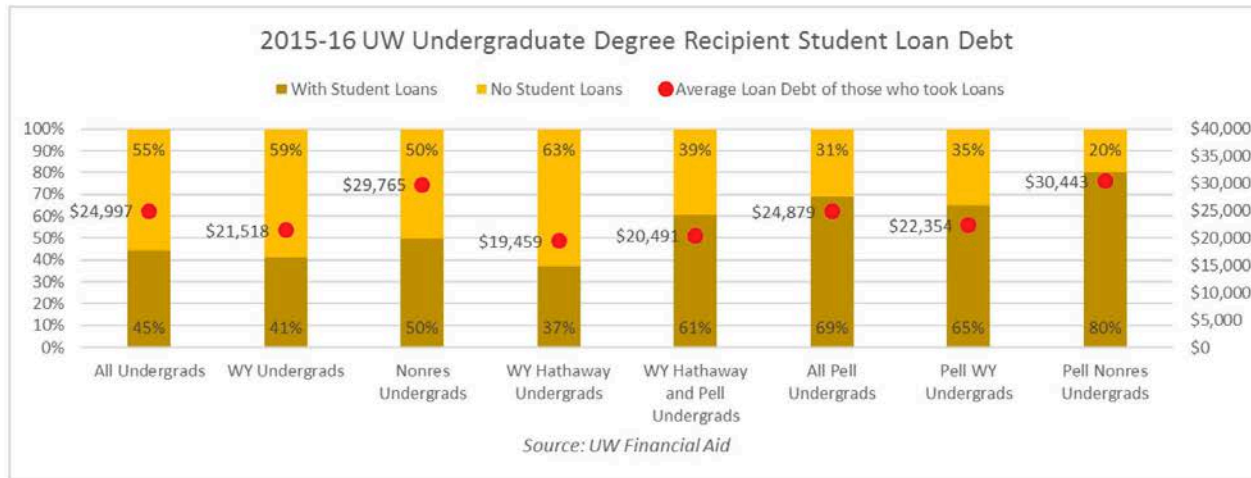


Figure 1. 2015-16 UW Undergraduate Degree Recipient Student Loan Debt: Percent of graduates with and without debt, plus average debt

## 2016 UW STUDENT LOAN DEBT

### National and Peer Comparison

UW Undergraduate students graduating in 2014- the most recent year with comparator information published- were less likely to take on debt than others in the nation or the peer group<sup>2</sup> Those that did take out loans borrowed less than the national or peer averages:

- 23% fewer UW students took loans than nationally; 15% fewer than peers.
- UW student debt was \$5,242 less than national, \$1,578 less than peers.

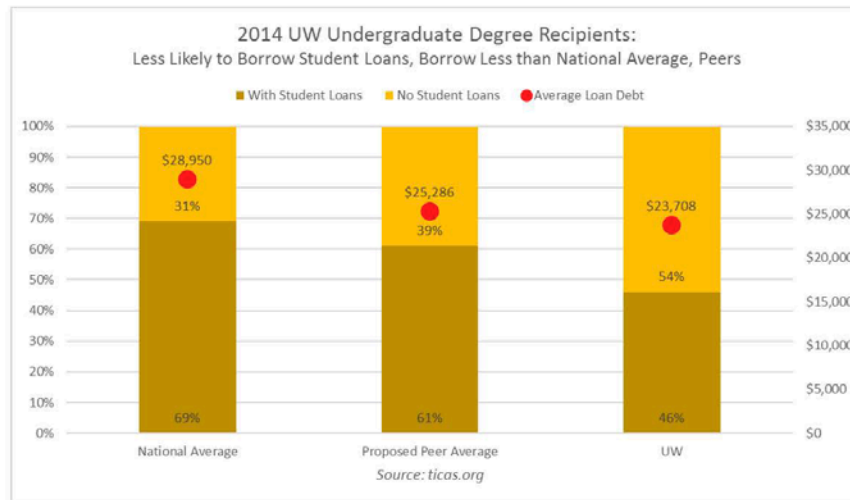


Figure 3. 2014 National, Peer, and UW Undergraduate Degree Recipient Student Loan Debt: Percent of graduates with and without debt, plus average debt

<sup>2</sup> Proposed Peers: Utah State, Oklahoma State, University of Nevada Reno, University of Rhode Island, New Mexico State University, University of Idaho, University of Maine, Montana State, South Dakota State, and the University of Montana; No data published for North Dakota State

## 2016 UW STUDENT LOAN DEBT

### Graduate and Professional

In 2015-16, recipients of Graduate and Professional degrees took out varying levels of debt, with all figures excluding any debt incurred during their undergraduate programs:

- Graduate students (not differentiated by residency since receipt of a GA entails automatic resident tuition) were 33% likely to take out student loans and the average balance was \$26,243
- Law students were the most likely to take out debt with 82% taking out debt averaging \$90,232 each
- Pharmacy students were 78% likely to take out debt averaging \$93,713 each

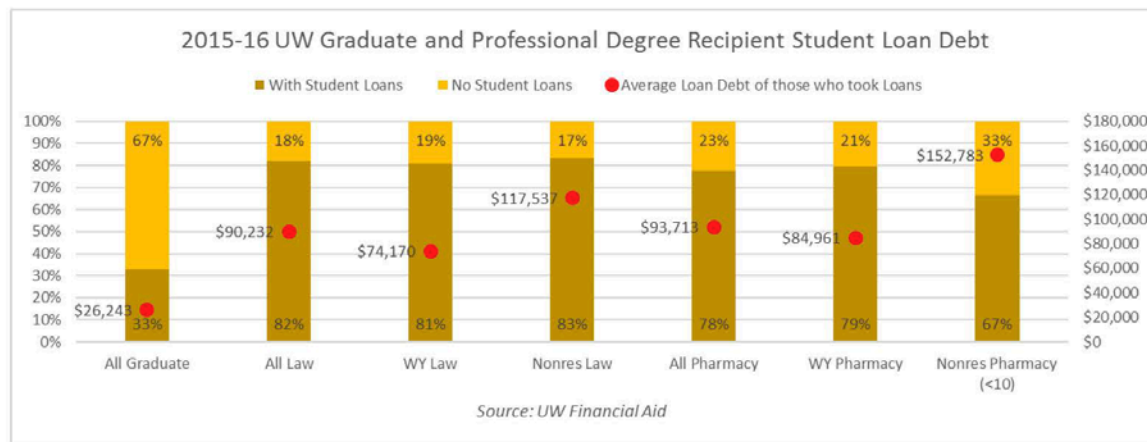


Figure 4. 2015-16 UW Graduate and Professional Degree Recipient Student Loan Debt: Percent of graduates with and without debt, plus average debt

For questions, contact Mary Aguayo, Student Affairs at [marya@uwyo.edu](mailto:marya@uwyo.edu) or Kathy Bobbitt, Student Financial Aid at [Bobbitt1@uwyo.edu](mailto:Bobbitt1@uwyo.edu)

**AGENDA ITEM TITLE: University Strategic Plan Update, Nichols/Miller**

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session
- Education Session
- Information Item
- Other Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

UW President Nichols and Provost Miller will update the Board on the University's Strategic Plan.

**AGENDA ITEM TITLE: Construction Updates, Mai**

- Facilities Committee Update
- Proposal for Conference Center Kitchen Expansion
- Real Estate Presentation (UW campus and off-campus property update)

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session  
 Education Session  
 Information Item  
 Other Specify:

**Facilities Committee Update**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Vice President Mai will update the Board on the Facilities Committee.

**Proposal for Conference Center Kitchen Expansion**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Approximately a year and half ago, UW Catering & Events assumed management of the UW Conference Center with the goals of increasing efficiency and stopping the financial losses incurred under the prior agreement with Hotel Investment Services, Inc. Part of the plan was to move UW Catering & Events operations to the UW Conference Center to both improve catering efficiency and provide space for new residence halls, which were anticipated to be built where the Hill/Crane kitchen currently stands.

Catering and Events staff currently prepare all food in the Crane/Hill kitchen, which was built in 1962. All food is then trucked from that location, which is very labor intensive and inefficient. The majority of catered events on campus are held at the UW Conference Center and the Marian H. Rochelle Gateway Center. The condition of the Crane/Hill kitchen and the kitchen equipment is poor and would require a large financial investment if this kitchen was to continue to be utilized.

The UW Conference Center kitchen was designed as a banquet kitchen, with limited space and kitchen equipment. This kitchen would need to be reconfigured and enlarged to accommodate additional kitchen equipment. This would likely require that the food preparation areas be expanded into the existing dishwashing area north of the kitchen. A new dishwashing area may need to be created—either in an existing storage room north of the current dishwashing area, or in a building addition to the north of the Conference Center. An additional walk-in freezer or cooler would need to be added outside and east of the Conference Center. An addition to the east of the Conference Center may also be required for storage needs.

Residence Life and Dining Services has set aside \$2M in a renovation account from profits to be utilized for this project.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None

**WHY THIS ITEM IS BEFORE THE BOARD:**

This item is for approval of proceeding with design and construction of the Conference Center Kitchen Expansion.

**ARGUMENTS IN SUPPORT:**

With the expansion of the UW Conference Center Kitchen, Catering and Events could service the UW Conference Center, the Marian H. Rochelle Gateway Center, and the core campus from one facility and maximize efficiency.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Authorization to proceed with design and construction of the Conference Center Kitchen Expansion.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize proceeding with design and construction of the Conference Center Kitchen Expansion.

**Real Estate Presentation (UW campus and off-campus property update)**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Vice President Mai will update the Board on real estate property on and off the UW campus.

**AGENDA ITEM TITLE: Economic Diversification, Benson/Farkas/Caldwell**

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session
- Education Session
- Information Item
- Other Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Chief Executive Officer of the Wyoming Technology Business Center Jonathon Benson, Assistant Dean of the College of Business Steve Farkas, and Computer Science Department Head James Caldwell will update the Board on Economic Diversification.

To: UW Trustees  
From: Chris Boswell  
Date: September 8, 2016  
Re: Economic Diversification Meeting With Governor

UW representatives attended a meeting with Governor Mead regarding the Governor's call for the Business Council, working with UW, to develop a 20-year plan for the diversification of Wyoming's economy.

Attending from UW: Trustees MacPherson, McKinley, President Nichols, VP Boswell, Computer Science Department Head Jim Caldwell, WTBC Director Jon Benson, and Steve Farkas of the College of Business. Others in attendance included Wyoming Business Council chairman Jim Espy, Vice Chair Cactus Covello, CEO Shawn Reese, Chief Performance Officer Tom Johnson, and senior members of the Governor's staff.

UW had previously submitted a document (July 22<sup>nd</sup> draft, available on the Trustees website) to the Business Council and the Governor, outlining the following possibilities:

- Recognize current state and university efforts cannot be considered sufficient.
- Appoint a Governor's Task Force, made up in part of successful entrepreneurs with UW connections, which could consider strategies moving forward.
- Any possible Task Force will need to narrow focus of diversification efforts.
- Significantly increase the number of high-demand graduates in Computer Sciences and other disciplines.
- Develop a tourism-based curriculum at UW.
- Significantly increase internship programs at UW.
- Enhance entrepreneurship at UW.
- Learn from diversification efforts in other states.

At the September 6<sup>th</sup> meeting, President Nichols noted a significant role for the University in workforce development—likely in concert with the state's community colleges—by identifying the Wyoming workforce of the future, and producing increasing numbers of graduates in disciplines for which there is demand. Toward this end, the President proposed:

- Two possible degree programs: Hospitality (tourism) and; Entrepreneurship. The latter would be a stronger, accredited major program of study, rather than the current independent minor programs within colleges.
- Significantly increasing the number of Computer Sciences graduates, while also considering a certificate program.
- Increase internship opportunities.
- A vigorous career services program at UW, providing in-state placement assistance in partnership with industry and other employers.

The President also emphasized the role of UW research in any diversification effort:

- A strong tech transfer office at UW.
- Enhance faculty spinoffs & startups.



Business Council CEO discussed a proposal he had drafted which called for increasing the non-mineral private sector component of the state's Gross Domestic Product from its current 65% to a goal of 80%. Rather than focusing on recruiting companies to relocate to Wyoming, Reese suggested the effort for the next period should be on encouraging in-state growth, to "expand on what we've got."

After recognition by all involved that a blueprint for diversification of the economy does not exist, the Governor asked for names for consideration as possible appointees to a task force as initially outlined in the UW proposal, and further discussion on the makeup and direction of any such group. He suggested:

- Involvement from UW, community colleges and the Business Council
- Entrepreneurial mindset
- Diverse backgrounds, perhaps not requiring ties to UW or the state
- Development of benchmarks and measurable results

The Governor suggested reconvening the meeting in 3-4 weeks for further discussions, and to review names.

**AGENDA ITEM TITLE: Presentation of Materials from Meeting with Legislators, Boswell**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Vice President for Governmental and Community Affairs Chris Boswell will provide the Board with a presentation of materials from the Board's August 2, 2016 meeting with members of the Wyoming Legislature.

To: Trustees McKinley and MacPherson  
From: Chris Boswell  
Re: Notes From Trustee Retreat Meeting with Legislators

I'd suggest five subject areas which encompass most of the significant interactions with legislators. They are listed below, followed by a rundown of what I believe are most of the relevant items which can be considered candidates for follow through by the university. The rundown is in chronological order, so it's not a straightforward read.

Prime subject areas:

- Student numbers at UW, capacity, recruiting strategies.
- Tuition.
- Capital construction priorities, including the Science Initiative facility, residence halls, BSL 3, satellite energy plant(s).
- Articulation and other relationships with community colleges. Includes degree offerings at colleges, including secondary education at CWC in an effort to increase the number of Native American students.
- UW relationships with K-12 generally, and our leadership responsibilities in assisting with the betterment of schools, teachers, courses of study.

This is a brief listing of topics which were brought up during the retreat discussion with legislators.

- Tuition: Request for long term plan. Mixed responses to possible tuition increases, although general support for cost of living/inflation increases.
- Hathaway, eligibility standards.
- HS student preparation for higher education. Perhaps UW plays a greater role.
  - Transitions from HS to colleges and UW, possible partnership with State Department of Education.
  - More vigorous efforts to steer some students away from higher education if they are not likely to succeed?
- Articulation agreements with community colleges. Continued support for the effort, with an emphasis that the job is by no means complete. Special effort may be needed in education programs, including secondary education. UW "line staff" (clerical, for example) need to demonstrate understanding and support problem solving regarding articulation/transfers needs.
  - Consider articulation/transfer agreements with Colorado and Nebraska colleges.
  - Wyoming colleges often have close ties with non-Wyoming institutions, and in some cases may direct students to those non-Wyoming colleges and universities. Does this require attention?
- Advising of HS and community college students remains an area in need of improvement.
- Capacity at UW, increase student numbers without additional faculty, facilities (other than residence hall improvements)
- Residence halls. Possible bonding for new construction. Need analysis of cost and other factors.
- BSL 3.
- Capital construction priorities, including Science Initiative facility, residence halls, power plant upgrades or new construction. Strategic vision.
- Student numbers, cost analysis of increasing, perhaps to 16,000 students.

- K-12 education and UW. Produce more home grown teachers. UW could be a resource in developing best practices for teacher preparation in Wyoming. Return to UW College of Education role as primarily focusing on the strengthening teaching profession, rather than research. College could serve as a resource for curriculum development for K-12. Enough with the consultants, use the university.
  - Consider Native American teacher numbers, and a UW role in increasing the number of Wind River Reservation-originated teachers, administrators.
  - Consider 4 year elementary education program at CWC.
  - Bridging programs for displaced workers who may want a career in education. Expedite degree process, develop Wyoming teachers.
- Continue UW outreach efforts, don't allow budget cuts to make the institution Laramie-focused.
- "Intrusive advising" at the college and university level. More vigorous effort to identify students not doing well once they are enrolled.

**Committee of the Whole: REGULAR BUSINESS**

**Board of Trustees Committee Reports**

*[Note- Committees of the Board will be discussed during a regular work session of the meeting.]*

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other

Specify: Committee of the Whole (Regular Business)

**Trustee Standing Committees**

- Audit and Fiscal Integrity Committee
- Financial Management and Reporting Committee
- Facilities Contracting Committee
- Budget Committee
- Honorary Degrees and Awards Committee

**Liaison to Other Boards**

- UW Alumni Association Board
- Foundation Board
- Haub School of Environment & Natural Resources
- Energy Resources Council
- Cowboy Joe Club

**1. Committee of the Whole- ITEMS FOR APPROVAL**  
**Approval of Contracts and Grants, Gern**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other

Specify: Committee of the Whole (Items for Approval)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

**Sponsored Programs**

The following sponsored programs are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period April 2016, May 2016, and June 2016.

**April 2016**

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
American Society of Plant Taxonomists	5,600	Brown, Gregory		Botany	Operational Support
BASF Corporation	5,400	Sbatella, Gustavo Marcelo		Plant Sciences	BASF Herbicides for Weed Control in Dry Beans
Bayer Corporation	25,000	Stump, William		Plant Sciences	Field Tests of New Generation Pesticides for Disease Management
Bayer Inc.	5,000	Sbatella, Gustavo Marcelo		Plant Sciences	Bayer Products for Weed Control in Barley
Columbia University	5,068	John, Barbara		Geology/Geophysics	US Science Support Salary for IODP Expedition 357_John
Jet Propulsion Laboratory	97,500	Wang, Zhien	Deng, Min	Atmospheric Science	CloutSat Level 2 Standard Products and Lidar-Aux Product Improvement and Operational Support

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Maryland, University of	185,558	Mavriplis, Dimitri J	Sitaraman, Jayanarayanan	Mechanical Engineering	Vertical Lift Research Center of Excellence
Muley Fanatic Foundation	20,000	Kauffman, Matthew		Zoology/Physiology	Baggs Mule Deer Project
National 4-H Council	57,960	Despain, Johnathan Carvel	Russell, Justina ; Sanchez, Dawn	Cooperative Extension Service	Wyoming OJJDP National 4-H Youth Mentoring Program Year 6, 2015-2016
New Hampshire, University of	231,342	Tarwater, Corey		Zoology/Physiology	Seed Dispersal Networks and Novel Ecosystem Function in Hawaii
North Dakota Department of Human Services	1,914,727	Canen, Eric		Wyoming Survey & Analysis Center	Evaluation of the North Dakota Partnerships for Success Grant
Pollution Control Technologies	16,000	Corcoran, Robert		Chemistry	Organic Compounds for Reducing Mercury Emissions
Rocky Mountain Elk Foundation	11,929	Kauffman, Matthew		Zoology/Physiology	Elk Migrations of the Greater Yellowstone Ecosystem, Year 3



<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Rocky Mountain Elk Foundation	15,000	Kauffman, Matthew		Zoology/Physiology	Evaluating the Influence of Beetle Kill on Sierra Madre Elk Year 4
Rocky Mountain Elk Foundation	20,000	Kauffman, Matthew		Zoology/Physiology	Migration Assessment: Elk Herds of Northwest Wyoming
US Department of Agriculture Animal and Plant Health Inspection Service (USDA APHIS)	35,130	Schumaker, Brant		Veterinary Science	Brucellosis Diagnostic Testing 2016
US Department of Interior US Geological Survey (DOI-USGS)	3,360	Kerr, Greg		Office of Water Programs	State Water Resources Research Institute Program: Wyoming Water Research Program (Section 104B of the Water Resources Research Act of 1984 as amended)
US Department of Interior US Geological Survey (DOI-USGS)	22,289	Geerts, Bart		Atmospheric Science	2015WY88B - High-Resolution Modeling of Precipitation, Snowpack, and Streamflow in WY: Quantifying Water Supply Variations in Future Decades
US Department of Interior US Geological Survey (DOI-USGS)	19,998	Paige, Virginia		Ecosystem Science & Management	2015WY89B - Quantifying Return Flow in the Upper Wind River Basin

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Interior US Geological Survey (DOI-USGS)	9,800	Kerr, Greg		Office of Water Programs	2015WY90B - Wyoming Information Transfer
US Department of Interior US Geological Survey (DOI-USGS)	21,000	Zhang, Ye		Geology/Geophysics	2016WY91B - Groundwater Modeling of the Casper Aquifer, Belvoir Ranch, Cheyenne
US Department of Interior US Geological Survey (DOI-USGS)	5,500	Fan, Maohong		Chemical/Petroleum Engineering	2016WY92B - A New Multifunctional Sorbent for the Treatment of Coproduced Waters from the Energy Industry
US Department of Defense Air Force Reserve Officer's Training Corp (DOD AF ROTC)	45,986	Bobbitt, Kathleen		Student Financial Aid	Air Force ROTC 15-16

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Defense Army Reserve Officer's Training Corp (DOD Army ROTC)	333,094	Bobbitt, Kathleen		Student Financial Aid	ARMY ROTC 15-16
US Department of Education (D-ED)	50,234	Bobbitt, Kathleen		Student Financial Aid	Pell Grant 15-16
US Department of Education (D-ED)	472,432	Hesco, Paul		Student Educational Opportunity	Upward Bound 2016-2017 - Non-Exempt; and Exempt
US Department of Education (D-ED)	11,505	Bobbitt, Kathleen		Student Financial Aid	PELL Grant Administrative Allowance
US Department of Energy (DOE)	398,987	Parkinson, Bruce		Chemistry	Studies of Photo induced Electron Transfer from Dyes, Polymers and Quantum Confined Systems into Semiconducting Single Crystals
US Department of Health and Human Services Centers for Medicare and Medicaid Services (DHHS CMMS)	63,750	Steiner, Joseph		Health Science Dean	Meaningful Use Funds to Improve Patient Care (Financial Reward for Converting to Electronic Health Records)

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Health and Human Services National Institutes of Health (DHHS NIH)	26,629	Levy, Daniel	Gatlin, Jesse ; Oakey, John	Molecular Biology	Integration of Xenopus Extract and Microfluidics to Study Organelle Size Scaling - 2016-2017
US Department of Health and Human Services National Institutes of Health (DHHS NIH)	350,350	Nathanielsz, Peter		Animal Science	FY15-16 Developmental Programming by Mismatch of Pre- and Postnatal Nutrition
US Department of Health and Human Services National Institutes of Health (DHHS NIH)	359,807	Porter, Christine	Arthur, Melvin; Wechsler, Alyssa; Gilman-Kehrer, Esther; Naschold, Felix	Kinesiology and Health	Growing Resilience in Wind River Indian Reservation: an RCT on gardens for health - Year 2
US Department of Health and Human Services National Institutes of Health (DHHS NIH)	272,206	Porter, Christine	Arthur, Melvin; Wechsler, Alyssa; Gilman-Kehrer, Esther; Naschold, Felix	Kinesiology and Health	Growing Resilience - Subawards - Year 2
US Department of Health and Human Services National Institutes of Health (DHHS NIH)	30,000	Seville, Robert		School of Pharmacy	Wyoming IDeA Networks for Biomedical Research Excellence (INBRE 3)_Year 2 - Admin Core

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Health and Human Services National Institutes of Health (DHHS NIH)	415,224	Fay, David		Molecular Biology	Characterizing Novel Functions of Conserved NIMA Family Kinases
US Department of Interior National Park Service (NPS)	3,743	Keinath, Douglas		Wyoming Natural Diversity Database (WYNND)	Inventory and Monitoring of Porcupine on Devil's Tower National Monument (UWY-203)
US Department of Interior National Park Service (NPS)	11,838	Jones, George		Wyoming Natural Diversity Database (WYNND)	Devils Tower 2016 Plant Inventory and Vegetation Assessment
US National Aeronautics and Space Administration (NASA)	300,000	Johnson, Paul E		Physics/Astronomy	Wyoming NASA Space Grant Consortium 2015-2018
US National Science Foundation (NSF)	18,698	Kauffman, Matthew	Goheen, Jacob	Zoology/Physiology	Dissertation Research: The Role of the Gut Microbiome in Individual Specialization and Population-Level Niche Partitioning (Brett Jesmer)

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Utah, University of	93,600	Phillips, Lori		Library	National Network of Library of Medicine, Year 1
Various Sponsors	1,939	Kline, Jill		Wyoming Small Business Development Center	Program Income for FY16 SBDC SBA
Various Sponsors	1,528	Kline, Jill		Wyoming Small Business Development Center	Market Research Center Program Income
Various Sponsors	18,236	Stewart, Larry Ray		Manufacturing Works	Program Income - Wyoming Manufacturing Extension Partnership (FY16)
Various Sponsors	70	Burman, Mary		School of Nursing	Nursing Schools Program Development
Various Sponsors	351	Redder, Alan		Wyoming Natural Diversity Database (WYNND)	Database Management
Western Association of Fish and Wildlife Agencies	17,652	Beck, Jeffrey		Ecosystem Science & Management	Using Resistance and Resilience Concepts to Reduce Impacts to Sage-Grouse in their Eastern Range
Wyoming, State of (Treasurer)	166,687	Piri, Mohammad		School Energy Resources	State of WY Matching Funds - Experimental Investigation of Heavy Crude Oil Flow Regimes in Porous Media

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Wyoming Department of Environmental Quality	850,000	Blake, Laurence		Facilities Planning	Hi Bay Facility
Wyoming Department of Health	138,000	Krueger, Kem P		School of Pharmacy	Integrated Pharmacist Project
Wyoming Game and Fish Department	14,500	Harrington, Patrick		Housing	Soda Lake-Grey's River Elk Fence Tree Removal/Felling (Year 2)
Wyoming Governor's Office	265,902	Hodza, Paddington	Hamerlinck, Jeffrey	Wyoming Geographic Information Science Center (WYGISC)	Wyoming Geospatial Hub Stewardship
Wyoming Secretary of State	8,000	Anatchkova, Bistra	Harnisch, Brian	Wyoming Survey & Analysis Center (WYSAC)	Statewide Telephone Survey of Wyoming Young Adults' Propensity to Vote
Wyoming Water Development Commission	128,396	Hansen, Kristiana Marie	Miller, Scott ; Peck, Dannele	Ag Economics	Economic Assessment of Alternative Groundwater Management Strategies in Laramie County
Wyoming Water Development Commission	182,932	Li, Dongmei		Chemical/Petroleum Engineering	Produced Water Treatment with Smart Materials for Reuse in Energy Exploration

**Sponsored Programs**

**TOTAL 4/2016** \$7,785,438

**Total From 7/2015** \$6,517,455  
**Total From 8/2015** \$13,480,364  
**Total From 9/2015** \$10,068,812  
**Total From 10/2015** \$9,808,190  
**Total From 11/2015** \$1,645,269  
**Total From 12/2015** \$6,300,239  
**Total From 01/2016** \$9,938,252  
**Total From 02/2016** \$4,942,059  
**Total From 03/2016** \$4,467,281

**Total Year to Date** \$74,953,358

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Dept of Education (D-ED)	\$24,121,055	Bobbitt, Kathleen		Student Financial Aid	Direct Student Loans 2015-16
US Dept of Education (D-ED)	\$16,480,801	Bobbitt, Kathleen		Student Financial Aid	Direct Student Loans 2015-16

**Total Institutional Awards** \$40,601,856

**Grand Total** \$115,555,214



**May 2016**

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
American Society of Plant Taxonomists	3,100	Brown, Gregory		Botany	Operational Support
Arnoldware Applications LLC	25,115	Banic, Amy		Computer Science	Adapting Touchscreens, Specialized Accessory Devices, and Interaction for Motion-Disabled Users
Association of University Centers on Disabilities	8,000	Hardesty, Canyon	Lausch, Julia	Wyoming Institute for Disabilities (WIND)	Act Early Ambassador
Battelle Energy Alliance	49,998	Fertig, Ray		Mechanical Engineering	Micro-Scale Technique to Evaluate Grain Boundary Cohesion of Irradiated Alloys
Battelle Memorial Institute - Pacific Northwest Division	1,033	Hulley, Elliott		Chemistry	Synthesis of Starting Materials for Catalytic Studies - Indirect cost at 44%
Briess Malting and Ingredients	1,135	Eberle, Carrie		Plant Sciences	Briess Variety Trial/Fertilizer
California Polytechnic State University	10,338	Vaughan, Karen		Ecosystem Science & Management	Quantification of Outcomes Generated Using Mult-scale Geomorphic Classification Systems in Predictive and Update Modes of Digital Soil Mapping

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Delaware , University of	74,317	Hansen, Kristiana Marie	Jones Ritten, Chian ; Bastian, Chris ; Nagler, Amy	Ag Economics	USDA Center for Behavioral and Experimental Agri-Environmental Policy (C-BEAR): Investigating Potential Impacts of Non-attainment Risk Mitigation on Conservation Exchange Outcomes - IC of 44%; and Exempt
Evolving Earth Foundation	3,000	Currano, Ellen		Botany	Tee Early Eocene Huerfano Basin Flora: An Investigation into the Early Cenozoic History of the Mountain West
Jena University Hospital	147,188	Nathanielsz, Peter		Animal Science	Impact of Prenatal Stress on BRAIN AGEing
Lake Desmet Conservation District	11,500	Harrington, Patrick		Housing	Northern Johnson County Russian Olive Removal
Louisiana Public Health Institute	45,932	Anatchkova, Bistra	Harnisch, Brian J.	Wyoming Survey & Analysis Center (WYSAC)	Louisiana Adult Tobacco Survey
Monsanto Company	6,480	Sbatella, Gustavo		Plant Sciences	MSA Service Order 5: Improved Roundup Formulations

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Monsanto Company	6,480	Kniss, Andrew		Plant Sciences	MSA Service Order 6: Improved Roundup Formulations
Montana, State of	36,000	Anatchkova, Bistra	Harnisch, Brian J.	Wyoming Survey & Analysis Center (WYSAC)	2015 Montana Adult Tobacco Survey
National Security Agency	89,992	Bunning, Shawn	Raddaoui, Ali	International Programs	Wyoming High School STARTALK Arabic Institute-2016
National Security Agency	11,106	McAllister, Tyrrell Bard		Mathematics	2016 Rocky Mountain-Great Plains Graduate Research Workshop on Combinatorics
Nature LTD	27,000	Harrington, Patrick		Housing	Ponderosa Pine Planting at Camp Paradise
Pew Charitable Trusts	35,342	Kauffman, Matthew		Zoology/Physiology	Briefing Wyoming Stakeholders on the Red Desert to Hoback Deer Migration-Year 2
Texas at Austin, University of	30,008	McElroy, Brandon		Geology/Geophysics	RCN: Building a Sediment Experimentalist Network (SEN)

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
The Nature Conservancy	11,500	Harrington, Patrick		Housing	Grass Creek Stewardship Project
The Wildlife Society	8,189	Monteith, Kevin		Ruckelshaus Institute of Environment of Natural Resources (ENR)	Wildlife Society Fellowship Program 2016
US Department of Agriculture Animal and Plant Health Inspection Service (USDA APHIS)	15,788	Collier, Timothy		Ecosystem Science & Management	Biocontrol of Wyoming Weeds: Implementation and Monitoring
US Department of Agriculture Animal and Plant Health Inspection Service (USDA APHIS)	140,531	Schumaker, Brant		Veterinary Science	Brucellosis Diagnostic Testing 2016
US Department of Agriculture Forest Service (USDA FS)	16,000	Estes-Zumpf, Wendy ; Murphy, Melanie		Wyoming Natural Diversity Database (WYNND)	Comparing the utility of eDNA and visual encounter surveys for amphibian monitoring
US Department of Agriculture Forest Service (USDA FS)	31,500	Abernethy, Ian		Wyoming Natural Diversity Database (WYNND)	Monitoring of Songbirds on the Medicine Bow National Forest, Bighorn National Forest and Thunder Basin National Grassland

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Agriculture Forest Service (USDA FS)	25,000	Williams, David		Botany	Tracing Pollution Sources and Pollution Hotspots with Nitrogen Isotopes
US Department of Agriculture Forest Service (USDA FS)	30,000	Brown, Gregory	Nelson, Burrell	Botany	Broad Scale Floristic Inventory of the Clearwater Unit of the Nez Perce-Clearwater National Forest, Idaho
US Department of Agriculture/Agricultural Research Service (USDA-ARS)	450	Hess, Bret		Agricultural Experiment Station	Collaborative Long-Term Agro-ecosystem Research (LTAR) Efforts in the High Plains and Thunder Basin
US Department of Agriculture/Agricultural Research Service (USDA-ARS)	15,617	Scasta, John		Ecosystem Science & Management	Quantifying ecological dynamics and herbivore impacts in Thunder Basin
US Department of Interior US Fish and Wildlife Service (DOI-USFW)	47,170	Heidel, Bonnie		Wyoming Natural Diversity Database (WYNND)	FE Warren Air Force Base Threatened and Endangered Species
US Department of Interior US Fish and Wildlife Service (DOI-USFW)	39,999	Mealor, Brian		Plant Sciences	Evaluating Strategic Weed Management to Reduce Pesticide Use and Improve Effectiveness on F.E.Warren Air Force Base

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Interior US Geological Survey (DOI-USGS)	505	Kerr, Greg		Engineering Dean	FY2011 Annual Application under Section 104 B of the Water Resources Research Act of 1984, as amended, U.S. Geological Survey.
US Department of Interior US Geological Survey (DOI-USGS)	10,388	Kerr, Greg		Office of Water Programs	State Water Resources Research Institute Program: Wyoming Water Research Program (Section 104B of the Water Resources Research Act of 1984 as amended)
US Department of Interior/National Park Service (DOI-NPS)	16,200	Schmidt, Lawrence O	Hartman, Ronald L. ; Hutchens, Chad	Library	Digital Herbariums for Bighorn Canyon NRA, Fort Union Trading Post NHS, Knife River Indian Village NHS, and Theodore Roosevelt NP
US Department of Education (D-ED)	113,048	Bobbitt, Kathleen		Student Financial Aid	Pell Grant 15-16
US Department of Energy (DOE)	300,000	Fan, Maohong	Adidharma, Hertanto ; Radosz, Maciej	Chemical/Petroleum Engineering	A Pollution-Prevention and Economically Viable Technology for Separation of Rare Earth Elements from Powder River Basin Coal Ashes; and subcontracts
US Department of Health and Human Services Centers for Medicare and Medicaid Services (DHHS CMMS)	7,840	Steiner, Joseph		Health Science Dean	Meaningful Use Funds To Improve Patient Care (Financial Reward for Converting to Electronic Health Records)

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Dept of Health and Human Services Health Resources and Services Administration (DHHS HRSA)	94,800	Root-Elledge, Sandra		Wyoming Institute for Disabilities (WIND)	Wyoming Family to Family Health Information Center
US Department of Health and Human Services National Institutes of Health (DHHS NIH)	309,531	Jarvis, Donald		Molecular Biology	16-17 Elucidating the Cellular Mechanisms of Prion Propagation and Clearance for Devising New Targets for Intervention in Prion Disease
US Department of Health and Human Services National Institutes of Health (DHHS NIH)	296,703	Ford, Stephen		Animal Science	16-17 Cortisol Regulation of Perinatal Adipose Tissue and Sheep Neonatal Leptin Peak
US Department of Health and Human Services National Institutes of Health (DHHS NIH)	45,000	Seville, Robert		School of Pharmacy	Wyoming IDeA Networks for Biomedical Research Excellence (INBRE 3)_Year 2 - Admin Core
US National Aeronautics and Space Administration (NASA)	108,300	Liu, Xiaohong		Atmospheric Science	Developing and Evaluating an Advanced Aerosol Module in Geos-5 for Data Assimilation and Climate Studies
US National Science Foundation (NSF)	115,085	Zelikova, Tamara		Botany	Quantifying the Footprint of a Dominant Organism: Biogeochemical Impacts of Leaf Cutter Ants in a Lowland Tropical Forest Ecosystem

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US National Science Foundation (NSF)	153,568	Currano, Ellen		Botany	CAREER: Plants, Insects, and the Early Paleogene Hothouse: Using the Past to Assess the Future, While Challenging the Face of Science
US National Science Foundation (NSF)	164,851	Prather, Jonathan		Zoology/Physiology	CAREER: From Perception to Action: What Songbird Mate Choice Can Teach Us About Human Decision Making
US National Science Foundation (NSF)	29,810	Ginting, Victor E	Jafari, Farhad	Mathematics	RMMC Workshop on Functional Analytic Methods in Error Prediction with Applications
Utah, State of	15,000	Monteith, Kevin		Zoology/Physiology	Harvest Records: Implication for Understanding Factors Affecting Horn and Antler Sizes in Ungulates
Utah, University of	25,000	Deng, Min		Atmospheric Science	Observational and Modeling Studies of Cirrus and Boundary Layer Clouds Using A-Train Data
UT-Battelle LLC	35,000	Aidhy, Dilpuneet Singh		Mechanical Engineering	Understanding Alloy Chemistry in the Formation, Diffusion and Mitigation of Point Defects and Clusters, and Phase Stability in Irradiated Disordered Alloys - IC at 44%



<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Various Sponsors	9	Kline, Jill		Wyoming Small Business Development Center	Program Income for FY16 SBDC SBA
Various Sponsors	2,375	Kline, Jill	Jordan, Gregory A.	Wyoming Small Business Development Center	Market Research Center Program Income
Various Sponsors	14,390	Walrath, David		Manufacturing Works	Program Income - Wyoming Manufacturing Extension Partnership (FY16)
Various Sponsors	90	Burman, Mary		School of Nursing	Nursing Schools Program Development
Various Sponsors	1,500	Redder, Alan		Wyoming Natural Diversity Database (WYNND)	Database Management
Various Sponsors	500	Hamerlinck, Jeffrey		Wyoming Geographic Information Science Center (WYGISC)	Spatial Data and Visualization Center
Washington State University	174,813	Brown, Travis		School of Pharmacy	Perineuronal Nets and Cocaine-Associated Memories
West Virginia University	24,593	Barker, Michael Gary		Civil Engineering	Technical Program Management For the Short Span Steel Bridge Alliance and Development of the Bridge Technology Center at WVU

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
West Virginia University	365,687	Fan, Maohong		School Energy Resources	U.S. China Clean Energy Research Center Phase II, Advanced Coal Technology Consortium (CERC II): Joint Study to Develop a Commercial-scale Integrated CCUS Demonstration Project in the Ordos Basin, China
West Virginia University	34,228	Jiao, Zunsheng		School Energy Resources	U.S. China Clean Energy Research Center Phase II, Advanced Coal Technology Consortium (CERC II): Joint Study to Develop a Commercial-scale Integrated CCUS Demonstration Project in the Ordos Basin, China
Western Governors' Association	2,530	Smutko, Leonard		Ruckelshaus Institute of Environment of Natural Resources (ENR)	Facilitation of Western Governors' Species Conservation and ESA Initiative
Wyoming Department of Health	15,000	McKibbin, Christine	Carrico, Catherine	Wyoming Institute for Disabilities (WIND)	State Dementia Plan and Casper Caregiver Conference
Wyoming Department of Transportation	25,621	Ksaibati, Khaled		Civil Engineering	Assessing the Effectiveness of Wyoming's Congestion Mitigation/Air Quality (CMAQ) Unpaved Road Dust Suppression Program
Wyoming Department of Transportation	157,004	Ksaibati, Khaled		Civil Engineering	Grade Severity Rating System for Wyoming Mountain Passes - federal portion; and state portion

**Sponsored Programs**

**TOTAL 5/2016**            **\$3,701,077**

**Total From 7/2015**        **\$6,517,455**  
**Total From 8/2015**        **\$13,480,364**  
**Total From 9/2015**        **\$10,068,812**  
**Total From 10/2015**       **\$9,808,190**  
**Total From 11/2015**       **\$1,645,269**  
**Total From 12/2015**       **\$6,300,239**  
**Total From 01/2016**       **\$9,938,252**  
**Total From 02/2016**       **\$4,942,059**  
**Total From 03/2016**       **\$4,467,281**  
**Total Form 04/2016**       **\$7,785,438**  
**Total Year to Date**        **\$78,654,435**

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Dept of Education (D-ED)	\$24,121,055	Bobbitt, Kathleen		Student Financial Aid	Direct Student Loans 2015-16
US Dept of Education (D-ED)	\$16,480,801	Bobbitt, Kathleen		Student Financial Aid	Direct Student Loans 2015-16

**Total Institutional Awards**            **\$ 40,601,856**

**Grand Total**                    **\$119,256,291**

**June 2016**

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
3M Company (Canada)	95,000	Krueger, Kem		School of Pharmacy	Mucosal Models of Infection for Antisepsis
3M Company (Canada)	80,000	Krueger, Kem		School of Pharmacy	Mucosal Models for Skin and Wound Infections
3M Company (Canada)	400,000	Krueger, Kem		School of Pharmacy	Biofilm Prevention Initiatives
American Society of Plant Taxonomists	20,560	Brown, Gregory		Botany	Operational Support
Association of Universities for Research and Astronomy	500	Pierce, Michael J		Physics/Astronomy	Geographically Distributed Citizen Scientist Training for the 2017 Citizen CATE Experiment
Battelle Energy Alliance	50,000	Li, Dongmei		Chemical/Petroleum Engineering	Development of Molecular Separation Methods for Ionic Liquids Recycling from Carbon Feedstock/IL Mixtures
Battelle Energy Alliance	50,000	Fan, Maohong	Adidharma, Hertanto; Gasem, Khaled; Tan, Gang	Chemical/Petroleum Engineering	Development of Direct Carbon Fuel Cells

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Bowhunters of Wyoming	4,835	Monteith, Kevin		Zoology/Physiology	Deer-Elk Ecology Research Project
Bowhunters of Wyoming	4,835	Monteith, Kevin		Zoology/Physiology	Effects of Predation on Survival of Neonatal Mule Deer in the Wyoming Range
California Department of Fish and Wildlife	299,768	Monteith, Kevin		Zoology/Physiology	Potential Population Size of Sierra Nevada Bighorn Sheep
Centers for Medicare and Medicaid Services/Department of Health and Human Services	21,250	Steiner, Joseph		College of Health, Dean's Office	Meaningful Use Funds to Improve Patient Care (Financial Reward for Converting to Electronic Health Records)
Centers for Medicare and Medicaid Services/Department of Health and Human Services	16,169	Steiner, Joseph	Murray, Kevin	College of Health, Dean's Office	Medicare Cost Report Payments for the Casper Residency Programs to Encounter Rate of Services Provided on their Annual Clinic Costs Reports
Laramie County Community College	12,500	Kunkel, Paul		TransPark	LCCC Support of Operations/Capital Purchases of UW Transit Services for FY16
Lawrence Berkeley National Laboratory	42,366	Myers, Adam D		Physics/Astronomy	Quality Assurance and Data Reduction for the Beijing-Arizona Sky Survey (BASS)

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Muley Fanatic Foundation	100,000	Monteith, Kevin		Zoology/Physiology	Deer-Elk Ecology Research (DEER) Project
Musser (Laura Jane) Fund	5,000	Denzer, Anthony	Wang, Liping	Civil Engineering	Greenhouse Design for Lovell, Wyoming Utilizing Waste Heat from Western Sugar Plant
National Science Foundation	\$86,727	Weinig, Cynthia		Botany	Collaborative Research: Ligule development in the proximal-distal axis of the Maize lead
National Science Foundation	\$674,403	Weinig, Cynthia		Botany	A Systems Analysis of Plant Growth Promotion by the Rhizosphere Microbiome
National Institute of Standards and Technology (NIST)	398,513	Walrath, David		Manufacturing Works	Manufacturing Works (The Wyoming Manufacturing Extension Partnership)
Planetary Science Institute	20,076	Howell, Robert R		Geology/Geophysics	Active Volcanoes on Io from Ground-Based Observations of Jupiter and Mutual Satellite Occultations
Serve WY	204	Harrington, Patrick		Housing	Wyoming Conservation Corps Americorps Program

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
State of Oregon	349,000.00	Wambeam, Rodney		WYSAC	Oregon SPF-SIG Evaluation
Syngenta Crop Protection, LLC	5,000	Sbatella, Gustavo		Plant Sciences	Weed Control in Small Grains
Teton County	2,828	Smutko, Leonard		Institute for Environmental and Natural Resources (IENR)	Conduct a Situation Assessment for Convening a Wyoming Public Lands Initiative Advisory Committee in Teton County
The Wilderness Society	25,000	Smutko, Leonard	Clement, Jessica	Institute for Environmental and Natural Resources (IENR)	Facilitation of Wyoming Public Lands Initiative County Advisory Committees
Tronox Alkali Corporation	100,000	Fan, Maohong		Chemical/Petroleum Engineering	Thermodynamics and Kinetics of Bicarbonate Decomposition or CO <sub>2</sub> Desorption
U.S. Department of Agriculture/Natural Resources Conservation Services	490,600.00	Maczko, Krisite		Ecosystem and Science Management	Evaluating economic impacts of conservation practices for Greater sage-grouse on ranching operations in the context of rangeland sustainability

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Interior US Geological Survey (DOI-USGS)	70,000	Walters, Annika		Zoology/Physiology	Effects of Wyoming Range Energy Development for Native Fish Communities
US Department of Interior US Geological Survey (DOI-USGS)	19,922	McElroy, Brandon		Geology/Geophysics	Preliminary Assessment of Bedload Transport in Grand Canyon of the Colorado River
US Department of Interior/Bureau of Reclamation (DOI-BOR)	10,895	Clauter, Jody	Ahern, James C.	Anthropology	Summer 2016 Internship: Inventory and Re-house Wyoming Area Office Historic Collections
US Department of Interior/National Park Service (DOI-NPS)	5,000	Bergman, Harold		National Park Service	UW NPS Small Grants Program: Muhlenberg College: Have shifts in flowering phenology left bumblebee pollinators with inadequate forage?
US Department of Interior/National Park Service (DOI-NPS)	5,000	Bergman, Harold		National Park Service	UW NPS Small Grants Program: Idaho State University: Paleoseismic study of the central Teton fault, Wyoming
US Department of Interior/National Park Service (DOI-NPS)	5,000	Bergman, Harold		National Park Service	UW NPS Small Grants Program: University of New Hampshire: Determination of Teton Fault slip rates using surface exposure dating of fault-offset glacial landforms in Grand Teton National Park



<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Interior/National Park Service (DOI-NPS)	5,000	Bergman, Harold		National Park Service	UW NPS Small Grants Program: Boise State University: Soundscapes as systems of biodiversity and human experiences
US Department of Interior/National Park Service (DOI-NPS)	5,000	Bergman, Harold		National Park Service	UW NPS Small Grants Program: Clemson University: The persistence of American Pika (Ochotona Princeps) in the Greater Yellowstone Ecosystem in a future, warmer world
US Department of Interior/National Park Service (DOI-NPS)	5,000	Bergman, Harold		National Park Service	UW NPS Small Grants Program: Idaho State University: Reconstructing the cultural history of Upper Snake River use and recreation management in GTNP
US Department of Interior/National Park Service (DOI-NPS)	18,730	Abernethy, Ian		Wyoming Natural Diversity Database (WYNND)	Devils Tower Bat Roost and Habitat Assessment (UWY-217)
US Department of Interior/National Park Service (DOI-NPS)	23,000	Harrington, Patrick		Housing	Lockhart Ranch Fence Removal and Construction Project (UWY-218)
US Department of Education (D-ED)	4,595	Bobbitt, Kathleen		Student Financial Aid	Pell Grant 15-16

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Education (D-ED)	34,708	Bobbitt, Kathleen		Student Financial Aid	D-ED SEOG Grant 15-16
US Department of Education (D-ED)	14,173	Hesco, Paul		Student Educational Opportunity	Upward Bound 2016-2017 - Non-Exempt; and Year 2016 - Exempt
US Department of Energy (DOE)	195,466	Liu, Xiaohong	Wang, Zhien	Atmospheric Science	Improving Predictability of Mixed-Phase Clouds and Aerosol Interactions in the Community Earth System Model (CESM) with ARM Measurements
US Department of Health and Human Services/Administration for Children and Families (DHHS ACF)	547,000	Root-Elledge, Sandra		Wyoming Institute for Disabilities (WIND)	University Center for Excellence in Developmental Disabilities Core Grant - YR 5
US Department of Health and Human Services/Centers for Disease Control and Prevention (DHHS CDCP)	412,546	Steiner, Joseph	Murray, Kevin	Health Science Dean	Medicare Cost Report Payments for the Casper Residency Programs to Encounter Rate of Services Provided on their Annual Clinic Costs Reports
US Department of Health and Human Services/Health Resources and Services Administration (DHHS HRSA)	842,821	McKibbin, Christine	Carrico, Catherine	Wyoming Institute for Disabilities (WIND)	Supplement 2 - Geriatrics Workforce Enhancement Program

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Health and Human Services/National Institutes of Health (DHHS NIH)	52,890	Wall, Daniel		Molecular Biology	Yr 5 Protein Exchange and Self Recognition in Myxobacteria Biofilms
US Department of Health and Human Services/National Institutes of Health (DHHS NIH)	3,345,261	Seville, Robert		School of Pharmacy	Wyoming IDeA Networks for Biomedical Research Excellence (INBRE 3)_Year 2 - Admin Core
US Department of Health and Human Services/National Institutes of Health (DHHS NIH)	28,800	Carling, Matthew	Seville, Robert	Zoology/Physiology	DRRP Subaward - Which factors influence the distribution and impacts of diseases in wild birds?
US Department of Health and Human Services/National Institutes of Health (DHHS NIH)	24,120	Thyagarajan, Baskaran	Seville, Robert	School of Pharmacy	DRRP Subaward - Analyses of mechanisms by which TRP protein activation protects from vascular dysfunctions in metabolic syndrome
US Department of Health and Human Services/National Institutes of Health (DHHS NIH)	72,000	Zajacova, Anna		Sociology	Anomaly in the Gradient: Health of U.S. Adults with Sub-baccalaureate Education

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Department of Health and Human Services/National Institutes of Health/National Institute of General Medical Sciences (DHHS NIH NIGMS)	264,294	Gatlin, Jesse		Molecular Biology	Mechanics of Cipolar Mitotic Spindle Assembly Year 5
US Department of Health and Human Services/National Institutes of Health/National Institute of Neurological Disorders and Stroke (DHHS NIH NINDS)	312,305	Sun, Qian-Quan		Zoology/Physiology	Mechanisms underlying continuous spike-waves during slow-wave sleep in mouse model of focal cortical dysplasia Year 2

**Sponsored  
 Programs**

**TOTAL 6/2016            \$17,184,583**

**Total From 7/2015        \$6,517,455**  
**Total From 8/2015        \$13,480,364**  
**Total From 9/2015        \$10,068,812**  
**Total From 10/2015       \$9,808,190**  
**Total From 11/2015       \$1,645,269**  
**Total From 12/2015       \$6,300,239**  
**Total From 1/2016        \$9,938,252**  
**Total From 2/2016        \$4,942,059**  
**Total From 3/2016        \$4,467,281**  
**Total From 4/2016        \$7,785,438**  
**Total From 5/2016        \$3,701,077**

**Total Year to Date        \$95,839,018**

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
US Dept of Education (D-ED)	\$24,121,055	Bobbitt, Kathleen		Student Financial Aid	Direct Student Loans 2015-16
US Dept of Education (D-ED)	\$16,480,801	Bobbitt, Kathleen		Student Financial Aid	Direct Student Loans 2015-16

**Total Institutional Awards            \$ 40,601,856**

**Grand Total                \$136,440,874**

**2. Committee of the Whole- ITEMS FOR APPROVAL**

**Approval of Personnel, Provost Miller**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other

Specify: Committee of the Whole (Items for Approval)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

All documents for Approval of Personnel have been distributed to the Board members prior to the meeting.

### 3. Committee of the Whole- ITEMS FOR APPROVAL

#### Approval of Revisions to UW Regulations – Haub School of Environment and Natural Resources

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other

Specify: Committee of the Whole (Items for Approval)

#### BACKGROUND AND POLICY CONTEXT OF ISSUE:

Each College has its own University regulation. President Nichols has recommended that the Haub School of Environment and Natural Resources be headed by a Dean and grant degrees as the 7 colleges do.

Attached is a draft regulation for the School – UW Regulation 7-580. It is based on the content of the UW Regulation 7-540, the regulation for the College of Education. It will provide a preliminary structure for the School as envisioned by President Nichols until the Dean and the faculty of the School can meet and propose amendments to this regulation.

Also attached are conforming amendments to 4 other UW Regulations. There may need to be some additional modifications to regulations with regard to Reappointment, Tenure and Promotion of faculty within the School. But any such amendments can be developed as the Dean and School faculty determine.

UW Regulations 6-701 and 6-702 contain provisions regarding the composition of committees of Faculty Senate. The membership of those committees is typically based in part on representation from individual colleges. Presumably, the faculty of the Haub School will engage in discussions with Faculty Senate as regards to representation on such committees. Accordingly, no recommendation for amendments to these regulations is submitted.

Similarly, the Dean and faculty of the School will discuss with the Vice President for Research and Economic Development appropriate membership on the committee specified in UW Regulation 6-703.

#### RRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

At the July 13, 2016, meeting, the Board approved designating the director of the Haub School as a Dean.

#### 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 7-580**  
**Regulations of the Haub School of Environment and Natural Resources**

**I. PURPOSE.**

To establish the regulations of the Haub School of Environment and Natural Resources.

**II. ADMINISTRATIVE ORGANIZATION OF THE SCHOOL.**

**a. Dean**

The chief administrative officer of the School shall be a Dean appointed in accordance with UW Regulations. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the School.

**b. Associate Deans**

There may be one or more Associate Deans appointed by the Dean in consultation with the School faculty and shall assist the Dean in all matters relating to the educational and administrative affairs of the college.

**c. Evaluation**

The Dean shall be responsible for providing a system to annually evaluate the performance of each administrative officer of the School. This evaluation shall be conducted in accordance with established job descriptions and shall include written input from the faculty for which the administrator has responsibility. These evaluations shall be considered in any reappointment procedures.

**III. COMMITTEES.**

**a. Standing Committees**

The School may establish standing committees. The membership, duties, and governing procedures for committees shall be defined in the School By-laws in accordance with any relevant UW Regulations.

**b. Other Committees**

Ad hoc committees may be established by the Dean following consultation with the faculty. The Dean shall have the responsibility of

appointing other committees as the Dean deems necessary to assist the Dean in performing the administrative functions of the School.

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

##### **a. Membership**

The voting membership of the School shall include the Dean and all members of the School faculty, whether full-time or sharing an appointment in another college. The School faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor, lecturer, or instructor. All individuals holding full-time temporary or lecturer positions become voting members of the faculty after employment for two consecutive academic years or longer.

The ex officio membership of the School shall have no voting privileges and shall include the (1) the President of the University and the Vice President for Academic Affairs, (2) Faculty Emeriti, (3) visiting and adjunct professors; and (4) all individuals holding temporary or part-time faculty appointments of less than two consecutive academic years.

##### **b. Powers and Duties**

The faculty of the School shall have the powers and duties set forth in the UW Regulations.

##### **c. Office Hours**

Faculty are expected to be available to students outside of class, both by appointment and during regularly scheduled office hours. Before each semester, unit heads will ask each faculty member to post on his/her office door and/or in online courses, as well as include on syllabi, a minimum of three specified hours each week, not all on the same day, that the faculty member will be available for the purpose of meeting with students. In addition, the faculty member will be available to meet with students by appointment. Students should be informed of any necessary deviations from posted office hours.

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

The criteria and procedure for appointment, reappointment, tenure, and promotion within the School shall conform to those defined in the UW Regulations. All School faculty members are subject to the employment provisions provided in UW Regulations.

**e. Meetings**

The faculty of the School shall meet at the request of the Dean who shall preside, or on request of at least ten percent of voting members of the faculty. These meetings shall be conducted using Robert's Rules of Order. A quorum is achieved when 50 percent of the voting members of the faculty are present. Proxy votes shall be accepted from voting members of the faculty who are unable to attend meetings due to professional obligations; attending faculty members may carry no more than one proxy each. All faculty voting by proxy shall be used to reduce the quorum count.

**V. DEGREES AND PROGRAMS.**

**a. Degrees**

The degrees offered by the School shall be those specified in the UW Regulations.

**b. Programs**

The academic programs offered by the School and the requirements thereof are approved by the appropriate standing committees, and the University Course and Curriculum Committee, and are printed in the University Catalog.

**c. Applicability of University policy regulations**

For the purpose of interpreting academic policy in University Regulations 6-400, 6-404, 6-711, 6-720, 6-802, 6-805, 6-806 and 8-254, the term "college" shall include the School.

**VI. ADMINISTRATION OF THE REGULATION.**

This regulation may be changed at any official meeting of the faculty of the School by an affirmative vote of two-thirds of members present (with a quorum), provided that the members shall have been given written notice of the meeting at least seven days prior to the date of the meeting. A paper or electronic ballot to change this regulation requires an affirmative vote of two-thirds of the ballots returned, provided that ten working days have been afforded for ballots to be submitted.

## **UW REGULATION 1-1 Organization of the University**

### **I. OFFICERS OF THE UNIVERSITY**

#### **A. Designation**

Officers of the University are: The President; Administrative Officers, to include the principal administrative officers of the University and the heads of their administrative subunits as set forth in section ~~BII~~ of this regulation; and Academic Officers, to include Deans, Directors, Associate and Assistant Deans and Department and Division Heads, of the organized education units specified in section ~~CI~~ of this regulation. Athletic coaches shall not be considered officers of the University but shall be contractual employees.

#### **B. Appointment**

The President of the University shall be appointed by the Trustees as provided in the Bylaws of the Trustees of the University of Wyoming. Nine affirmative votes of the Trustees shall be required for appointment. All other officers shall be appointed by the Trustees upon the recommendation of the President following consultation with the appropriate University officers and faculty. All appointments under this paragraph shall be on such terms with respect to salary, terms of employment and like matters as the Trustees may determine.

#### **C. Removal**

Any person appointed to an office or position pursuant to this section may be removed by the Trustees whenever in their judgment the best interests of the University will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Likewise such removal shall be without prejudice to the rights, if any, of such person as a tenured member of the faculty.

### **II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY**

#### **A. President of the University**

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided by laws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce UW Regulations as adopted hereof, and the President is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any

other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting President has been appointed by the Trustees, the duties of the President shall be performed by the Vice President for Academic Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Vice President for Academic Affairs, a Vice President for Student Affairs, a Vice President for Administration, a Vice President for Research and Economic Development, a Vice President for Institutional Advancement, a Vice President for Information Technology, a Vice President and General Counsel, a Vice President for Governmental and Community Affairs, a Director of Governmental Relations and a Special Assistant to the President for Diversity. The Special Assistant to the President for Diversity shall, at the direction of the President and in collaboration with the other principal administrative officers of the University, lead the development and implementation of the University diversity plan. He also may have other assistants as are authorized from time to time and may also authorize the appointment of Associate Vice Presidents for each of the principal administrative officers, who shall perform such duties as specified.

**B. Vice President for Academic Affairs**

The Vice President for Academic Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs, the Vice President shall maintain administrative supervision of the academic colleges, the University Studies Program, Graduate School, the Outreach School, including the University of Wyoming at Casper and the Office of International Programs, the Divisions of Military Science (Army ROTC) and Aerospace Studies (Air Force ROTC), University Libraries, Honors Program/Summer High School Institute, Wyoming Geographic Information Science Center (WyGIS), the Ellbogen Center for Teaching and Learning, the Haub School of Environment and Natural Resources, the American Heritage Center, and the Art Museum.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. The Vice President shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, academic personnel appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, academic personnel and other matters as may be determined by the President.

Additional administrative units may be assigned to the Vice President by the President and the Vice President may be assisted by one or more Associate Vice Presidents and such other assistants as are authorized from time to time.

**C. Vice President for Administration**

The Vice President for Administration is the principal financial officer of the University and shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University, including institutional planning, preparation and administration of the University budget and development of long-term financing strategies to support implementation of the Capital Facilities Plan. The Vice President serves as the principal advisor to the President on the status of the University budget, and shall perform such duties as are required by statute or by UW Regulations.

The Vice President for Administration shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University in accordance with UW Regulations or other directions of the Trustees. The Vice President for Administration shall have administrative supervision over the following units: Fiscal Administration, which includes Financial Services, Accounting, Procurement Services, and Budget and Institutional Analysis; Administrative Operations, which includes Auxiliary Services, Campus Police, Physical Plant, Central Scheduling, and Real Estate Operations; Human Resources; Facilities Planning; and such other units and personnel as may be designated by the President.

In accordance with the Bylaws, the Vice President for Administration shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, including the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments and the disbursement or investment of such funds and monies as authorized by the Trustees. Such disbursements shall be on vouchers authorized and approved by the Vice President for Administration or designee.

**D. Vice President and General Counsel**

The Vice President and General Counsel provides legal advice to the University, supervises the General Counsel's Office, and coordinates communications with the state's Attorney General. The Vice President and General Counsel is responsible for administration of UW Regulations and procedures related to risk management, environmental health and safety, and discrimination and employment practices and has administrative responsibility for the Diversity and Employment Practices Office and the Risk Management and Safety Office.

**E. Vice President for Information Technology**

The Vice President for Information Technology shall be responsible to the President for the general information technology functions of the University. As the chief information officer of the University, the Vice President shall oversee and manage the elements of Information Technology, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

The Vice President shall advise the President and the University community on issues involving Information Technology and data privacy; develop and manage computing standards, network architecture and security; determine information integration methodologies; and work with internal and external constituents to support diverse technology needs and build consensus on information technology issues. The Vice President shall be an advocate for the development and use of technology in instruction, academic support, research, social media, and institutional support.

The Vice President shall evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

**F. Vice President for Institutional Advancement**

The Vice President for Institutional Advancement shall be responsible to the President for private fundraising and University relations with alumni and friends, and shall maintain administrative supervision of the Office of Institutional Advancement. The Vice President's primary functions shall include seeking private financial support for the University, coordinating private development and fundraising activities, and communicating with the University of Wyoming Foundation.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to ensure that development and alumni/friends relations are

properly implemented and coordinated, and shall consult with and advise the President on all development and alumni/friends relations.

**G. Vice President for Research and Economic Development**

The Vice President for Research and Economic Development shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University. The Vice President shall be responsible for reviewing and evaluating proposed research and economic development programs; continuing review of existing contracts and grants; and maintaining research compliance, including oversight of the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), conflict of interest in research, and export control. The Vice President shall also be responsible for responding to allegations of research misconduct and shall serve as the Research Integrity Officer for the University.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall have administrative supervision over the following research units: Research Services, Sponsored Programs, the Advanced Research Computing Center (ARCC), the Wyoming IDeA Networks for Biomedical Excellence (INBRE) Program, the University of Wyoming-National Park Service Research Center, the Neuroscience Center, the Water Research Program/Office of Water Programs, Wyoming EPSCoR/IDeA, the Wyoming Natural Diversity Database (WYNDD), the Wyoming Research Products Center, the Humanities Institute, and any such other units as may be designated by the President.

The Vice President shall have administrative supervision over the following economic development units: the Wyoming Procurement Technical Assistance Center (PTAC), Manufacturing Works, the Market Research center, the Wyoming SBIR/STTR Initiative (WSSI), the Wyoming Small Business Development Center (SBDC), the Wyoming Technology Business Center (WTBC), and any such other units as may be designated by the President.

**H. Vice President for Student Affairs**

The Vice President for Student Affairs shall be responsible to the President for the general administrative leadership and coordination of programs and services designed to support the learning and development of UW students.

In partnership with UW faculty, staff and students, the Vice President for Student Affairs shall orchestrate the enrollment management programs of the University to recruit and retain a student body of the size and diversity appropriate to the



needs of the state, the demands of the workforce, and the resources of the institution. The Vice President shall develop and deliver services, programs and facilities that promote the intellectual, personal, cultural and civic development of students; coordinate efforts to create a caring community in which individuals are respected, encouraged to pursue excellence, and assisted in achieving their potential; and foster the celebration of diversity of individuals and cultures.

The Vice President for Student Affairs shall have administrative supervision over the following units: Admissions Office, including International Students and Scholars; Alumni Relations; the Associated Students of the University of Wyoming (ASUW); Cowboy Parents; the Center for Advising and Career Services; Campus Recreation; Dean of Students, which includes Multicultural Affairs; Office of the Registrar; Residence Life and Dining Services; Student Educational Opportunity, which includes the University Disability Support Services; Student Financial Aid; Student Health Service; University Counseling Center, which includes the AWARE program; Wyoming Union; and any other such units or responsibilities as may be designated by the President. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

**I. Director of Intercollegiate Athletics**

The Director of Intercollegiate Athletics shall be responsible to the President for the planning, direction and management of the Athletics Division.

Athletic coaches shall not be considered officers of the University but shall be contractual employees. The President shall have the authority to appoint any athletic coach with a one-year contract and shall consult with the Executive Committee of the Trustees prior to appointing any coach with a multi-year contract.

**J. Vice President for Governmental and Community Affairs**

The Vice President for Governmental and Community Affairs is responsible to the President for establishing and implementing the University's plans for relations with federal, state, and local government officials. The Vice President represents the University in its communications with elected officials at all levels, including all federal and state legislation. The Vice President provides advice, assistance, and information to the Trustees, the President, and other University units with respect to government relations.

The Vice President has administrative responsibility for the Institutional Communication and Institutional Marketing Departments.

### III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

#### A. Academic Personnel

The faculty consists of (a) all persons having professional ranks (professor, associate professor, assistant professor, or instructor), (b) librarians of all ranks, and (c) archivists of all ranks. Persons having professorial ranks are either non-tenure track or tenure track. Non-tenure track faculty include clinical, visiting, and adjunct professors of all ranks. Tenure-track faculty include probationary and tenured faculty members. Persons having librarian or archivist ranks are either non-extended-term track (previously referred to as "temporary") or extended-term track. Extended-term track librarians and archivists include individuals holding probationary or extended-term appointments.

Academic professionals include (a) lecturers of all ranks, except as noted below; (b) research scientists of all ranks; (c) extension educators of all ranks; and (d) postdoctoral associates. All postdoctoral associates are non-extended-term track employees. Academic professionals in the other categories may be non-extended-term track or extended-term track. The latter category includes academic professionals holding probationary or extended-term appointments.

Non-tenure track, visiting, and adjunct faculty members and non-extended-term track academic professionals are non-voting academic personnel. Specific University regulations govern the voting rights of other academic personnel in such matters as reappointment, tenure, promotion, extended terms, representation in the Faculty Senate and its standing committees, and college- and university-level committees. Emeritus status reflects the Trustees' recognition for long and distinguished service by a retired faculty member or academic professional and carries no voting rights.

Current employees who have held the rank of lecturer since before the implementation of the academic professional category and who have not elected to convert to the academic professional category retain the title lecturer, along with the status formerly associated with that title. In particular, they retain faculty status, appointments subject to annual renewal, and any voting rights associated with the lecturer title before 1992.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance with UW Regulation 1-101.

**B. Colleges**

The University shall have the following colleges: Agriculture and Natural Resources, Arts and Sciences, Business, Education, Engineering and Applied Science, Health Sciences, and Law.

Each college [and the Haub School of Environment and Natural Resources](#) shall be headed by a dean who shall be responsible for all matters relating to the educational and administrative affairs of the college [or school](#) and who shall report to the Vice President for Academic Affairs. The dean shall preside at meetings of the college [or school](#) faculty, recommend the college [or school](#) budget in consultation with the heads of subunits within the college [or school](#), transmit and recommend appointments and promotions with respect to academic personnel and staff of the college [or school](#) and exercise general administrative supervision over the educational programs and operations of the college [or school](#).

The faculty of the college [or school](#) shall consist of the President of the University and the Vice President for Academic Affairs (serving as ex officio without vote), the dean, and all members of the University faculty serving in the college [or school](#).

The college [or school](#) faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college [or school](#), including the determination of curricula, the standards for admission to, continuation in, and graduation from the college [school](#), except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction between a college [or school](#) faculty and the University faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees.

The college faculty, through the dean of the college [or school](#), shall recommend candidates for diplomas and degrees in course to the President and the Trustees. Subject to the approval of the Trustees, each college [or school](#) may be organized into schools, departments, divisions or faculties under the general directions of an academic officer.

**C. Graduate Education**

Graduate education at the University shall be the primary responsibility of the faculty, department head/chair and Deans of the academic colleges [or the Haub School of Environment and Natural Resources](#) -and interdisciplinary programs under the oversight of the Vice President for Academic Affairs or designee. Policies pertaining to individual degrees and majors, graduate program admission and degree completion processes are outlined in the University Catalog. The Graduate Council, a standing committee of the Faculty Senate, shall be

responsible for reviewing proposals for new academic programs and making recommendations to the Vice President for Academic Affairs, reviewing policies for graduate education, and providing an appellate body to review appeals of graduate students. The membership and charge of the Graduate Council is outlined in UW Regulation 6-702. The faculty shall recommend candidates for advanced degrees and diplomas to the President and the Trustees through the college or school dean or interdisciplinary program director.

**D. The Outreach School**

The Outreach School shall be headed by a Dean who shall report to the Vice President for Academic Affairs and shall be responsible for the recommendation of the Outreach School budget and for the administration of the programs and functions of the School.

**E. University Libraries**

University Libraries shall be headed by a Dean who shall be responsible for the provision of library services, and for the recommendation of the Library budget. The Dean shall report to the Vice President for Academic Affairs. Librarians at the University shall be appointed by the Trustees. Recommendations for such appointment shall be initiated by the Dean, and shall be forwarded to the Vice President for Academic Affairs who shall add his/her recommendations to the President for recommendation to the Trustees. The designation "Librarian" shall be an academic title, signifying faculty status, and shall apply only to those qualified to provide professional library services in support of the University's instructional, research and public service functions, including the following:

1. Selection and development of library collections and other informational resources;
2. Bibliographical control of collections and their organization for use;
3. Reference, bibliographic instruction and advisory services;
4. Development and application of specialized information systems;
5. Library administration and management; and
6. Research where necessary or desirable in relation to the foregoing.

The Librarians shall be subject to a peer review, ranking, promotion and extended-term appointment system more specifically set forth in UW Regulations. Recruiting, appointments and salaries will be administered by the Dean, through

the Vice President for Academic Affairs. The principles of academic freedom as defined in these Regulations shall apply to Librarians.

**F. Divisions of Military Science and Aerospace Studies**

The Divisions of Military Science and Aerospace Studies shall offer such programs in the Reserve Officer Training Corps as may be authorized by the Congress of the United States and the Department of Defense through the Secretaries of the Army and Air Force, respectively, and as approved by the Trustees. The Divisions shall be headed by a Professor of Military Science and a Professor of Aerospace Studies, respectively, who shall report to the Vice President for Academic Affairs. The professors shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.

**IV. HONORARY DEGREES**

Nominees for honorary degrees may be submitted by members or former members of the Trustees, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University by a designated date each year. The President shall refer all nominations to a joint committee consisting of not more than four members of the Trustees appointed annually by the President of the Trustees, three members of the appropriate faculty committee chosen annually by that committee, and the President of the University who shall preside as chairperson without vote.

**Source:**

Trustee Regulations I, II, III, and IX.B; adopted 1/22/2010 Board of Trustees minutes  
Revisions adopted 11/18/2010 Board of Trustees meeting  
Revisions adopted 3/23/2012 Board of Trustees meeting  
Revisions adopted 1/17/2014 Board of Trustees meeting  
Revisions adopted 6/16/2014 Board of Trustees meeting

Revisions adopted 7/17/2014 Board of Trustees meeting  
Revisions adopted 7/17/2014 Board of Trustees meeting  
Revisions adopted 1/20/2016 Board of Trustees meeting

## **UW REGULATION 5-1 Academic Personnel**

### **A. ACADEMIC FREEDOM**

Education flourishes only when academic personnel have both freedom and responsibilities in the conduct of their official duties. These duties include: teaching activities, including extension and outreach; research and other scholarly work; service; and shared governance. Adopting a system of freedoms and responsibilities helps ensure that the university can serve as a forum in which ideas may be examined openly and rigorously, without implying institutional endorsement. Although many of these freedoms are protected by the First Amendment of the Constitution, they also exist as a fundamental requirement of the mission of the university.

The university adheres to the principles of the 1940 "Statement of Principles on Academic Freedom and Tenure," by the American Association of University Professors. The following expresses the meaning of that statement, updated for current values.

Academic freedom in teaching protects the rights of teachers to teach according to their expertise. Teachers are entitled to freedom in discussing their subject. Teachers have a responsibility to ensure that their teaching is effective and consistent with the standards of the discipline, understanding that disciplines may have diverse points of view on any given subject. Teaching may involve controversial material; however, with academic freedom in the classroom, teachers also have the responsibility to respect others' freedom to express disagreement and alternate opinions.

Academic freedom in research is fundamental to the advancement of truth. Academic personnel are entitled to full freedom in research, publication of the results, and other scholarly activities that are part of their employment. Academic personnel have the responsibility to pursue research and scholarship with integrity and fidelity to their profession and the institution.

Academic freedom does not negate the rights of students and the public to disagree with academic personnel's work, although students are expected to learn material with which they may disagree. Nor does academic freedom shield academic personnel's work from the consequences of expert review by colleagues in their field of study, which is essential to the rigorous evaluation of teaching, research, and creative activity.

Freedom in university governance entails the rights of academic personnel to express their judgments about administrative matters that bear on the university's mission. It includes the right to express agreement or disagreement with institutional policies and the positions of others, including university officials. Academic personnel have the responsibility to participate in university governance and service for the maintenance, health and improvement of the institution.



Freedoms of academic personnel also include the ability to invite guest speakers and artists, who are afforded the same academic freedoms and responsibilities of resident academic personnel. Invitation of guest speakers and artists does not imply university approval or endorsement of the expressed views.

When academic personnel speak or write as citizens, they should be free from institutional censorship or discipline. They should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, exercise appropriate restraint, show respect for others' right to disagree, and make it clear that they are not speaking for the institution.

## **B. FACULTY**

### **1. DESIGNATION**

Faculty status shall be granted at the appropriate professorial rank to those individuals engaged in teaching or research in the colleges of the University, [the Haub School of Environment and Natural Resources](#), and to such other groups or individuals as the Trustees may designate. The general qualifications for the various faculty ranks shall be as follows:

- a. Instructors normally shall have a master's degree and preferably at least one year of additional study or professional experience in the field in which the instructorship is granted.
- b. Assistant professors shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), and shall have demonstrated ability, through appropriate experience, to perform the functions of the position they are to hold.
- c. Associate professors shall normally hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.), shall have established a reputation in scholarship, teaching, artistic creation, or other productive activity in the field in which they are to serve.
- d. Professors, in addition to having the qualifications of associate professors, have demonstrated superior performance overall, being highly successful in the following areas where appropriate:
  - 1.) direction of graduate and undergraduate work and research,
  - 2.) scholarship or other creative work,
  - 3.) teaching,
  - 4.) extension,
  - 5.) service to the university as well as other communities and professional organizations, which may include administrative leadership.



- e. Research professor shall be the title granted to persons who have demonstrated superior capacity for research contributions and are employed fully on external research funding; in addition, these individuals must hold the terminal qualification in their discipline (e.g., Ph.D., Ed.D., MFA, etc.). Such appointments shall be only at the professorial rank and for not more than one year in duration; however, one may be reappointed annually by the Trustees subject to a satisfactory annual performance evaluation and the availability of external funding from contracts and grants. Service as a research professor does not entitle one to tenure and its privileges.
- f. Clinical professor shall be the title granted to those employed to teach in health care related programs offered by the University; the college dean and other appropriate academic officers will determine the appropriate academic qualifications and professional experience for these faculty. Such appointments shall be for not more than one year in duration; however, one may be reappointed annually subject to a satisfactory annual performance evaluation and available funding. Service as a clinical professor does not entitle one to tenure and its privileges.

The general qualifications for faculty designation defined above may be waived or modified at the discretion of the President and the Trustees.

## C. FACULTY APPOINTMENT

### 1. FULL-TIME FACULTY APPOINTMENTS

Faculty members shall be appointed by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit. The recommendations shall then be forwarded through the appropriate academic officers, who shall add their recommendations; the President of the University will then forward his/her recommendation to the Trustees. No appointment shall be binding upon the University unless accepted in writing by the faculty member within the time specified for response, following action by the Trustees. Appointments shall be for a specified period at the appropriate professorial rank as described in this regulation to be classified as follows:

#### a. Tenure-Track Appointments

Probationary appointments of tenure-track faculty filling a budgeted vacancy normally will be for one academic year; individuals so appointed will be considered for reappointment annually for the term of the probationary period specified in **section D**.

However, in appropriate circumstances, appointments may be for up to three years; continuation during the initial multi-year term will be contingent upon satisfactory annual performance evaluations. If one is reappointed at the termination of the full probationary period, s/he will be granted tenure. Credit for prior experience must be specified in the letter of offer and approved by the Vice President for Academic Affairs. In rare circumstances, tenure and tenure-track appointments may be less than full-time positions.

b. Temporary Appointments

Temporary appointments with faculty rank may be made to address specific instructional or research needs. Such appointments shall not be for more than one year in duration; however, temporary faculty may be reappointed annually subject to a satisfactory performance evaluation. Service as a temporary professor does not entitle one to tenure and its privileges.

c. Visiting Faculty Appointments

Visiting faculty appointments to address specific University instructional needs may be extended to faculty members from other institutions or professional persons who possess special expertise. Such appointments may be with professorial rank but shall not be for more than one year in duration; however, a visiting faculty member may be reappointed subject to a satisfactory performance evaluation. Service as a visiting professor does not entitle one to consideration for tenure and its privileges.

**2. PART-TIME FACULTY APPOINTMENTS**

The appointment of part-time faculty members during the academic year and for Summer Session will be made by the President of the University upon the recommendation of the appropriate academic officers.

**3. EMERITUS APPOINTMENTS**

Emeritus status may be awarded to those tenured faculty members and extended-term academic professionals who retire after long and distinguished service to the University. Nominations for emeriti status shall be initiated by the department head and/or dean; the nomination shall then be forwarded through the appropriate academic officers, who shall add their recommendations; the President of the University will then forward his/her recommendation to the Trustees.

**4. ADJUNCT FACULTY APPOINTMENTS**

Adjunct appointments may be made when deemed appropriate to make available to the University, on a limited or part-time basis, the services of persons who have

attained recognition in their professional fields of scholarship, creativity, or other distinguished accomplishments relevant to University programs. Such appointments may be with faculty rank or clinical faculty status. Adjunct faculty may include academic personnel in other University departments or colleges as well as those employed outside the institution. Each letter of appointment shall set forth the terms and conditions under which services to the University are to be performed by the appointee. Such appointments provide no financial remuneration.

Adjunct appointments will be made by the Trustees of the University, upon the recommendation of the appropriate academic officers, for a period of not more than three years; however, an individual may be reappointed. Service as an adjunct professor does not entitle one to consideration for tenure and its privileges.

**D. FACULTY REAPPOINTMENT, TENURE AND PROMOTION**

To hold a position with tenure means that the faculty appointment is not subject to termination or substantial reduction in status without adequate justification as outlined in **section E. DISMISSAL OF FACULTY** below.

Therefore, the reappointment procedures are integrally related to the tenure and promotion decisions of those faculty serving probationary appointments. Only those tenure-track faculty who successfully complete this period and are approved by the Trustees, will receive tenure. An individual who is not offered tenure at the end of the probationary period shall not be retained as a faculty member.

The main criteria for reappointment, tenure and promotion decisions are creative development, advancement of knowledge, and dissemination of knowledge. These criteria may be demonstrated in the University's functions of teaching, research, creative contributions, extension, service to the state of Wyoming, professional service, and other University-related activities and services.

Candidates for reappointment, tenure and promotion are evaluated on the academic functions they are expected to perform and the evaluations will appropriately recognize the proportion of time allocated and expected for the particular functions by the candidates at each professorial rank. In addition, the programmatic needs and directions of the University will also be considered in reappointment and tenure cases.

Procedures concerning the review and reappointment of probationary faculty, as well as tenure and promotion of all faculty, shall be initiated as specified in UW Regulations. These decisions are to occur annually and successively, as specified by the Vice President for Academic Affairs, at the department, college [or the Haub School of Environment and Natural Resources](#), and University levels; at each administrative level the cognizant University officer will make a recommendation after having been advised by an appropriate faculty committee or group.

The probationary period for tenure decisions is normally based on rank at the time of initial appointment to the University of Wyoming as set forth below:

1. For instructors, the tenure decision will be made no later than the sixth year.
2. For untenured assistant professors, the tenure decision will be made no later than the sixth year.
3. For untenured associate professors, the tenure decision will be made no later than the fourth year.
4. For untenured professors, the tenure decision will be made no later than the third year. Tenure decisions will be considered "early" if the candidate has served fewer years than specified above.

In exceptional cases, a faculty member may request in writing that his/her probationary period for tenure be modified. This request will be forwarded to the Vice President for Academic Affairs after review and recommendation by the department chair and college dean. The Vice President for Academic Affairs will render a decision on the request to modify the probationary period.

The procedures and consequences of mandatory and optional reviews for probationary faculty are specified in UW Regulations.

When an individual on probationary appointment is not recommended for reappointment, the President shall advise the faculty member in writing of this decision at least three months prior to the end of the contract year for those in their first year of service, at least six (6) months for those in their second year of service and at least twelve (12) months for those who have served more than two years at the University. Academic year contracts terminate one week following spring commencement.

The promotion of faculty shall also be initiated in accordance with the procedures specified in UW Regulations. Promotion decisions for assistant professors being considered for associate rank will normally occur during the sixth year of service; decisions prior to the sixth year will be considered "early." Promotion decisions for associate professors being considered for the rank of professor are not tied to years of service. Instead, they hinge on the depth, level, and national or international scope and recognition of the candidate's contributions to the discipline and the University's mission. Associate professors seeking promotion to professor normally undergo a period of additional growth that results in a greater level of accomplishment and intellectual leadership.

A faculty member who has been offered tenure, and who has refused to accept tenure, can be reappointed annually at the discretion of the department in which this individual holds an appointment; in addition, any such person shall have all rights and responsibilities of tenured faculty members except permanent appointment.

As noted in paragraph B.1., not all faculty members are eligible for tenure. Faculty employed as lecturers in intercollegiate athletics, research professors, clinical professors, temporary, visiting or adjunct faculty, those serving with archivist or library faculty status and officers in the Divisions of Military Science and Aerospace Studies are among those excluded.

Administrative and academic officers do not have tenure in their administrative positions and shall serve in such capacity at the pleasure of the President and/or the Trustees. If they hold concurrent faculty appointments, they may be granted tenure in the faculty position at the discretion of the Trustees. However, no one shall forfeit tenure by reason of appointment to an administrative position.

Reappointment, tenure and promotion evaluations and recommendations shall be communicated to the individual in writing by the dean, or equivalent academic officer, prior to forwarding the information to the Vice President for Academic Affairs Office.

If the faculty member desires to comment upon the recommendation or evaluation, he/she may do so by forwarding written comments to the appropriate University officers. This information will become part of the candidate's tenure and promotion packet.

#### **E. DISMISSAL OF FACULTY**

Tenured or extended term faculty members may be dismissed (1) for cause, (2) because of *bona fide* financial exigencies of the University as described in UW Regulation 6-41, or (3) because of program elimination as described in UW regulation 6-43. "Cause" is defined to include physical or mental incapacity (as delimited by federal and state disability law) and any conduct which seriously impairs the ability of the University of Wyoming to carry out its functions. Such conduct includes neglect of duty, falsification, fabrication, or plagiarism, and behavior that leads to a conviction of a felony. Such conduct also includes discrimination as defined by UW Regulation 1-5 and sexual misconduct pursuant to UW Regulation 8-256 and any other related documents and applicable UW Regulations. Proposed dismissals of faculty members for cause must follow the procedures set forth in UW Regulation 5-801. The procedures set forth in UW Regulation 5-801 do not apply to dismissals of faculty members because of *bona fide* financial exigencies or because of program elimination (see Appendix B to UW Regulation 5-35, which provides a process for hearing the appeal of any faculty member whose appointment is terminated pursuant to UW Regulation 6-41 or UW Regulation 6-43).

During the probationary period, the President of the University may dismiss a faculty member for cause prior to the expiration of the contract period after consultation with the appropriate administrative and/or academic officers. The President, prior to acting may, if he/she determines it to be necessary or desirable, cause an investigation to be made and may order a hearing by the appropriate faculty committee. The procedures set forth in UW

Regulation 5-801 do not apply to dismissals of faculty members for cause during the probationary period.

These provisions shall not be interpreted as to constitute interference with academic freedom.

**F. ACADEMIC PROFESSIONALS**

**1. DESIGNATION OF ACADEMIC PROFESSIONALS**

Academic professionals hold academic appointments based upon specialized qualifications and specific job descriptions which enable them to fulfill assigned academic duties within the academic community. These personnel engage in activities which extend and support the teaching, research, extension and service missions of the University.

The Trustees shall approve each category of employees (i.e., extension educators, lecturers, research scientists, etc.) who shall be classified as academic professionals. Rank, academic qualifications, and conditions of employment for these groups are outlined in UW Regulations. Academic professionals with extended-term appointments may be awarded emeritus status upon retirement, following the same process as defined for faculty.

**2. APPOINTMENT OF ACADEMIC PROFESSIONALS**

Academic professionals shall be on either extended-term or temporary appointments; the appointment may be full-time or part-time depending upon the academic unit's needs and resources. Appointment and reappointment of academic professionals shall be made as set forth in UW Regulations.

**a. Approval of Extended-Term Appointments**

All extended-term appointments, whether full- or part-time involving either probationary or extended-term status, shall be approved by the Trustees.

Recommendations for such full-time appointments shall be initiated by the head of the unit in which the appointment is to occur, after consultation with members of the unit. Recommendations shall then be forwarded through the appropriate academic officers, who shall add their recommendations; the President will make his/her recommendation to the Trustees.

b. Approval of Temporary Appointments

All temporary appointments, whether full- or part-time, shall be made by the President of the University upon the recommendation of the appropriate academic officers.

No appointment shall be binding upon the University unless accepted in writing by the academic professional appointee within the time specified for response following action by the Trustees or the President.

**3. EXTENDED-TERM APPOINTMENTS OF ACADEMIC PROFESSIONALS**

Extended-term appointments may be full-time or part-time, depending upon the needs and resources of the academic unit. An academic professional hired on an extended-term track will be required to complete a probationary period before receiving an extended-term appointment. The length of the probation -- ranging up to six (6) years -- will be based on duties and responsibilities of the position, proposed rank, prior service and accepted practices in the professional field. Credit for prior experience must be specified in the initial letter of offer and approved by the Vice President for Academic Affairs.

Following a successful performance review at the end of the probationary period and Trustee approval, an academic professional will receive an extended-term, six-year (6) appointment. Extended-term appointees shall undergo the full reappointment review procedure during the fifth (5) year of their extended term.

**4. RANK AND PROMOTION OF ACADEMIC PROFESSIONALS**

The academic professional rank structure, as specified for each group, provides for the appointment of individuals at levels commensurate with their education and experience upon initial appointment and subsequently provides promotion ladders which recognize and reward professional performance.

At the time of appointment, the appointing authority (Dean/Director) will recommend the appropriate rank commensurate with the duties and responsibilities of the position and the qualifications of the individual.

Upon satisfying the criteria for promotion as set forth in the appendix appropriate to this appointment, the individual candidate is responsible for initiating the promotion review process as outlined in UW Regulations.

**5. DISMISSAL OF ACADEMIC PROFESSIONALS**

Academic professionals, whether on a probationary, extended-term or temporary appointment, may be dismissed (1) for cause, (2) because of *bona fide* financial exigencies of the University as described in UW Regulation 6-41, or (3) because of program elimination as described in UW Regulation 6-43. "Cause" is defined to include physical or mental incapacity (as delimited by federal and state disability law) and any conduct which seriously impairs the ability of the University of Wyoming to carry out its functions. Such conduct includes neglect of duty, falsification, fabrication, or plagiarism; and behavior that leads to a conviction of a felony. Such conduct also includes discrimination as defined by UW Regulation 1-5; and sexual misconduct pursuant to UW Regulation 8-256 and any other related documents and applicable UW Regulations. Proposed dismissals of extended-term academic professionals for cause must follow the procedures set forth in UW Regulation 5-801.

During the probationary period, the President of the University may dismiss an academic professional employee for cause prior to the expiration of the contract period after consultation with the appropriate administrative and/or academic officers. The President, prior to acting may, if he/she determines it to be necessary or desirable, cause an investigation to be made and may order a hearing by the appropriate faculty committee. The procedures set forth in UW Regulation 5-801 do not apply to dismissals of academic professional employees for cause during the probationary period or those on temporary appointment.

These provisions shall not be interpreted as to constitute interference with academic freedom.

**G. VACATION AND LEAVE FOR FACULTY, ACADEMIC PROFESSIONALS, AND UNIVERSITY OFFICERS**

**1. VACATION LEAVE**

Full-time faculty, academic professionals (excluding post-doctoral personnel) and University officers on a fiscal year contract are entitled to twenty-two (22) working days of Vacation Leave annually accrued at the rate of 1.834 working days per month. Vacation Leave credits may not accrue beyond the maximum amount which may be earned over two (2) years.

Part-time faculty, academic professionals and University officers on a fiscal year contract shall accrue Vacation Leave based upon a pro rata basis in accordance with the percentage of appointment up to a maximum of 100 percent. Thus, for example, one working three-fourths time earns Leave at 75 percent of the rate of full-time personnel.



Faculty, academic professionals and University officers whose working term is less than twelve (12) months, regardless of the fact that their salaries may be paid in twelve (12) monthly installments, are not entitled to Vacation Leave with pay.

Academic personnel converting from fiscal to academic year appointments will utilize their Vacation Leave prior to assuming their academic year appointments in lieu of a lump-sum payment.

Employees terminating for all reasons other than disciplinary may elect a lump sum payment and/or Terminal Vacation Leave; an employee released for disciplinary reasons must take the accrued Vacation Leave in a lump sum payment. No other type of Leave may be used during Terminal Vacation Leave except Holiday Leave. Dates for Vacation Leave shall be approved by the appropriate administrative supervisor.

## **2. LEAVES OF ABSENCE**

### **a. Emergency or Short-term Leave With Pay**

When one finds it necessary to be absent from regular duties at the University for a period not exceeding two (2) weeks, she/he shall secure approval from the immediate supervisor for the absence. A temporary Leave for more than two (2) weeks, but not to exceed four (4) weeks, may be granted for good cause upon written recommendation of the appropriate administrative superior and with the approval of the President.

An individual making application for such Leave should submit a statement suggesting a plan for carrying on his/her work during the absence. Any Leave in excess of four (4) weeks, except for illness, shall require approval by the Trustees.

### **b. Leave Without Pay**

Upon recommendation of the appropriate administrative and/or academic officers and with the approval of the President of the University, Leaves of Absence Without Pay may be granted to academic personnel by the Trustees for a period normally not in excess of one (1) contract year. Arrangements for continuance of insurance coverage should be made with the Office of Human Resources.

### **c. Faculty Sabbatical Leave**

Sabbatical Leave may be granted to any tenured member of the University faculty for the purpose of increasing the recipient's professional competence and usefulness

to the University. Sabbatical Leave time may be used for enhancement of teaching, research, writing, and/or study at a place of the recipient's choosing. University personnel holding faculty rank whose duties are primarily administrative in nature shall also be eligible for Sabbatical Leave.

A minimum of six (6) years of academic service at the University must precede each period of Sabbatical Leave although no right accrues automatically through lapse of time. The granting of such Leave is, in each case, within the discretion of the Trustees upon the recommendation of the President. Sabbatical Leaves shall ordinarily not be available for the purpose of seeking an advanced degree. Individuals initiate their request for Sabbatical Leave during the Fall semester preceding the academic year for which the Leave is requested. The request, which shall contain a statement concerning the purpose for which the Leave is requested, shall be forwarded to the President of the University through the appropriate administrative and/or academic officers, with a recommendation from each attached.

Sabbatical Leaves will normally be granted for either a full or half contract year. Leave for a full contract year shall be compensated at a rate equal to sixty (60) percent of the faculty member's annual salary; Leave for a half contract year shall be compensated at the annual rate for the limited period. No faculty member shall receive supplemental salary from the University during the sabbatical period.

While on a full contract year Sabbatical Leave -- whether an academic or fiscal year -- outside compensation in the form of grants, contracts and other forms of funding may be accepted. However, in the event that a faculty member receives more than 40 percent of his/her salary from outside sources, the University will reduce its compensation so that salary monies received from University and external sources will total no more than 100 percent of base salary during the period of Leave.

If allowances for travel and other expenses directly related to the Leave are included in the outside grant or contract, the amount of these allowances may be disregarded in computing the contribution to be made by the University.

A faculty member who fails to return to the University for at least one academic year immediately following his or her sabbatical leave shall owe to the University an amount equal to his or her net salary applicable to the term of the sabbatical leave. For this purpose, net salary is defined as gross salary minus tax withholdings and pre-tax deductions for UW's basic health, life, and retirement benefits.

d. Academic Professional Development Leave

Academic professionals on extended-term appointments who have completed a minimum of six (6) years of academic service at the University shall be eligible for

Professional Development Leave. The purpose of Professional Development Leave will be to enhance performance, to conduct special studies, or in some other way to undertake planned activities related in a substantial manner to the individual's role at the University. Procedures for applying for such Leave, funding requirements and approval processes are outlined in UW Regulations.

### **3. SICK LEAVE**

Full-time academic personnel, appointed either on a continuing or temporary basis, are eligible to accrue Sick Leave at a rate of eight (8) hours per paid month of service. Paid Sick Leave may be used for absences from duties due to illness, injury, pregnancy and/or childbirth, death in family or medical care of family.

Part-time academic personnel appointed either to a continuing or temporary position shall accrue Sick Leave based upon a pro rata basis in accordance with the percentage of appointment up to a maximum of 100 percent. Thus, for example, one working half-time earns Leave at 50 percent of the rate of full-time employees.

An employee may also use up to six weeks of accrued or donated Sick Leave for the birth of a child and first year care of a child as well as for an adopted or state-placed foster child's care within the first year of placement.

Faculty, academic professionals or University officers are not eligible for Sick Leave until s/he has been in the employ of the University for one (1) month. Faculty, academic professionals and University officers are entitled to accrue an unlimited amount of Sick Leave.

University policy permits benefited employees to donate Sick Leave to assist another experiencing a long-term illness. If one is in an active pay status, and has accrued a minimum of eighty (80) hours of Sick Leave, he or she may donate up to sixteen (16) hours of Sick Leave per calendar year to any benefited University employee; the recipient must have an immediate and reasonable need for such assistance, have exhausted his/her available Sick and Vacation Leave and, finally, have a minimum of six (6) months of current continuous benefited service to the University. The Office of Human Resources will provide information on procedures for donating Sick Leave.

### **4. FAMILY AND MEDICAL LEAVE**

After twelve (12) months of service, benefited employees are eligible for twelve (12) weeks of unpaid Family and Medical Leave in any twelve (12) month period of service. All other non-benefited employees are eligible for twelve (12) weeks of

unpaid Family and Medical Leave in any twelve (12) month period if the employee has worked for at least twelve (12) months and for at least 1,250 hours during that time before the Leave request.

Family Leave may be taken because of the birth or placement of a child with the employee. Medical Leave may be taken to care for a spouse, child, or parent if they have a serious health condition or because of a serious health condition that makes the employee unable to perform his/her job functions.

Any questions concerning what is considered a serious health condition should be directed to the Office of Human Resources.

Employees accruing University Vacation and Sick Leave may elect to substitute any part of their accrued Vacation Leave for any part of their twelve (12) weeks of unpaid Family or Medical Leave. However, they will be required to use their Sick Leave, and any donated Sick Leave, when the Leave is for a serious health condition or to care for a sick family member; any remaining portion of the twelve (12) weeks can be taken as Leave Without Pay.

Leave Without Pay taken under unpaid Family or Medical Leave does not require an employee to utilize Vacation Leave prior to Leave Without Pay. When Family Leave is taken, employees may not substitute paid Sick Leave for unpaid Family Leave.

The right to Family Leave usually expires twelve (12) months after the birth or placement of a child with the employee. Family Leave should be taken consecutively unless other arrangements are approved by the employee's appointing authority.

The Human Resources Director, or the employee's appointing authority, shall require certification issued by a health care provider to support an employee's request for Medical Leave. Certification shall include a statement of:

- a. The date the condition began;
- b. Expected date when medical treatment will begin;
- c. Probable duration of the condition;
- d. Appropriate medical facts;
- e. An assertion that the employee is needed to care for a sick family member for a specified time; and
- f. A schedule of the Medical Leave to be taken.

Employees are expected to give their immediate supervisor at least thirty (30) days advance notice of the intent to take Family or Medical Leave, unless such notice is not practical. Employees should try to schedule planned medical treatment so as to create a minimum disruption for their unit or department. They are also encouraged to report to their supervisor on a monthly basis about their progress and intent to return to work at the end of the Leave.

Employees returning from unpaid Family and Medical Leave, in accordance with the federal act, have the right to be returned to their former job position or they may be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

State health insurance contributions will be made for all eligible employees who have elected coverage. Employees retain all accrued benefits while on Leave. Employees should direct benefit questions to the Human Resources Department.

Employees who do not return to work after their unpaid Family or Medical Leave entitlement has expired will be required to reimburse the University for any health insurance premium paid by the University during the period that the employee was on Family or Medical Leave if the failure to return to work is not due to the continuation, recurrence, or onset of a serious health condition entitling the employee to Leave or other circumstances beyond the employee's control. In the event that an employee is unable to return to work for health care reasons, s/he will provide the Human Resources Director with certification from the appropriate health care provider.

#### **5. BEREAVEMENT LEAVE**

Employees shall be granted up to three (3) days of Bereavement Leave upon the death of a family member or spouse's family member. (This includes and is limited to parent, spouse, child, sibling, grandparent, grandchild, son-in-law, daughter-in-law, or another member of your immediate household.) This Leave shall be used before the use of any other Leave authorized for this purpose. Arrangement for this Leave shall be made with the employee's immediate supervisor.

Source:

Trustee Regulation V; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 9/17/10 Board of Trustees meeting  
Revisions adopted 11/15/13 Board of Trustees meeting  
Revisions adopted 9/12/14 Board of Trustees meeting  
Revisions adopted 3/25/15 Board of Trustees meeting

**UW REGULATION 5-408**  
**Guidelines for Establishing Academic Professionals**

**1. GENERAL INFORMATION**

There are four academic professional categories: Extension Educators, Lecturers, Research Scientists, and Postdoctoral Associates.

**2. ACADEMIC PROFESSIONALS**

**I. DEFINITION AND DESCRIPTION**

Academic Professionals comprise a category of University academic personnel, distinct from classified and professional staff and faculty, dedicated to the academic mission of the University. Academic Professionals possess specialized qualifications and job descriptions that enable them to fulfill assigned academic duties, maintain peer relationships within the academic community, and enjoy the rights to academic freedom accorded to faculty, as described in UW Regulation 5-1. The central role of this category of employees is to support specific aspects of the teaching, research, extension, and service missions of the University.

This section contains the core conditions and terms of employment common to all categories of Academic Professionals. Other sections for Extension Educators, Lecturers, Research Scientists, and Postdoctoral Associates outline those conditions and terms of employment that apply specifically to the respective categories.

Extension Educators, Lecturers, and Research Scientists can have temporary or extended-term-track appointments. Postdoctoral Associates can have temporary appointments only.

The purpose of extended-term-track appointments is to foster continued professional growth, accomplishment, and commitment to the University's mission, in cases where such an appointment or its renewal is consistent both with the Academic Professional's demonstrated performance and with the University's programmatic needs and priorities.

Academic Professionals on extended-term-track appointments generally start their appointments with a probationary period, during which they undergo annual reviews for reappointment. After completing the probationary period, extended-term-track Academic Professionals may be appointed to extended terms. The review for the transition from probationary appointment to extended-term appointment occurs in the last year of the probationary period.

Extended terms are six years in length for all categories, with the review for renewal of an extended term occurring in the fifth year. If a review for extended-term renewal is successful, the next six-year extended term shall begin at the end of the sixth year of the current extended term.

Stable fiscal support, normally in the form of salary and benefit funding from Section I of the University's budget, is a necessary but not sufficient condition for an extended-term-track appointment.

Temporary appointments are normally for periods of no longer than a year at a time, ending no later than the end of the current fiscal year, although the appointments may be renewable. Temporary appointments carry no rights to extended-term-track appointment.

## II. CLASSIFICATION, AUTHORIZATION, RECRUITMENT AND GENERAL EMPLOYMENT PROVISIONS

### A. Classification and Authorization of Positions

Filling an Academic Professional position requires a request and authorization by the Vice President for Academic Affairs, as well as approval by all appropriate college deans. When the appointment is to be made in a department of an academic college [or the Haub School of Environment and Natural Resources](#), the appropriate dean is the dean of the college [or school](#). The request must describe (1) whether the position is to be temporary or extended-term-track, (2) the proposed starting rank and salary, (3) the length of the probationary period if the position is on the extended-term track, (4) the source of funding for the position if it is temporary, and (5) the duties and responsibilities associated with the position.

### B. Recruitment

University policies related to equal employment opportunity and affirmative action shall apply to Academic Professional searches and appointments. Searches may be national, regional, or local in scope, depending upon the nature of the position.

### C. General Employment Provisions

#### 1. Ranks

Within the categories of Extension Educator, Lecturer, and Research Scientist, there are three ranks, denoted by the labels Assistant, Associate, and Senior. Associated with each rank are expected levels of professional accomplishment, typical educational attainment, and contributions to the mission of the University. The appendices describe these levels in more detail.

Any initial appointment should be at a rank that is consistent with the criteria for that rank.

There are no ranks in the category of Postdoctoral Associate.

## *2. Appointment Process*

The appointing authority for Academic Professionals is the dean or director or, if none is appropriate, the Vice President for Academic Affairs. Appointments require approval by the Vice President for Academic Affairs and authorization by the Board of Trustees. Each newly appointed Academic Professional should receive a letter of initial appointment from the appointing authority or the appropriate supervisor, normally a department head. This letter should specify the conditions of employment, including the rank, salary, benefits, and status as an extended-term-track or temporary employee.

## *3. Job Descriptions*

The appointing authority has the responsibility to ensure that each Academic Professional has a job description. The job description must be specified as part of the initial position authorization. Job descriptions will include a description of duties and the proportion of effort allocated to each major duty. The appendices describe the duties appropriate for Extension Educators, Lecturers, and Research Scientists.

Job descriptions are subject to revision at any time during the appointment period, to meet the needs and priorities of the University. All changes in job descriptions for extended-term-track Academic Professionals must be reported to the Vice President for Academic Affairs.

## *4. Performance Reviews*

Each Academic Professional, whether on temporary, probationary, or extended-term appointment, should undergo periodic performance reviews. Each such review should include a review of the job description.

Performance reviews of temporary academic professionals should be annual and should be completed before reappointment is offered. Performance reviews of probationary, extended-term-track Academic Professionals shall occur on a schedule consistent with the reappointment reviews prescribed in Section III.A.1. Performance reviews of Academic Professionals on extended-term appointments shall occur at least biennially.

The purposes of performance review are (1) to evaluate the employee's effectiveness in fulfilling responsibilities in the job description, (2) to document professional growth and development, and (3) to establish goals for the future. The format of the review should be consistent with the scope of the Academic Professional's responsibilities. It should include appropriate peer and supervisory input as well as input from such constituencies as students, faculty, administrators, and members of the community, as appropriate. The review should address the duties outlined in the job descriptions, proportion of effort allocated to these duties, and performance relative to standards.



A copy of the performance appraisal shall be maintained in the employee's personnel file. Academic Professionals must review their performance evaluations; they have the right to make written comments, which become part of the performance review record.

### III. TYPES OF ACADEMIC PROFESSIONAL APPOINTMENTS

#### A. Extended-Term-Track Appointments

Extended-term-track appointments include extended-term appointments as well as probationary appointments that may lead to extended-term appointments. They may be full-time or part-time depending upon the University's programmatic needs and resources.

##### *1. Probationary Period*

An Academic Professional hired on an extended-term-track appointment must successfully complete a probationary period, normally six years in length, before receiving an extended-term appointment. In exceptional cases, with the approval of appropriate peers (as defined in the appendices), the appointing authority, and the Vice President for Academic Affairs, Academic Professionals may begin their employment with extended-term appointments.

Credit that is to be applied toward the probationary period must be specified in writing at the time of initial appointment and approved by the Vice President for Academic Affairs. Abbreviated probationary periods should be rare, a necessary but not sufficient condition for their approval being a convincing record of accomplishment directly related to the elements of the job description. In no case shall credit toward the probationary period exceed three years.

The purpose of the probationary period is to allow the Academic Professional to exhibit mastery of major areas of the job duties and to demonstrate convincing promise for continuing professional growth and development, accomplishment, and commitment to the mission of the University.

Academic Professionals on probationary appointments must undergo annual reviews for reappointment with two exceptions. In cases in which all levels of review agree in the second- or fourth-year review, an Academic Professional may skip the reappointment reviews in the third and fifth years of the probationary period. Reappointment reviews should involve detailed, documented assessments of the Academic Professional's performance in all elements of the job description. Reappointment is contingent both on meritorious performance and on the continued consistency of the position with the University's programmatic needs and priorities.

If the annual probationary review results in a decision not to reappoint, the Academic Professional shall receive notification of this decision from the Vice President for Academic Affairs. For probationary Academic Professionals on academic-year appointments, notification shall be sent (a) at least three months before the end of the

terminal academic year if the employee is in the first year of service, (b) at least six months before the end of the terminal academic year if the employee is in the second year of service, and (c) at least 12 months before the end of the terminal academic year if the employee has two or more full years of service. Probationary Academic Professionals on fiscal-year appointments are entitled to continued employment for a specified period after notification of nonreappointment is sent. This period shall be (a) three months if the employee is in the first year of service, (2) six months if the employee is in the second year of service, and (3) 12 months if the employee has two or more full years of service.

An Academic Professional who is not granted reappointment shall not be retained. In such cases, the individual shall have the right to resign before the end of his or her employment, with the record reflecting only that the employee resigned.

Within the contract period (the academic or fiscal year, as appropriate), probationary appointments are terminable only for cause, as defined in UW Regulation 5-1(E), or for reasons of *bona fide* financial exigencies or program elimination. Officers of the University shall not employ this provision in a manner that interferes with academic freedom.

## 2. Promotion Ladders

Promotion in rank must follow a thorough performance review, the general features of which include review by peers, faculty and administrators at the department, college [or the Haub School of Environment and Natural Resources](#), and university level. Details of promotion review procedures appear in the appendices.

The appraisals developed during performance reviews should constitute a significant element of deliberations regarding promotion. They should also constitute a significant element in decisions regarding reappointment, extended term, and extended-term renewals, although the needs and priorities of the University may also enter these deliberations. The appointing authority shall notify any candidate who receives a negative recommendation for reappointment, promotion, or extended-term appointment or renewal and shall discuss the rationale for the recommendation with the candidate.

Although it may be administratively convenient to conduct promotion reviews at the same time as reviews for extended term or extended-term renewal, these types of review need not be simultaneous. A level of accomplishment commensurate with a rank higher than Assistant is normally a necessary condition for an extended-term appointment. However, in extraordinary cases a promotion to the Associate rank can occur earlier. The attainment of Associate rank is no guarantee of probationary reappointment, extended-term appointment, or extended-term renewal.

## 3. Compensation

Salaries for extended-term-track Academic Professionals should be consistent with the salaries of professional peers, market conditions, and available resources. Rules

governing eligibility for benefits are the same as those that apply to professional staff. Academic Professionals who have academic-year appointments are not eligible for paid vacation leave, although their salaries may be paid in 12 monthly installments.

The Board of Trustees has the authority to establish salary adjustment guidelines. The Vice President for Academic Affairs will consider recommendations from the appointing authorities before implementing salary adjustments.

#### *4. Appeals and Disputes*

An extended-term-track Academic Professional seeking to resolve disputes regarding conditions of employment, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. The paragraph below governs the resolution of disagreements regarding reappointment, promotion, extended-term appointments and renewals, and professional development leaves. UW Regulation 1-5 governs complaints involving discrimination and harassment. The procedures for resolving disputes and disciplinary matters are those prescribed in UW Regulation 5-35.

A candidate who has received from the Vice President for Academic Affairs a negative decision for reappointment, promotion, or extended-term appointment or renewal has the right to appeal the decision to the President of the University. The President may appoint a committee of Academic Professionals to make recommendations on the case. The President shall inform the candidate, in writing, of the President's decision.

Any termination of an extended-term-track Academic Professional for cause must follow the procedures established in UW Regulation 5-801 for dismissal of faculty. In these procedures, elements that apply to nontenured faculty shall apply to probationary Academic Professionals, and elements that apply to tenured faculty shall apply to extended-term Academic Professionals. The procedures set forth in UW Regulation 5-801 do not apply to dismissals of probationary Academic Professionals or on temporary appointment.

#### *5. Professional Development Leave*

Academic Professionals who have extended-term appointments are eligible for professional development leave, provided they have completed at least six years of service to the University before beginning the leave. No right to professional development leave accrues through lapse of time. Instead, the granting of professional development leave is contingent upon a sound plan for activities that will enhance professional expertise, impart special skills related to the job description, or otherwise contribute substantially to the University's long-range interests. It is also contingent upon institutional needs and resources, as documented in a specific plan for the replacement of the employee's duties during the leave.

Professional development leaves may be up to one year in duration. Unlike sabbatical leaves for faculty, professional development leaves for Academic Professionals may be appropriate vehicles for the pursuit of advanced degrees.

Terms governing compensation for professional development leave shall parallel those governing sabbatical leave for faculty. Final approval of professional development leave shall be upon the recommendation of the Vice President for Academic Affairs and authorization by the Board of Trustees.

No professional development leave may be taken during a grace period following the denial of reappointment, extended term, or extended-term renewal, even if such a leave was approved earlier.

An Academic Professional who fails to return to the University immediately following professional development leave shall be obligated to repay the amount of compensation received from the University during the period of the leave. The minimum duration of the return shall be one academic year for academic-year employees and one calendar year for fiscal-year employees.

#### *6. Governance*

Each category of Academic Professionals may have representation in either the Faculty Senate or Staff Council. Academic Professional categories now represented in either Faculty Senate or Staff Council will continue such representation. A simple majority of a category that wishes to change its representation from one governance structure to the other may seek a transfer by petitioning the receiving governance body for approval of the shift. The governing body will make a recommendation to the President.

#### **B. Temporary Appointments**

Temporary Academic Professional appointments may be full-time or part-time. The following regulations apply to temporary Extension Educators, Lecturers, and Research Scientists. Regulations governing Postdoctoral Associates appear in section 5.

##### *1. Reappointment and Termination*

At the end of the term of temporary employment, temporary Academic Professionals may be reappointed to a subsequent temporary appointment. Appointment or reappointment as a temporary Academic Professional confers no right to an extended-term-track or extended-term appointment, nor does it preclude subsequent consideration for an extended-term-track appointment.

If a temporary Academic Professional is not reappointed at the end of the appointment period, his or her employment will cease at the end of the appointment period.

Either the temporary Academic Professional or the appointing authority may initiate termination of employment before the end of a period of temporary appointment. Such termination requires written notice of the intention to terminate employment and the date of termination. Where feasible, employees and appointing authorities alike should strive to give at least two weeks' advance notice before the termination. The appointing authority shall forward notice of intent to terminate, with appropriate forms, to the Vice President of Academic Affairs.

#### *2. Promotion*

Since temporary Academic Professionals hold appointments for at most one year at a time, there is no formal promotion review procedure. Instead, if a promotion is appropriate according to the expectations for the category of Academic Professional, the appointing authority may propose one at the time that the appointment is renewed.

#### *3. Compensation*

Temporary Academic Professional salaries should be consistent with the salaries of professional peers, market conditions, and available resources. Rules governing eligibility for benefits are the same as those that currently apply to professional staff. Temporary Academic Professionals who have academic-year appointments are not eligible for paid vacation leave, although their salaries may be paid in 12 monthly installments.

The appointing authority may recommend salary increases for temporary Academic Professionals. Any such increase requires approval by the Vice President for Academic Affairs.

#### *4. Appeals and Disputes*

A temporary Academic Professional seeking to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. UW Regulation 1-5 governs complaints involving discrimination and harassment. The procedures for resolving disputes and disciplinary matters are those prescribed in UW Regulation 5-35.

### **3. EXTENSION EDUCATORS**

#### **I. DEFINITION AND DESCRIPTION**

As members of the University of Wyoming Extension, Extension Educators are part of the University's educational outreach system. In keeping with the University's status as a land-grant institution, Extension Educators form an essential link between the people of Wyoming and the teaching, research, and service missions of the University. The primary function of these employees is to provide non-credit education to an off-campus clientele. Extension Educators provide Wyoming youth, adults, and communities with life-long learning opportunities, especially through the application of research-supported information and leadership skills.

An Extension Educator's responsibilities include

- identifying the needs of people in communities to which he or she is assigned,
- developing, implementing, and managing educational and research programs to meet these needs,
- evaluating and documenting changes that occur in response to these programs.

To meet these responsibilities, the Extension Educator must exhibit high levels of professional, scientific, educational, and community-relations skills.

## II. EXTENDED-TERM-TRACK APPOINTMENTS

### A. Portfolios

A portfolio, developed by the Extension Educator and summarizing his or her performance and contributions, forms the documentary basis for each periodic review during the probationary period and for each review for extended term, extended-term renewal, or promotion. The portfolio should contain at least the following information as it becomes available.

1. Information concerning the initial appointment, including the letter of offer for the position.
2. A summary of all previous reappointment, extended-term, and promotion decisions.
3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.
4. Documentation of recommendations at all levels when the recommendations become available, including the supervisor's recommendation, where applicable; recommendations of regional peers (see Section B); recommendations of the college-level committee; and the dean's recommendation.
5. The candidate's complete curriculum vitae.
6. Documentation of the candidate's professional accomplishments.
7. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 5-803 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.

### B. Reviews During the Probationary Period

**Regional Peers.** The initial step in the reappointment review is the Extension Educator's submission of the portfolio to the immediate supervisor. The supervisor shall then make the

portfolio available for review by a set of regional peers consisting of all extended-term-track Extension Educators in the peer region. The Dean of Agriculture and Natural Resources is responsible for defining a set of peer regions for the state. In the case of an Extension Educator assigned to a particular academic department, it may be appropriate for the peer region to consist of faculty members and academic professionals in the department. Each regional peer shall review the portfolio and submit a written recommendation to the supervisor, who shall include the recommendations in the portfolio for subsequent levels of review.

**Supervisor.** The immediate supervisor shall then review the portfolio and add a written recommendation, along with an evaluation form. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations of regional peers and the immediate supervisor. The candidate may also add a letter of response. The immediate supervisor shall then forward the portfolio, including all recommendations and responses, to the Director of Extension. The Director of Extension shall then submit the case to the Extension Educator Term and Promotion Committee, described in Paragraph F below, for review. In the case of a first-year probationary review, no review by the Extension Educator Term and Promotion Committee is necessary, and the Director of Extension may forward the case directly to the Dean of Agriculture and Natural Resources.

**Term and Promotion Committee.** Duties of the Extension Educator Term and Promotion Committee are as follows:

- Elect a chairperson from among its members.
- Meet and review the portfolios of all Extension Educators who are candidates for probationary reappointment, extended-term appointments or renewals, and promotions.
- Make written recommendations for all of these candidates to the Dean of Agriculture and Natural Resources.

Each member of the Term and Promotion Committee shall submit a written recommendation for each case. Each recommendation must contain reasons for the recommendation. The chairperson shall forward all recommendations and portfolios to the Dean of Agriculture and Natural Resources.

**Dean of Agriculture and Natural Resources.** The Dean of Agriculture and Natural Resources shall consult with the Director of Extension to formulate a written recommendation for each case. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations of the Term and Promotion Committee and the Dean. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.

**Academic Affairs.** The Vice President for Academic Affairs may seek comments on any case from the University Tenure and Promotion Committee, augmented by extended-term

Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.

#### **C. Reviews for Extended-Term Renewal or for Promotion.**

Reviews for extended-term renewal or for promotion of Extension Educators shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for the review. The structure of the portfolio should be as prescribed in II.A.

#### **D. Ranks**

There are three ranks for Extension Educators: Assistant Extension Educator, Associate Extension Educator, and Senior Extension Educator. Normally, an extended-term-track Extension Educator should have at least 4 years of experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank alone is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.

**Assistant Extension Educator.** The qualifications for Assistant Extension Educator include a Master's degree or equivalent experience in a field related to agriculture, youth development, community and economic development, family and consumer sciences or others as deemed appropriate by the Director of Extension. The qualifications also include convincing evidence of both the expertise and the personal skills needed to contribute effectively to the University's extension mission. In some cases the Director of Extension may recommend the hiring of an Assistant Extension Educator who has not completed a Master's degree, provided the position announcement does not require it. In this case the appointment shall be temporary, not on the extended-term track. The Director of Extension may nominate the employee to begin a probationary extended-term-track appointment upon completion of a Master's degree. Such nominations are subject to the approval of the Dean of Agriculture and Natural Resources and the Vice President for Academic Affairs.

**Associate Extension Educator.** In addition to having the qualifications and skills of Assistant University Extension Educator, the Associate Extension Educator normally shall have at least 4 years of Extension experience. The function of this rank is to plan, develop, and evaluate comprehensive, broad-scope Extension educational programs requiring expertise in at least two subject-matter areas within one or more of the Extension Program Areas. Qualifications required of an Associate Extension Educator include:

- Demonstrated expertise within at least two Extension subject matter areas.



- Demonstrated capabilities and performance characteristics of an Associate Extension Educator, including effective participation in and familiarity with those processes and activities related to the position description. Specific examples include performance in:
  1. Assessing a broad range of clientele needs, including interdisciplinary problems that involve the area and initiative teams
  2. Planning, developing, implementing and evaluating multidisciplinary or interdisciplinary educational programs that utilize and present results from research in the subject-matter areas
  3. Developing program budgets
  4. Providing leadership within the organization
  5. Serving as a member of a civil rights review team
  6. Providing training for other Extension Educators
  7. Providing leadership for and effecting cooperation with Advisory systems
  8. Designing and conducting applied research or demographic studies, analyzing results, and drawing conclusions.
  9. Seeking and utilizing external funding to support the extension program
  10. Creating or designing curricula
  11. Marketing educational efforts through a variety of oral and written methods

**Senior Extension Educator.** In addition to having the qualifications and skills required of Associate Extension Educators, the Senior Extension Educator must have demonstrated superior leadership capabilities and must be recognized by peers and others as an outstanding educator. To qualify for this rank, individuals must exhibit the following abilities.

- To take leadership in identifying and evaluating critical extension needs of communities.
- To provide direction, planning, and priority setting in the development of programs that meet these needs.

To demonstrate specialized expertise needed to provide educational programs on an area, region, or statewide basis. Evidence of these abilities can include the following elements:

1. Professional recognition, such as regional or national awards, letters of recognition, commendation from colleagues and peers.
2. Publications in refereed or professional journals or other widely disseminated venues.
3. Leadership in the resolution of complex problems, such as the development of interdisciplinary programs and projects requiring long-range educational planning.
4. Experience in planning, conducting, interpreting, and disseminating applied research, demonstration trials, field and home demonstrations, or community studies.
5. Acknowledged administrative and leadership experience.

6. Leadership in training Extension Educators and other professionals.
7. Securing funding as a principal investigator of grant proposals designed to meet unique community needs.

#### **E. Job Descriptions**

Job descriptions for Extension Educators may include teaching, research, service, extension, and administration. These job descriptions are subject to annual review and possible revision by the employee and the direct supervisor and are subject to consultation with and approval by the Dean of Agriculture and Natural Resources.

#### **F. Term and Promotion Committee**

The Extension Educator Term and Promotion Committee shall have at least one Extension Educator from each peer region and at least one Extension Educator from the Laramie campus. The Dean of Agriculture and Natural Resources is responsible for determining the precise size of the committee. Membership on this committee shall be determined by elections by peers within their respective, peer region or Laramie campus peer groups, with all Extension Educators who hold extended-term appointments being eligible to serve. All extended-term-track Extension Educators, whether on probationary or extended-term appointments, shall be eligible to vote in these elections.

If there are not enough extended-term Extension Educators to fill the required categories, then the Dean of Agriculture and Natural Resources shall identify a broader set of Extension Educators from whom candidates may be selected.

The assigned term of service for members of the Extension Educator Term and Promotion Committee is three years, with members being ineligible for re-election at the end of their assigned terms. Elections are staggered: every third year, one or more members are elected as needed; two members are elected all other years. A committee member undergoing review for reappointment, extended term, or promotion may not serve on the committee during the year of the review. In this case, eligible voters within the appropriate peer region or Laramie campus group shall determine a one-year, temporary replacement from eligible employees within the peer region or Laramie campus group in an election. If a member of the committee leaves for any other reason before his or her assigned term ends, eligible voters within the same peer region or Laramie campus group shall elect a replacement from eligible employees within the peer region or Laramie campus group. The assigned term of the replacement is the remainder of the term held by the departing committee member.

The Director of Extension or a designee shall be responsible for conducting the elections and convening the Extension Educator Term and Promotion Committee. This person may attend the committee's meetings, with the sole purpose of ensuring that the committee adheres to proper procedures.

#### **G. Governance**

Extension Educators shall have representation on the Faculty Senate, to be determined by the regulations governing that body.

### **4. LECTURERS**

#### **I. DEFINITION AND DESCRIPTION**

Lecturers are Academic Professionals who are engaged primarily in fulfilling the teaching mission of the University. As a necessary part of their teaching responsibilities, lecturers must demonstrate continuing professional development.

#### **II. EXTENDED-TERM-TRACK APPOINTMENTS**

Extended-term-track Lecturers include Lecturers who are on probationary appointments as well as those who are on extended-term appointments.

#### **A. Portfolios**

A portfolio, developed by the Lecturer and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended-term renewal, or promotion. The portfolio should contain at least the following information:

1. Information concerning the initial appointment, including the letter of offer for the position.
2. A summary of all previous reappointment, extended-term, and promotion decisions.
3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.
4. Documentation of recommendations at all levels, including the recommendations of department faculty and other extended-term-track Lecturers in the department, the recommendations of any appropriate department head, tenure and promotion committee, and dean.
5. The candidate's complete curriculum vitae.
6. A summary of the candidate's accomplishments, including a list of courses taught and a syllabus for each. In addition, the portfolio should include detailed information, such as tests, assignments, and other materials related to the assessment of student learning, for a representative suite of recently taught courses.
7. Assessments of the candidate's teaching, including a self-assessment, assessments by faculty and extended-term-track lecturers, an assessment by the department head or

other appropriate supervisor, and student evaluations. Student evaluations must include anonymous evaluations collected in the classroom, but they may also include letters solicited from students familiar with the candidate's teaching.

8. Wherever appropriate to the job description, documentation concerning the candidate's service activities, student advising, and supervisory and administrative performance.
9. Documentation of professional development activities.
10. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 5-803 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.

#### **B. Reviews During the Probationary Period**

**Peers.** The following review procedures apply to extended-term-track Lecturers who are in the probationary period. Based on the record in the portfolio and his or her experience, the faculty and extended-term-track Academic Professionals in the department shall review the portfolio and submit recommendations to the department head.

**Department Head.** The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.

**College Tenure and Promotion Committee.** The dean of the college may seek recommendations from the college tenure and promotion committee, augmented by a set of extended-term Academic Professionals.

**College Dean.** The dean of the college shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.

**Academic Affairs.** The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by extended-term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such

cases, the candidate shall also have the right to add a letter of response.

**C. Reviews for Extended-Term Renewal or for Promotion.**

Reviews for extended-term renewal or for promotion of Lecturers shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in II.A.

**D. Ranks**

There are three ranks for Lecturers: Assistant Lecturer, Associate Lecturer, and Senior Lecturer. Normally, an extended-term-track Lecturer should have at least 4 years of teaching experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.

**Assistant Lecturer.** Normally, the qualifications for Assistant Lecturer include a Master's degree or equivalent, together with convincing promise for significant contributions to the University's teaching mission. The candidate should also exhibit a commitment to ongoing professional development in the discipline.

**Associate Lecturer.** The Associate Lecturer will normally have at least a Master's degree or its equivalent. Associate Lecturers must also have a record of demonstrated, significant contributions to teaching, not only through superior performance in the classroom but also through the broader support of the University's teaching mission. Such activities may include but are not limited to the following.

1. Contributions to the design, development, and oversight of curriculum in specific courses.
2. Significant involvement in the coordination of curricula in different courses.
3. Demonstrated breadth and versatility of teaching in a range of courses.
4. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and curriculum in the discipline.

**Senior Lecturer.** In addition to the qualifications for an Associate Lecturer, Senior Lecturers must also have a sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline. The following list contains some possible elements of such a record; the list is not exhaustive.

1. Demonstrated proficiency in the management of specific courses.
2. Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques.

3. Participation in the solicitation or administration of external funding to support teaching initiatives.
4. Sustained effectiveness in the mentorship of other teachers, including graduate assistants, other academic professionals, faculty members, or other instructional staff.
5. Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools.

#### **E. Job Descriptions**

Elements of the job description that are appropriate for Lecturers include teaching, service, advising, professional development, and, in some cases, administration. Teaching includes such activities as classroom instruction, laboratory supervision, and online or off-campus instruction.

Currency of knowledge being essential to effective teaching, every Lecturer must participate in a program of professional development, the components of which he or she must define in collaboration with the appropriate department head or supervisor. Each department that hires Lecturers has the responsibility to develop written standards by which to gauge individual professional development programs. These standards must be available to candidates for Lecturer positions at the time of hiring. Normally, professional development should account for no less than 1/8 (the equivalent of 3 credits per year) and no more than 1/4 (the equivalent of 6 credits per year) of the job description.

To allow adequate time for professional development, the job description for a full-time Lecturer should require no more than 21 credits (7/8 of the work responsibility) in classroom instruction or its equivalent in other forms of teaching.

#### **F. Governance**

Extended-term-track Lecturers shall have representation in the Faculty Senate, to be determined by regulations governing that body.

### **5. RESEARCH SCIENTISTS**

#### **I. DEFINITION AND DESCRIPTION**

Research Scientists are academic professionals whose primary responsibilities are to conduct and support research. UW Regulation 5-803 describes the activities that fall into this set of responsibilities for faculty; the same definition of research applies to Academic Professionals.

A Research Scientist typically works under the direction of a faculty supervisor.

#### **II. EXTENDED-TERM-TRACK APPOINTMENTS**

Extended-term-track Research Scientists include Research Scientists who are on probationary appointments as well as those who are on extended-term appointments.

#### **A. Portfolios**

A portfolio, developed by the Research Scientist and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended-term renewal, or promotion. The portfolio should contain at least the following information:

1. Information concerning the initial appointment, including the letter of offer for the position.
2. A summary of all previous reappointment decisions.
3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.
4. Documentation of recommendations at all levels, including the supervisor's recommendation, recommendations of faculty and other extended-term-track Research Scientists in the department, and recommendations of any appropriate department head, tenure and promotion committee, and dean.
5. The candidate's complete curriculum vitae.
6. A brief narrative summary of the candidate's accomplishments, including refereed and nonrefereed publications, original contributions to knowledge, patents, grants and grant proposals, contributions to the support of research, and other forms of professional recognition.
7. Wherever appropriate to the job description, documentation concerning the candidate's teaching effectiveness, service activities, student advising (including advising of graduate students and Postdoctoral Associates), supervisory performance, and any other elements of the job description.
8. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in University Regulation 803 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.

#### **B. Reviews During the Probationary Period**

**Faculty Supervisor and Peers.** Based on the record in the portfolio and his or her experience, the faculty supervisor shall make the initial recommendation for reappointment or dismissal. The faculty and extended-term-track Research Scientists in the department shall review the portfolio and submit recommendations to the department head.

**Department Head.** The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.

**College Tenure and Promotion Committee.** The dean may seek recommendations from the college tenure and promotion committee, augmented by a set of extended-term Academic Professionals.

**College Dean.** The dean of the college [or the Haub School of Environment and Natural Resources](#) shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.

**Academic Affairs.** The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by a set of extended-term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.

#### **C. Reviews for Extended-Term Renewal or for Promotion.**

Reviews for extended-term renewal or for promotion of Research Scientists shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in II.A.

#### **D. Ranks**

There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, and Senior Research Scientist. Normally, an extended-term-track Research Scientist should have at least 4 years of research experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.

**Assistant Research Scientist.** In general, the qualifications for Assistant Research Scientist include a Master's degree or equivalent experience in an appropriate field, together with



convincing promise for significant contributions to the University's mission in research and scholarship.

**Associate Research Scientist.** The Associate Research Scientist will normally have at least a Master's degree or its equivalent. Associate Research Scientists must also have a record of demonstrated, significant contributions to research and scholarship, either through wide dissemination of results or through a convincing record of substantial support to the research enterprise. The following list contains examples of such support; the list is not exhaustive.

1. Demonstrated development of expertise at the state of the art, consistent with the job description.
2. Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant.
3. Evidence of effective mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

**Senior Research Scientist.** The Senior Research Scientist will normally have a Ph.D. or an equivalent terminal degree, although Associate Research Scientists who have a Master's degree may be eligible for this rank if they have comparable accomplishments in research and scholarship. Senior Research Scientists must also have a sustained record of scholarly initiative and recognized contributions to their fields. The following list contains some possible elements of such a record; the list is not exhaustive.

1. Demonstrated proficiency in the management of a research laboratory or related facility.
2. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise.
3. Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts.
4. Significant contributions to national or international scientific meetings.
5. Sustained, demonstrable effectiveness in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

#### **E. Job Descriptions**

The elements of the job description that are appropriate for Research Scientists are teaching, research, service, administration, and, in some cases, extension. As a general guideline, if the teaching element of the job description exceeds an average of eight credits per academic year, another category of Academic Professional may be more appropriate.

#### **F. Governance**

Extended-term-track Research Scientists shall have representation in the Faculty Senate, to be determined by regulations governing that body.

## **6. POSTDOCTORAL ASSOCIATES**

### **I. DEFINITION AND DESCRIPTION**

Postdoctoral Associates are temporary Academic Professionals dedicated to the pursuit of greater professional expertise after the attainment of the doctoral degree. This category recognizes that doctoral recipients in some disciplines may require intensive advanced work in a particular discipline before seeking permanent employment. Postdoctoral Associates are not eligible for extended-term appointments.

It is characteristic of Postdoctoral Associates to work with a small set of faculty mentors who are responsible for directing the employee's research and training. The temporary nature of internships, the precariousness of grant funding, and the desire of many Postdoctoral Associates to acquire permanent employment early in their careers call for a specific set of governing regulations for this category of employee.

Postdoctoral Associates are employees at will.

### **II. APPOINTMENT PROVISIONS**

#### **A. Appointment Process**

The head of the unit sponsoring the Postdoctoral Associate will forward recommendations to the appropriate dean, who will forward his or her recommendation to the Vice President of Academic Affairs for approval. The proposed term of employment normally shall be no longer than one year, although renewal of the appointment is possible.

The head of the sponsoring unit shall specify the terms of appointment in writing to the candidate (salary, starting date, ending date, duties, and other pertinent conditions of appointment), subject to approval by the appropriate college dean. The employee shall receive a letter stating these terms no later than 10 days before the start of employment.

#### **B. Job Descriptions**

The faculty mentor is responsible for specifying the job responsibilities of a Postdoctoral Associate. These job responsibilities should not require more than 25 percent of effort (six semester credit-hours per year) dedicated to classroom teaching. If a greater teaching effort is anticipated, the appointment should be as a temporary faculty member or as another category of academic professional.

#### **C. Compensation**

Salaries for Postdoctoral Associates should be generally consistent with those for postdoctoral employees in the discipline at large. Salary increases require approval of the appropriate dean and the Vice President for Academic Affairs.

With the exception of annual vacation leave, fringe benefits for Postdoctoral Associates shall be in accordance with University personnel policies and shall be described in the letter of appointment. In lieu of accruing annual leave, Postdoctoral Associates are allowed short-term leave with pay, not to exceed 22 working days per calendar year.

**D. Appeals and Disputes**

A Postdoctoral Associate seeking to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. UW Regulation 1-5 governs the resolution of civil rights disputes.

Source:

University Regulation 408, adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 3/23/12 Board of Trustees meeting  
Revisions adopted 11/15/13 Board of Trustees meeting

**UW REGULATION 5-804**  
**Appointment, Evaluation and Removal of Academic Administrators**

**1. STATEMENT OF POLICY**

The Trustees of the University of Wyoming observe a policy of administrative accountability, through the President, for the effective operation and distinctive quality of the University. The President is responsible for recommending the appointment or removal of all administrative and academic officers of the University and assuring regular evaluation of their performance. All such University officers serve at the pleasure of the Trustees and may be removed, upon recommendation of the President, at any time and for any reason that is not illegal.

Academic administrators serve several roles as managers of the university, leaders of their academic units, and representatives of the views and interests of their academic colleagues. Therefore, the appointment, evaluation or removal of academic administrators by the President normally shall involve significant faculty participation. This Regulation sets forth the process for personnel treatment of academic administrators and establishes the manner in which faculty participation is anticipated in the process on a timely and consistent basis.

**2. DEFINITIONS**

As used in this regulation:

A. "Academic Administrators" means those University Officers designated in UW Regulation 1-1 as academic officers to whom academic units report.

B. "Academic Unit" means a department, center, institute, school, college or other academic division to which University faculty are assigned under the aegis of the Vice President for Academic Affairs.

C. "Advisory Committee" means a committee normally composed of a majority of faculty in the affected academic unit, appointed by a reviewing officer, formed to advise on the selection or review of an academic administrator, and including such non-faculty members (e.g., academic professionals, staff, students, or external advisors) deemed appropriate by the reviewing officer. The reviewing officer may serve on any such Advisory Committee or may designate any representative to serve as a non-voting ex-officio member.

D. "Annual Review" means the performance assessment of each academic administrator carried out each year by his or her reviewing officer prior to the assignment of any merit increment, with a written summary prepared for both parties.

E. "Five Year Review" means the comprehensive review of performance and overall effectiveness of an academic administrator conducted five years following appointment by a reviewing officer from the point of view of the University and of the unit, with advice on the latter by an advisory committee.

F. "Reviewing Officer" means the President, a vice president or a dean with authority to evaluate an academic administrator and recommend his or her appointment or removal.

G. "Special Review" means the review of the performance and overall effectiveness of an academic administrator which may be conducted at any time by a reviewing officer and, in the case of unit heads, upon request of a majority of the unit faculty accepted by the reviewing officer.

H. "Unit Head" means the academic administrator, whether designated as head, chairman, director or similar title, with responsibility for the leadership and management of an academic unit other than a college of the University [or the Haub School of Environment and Natural Resources](#).

I. "University Faculty" means Voting members of the University Faculty as defined by [UW Regulation 1-1](#).

J. "Vice President" means the Vice President for Academic Affairs, Vice President for Research or other principal officer of the university to whom academic units report and to whom the provisions of this regulation apply.

### 3. APPOINTMENT

Appointment of academic administrators shall be approved by and incumbents shall serve at the pleasure of the Trustees upon recommendation of the President.

A. The at-pleasure appointment of Unit Heads shall be for a defined term (usually three to five years) to be specified at the time of appointment.

B. The appropriate dean or vice president may provide a nomination for the appointment of a department head; however personal review and individual recommendations of such appointments by the President shall be required.

### 4. SELECTION

Unless otherwise approved by the President or the Trustees, selection of academic administrators normally shall be pursuant to a national or, as appropriate, an international, search by the appropriate reviewing officer in accordance with University equal employment opportunity principles and with the significant participation of an advisory committee. Any advisory committee for the selection of a dean shall include at least one member who is not employed by any university and who has knowledge, training, and experience in a discipline taught within that college [or school](#). The

recommendations of any advisory committee or the direct consultation with unit faculty required in this section 4 shall not limit the authority of the Provost/Vice President for Academic Affairs, the President, or the Board of Trustees with regard to the selection of a dean or any other academic administrator.

- A. The selection process must include direct consultation with unit faculty.
- B. A selection process may be limited to internal candidates with prior authorization by the President.
- C. Consultation on the internal appointment or reappointment of a unit head may be limited to direct consultation with unit faculty.
- D. No individual shall be appointed as an academic administrator unless he or she qualifies for tenure and, on appointment, has been recommended for tenure by the appropriate faculty.

## **5. EVALUATION**

The President, vice president or dean, as appropriate, shall evaluate each academic administrator on an annual basis and shall, each five years following appointment, conduct an assessment of the effectiveness of the academic administrator's leadership of the academic unit. The reviewing officer shall seek input from the unit faculty as part of the assessment.

### **A. Annual Review**

1. Annual review shall be conducted by the appropriate reviewing officer each year prior to the approval of the University's annual budget with a written summary prepared for both parties.
2. The reviewing officer shall maintain a performance file containing comments and suggestions received in the previous year related to the performance of the academic administrator under review.
3. The annual review shall include an assessment of the following factors:
  - a. effectiveness in meeting the goals of the academic unit and the University
  - b. leadership, professional competence and working relationships
  - c. review of the performance file and other materials that have been brought to the academic administrator's attention prior to the annual review by the reviewing officer.
4. The reviewing officer may consult with individual faculty members, an ad hoc committee, or any other persons familiar with the administrator's performance.

5. Any merit increment awarded to an academic administrator shall be linked to the annual review.

B. Five Year Review

1. Every five years, or more often if circumstances warrant, and prior to the reappointment of any unit head, the appropriate reviewing officer shall conduct a comprehensive review of the performance and overall effectiveness of each academic administrator.

2. The review shall reflect the views of both the University and the academic unit; and the reviewing officer shall be advised on the views of the academic unit by an advisory committee which shall:

a. Consider the annual reviews of the academic administrator; solicit the opinions of faculty, students, staff and administrators; and examine objective data regarding the progress of the academic unit.

b. Submit a confidential, reasoned report, a draft of which shall be submitted to the academic administrator for comment, assessing the strengths and weaknesses of the academic administrator, and providing suggestions for improvement, as appropriate.

c. Develop a summary of their report in cooperation with the reviewing officer, who shall distribute the summary to the academic unit.

C. Special Reviews

1. A reviewing officer may conduct a special review of an academic administrator at any time, which shall follow the procedures established for a five year review.

2. A majority of an academic unit may request a special review of its unit head at any time.

3. In the event a reviewing officer, after consultation with a unit faculty, does not support a request for a special review and the faculty do not recede from the request, the matter shall be referred to the vice president for a decision.

4. At the discretion of the Vice President for Academic Affairs, a special review, pursuant to this Regulation, may be conducted for any academic support unit as such is designated by the Vice President.

## **6. REMOVAL**

Reviewing officers may recommend the removal of an academic administrator at any time for any reason that is not illegal. However, no removal of an academic administrator shall be final until acted upon by the Trustees upon recommendation of the President.

**Source:**

University Regulation 804, Revision 2; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 1/17/14 Board of Trustees meeting



**AGENDA ITEM TITLE:** Approval of UW Start-Up Money for Equipment Purchase, Mai/K.  
Miller

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other                      Specify: Committee of the Whole (Items for Approval)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Vice President Mai and Provost Miller will present to the Board on the approval of UW start-up money for the purchasing of equipment.

**AGENDA ITEM TITLE: Proposal for Conference Center Kitchen Expansion, Mai**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other

Specify: Committee of the Whole (Items for Approval)

**Proposal for Conference Center Kitchen Expansion**

BACKGROUND AND POLICY CONTEXT OF ISSUE:

See above material under Agenda Item Title: Construction Updates on page 29.

**1. INFORMATION ONLY ITEM**

**Progress Report/Change Orders**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other

Specify:

**Capital Construction  
Progress Report as of September 7, 2016**

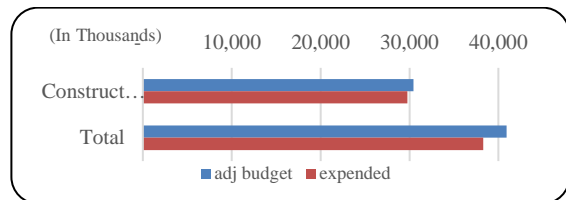
The following is an accounting of the progress and activity of construction and design since the last Trustees meeting. Also reported are approved change orders.

**PROJECTS IN CONSTRUCTION**

**1. Buchanan Center for the Performing Arts**

Contractor: Sampson Construction Company, Inc.  
Cheyenne, WY

Original Project Budget \$35,000,000 (a)  
Adjusted Project Budget \$40,925,000 (d)



<b><u>Funding Sources:</u></b>	<b><u>Original Anticipated:</u></b>	<b><u>Actual:</u></b>
State Appropriation	16,800,000	16,800,000
Bond Fund including interest	12,200,000	12,217,253
UW Income Fund	-	9,000,000
Transferred to Cap Con Reserve	-	(3,425,000)
Major Maintenance	2,300,000	2,675,000
Federal Mineral Royalty (FMR)	1,700,000	1,700,000
Funds provided by Office of Pres. 13/14	-	559,774
Foundation	2,000,000	102,342
Other UW Departments	-	47,709
Bungalow Removal included in Const- paid by Visual Arts Project	-	1,248,333
<b>Total Funding</b>	<b>35,000,000</b>	<b>40,925,411</b>

Guaranteed Maximum Price \$25,700,000  
Contract Substantial Completion Date October 31, 2014  
Extended August 2015

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	25,700	3,775	968	30,443	(29,766)	(55)	<b>622</b>
<b>Contingency</b>	1,289	-	(1,289)	-	-	-	-
<b>Design</b>	2,993	-	321	3,314	(3,263)	(4)	<b>47</b>
<b>FF&amp;E</b>	2,450	1,500	-	3,950	(3,062)	(892)	<b>(4)</b>
<b>Technology</b>	1,208	-	-	1,208	(721)	-	<b>487</b>

<b>Admin</b>	1,360	650	-	2,010	(1,514)	(652)	(156)
<b>Total</b>	<b>35,000</b>	<b>5,925</b>	-	<b>40,925</b>	<b>(38,326)</b>	<b>(1,603)</b>	<b>996</b>

**Statement of Contract Amount**

Original Contract		25,700,000
Change Order 1	Temporary Classroom Trailer	150,000
Change Order 2	Bungalow Asbestos Abatement	232,749
Change Order 3	Bungalow Deconstruction	92,674
Change Order 4	Bungalow Parking Lot	766,927
Change Order 5	New Roof Area, curtains, storage cabinets, fireproof deck, permits	674,444
Change Order 6	Award Audio Visual Scope of Project, Re-roof two areas, add smoke vents	888,061
Change Order 7	Add AST Wall Panels, Vapor Barrier, Overhead Door, Sound Doors	916,942
Change Order 8	Add Fire Valves, Skylight Wall Changes, Design Changes for Code	13,601
Change Order 9	Added Piping, Telescopic Platform Seating, Replace Existing Valves, Add FF&E Alternate #5, Add AV To Classroom	252,100
Change Order 10	Instrument Storage Lockers, New Flooring in Existing Studios, Ceiling Changes, Fire Alarm Changes	145,489
Change Order 11	Ductwork Changes, Concrete for Brick Ledge, ADA Shower Accessories, Bungalow Parking Lot Changes, Refinishing West Lobby	94,786
Change Order 12	Design Changes, Listed AV Recording Equip, Casework Changes	85,488
Change Order 13	Recording Equip Credit, Doors & Hardware, Roof Drain Design Changes, Structural Conflicts	50,011
Change Order 14	Wall & Ceiling Changes, Add Roof Walk Pads & Ladder, Cost for Beneficial Occupancy	103,791
Change Order 15	Pipe Insulation Abatement, Rework Thrust Theatre, Infrastructure WAP Locations	79,464
Change Order 16	Redesign Acoustical Shelf, Redesign Recital Shelf, Add Motorized Roller Shades, Structural Modifications Passenger Elevator	184,199
Change Order 17	GC Extension, FF&E, AV Equip Changes, Box Office Changes, Update Existing Panel Schedule, Modify Stair	382,553
Change Order 18	Add Space Saver, Demo-Rework Choral Storage, Design Changes	104,220

Change Order 19	HVAC Changes and repairs, Add Interior Finishes, Drip Pan & Leak Detection AHU, Thrust Theater Cross Under Framing	91,401
Change Order 20	Exterior Improvements	791,213
Change Order 21	Beneficial Occupancy	-
Change Order 22	Recital Changes, Add Power, Cable Pass, Add Audio Equip, Add Floor Plates, Add Fire Alarm, Lighting Switching	52,260
Change Order 23	Modify Theater Walls, Loading Dock Guardrail, Water Booster Pump	53,060
Change Order 24	Enhanced Landscaping, Camera Upgrade, Add Sound Attenuation Faculty Studios	121,013
Change Order 25	Additional Services Mechanical	14,118
Adjusted Contract		32,040,564

**Work Completed/In Progress:**

- Sanitary Sewer Lift Station is ongoing. Work will begin on west manhole and proceed to east with new line being laid.
- Electrical floor boxes in 2003 and 1016 have been moved. Final connections are being made.
- New LED lights for the scene shop have been installed to improve safety.
- Installation of Emergency Radio Responder system.

**Issues Encountered with Proposed Resolution for Each:**

- None

**Work Planned for the Upcoming Month:**

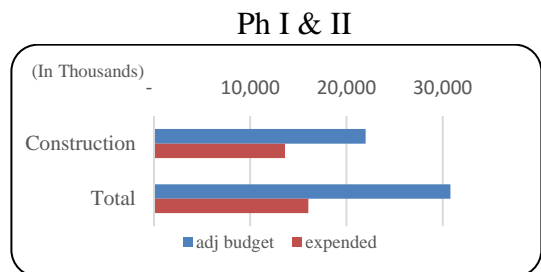
- Roofing punch list and warranty items

**2. Arena Auditorium Renovation**

**Phase I**

Contractor: Haselden Wyoming Constructors  
 Casper, WY

Original Project Budget \$12,850,000 (a)  
 Adjusted Project Budget \$12,982,109 (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Foundation	5,000,000	3,149,951
State Match	5,000,000	3,900,049
State Appropriation	2,850,000	5,120,000
Athletics	-	812,109
<b>Total Funding</b>	<b>12,850,000</b>	<b>12,982,109</b>

Guaranteed Maximum Price                      \$ 7,056,730  
Contract Substantial Completion Date        March 27, 2014

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	7,057	911	360	8,328	(8,328)	-	-
<b>Contingency</b>	360	-	(360)	-	-	-	-
<b>Design</b>	1,065	-	-	1,065	(1,042)	(17)	(6)
<b>FF&amp;E</b>	3,663	(460)	-	3,203	(3,295)	(3)	(95)
<b>Tech</b>	250	(250)	-	-	-	-	-
<b>Admin</b>	455	(69)	-	386	(297)	-	89
<b>Total</b>	<b>12,850</b>	<b>132</b>	<b>-</b>	<b>12,982</b>	<b>(12,962)</b>	<b>(20)</b>	<b>-</b>

**Phase II**

Contractor- pre construction: Haselden Wyoming Constructors  
Casper, WY

Contractor – Design/Bid/Build: Sletten Construction of Wyoming

Original Budget for Phase I and Phase II was \$30,000,000. Funding remaining from Phase I was applied to Phase II. See additional funding (b) below.

Original Project Budget                      \$17,150,000 (a)  
Adjusted Project Budget                      \$17,830,000 (d)

<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Foundation	5,000,000	6,850,049
State Match	5,000,000	6,099,951
State Appropriation	7,150,000	4,880,000
<b>Total Funding</b>	<b>17,150,000</b>	<b>17,830,000</b>

Contract Price                                      \$13,282,982  
Contract Substantial Completion Date        October 16, 2017

**Note:** Funds have been reallocated among the budget categories. The adjusted budget has not changed in total. Corresponding expenditures and obligations have also been reallocated. The project has changed from CMAR to Design/Bid/Build.

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	13,050	574	-	13,624	(155)	(13,303)	166
<b>Contingency</b>	913	167	-	1,080	-	-	1,080
<b>Design</b>	1,835	379	-	2,214	(1,390)	(182)	642
<b>FF&amp;E</b>	760	(225)	-	535	(28)	-	507
<b>Tech</b>	300	(150)	-	150	-	-	150
<b>Admin</b>	292	(65)	-	227	(50)	-	177
<b>Total</b>	<b>17,150</b>	<b>680</b>	-	<b>17,830</b>	<b>(1,623)</b>	<b>(13,485)</b>	<b>3</b>

**Statement of Contract Amount**

Original contract		13,282,982
	No Change Orders	-
Adj Contract		13,282,982

**Work Completed/In Progress:**

- Contract awarded to Sletten Construction of Wyoming.
- Fencing of construction zone is ongoing
- Fencing of staging area (south of Animal Science/Molecular Biology) is ongoing.

**Issues Encountered with Proposed Resolution for Each:**

- None

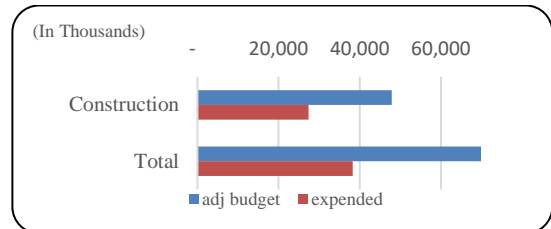
**Work Planned for the Upcoming Month:**

- Demolition of Willet East entry way.
- Installation of temporary wall separating construction zone from remaining building
- Demolition of east berm for construction.

**3. High Bay Research Facility**

Contractor: Haselden Wyoming Constructors  
 Casper, WY

Original Project Budget  
 (not including donated equipment) \$64,800,000 (a)  
 Adjusted Project Budget  
 (not including donated equipment) \$69,952,341 (d)







<b>Restricted for Tech</b>	11,200	-	-	11,200	(6,196)	(5,004)	-
<b>Admin</b>	876	-	-	876	(456)	(6)	414
<b>Subtotal</b>	<b>64,800</b>	<b>5,084</b>	-	<b>65,884</b>	<b>(48,662)</b>	<b>(15,718)</b>	<b>1,504</b>
<b>Equip Donation</b>	2,500	-	-	2,500	-	-	2,500
<b>Total</b>	<b>67,300</b>	<b>5,084</b>	-	<b>68,384</b>	<b>(48,662)</b>	<b>(15,718)</b>	<b>4,004</b>

**Statement of Contract Amount**

Original contract		42,925,724
Change Order 1	Additional Concrete Work, Gas Meter, Manifold & Piping, Equipment Relocation	86,647
Change Order 2	Additional Costs for Extended Contract Date and Mechanical Systems Changes	4,952,341
Change Order 3	Door and Exterior Detail Changes, Bike Racks	10,563
Change Order 4	Radiation Shielding at South Walls	15,411
Change Order 5	Credits: Door Card Reader, Roof Davit	(11,559)
Change Order 6	Deleted Casework, Truck Turning Layout, Floor Radiation Shielding	(13,366)
Change Order 7	Heat Recovery, Fume Hoods, Electrical Changes	(76,674)
Change Order 8	Chiller Vibration Isolation, Epoxy Flooring, Add End Switches to Control Valves	7,791
Change Order 9	Vibration Isolation for Pumps, Vertical Wire Management Sleeve	9,226
Change Order 10	Isolation valves, Additional ceramic tile, Elimination of tempered at lead glazing, Credit for UW personnel related to a hit conduit within steam tunnel, Destat fan, Electrical panel	(563)
Adjusted Contract		47,905,541

**Work Completed/In Progress:**

- Exterior masonry is ongoing on the north façades of the building.
- Asphalt patching south and west of Animal Sciences is complete.
- Trees have been planted on the east side of the building and continue on the west.
- Lead shielding is complete in the CT Scanner Rooms.
- Final grading is complete on the east side of the building with work continuing on the north.
- Bids were received for the furniture package

**Issues Encountered with Proposed Resolution for Each:**

- It was discovered that portions of the building had received the wrong stone. A decision was made to accept this stone as the team felt it actually improved the look of the building. Direction was provided to keep the screen wall at 10'-0" and add openings at the bottom of the wall.
- There are two owner-provided back-up power units to be supplied by a building user. This equipment is needed by the middle of September in order to install and commission prior to full building commissioning scheduled for the beginning of October. The team developed a solution that will allow the full building commissioning to begin on schedule and allow for the equipment to be moved after building completion. This will require the building power to be disconnected for one day after completion while the equipment is installed. The cost of this change is approximately \$15K.
- After reviewing the furniture bids received on August 26<sup>th</sup> it was discovered that the bids cannot be awarded on an itemized basis as intended as the Instructions to Bidders did not dictate that the delivery and installation charges needed to be itemized. After review with the team it was determined that the only fair way to award these packages and avoid a bid protest would be to reject all bids and re-advertise the package.

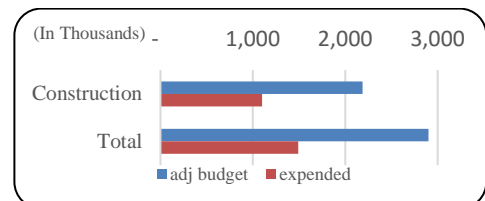
**Work Planned for the Upcoming Month:**

- Suspended ceilings will continue installation on the first floor.
- UWIT will be installing fiber and copper lines to tie into the campus network.
- Move coordination will continue on a bid package to move the existing equipment within the School of Energy Resources and College of Engineering.
- The furniture, fixtures and equipment will be re-advertised.
- Drywall/ taping will continue on the first floor, west wing.
- Painting will continue on the 1st floor of the west wing.
- Concrete Masonry Unit for the masonry screen wall will continue installation.
- Wood paneling will continue on the first floor corridor.
- Lab benches and fume hoods will complete installation on the second floor and continue on the first floor.
- Floor preparation will complete on the second floor for installation of the flooring.

**4. Hoyt Hall Renovation**

Contractor: Elk Ridge Builders & Design LLC  
 Laramie, WY

Original Project Budget \$ 2,900,000 (a)  
 Adjusted Project Budget \$ 2,900,000 (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Major Maintenance	3,000,000	2,900,000

Contract Sum \$ 2,000,888

Contract Substantial Completion Date July 22, 2016

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	2,001	-	186	2,187	(1,973)	(239)	(25)
<b>Contingency</b>	323	-	(186)	137	-	-	137
<b>Design</b>	299	-	-	299	(294)	(5)	-
<b>FF&amp;E</b>	-	-	-	-	-	-	-
<b>Tech</b>	-	-	-	-	-	-	-
<b>Admin</b>	277	-	-	277	(151)	(69)	57
<b>Total</b>	<b>2,900</b>	-	-	<b>2,900</b>	<b>(2,418)</b>	<b>(313)</b>	<b>169</b>

**Statement of Contract Amount**

Original Contract		2,000,888
Change Order 1	Install Self-leveling Flooring Floors 1-3	66,909
Change Order 2	Change Door Finish to Match Pre-existing Doors	4,387
Change Order 3	Additional Work to Finish Basement	20,621
Change Order 4	Electrical and Plumbing Revisions	17,288
Change Order 5	Additional Work in the Kitchen	18,686
Change Order 6	Correct Uneven Plaster Walls, ADA WC Fixtures, ADA Switch Height Changes, Replacement of Door Jams	21,232
Change Order 7	Add Wood Trim, Plumbing Wall Removal, Add Demo, Change to Flooring in Restrooms	21,050
Change Order 8	Finish Coat to Doors, Add Wood Apron Trim , 2 <sup>nd</sup> Floor Ceiling Drop Soffit	16,564
Change Order 9	Add COL code approved locking hardware & vision glass to door, Add wood trim, New vertical cable tray, Door modifications, Additional Caulking, Install Knox Box, Plumbing & Electrical revisions	24,762
Adjusted Contract		2,212,388

**Work Completed/In Progress:**

- Project is substantially complete. The general contractor is currently completing punch-list items that were identified by the design team

**Issues Encountered with Proposed Resolution for Each:**

- None

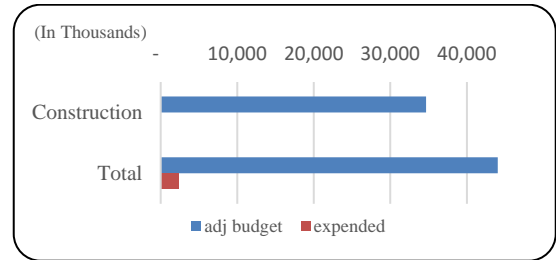
**Work Planned for the Upcoming Month:**

- After all punch-list items are complete and other required documentation is provided by the general contractor, the project will be closed-out.
- An Open House Reception is being held on Friday, September 9<sup>th</sup>.

### 5. Mick and Susie McMurry High Altitude Performance Center

Contractor: GE Johnson  
 Jackson, WY

Original Project Budget \$ 44,000,000 (a)  
 Adjusted Project Budget \$ 44,000,019 (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Foundation	3,000,000.00	3,000,000.00
Foundation	21,000,000.00	21,000,000.00
State Match	20,000,000.00	20,000,000.00
Athletic Gifts	-	18,844.89
<b>Total Project</b>	<b>44,000,000.00</b>	<b>44,018,844.89</b>

Guaranteed Maximum Price not yet set  
 Contract Substantial Completion Date not yet set

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	34,684	-	-	34,684	-	(60)	<b>34,624</b>
<b>Contingency</b>	1,363	-	-	1,363	-	-	<b>1,363</b>
<b>Design</b>	3,469	-	-	3,469	(1,590)	(1,224)	<b>655</b>
<b>FF&amp;E</b>	1,961	-	-	1,961	-	-	<b>1,961</b>
<b>Tech</b>	1,015	-	-	1,015	-	-	<b>1,015</b>
<b>Admin</b>	1,508	19	-	1,527	(168)	(6)	<b>1,353</b>
<b>Total</b>	<b>44,000</b>	<b>19</b>	-	<b>44,019</b>	<b>(1,758)</b>	<b>(1,290)</b>	<b>40,971</b>

#### Statement of Contract Amount

Original contract	Not Yet Set	-
	No Change Orders	-
Adj Contract		-

**Work Completed/In Progress:**

- Received 90% Construction Documents on September 2, 2016 from Pappas and Pappas/DLR. GE Johnson has established a bid schedule for generation of the GMP. The GMP and all deliverables will be ready for BOT approval at the 10/19 meeting.
- The construction partition fence has been installed at the north end of the stadium in anticipation for project commencement in November.
- GE Johnson has commenced work on the Veterans Memorial Relocation portion of the project. The Memorial will be relocated and ready for public viewing on 10/14/2016.

**Issues Encountered with Proposed Resolution for Each:**

- None.

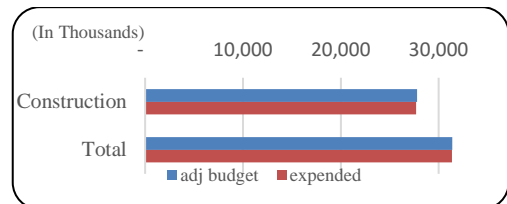
**Work Planned for Following Month:**

- GE Johnson will work on generating the GMP via the bid schedule.

**6. Half Acre Gym**

Contractor: Groathouse Construction, Inc.  
 Laramie, WY

Original Project Budget           \$ 27,268,577 (a)  
 Adjusted Project Budget           \$ 31,385,671 (d)



<b><u>Funding Sources:</u></b>	<b><u>Original Anticipated:</u></b>	<b><u>Actual:</u></b>
Bond Proceeds	11,918,577.03	11,935,671.30
State Appropriation	15,000,000.00	15,000,000.00
ASUW & FMRs 2010 – architect	350,000.00	350,000.00
UW Income Fund	-	3,600,000.00
BOT authorized campus recreation	-	250,000.00
BOT authorized FMRs	-	250,000.00
<b>Total Project</b>	<b>27,268,577.03</b>	<b>31,385,671.30</b>

Guaranteed Maximum Price                   \$19,800,000  
 Guaranteed Maximum Price as adjusted   \$27,718,204  
  
 Contract Substantial Completion Date      November 2015

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	19,800	6,825	1,142	27,767	(27,698)	(69)	-
<b>Contingency</b>	1,142	-	(1,142)	-	-	-	-
<b>Design</b>	3,272	(1,202)	-	2,070	(2,050)	(20)	-
<b>FF&amp;E</b>	974	(272)	-	702	(501)	(16)	<b>185</b>
<b>Tech</b>	974	(974)	-	-	-	-	-
<b>Admin</b>	1,106	(259)	-	847	(1,115)	(49)	(317)
<b>Total</b>	<b>27,268</b>	<b>4,118</b>	-	<b>31,386</b>	<b>(31,364)</b>	<b>(154)</b>	<b>(132)</b>

**Statement of Contract Amount**

Original Contract		19,800,000
Change Order 1	Construct Temporary Fitness Areas, Trailer for Outdoor Recreation, Temporary Parking Lot	219,712
Change Order 2	Base Bid Reconciliation, Increase for Time Extension	1,468,712
Change Order 3	Add Isolated Ground Outlets, Add Asbestos Abatement	41,158
Change Order 4	Fire Rated Shaft Around Climbing Wall, Architectural & Structural Modifications	431,034
Change Order 5	Increase Casework Bid Package, Cold Weather Protection, Weather Related Impact Costs, Fireproofing Scope Expansion	601,568
Change Order 6	Enclose Back Wall of Racquetball Courts, Interior Furring Assemblies on Existing Walls, Revise Roofing Walk Pads, Drain Piping fro Day Lot to New Storm Sewer Manhole	147,872
Change Order 7	Increase Tile Bid Package, Scope Expansion for Gym Equipment, Cold Formed Framing Modifications	296,285
Change Order 8	Scope Expansion for AV/IT Infrastructure	675,026
Change Order 9	Power Operated Window Shade in Climbing Area, Revisions to Gym Wall Pads, Lowering Existing Water Main, Revisions to Gym Graphics	124,559
Change Order 10	COW Trade layout, COW Weather Protection, Wall Bracing,	174,268
Change Order 11	Power & Receptacles for Motorized Projector Screens, Cast Bronze Floor Medallion, Outdoor Program Air Compressor, Power Revisions	35,804
Change Order 12	Beneficial Occupancy	-

Change Order 13	Beneficial Occupancy	-
Change Order 14	Stair Well Terminations & Ceiling Finishes, FF&E Additions, Fire Resistant Construction Revisions, Traffic Coating in Penthouse, Dance Studio Floor Refinishing	261,945
Change Order 15	Technology Buildout Package, Spinning Stage Connectivity	420,959
Change Order 16	MEP Space Concerns, Track Guardrail Revisions, Power Modifications	115,133
Change Order 17	Asbestos Abatement, Demolition Modifications, MEP Phase 1 Sequencing, Weather Protection, COW Trade Layout, COW Daily Cleanup,	247,858
Change Order 18	Modify Duct Penetrations, Interface Fire Alarm With AV, Modify Stair Rails, Modify Toilet Access	91,773
Change Order 19	COW Hoisting Equipment, Daily Cleanup, Weather Protection	87,800
Change Order 20	Increase Pool Bid Package	172,996
Amendment #2	Adjustment to Contract Amount	2,303,742
Change Order 21		71,488
Change Order 22	Emergency Radio Responder Repeater System	(22,621)
		27,767,071

**Work Completed/In Progress:**

- Emergency Radio Response Coverage system is nearing completion.

**Issues Encountered with Proposed Resolution for Each:**

- No

**Work Planned for the Upcoming Month:**

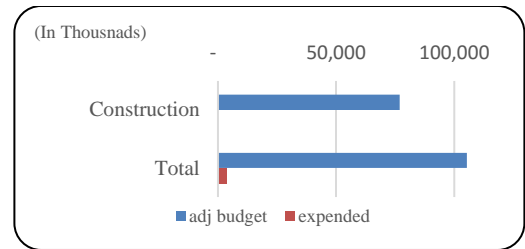
- Emergency Radio Responder Repeater System completion

**7. Engineering Building**



Contractor: GE Johnson  
Jackson, WY

Original Project Budget \$ not yet set (a)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Grant – AML funds	350,000.00	350,000.00
Grant 2 – AML funds	750,154.00	750,154.00
State appropriation	55,000,000.00	55,000,000.00
Reduced by 2015 legislative action	(8,570,000.00)	(8,570,000.00)
Reduced by 2015 legislative action	(3,475,737)	(3,475,737)
State gen fun from AML – held until match	15,800,000.00	15,800,000.00
State matching funds	14,200,000.00	14,200,000.00
State Sec I swap for cap construction	10,000,000.00	10,000,000.00
2016 Appropriation	14,500,000.00	14,500,000.00
2015 DEQ redirected funds	3,475,737	3,475,737
Foundation donation	3,328,756	3,328,756
<b>Total Project</b>	<b>105,358,910.00</b>	<b>105,358,910.00</b>

Guaranteed Maximum Price not yet set  
Contract Substantial Completion Date not yet set

**Note:** Funds have been reallocated among the budget categories. The adjusted budget has not changed in total.

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	76,853	(3,476)	-	73,377	-	-	73,377
<b>Contingency</b>	3,843	-	-	3,843	-	-	3,843
<b>Reserve</b>	5,243	3,476	-	8,719	-	-	8,719
<b>Design</b>	7,943	(228)	-	7,715	(4,171)	(3,753)	(209)
<b>FF&amp;E</b>	3,993	(75)	-	3,918	-	-	3,918
<b>Tech</b>	3,474	(75)	-	3,399	-	-	3,399
<b>Admin</b>	4,010	378	-	4,388	(582)	(830)	2,976
<b>Total</b>	<b>105,359</b>	<b>-</b>	<b>-</b>	<b>105,359</b>	<b>(4,753)</b>	<b>(4,583)</b>	<b>96,023</b>

**Statement of Contract Amount**

Original contract	Not Yet Set	-
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	No Change Orders	-
Adj Contract		-

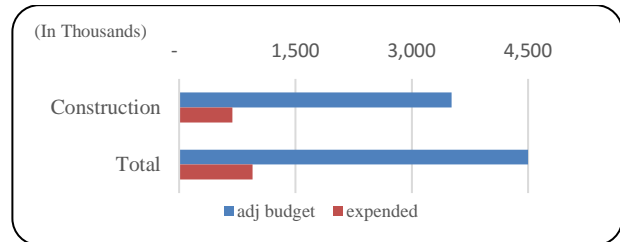
<b>Work Completed/In Progress:</b>
<ul style="list-style-type: none"> <li>The public opening of Bid Package 1 (BP1) documents was conducted as scheduled on 29 August 2016 in the UW Service Building.</li> <li>Abatement work on the 1103 Lewis St. property.</li> <li>1103 Lewis will be razed and site clearing will finish on or near October 1<sup>st</sup>.</li> </ul>

<b>Issues Encountered with Proposed Resolution for Each:</b>
<ul style="list-style-type: none"> <li>None</li> </ul>

<b>Work Planned for the Upcoming Month:</b>
<ul style="list-style-type: none"> <li>Work on bid package 1 will commence (site utilities, mass excavation, deep foundations) and will be ongoing through January.</li> </ul>

**8. Video and Score Boards**

Contractor: Panasonic Corporation NA  
 Original Project Budget \$ 4,500,000 (a)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Administrative Loan	4,500,000.00	4,500,000.00
Total Project	4,500,000.00	4,500,000.00

Contract Substantial Completion Date August 1, 2016

Note: Design expenditures and obligations were reversed in prior month. Correct in this report.

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	3,513	-	-	3,513	(688)	(2,816)	9
<b>Contingency</b>	280	-	-	280	-	-	280
<b>Design</b>	164	-	-	164	(98)	(51)	15
<b>FF&amp;E</b>	200	-	-	200	(185)	-	15
<b>Admin</b>	343	-	-	343	(24)	(10)	309
<b>Total</b>	<b>4,500</b>	-	-	<b>4,500</b>	<b>(995)</b>	<b>(2,877)</b>	<b>628</b>

**Statement of Contract Amount**

Original contract		3,504,301
	Owner Contingency for Additive Alternates	8,761
		-
Change Order #1	Add end zone netting	42,695
Change Order #2	Credit for re-use of conduit, Addition of interducts for cabling protection	(447)
Change Order #3	Additional a/v equipment requested by Athletics staff	11,057
Adj Contract		3,557,606

**Work Completed/In Progress:**

- Certificate of Substantial Completion was issued to Panasonic on 9/1/16.
- The Video Board didn't encounter any issues during the 9/3 game with Northern Illinois.

**Issues Encountered with Proposed Resolution for Each:**

- None.

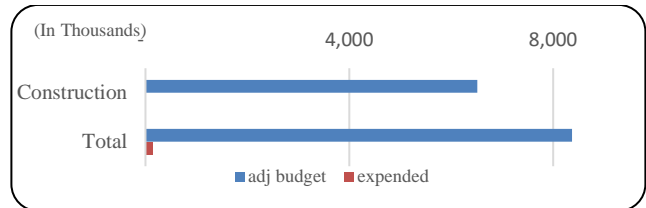
**Work Planned for the Upcoming Month:**

- Re-calibration of opening graphic on main video board and the balance of the punch list items.

**9. BSL3 – State Vet Lab**

Contractor: Sampson Construction Co, Inc.

Original Project Budget \$8,372,000 (a)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
State of Wyoming Reimbursement	8,372,000.00	8,372,000.00
Total Project	8,372,000.00	8,372,000.00

Contract Substantial Completion Date June 26, 2017

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	6,512			6,512		(6,521)	(9)
<b>Specialized Equipment</b>	253			253		(198)	55
<b>Contingency</b>	496			496			496
<b>Consultants</b>	766			766	(178)	(597)	(9)
<b>Admin</b>	345			345	(73)	(58)	214
<b>Total</b>	8,372			8,372	(251)	(7,374)	747

**Statement of Contract Amount**

Original contract		6,512,000.00
Change Order #1	Re-feed supply & exhaust air to corridor, storage & incinerator rooms	8,780
Adj Contract		6,520,780.00

**Work Completed/In Progress:**

- Mechanical and Electrical subcontractors continue to verify existing conditions. New Mechanical Engineering and Plumbing is ramping up.
- Most demolition is complete (walls, floors, HVAC, electrical)
- New masonry wall in the cage was area will start next week.

**Issues Encountered with Proposed Resolution for Each:**

- Many areas where existing conditions were not built properly. These will need to be rectified in the course of the project.

<b>Work Planned for the Upcoming Month:</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>• New construction.</li><li>• Finishing construction of the new addition and cage wash area</li></ul> |
|---|