

UW Regulatory Structure Review

Board of Trustees Meeting

January 18-20, 2017



UNIVERSITY OF WYOMING

Proposed Regulatory Restructure

Two tiers:

- 1) Regulations; and
- 2) Implementing policies and procedures.

Definitions

Regulations are general statements addressing governance, philosophies, principles or broad concepts inherent in carrying out the mission of the University.

Implementing policies and procedures reflect current operational processes for completing tasks and contain details that include specific steps, forms to use, and contact information for assistance.

Note: Unit-specific policies or procedures will be handled at the unit level.



Criteria

Regulations:

1. Mandate requirements or provisions for members of the University community.
2. Have broad application throughout the University.
3. Enhance the University's mission, reduce institutional risk, promote operational efficiency or ensure compliance with applicable laws, regulations or accreditation requirements.
4. Are approved by the Board of Trustees.
5. Are administered by at least one responsible officer, such as a Vice President.

Criteria

Implementing policies and procedures:

1. Freestanding operational rule or set of steps.
2. Are approved by the President of the University.
3. Are administered by at least one responsible officer, such as a Vice President.

Campus Vetting Process

Regulations

1. Executive Council
2. Deans and Directors
3. Faculty Senate
4. Staff Senate
5. ASUW

Note: The Board of Trustees can draft or modify regulations, policies, or procedures at any time.

Policies and Procedures

1. Vice Presidents
2. Deans



Vetting Process

Minor modifications

On an as-needed basis, routine changes (such as new contact names, position titles, email or Web addresses, outdated statutory or legal references ,etc.) will be made to an existing regulation, policy, or procedure.

Such changes will not require approval by the Board of Trustees, but will be reviewed by the Office of General Counsel to determine whether the changes are routine. If so, the changes will be incorporated and the Office of General Counsel will record the details and dates of the changes.



Annual Review

University officers will be required to review the regulations, policies, and procedures assigned to them **at least annually** and on an *ad hoc* basis if needed.

Accessibility

The Office of General Counsel will maintain an online central repository of all University regulations, policies, and procedures.

Title: University of Wyoming Regulations, Policies, and Procedures Manual.



Current structure

<http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>



Example websites

South Dakota State University Policy and Procedures Manual:

<https://www.sdstate.edu/policies-and-procedures>

University of Arizona: <http://policy.arizona.edu/>

University of South Carolina: <http://www.sc.edu/policies/policyindex.shtml>



Proposed structure

<http://webdev.uwyo.edu/regs-policies/>

Examples

Section 1. University Governance and Structure

- UW Regulation 1-3 (Equal Education and Employment Opportunity Statement)
- UW Regulation 1-5 (Civil Rights Discrimination)

Section 2. Facilities

- UW Regulation 2-178 (Use of University Buildings, Grounds and Services)
- UW Regulation 2-245 (Administration and Use of the Wyoming Union Facility)

Section 3. Business Practices

- UW Regulation 3-179 (Use of University Vehicles)

Section 6. Academic Policy

- UW Regulation 6-41 (Financial Exigency)
- UW Regulation 6-405 (Class Meetings outside Scheduled Times)
- UW Regulation 6-713 (Student Absence Policy)



Timeline

January 2017 Board Meeting: Update the Board on the current inventory of regulations, presidential directives, policies, and procedures.

January-August 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.

September-December 2017: Refine substantive changes and vet with campus constituents.

January 2018 Board Meeting: Present to the Board the new regulations and the implementing policies/procedures manual for review and approval.

