

**THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES**

February 15, 1985

**For the confidential information
of the Board of Trustee**

THE UNIVERSITY OF WYOMING

Minutes of the Trustees
February 15, 1985

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THE UNIVERSITY OF WYOMING

Minutes of the Trustees
February 15, 1985

As part of the visitation session, the Trustees heard a report by Ms. Alma Nicol, Chairman of the Wyoming Community College Commission, on community college relations. Also, Dr. Roland Barden provided the Trustees with an update on the Course Transfer Guide and other current articulation activities at the University.

The business meeting of the Trustees of the University of Wyoming was called to order by President Coulter at 2:30 p.m. on February 15, 1985, in the Board Room of Old Main.

ROLL CALL

The following Trustees were in attendance: Chapin, Coulter, Gillaspie, Hinckley, McCue, Miracle, Mickelson, Quealy, Rochelle, Sawyer, Smith, Updike, and ex officio members Simons, Veal, and Eisenhauer. Ex officio member Herschler was absent.

APPROVAL OF MINUTES

President Coulter asked if there were any corrections or additions to the minutes of the meeting of December 14, 1984. There were no corrections or additions and Mr. Hinckley moved that the minutes of December 14, 1984, be approved as circulated. The motion was seconded by Mr. Rochelle, and it carried.

APPROVAL OF EXECUTIVE COMMITTEE
ACTIONS OF DECEMBER 28, 1984/
JANUARY 3, 1985

On December 28, 1984 and
January 3, 1985, the Executive

Committee members were contacted by Dr. James E. Todd, Vice president for Finance, concerning the Committee's approval of the construction agreement between the Trustees and the Foundation.

The members of the Executive Committee voted unanimously:

- (1) To authorize the approval of the construction agreement between the University of Wyoming Foundation and Spiegelberg Lumber and Building Company.
- (2) To authorize President Veal to act on behalf of the Trustees on those matters which according to the Foundation/University Lease Agreement need Trustee approval. It was noted in discussions with the Executive Committee that the standard operating procedure would be applied to approval of change orders and that matters requiring the attention of the Trustees would be presented for their consideration at a regular board meeting.

Trustee McCue moved that the actions of the Executive Committee reflected above, be approved and ratified in accordance with the Bylaws of the Trustees. The motion was seconded by Trustee Mickelson, and it carried.

ACADEMIC ISSUES COMMITTEE

President Coulter called on
Chairman Hinckley for

a report of the Academic Issues Committee meeting held on February 14, 1985. Committee members Hinckley, Miracle, Quealy, Rochelle, Sawyer, Simons, and ex officio members Coulter and Veal attended the committee meeting, along with other Trustees and University staff. Based on discussions and recommendations from the Academic Issues Committee, the following action was taken by the full Board.

MASTER'S PROGRAM IN FOOD SCIENCE
AND HUMAN NUTRITION

The Academic Issues

Committee discussed the request by the Divisions of Animal Science, Biochemistry, and Home Economics in the College of Agriculture that a new program of graduate study be instituted effective Fall 1985, leading to the Master of Science in Food Science and Human Nutrition. This interdisciplinary program will respond to increasing needs nationwide for specialists in human nutrition and to increasing opportunities in the field of human nutrition for research and involvement in international programs. The program takes advantage of recent curricular revisions in Home Economics and Animal Science and the appointments this year of three new faculty (replacements) in Home Economics who have expertise in nutrition; no new resources are required. The Academic Planning Committee and the Graduate School Committee have reviewed the proposal and endorsed it.

Based on the Academic Issues Committee's recommendation, Mr. Hinckley moved that the a new program of graduate study be instituted effective Fall 1985, leading to the Master of Science in Food Science and Human Nutrition. The motion was seconded by Mr. Quealy, and it carried.

MERGER OF DEPARTMENT OF GEOGRAPHY
AND DEPARTMENT OF RECREATION AND
PARK ADMINISTRATION

The Academic Issues

Committee discussed the proposed merger of the Departments of Geography and Recreation and Park Administration. The title of the proposed new department will be Department of Geography and Recreation. This new

department brings the strongly complementary programs of teaching and research from two present departments into a single academic unit. Graduate and undergraduate degrees presently offered will continue, and in addition, the new department will redirect programs and resources to offer studies in the Rocky Mountain-Great Plains Environment and develop a new focus upon resources in water, energy, and recreation as used in a cultural setting. Combining the faculties of the two present departments will enhance the intellectual environment and reduce administrative costs.

Based on the Committee's recommendation, Mr. Hinckley moved that the proposed merger of the Departments of Geography and Recreation and Park Administration into a single academic unit--the Department of Geography and Recreation, be approved, effective immediately. The motion was seconded by Mr. Gillaspie, and it carried.

AMENDMENT TO THE REGULATIONS
OF THE TRUSTEES--COLLEGE OF
HUMAN MEDICINE

At the regular meeting of the
Trustees on December 14,

1984, the Board approved the regulations of a reorganized College of Health Sciences, which is to include the School of Human Medicine as an integral unit. This action necessitates an amendment to Chapter III., Section 2 of the Regulations of the Trustees.

Based on the Committee's recommendation, Mr. Hinckley moved, Mr. Rochelle seconded, and it carried that Chapter III., Section 2 of the Regulations of the Trustees be amended by deleting the following stricken words:

* * *

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

Section 2. COLLEGES

The University shall have the following colleges:
Agriculture, Arts and Sciences, Commerce and Industry,
Education, Engineering, Health Sciences, ~~Human Medicine~~,
and Law....

* * *

The current University budget program structure contained in the Wyoming Session Laws establishes Human Medicine as a separate budget program, and the proposed organizational change will not affect the statutory status or identity of the Human Medicine budget program.

REGULATIONS OF THE UNIVERSITY
LIBRARIES (UNIVERSITY
REGULATION 631)

Mr. Keith Cottam, Director
of Libraries discussed with

the Academic Issues Committee the proposed Regulations of the University Libraries (University Regulation 631). These proposed regulations were approved by members of the faculty of the University Libraries on December 21, 1984.

Since these proposed regulations involve substantial changes to the functions, programs, and procedures of this academic unit, they were to presented to the Trustees for consideration before the President takes action thereon.

Based on the Committee's recommendation, Mr. Hinckley moved approval of the Regulations of the University Libraries (University Regulation 631), as presented in Enclosure 1. The motion was seconded by Mr. Quealy, and it carried.

AMENDMENTS TO THE REGULATIONS
OF THE TRUSTEES RELATING TO
UNIVERSITY LIBRARIES

The approval of University
Regulation 631 necessitates

certain amendments to the Regulations of the Trustees.

Upon a motion by Mr. Hinckley, seconded by Mr. Updike, it carried that Chapter III, Sections 1 and 5, and Chapter V, Section 4, of the Regulations of the Trustees be amended to read as follows:

* * *

CHAPTER III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

Section 1. THE UNIVERSITY FACULTY

The University Faculty shall consist of all persons having the faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor; and Assistant Librarian, Associate Librarian or Librarian....

* * *

Section 5. THE UNIVERSITY LIBRARY

The University Library shall be headed by a Director who shall be responsible for the provision of library service, and for the recommendation of the Library budget. The Director 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 Director of Libraries, and shall be forwarded to the Vice President for Academic Affairs who shall add her/his recommendations to the President of the University 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:

- a. Selection and development of library collections and other information resources;
- b. Bibliographical control of collections and their organization for use;

c. Reference, bibliographic instruction and advisory services;

d. Development and application of specialized information systems;

e. Library administration and management; and,

f. 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 University Regulation 631. Recruiting, appointments and salaries will be administered by the Director of Libraries, through the Vice President for Academic Affairs.

The principles of academic freedom as defined in these Regulations shall apply to Librarians.

* * *

CHAPTER V. FACULTY

Section 4. REAPPOINTMENT AND TENURE

To hold a position with tenure means that the appointment is considered permanent and is not subject to termination or substantial reduction in status without adequate justification as outlined in Section 7 of this Chapter. Faculty members employed on a temporary, supply, or part-time basis (including lecturers, adjunct or clinical appointments), members of the athletic staff whose duties are predominantly coaching, members of the University Library faculty, and officers in the Divisions of Military Science and Aerospace Studies shall not be eligible for tenure....

* * *

REGULATIONS OF THE COLLEGE OF
AGRICULTURE AND A CAREER DEVELOPMENT
GUIDE FOR EXTENSION AGENTS

Dean Bulla reported to the
Committee that the faculty

of the College of Agriculture and extension agents of the
Agricultural Extension Service across the state had approved the

proposed new Regulations of the College of Agriculture (University Regulation 500, Revision 1) and a Career Development Guide for Extension Agents (University Regulation 501). Since these regulations involved substantial changes to the functions, programs, and procedures of these academic units, both University Regulation 500, Revision 1, and University Regulation 501 were submitted to the Academic Issues Committee for approval.

Upon a motion by Mr. Hinckley, seconded by Mr. Mickelson, it carried to approve the Regulations of the College of Agriculture (University Regulation 500, Revision 1) and the Career Development Guide for Extension Agents (University Regulation 501), as attached in Enclosure 2.

AMERICAN HERITAGE CENTER/LIBRARY
POLICY COMMITTEE

The Academic Issues Committee

heard Dr. Lewis Dabney's

report on the recommendations of the American Heritage Center/Library Policy Committee regarding: 1) the Statement of Purpose of the American Heritage Center, 2) the Policy Statement on Inventory and Appraisal, and 3) the Loan Agreement form, with modified Policy Statement governing Gifts and Loans. Dr. Dabney also reported briefly on the Committee's recommendations for the use of Deed of Gift and Loan Agreement forms with respect to collections received previously by the American Heritage Center, and for the future care and maintenance of the Center's art collections.

Upon a motion by Mr. Hinckley, seconded by Mr. Updike, it carried to approve the American Heritage Center/Library Policy

Committee's recommendations, as attached in Enclosure 3, regarding 1) the Statement of Purpose of the American Heritage Center, 2) the Policy Statement on Inventory and Appraisal, and 3) the Loan Agreement form, with modified Policy Statement governing Gifts and Loans.

PARTNERSHIP IN GROWTH

Vice President Wadlow

discussed with the Academic Issues Committee the doctorate program initiated this semester in the College of Education with experiential, field-based components in collaboration with Sweetwater School Number Two in Green River. The program leads to the Ed.D. in Educational Administration, and it tests a proposed model for future joint ventures between the College of Education and a local school district. The shared semester is arranged so that two of the courses will be taught partly in Green River, while two other courses will be taught fully in Laramie but at nontraditional times (e.g., weekends) that allow access to full-time employees. All standing requirements for the Ed.D. will be met.

FACULTY WORK LOADS

Further, the Committee

heard a report by Vice President Wadlow on the current faculty work loads.

LAW SCHOOL ITEM

Vice President Wadlow

provided an update with respect to recurrent publicity on the College of Law. Maryanne Martell, a law student, expressed some concerns regarding the future of the College of Law.

This concluded the report and recommendations from the Academic Issues Committee.

BUDGET COMMITTEE

President Coulter called on Chairman Chapin for a report on the Budget Committee meeting held on February 15, 1985. In attendance were Committee members Chapin, Mickelson, Miracle, Quealy, Rochelle, and ex officio members Coulter and Veal, along with other Trustees and University staff. Based on discussions and recommendations from the Budget Committee, the following actions were taken by the full Board.

STATE EXAMINER'S REPORT

It was moved by Trustee Chapin that the State Examiner's Report on the accounts and records of the University of Wyoming for the period from July 1, 1982 to June 30, 1983 be accepted and that the University responses be approved. The motion was seconded by Mr. Quealy and it carried.

BOND AUDIT REPORT

Mr. Chapin moved that the audit report prepared by Alexander Grant and Company as required by the January 15, 1974, June 1, 1978, and the May 15, 1984 bond resolutions for the fiscal year ending June 30, 1984 be accepted. The motion was seconded by Mr. Gillaspie, and it carried.

JACOBY GOLF COURSE FEES

Upon a motion by Mr. Chapin seconded by Mr. Updike, it carried to approve the following schedule of greens fees and membership fees for the Jacoby Golf Course for the 1985 season:

1985 season

Green Fees	
Weekdays	
9 holes	\$ 5.00
18 holes	7.50
Weekends and holidays	
9 holes	7.50
18 holes	10.00
After 6:00 P.M.	4.00
Memberships	
Junior	90.00
Limited	115.00
Single	170.00
Couple	250.00
Family	330.00

REQUEST FOR TRUSTEE
CONCURRENCE IN TERMINATION
OF SYLVIA WILLIAMS CROSBY TRUST

Mr. Michael A. Maycock of
Gillette, attorney for the

Estate of Sylvia Williams Crosby, made a presentation to the Budget Committee requesting that the Trustees decline a contingent remainder interest in a trust established under Mrs. Crosby's Will. Under the terms of that instrument, the testamentary trust is to expire thirty (30) years from Mrs. Crosby's death (which occurred in 1983), with any unutilized monies in the trust estate to be distributed to her then living children or their issue. Mr. Maycock explained that the only circumstance under which the Trustees of the University of Wyoming would receive any of the trust estate would be if all of her children and their issue were then deceased. Given the fact that Mrs. Crosby was survived by three children who are of child-bearing age, and that there are currently ten grandchildren it was recognized that the possibility of the Trustees ever receiving any of the trust estate is

extremely unlikely. In order to assist the Crosby family in achieving termination of the trust, Mr. Maycock stated that it would be necessary to have the consent of all possible beneficiaries, regardless of how remote their interest might be.

Based on the Budget Committee's recommendation, Mr. Chapin moved that the Trustees decline their contingent remainder interest in the trust established under Mrs. Crosby's Will, in return for a nominal consideration of one dollar (\$1.00). The motion was seconded by Mr. McCue, and it carried.

ACCEPTANCE OF CONTRACTS, GRANTS,
GIFTS, AND SCHOLARSHIPS

Upon a motion by Mr.
Chapin, seconded by Mr.

Quealy, it carried to accept contracts and grants in the total amount of \$2,439,709.00 for the period November 22, 1984 through January 18, 1985; and gifts and scholarships in the total amount of \$557,330.95 for the period November 12, 1984 through December 31, 1984.

INTERNAL AUDIT ACTIVITY

Mr. Jacobson, Internal
Auditor, presented a report

to the Budget Committee on the internal audit activity conducted in accordance with the audit plan for the period October 1, 1984 to December 31, 1984.

This concluded the report and recommendations from the Budget Committee.

PERSONNEL COMMITTEE

President Coulter called on
Chairman Miracle for

a report on the Personnel Committee meeting held on February 15, 1985. In attendance were Committee members Miracle, Chapin, Gillaspie, Hickley, Smith, Updike, and ex officio members Coulter and Veal, along with other Trustees and University staff. Based on discussions and recommendations from the Personnel Committee, Mr. Miracle moved approval of the following appointments, adjunct appointments, adjunct reappointments, administrative appointments, continuation on probationary appointments, reappointments of basketball coaching staff, sabbatical leaves, leaves of absence, retirements, and recall. The motion was seconded by Trustee Gillaspie, and it carried.

APPOINTMENTS

The following appointments
were approved as indicated.

In the College of Arts and Sciences

1. Daniel Alan Buttry as Assistant Professor of Chemistry, effective January 21, 1985, at an annual (9-month) salary rate. This is a tenure track appointment.

In the College of Commerce and Industry

2. Nishat Abbasi as Assistant Professor of Accounting for the 1985-86 academic year, effective August 29, 1985, at an annual (9-month) salary rate. This is a tenure track appointment.

3. John W. Posnett as Visiting Assistant Professor of Economics for the 1985 Spring semester, effective January 23, 1985, at a salary rate for the semester. This is a non-tenure track appointment.

In the College of Engineering

4. Bruce Alan Suprenant as Associate Professor of Civil Engineering, effective January 8, 1985, at an annual (9-month) salary rate. This is a tenure track appointment.

In the College of Health Sciences

5. Sharon Maury Bator as Temporary Assistant Professor of Nursing for the 1985 Spring semester, effective January 8, 1985, at a salary rate for the semester. This is a non-tenure track appointment.

In the University Libraries

6. Bonnie R. Mack as Assistant Professor in the University Libraries, effective January 8, 1985, at an annual (11-month) salary rate. This is a tenure track appointment.

ADJUNCT APPOINTMENTS

An adjunct appointment

carries no tenure rights or

salary. The following adjunct appointments were approved under the conditions cited.

In the College of Arts and Sciences

1. Kevin P. Furlong as Adjunct Assistant Professor of Geology for the period August 1, 1984 through May 30, 1987.

In the College of Commerce and Industry

2. Richard O. Abderhalden as Adjunct Lecturer in the AFIT Minuteman Program for the period October 15, 1984 through October 30, 1987.

In the College of Education

3. Larry G. Rowedder as Adjunct Professor of Educational Administration for the period January 1, 1985 through June 30, 1986.

In the College of Health Sciences

4. Janice G. Urtel as Adjunct Assistant Professor of Nursing for the period February 1, 1985 through February 1, 1988.

In the Department of Military Science

5. Scott T. Bauman as Assistant Professor of Military Science for the period July 1, 1985 through June 30, 1988.

6. Antonio L. Pino as Professor of Military Science for the period July 1, 1985 through June 30, 1988.

ADJUNCT REAPPOINTMENTS

An adjunct reappointment

carries no tenure rights or

salary. The following adjunct reappointments were approved under the conditions cited.

In the College of Health Sciences

1. James A. Boucher as Adjunct Professor of Health Sciences for the period January 1, 1985 through December 31, 1987.

2. Ben R. Chesebro as Adjunct Professor of Health Sciences for the period January 1, 1985 through December 31, 1987.

ADMINISTRATIVE APPOINTMENTS

The following administrative appointments were approved.

In the College of Agriculture

1. Sam M. Cordes as Professor of Agricultural Economics and Head of the Department of Agricultural Economics for the 1985-86 fiscal year, effective July 1, 1985, at an annual (11-month) salary rate. This is a tenure track appointment.

2. Gary W. Litman as Professor of Biochemistry and Head of the Department of Biochemistry for the period May 1, 1985 through June 30, 1985 and for the 1985-86 fiscal year at an annual (11-month) salary rate. This is a tenure track appointment.

In the College of Arts and Sciences

3. Mark R. Siegel, Associate Professor of English, as Acting Chair of the Department of English for the period January 1, 1985 through December 31, 1985.

In the College of Education

4. Mina Bayne, Assistant Professor in the University School, as Director of the University School for the period July 1, 1985 through June 30, 1988.

In the College of Health Sciences

5. David A. Driggers, Associate Professor of Family Practice, as Acting Director of the Casper Family Practice Residency Program for the period December 1, 1984 through June 30, 1985.

6. Charles Huff, Professor of Family Practice and Director of the Casper Family Practice Residency Program, as Acting Assistant Dean of the College of Health Sciences for the period December 1, 1984 through June 30, 1985.

CONTINUATION ON PROBATIONARY
APPOINTMENTS

The following faculty
members were approved for

continuation on probationary appointment for the 1985-86 year.

<u>Name</u>	<u>Department</u>	<u>Academic Rank</u>
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COLLEGE OF AGRICULTURE

Becerra, Victor M.	Microbiology and Veterinary Medicine	Asst Professor
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Judkins, Mark B.	Agricultural Extension Service	Asst Professor
Krall, James M.	Plant Science	Asst Professor
Medeiros, Denis M.	Home Economics	Asst Professor
Miller, Stephen D.	Plant Science	Assoc Professor
petersen, Nancy S.	Biochemistry	Asst Professor

COLLEGE OF ARTS AND SCIENCES

Alberts, Kelly T.	Philosophy	Asst Professor
Angevine, Charles L.	Geology/Geophysics	Asst Professor
Buskirk, Steven W.	Zoology and Physiology	Asst Professor
Davis, Sandy	Political Science	Asst Professor
Dickman, Susan	English	Asst Professor
Djomehri, M.J.	Mathematics	Asst Professor
Dorst, John D.	English	Asst Professor
Knight, Marsha	Theatre and Dance	Asst Professor
Mizel, Steve A.	Geology/Geophysics	Asst Professor
Snoke, Arthur W.	Geology/Geophysics	Professor
Steele, Dennis R.	Computer Science	Asst Professor
Vogelmann, Thomas C.	Botany	Asst Professor

COLLEGE OF COMMERCE AND INDUSTRY

Herron, Daniel J.	Business Administration	Asst Professor
Pearson, Thomas C.	Business Administration	Asst Professor

COLLEGE OF EDUCATION

Baldwin, Cynthia L.	Counselor Education	Asst Professor
Erekson, Thomas L.	Vocational Education	Assoc Professor
Gerleman, Sherry L.	Curriculum and Instruction	Asst Professor
Hopkins, Dee	Educational Foundations and Instructional Technology	Asst Professor

Mielke, Danny R.	University School	Asst Professor
Nardi, Margaret B.	Curriculum and Instruction	Asst Professor

COLLEGE OF ENGINEERING

Englert, Thaddeus	Electrical Engineering	Asst Professor
Iverson, William	Petroleum Engineering	Asst Professor
Kelly, Robert D.	Atmospheric Science	Asst Professor
Trzynadlowski, A.	Electrical Engineering	Asst Professor

COLLEGE OF HEALTH SCIENCES

Baweja, Raman K.	Pharmacy	Asst Professor
Clement, Kathi D.	Human Medicine	Asst Professor
Deiss, Frederick	Human Medicine	Asst Professor
Fraher, Janice C.	Nursing	Asst Professor
Johannesen, Robert	Human Medicine	Asst Professor
Johnson, Julie E.	Nursing	Asst Professor
Griffey, David C.	Physical and Health Education	Asst Professor
Marlow, Robert A.	Human Medicine	Asst Professor
Nicholls, Daniel J.	Nursing	Asst Professor
Primus, Michael	Speech Pathology and Audiology	Asst Professor
Torrez Jr., Adolpho	Human Medicine	Asst Professor

UNIVERSITY LIBRARY

Binder, Joan E.	Library	Asst Professor
Dawson, Deborah	Library	Asst Professor
Merritt, Meredith	Library	Asst Professor
Ostrye, Anne	Library	Asst Professor

REAPPOINTMENTS OF BASKETBALL
COACHING STAFF

The Trustee policy
governing personnel holding

academic rank in Intercollegiate Athletics states that all
appointments and reappointments to the basketball coaching staff

shall be for the annual periods commencing on April 1 of each year. The following reappointments to the basketball coaching staff were approved, effective April 1, 1985.

<u>Name</u>	<u>Title and Rank</u>
Dennis T. Huston	Assistant Basketball Coach and Lecturer in Intercollegiate Athletics
Jessie Evans	Assistant Basketball Coach and Lecturer in Intercollegiate Athletics

Salary adjustment recommendations for the entire basketball coaching staff for the annual period commencing April 1, 1985 will be submitted at the April 11-13, 1985 regular meeting of the Trustees, and will be consistent with the Trustee salary improvement policy for FY 1986.

SABBATICAL LEAVES

The following faculty members were granted

sabbatical leaves during 1985-86, as indicated, subject to available funds.

1. Robert Carver, Professor of Agricultural Economics, for the 1985-86 fiscal year.
2. Stephen Williams, Associate Professor of Plant Science, for the Fall semester 1986.
3. Harold Radloff, Professor of Animal Science, for the period September 1, 1985 through March 1, 1986.
4. Donald Boyd, Professor of Geology/Geophysics, for the 1985-86 academic year.

5. David Smith, Professor of Psychology, for the Fall semester 1985.
6. Roberto Mena, Professor of Mathematics, for the Spring semester 1986.
7. Lyman McDonald, Professor of Statistics and Zoology, for the 1985-86 academic year.
8. Leon Borgman, Professor of Geology and Statistics, for the 1985-86 academic year.
9. Lewis Bagby, Associate Professor of Modern and Classical Languages, for the Spring semester 1986.
10. Helen Crawford, Associate Professor of Psychology, for the 1985-86 academic year.
11. Lee Schick, Professor of Physics and Astronomy and Associate Dean of the College of Arts and Sciences, for the Spring semester 1986.
12. Cedric Reverand, Professor of English, for the Spring semester 1986.
13. John Rowland, Professor of Computer Science, for the 1985-86 academic year.
14. Ronald Hartman, Associate Professor of Botany, for the 1985-86 academic year.
15. Joseph Martin, Professor of Mathematics, for the 1985-86 academic year.
16. Arthur Denison, Professor of Physics and Astronomy, for the 1985-86 academic year.
17. Kenneth L. Diem, Professor of Zoology and Director of the University of Wyoming NPS Research Center, for the Spring semester 1986.

18. Oliver Walter, Professor of Political Science, for the Fall semester 1985.
19. James Cole, Associate Professor of English, for the Fall semester 1985.
20. Deborah Hardy, Professor of History and Chair of the Department of History, for the Spring semester 1986.
21. B. R. Frost, Associate Professor of Geology, for the 1985-86 academic year.
22. Robert Righter, Associate Professor of History, for the 1985-86 academic year.
23. John Ravage, Associate Professor of Journalism and Telecommunication, for the 1985-86 academic year.
24. John Tschirhart, Associate Professor of Economics and Chair of the Department of Economics, for the Fall semester 1985.
25. Thomas Crocker, Professor of Economics, for the Spring semester 1986.
26. Clynn Phillips, Professor of Economics, for the 1985-86 academic year.
27. Stanley Martin, Associate Professor of Business Administration, for the 1985-86 academic year.
28. Robert Campbell, Associate Professor in the University School, for the 1985-86 academic year.
29. G. Louise Jackson, Professor of Curriculum and Instruction, for the Spring semester 1986.
30. David Foster, Associate Professor of Civil Engineering, for the 1985-86 academic year.
31. Rodney Lynn Kirlin, Professor of Electrical Engineering, for the 1985-86 academic year.

32. Donna Marburger, Professor of Physical and Health Education, for the Fall semester 1985.

33. Paul Kipper, Coordinator of Extended Studies and Public service, for the Spring semester 1986.

LEAVES OF ABSENCE

The following leaves of absence without pay were

granted for the periods and under the conditions cited:

1. Marylou Scavnicky-Mylant, Assistant Professor of Nursing, for the 1985-86 academic year, to complete coursework for a terminal degree.

2. Beverly Taheri, Associate Professor of Nursing, for the 1985 Spring semester, to complete research.

RETIREMENTS

The following individuals were granted retirements on

the dates and under the conditions cited.

<u>Name</u>	<u>Position</u>	<u>Date of Retirement</u>
Frary, Robert F.	Associate Professor and Assistant Director, Agricultural Extension	1/4/85 with designation as <u>Emeritus</u>
Wiesen, Carl F.	Professor of Microbiology	6/30/85 with designation as <u>Emeritus</u>
Varineau, Verne J.	Professor of Mathematics	5/19/85 with designation as <u>Emeritus</u>

RECALL--Dorothy E. Tupper

Dorothy E. Tupper, Professor Emeritus of

Nursing, was recalled as a Part-Time Lecturer in Nursing for the 1985 Spring semester, effective January 22, 1985.

REVISIONS TO UNIVERSITY
REGULATION 174

The Personnel Committee
discussed University

Regulation 174 which provides the basic employment regulations for the professional and general staff of the University. The regulations establish University policy for the terms and conditions of employment, and prescribe the responsibilities of appointing authorities.

University Regulation 174 was first adopted by the Trustees on December 28, 1970 and it was revised on June 6, 1980. The proposed revisions submitted for consideration by the Trustees and identified in Enclosure 4 are the result of a comprehensive review spanning over a year. The review involved the Staff Council, Faculty Senate, collegiate deans, academic department heads, directors of administrative offices and management personnel within the University.

University Regulation 174 applies only to the professional and general staff employees of the University, and does not contain policies on the terms and conditions of employment for faculty and University Officers. However, two of the proposed revisions to University Regulation 174 would, if adopted by the Trustees, affect the sick leave and vacation provisions for all University employees contained in Chapter VII, Sections 4 and 5 of the Trustee Regulations. These two sections of the Trustee Regulations contain provisions for sick leave and vacation leave

which are applicable to all personnel, whether staff or faculty. If the sick leave and vacation leave policies in University Regulation 174 are adopted as proposed, one of two future actions will be required: 1) the Trustee Regulations would need to be revised to reflect a difference in sick leave and vacation leave policy between the faculty and staff; or 2) the sick leave and vacation policy for the faculty and staff would need to be revised to be consistent with the policy for staff in University Regulation 174. The Faculty Senate leadership is reviewing a revised sick leave and vacation policy for faculty which is consistent with University Regulation 174, and it is the intent to submit a recommendation on the two items for consideration at the April 1985 Trustee meeting. Sufficient time is available for such discussions, since the proposed effective date of University Regulation 174, as revised, is July 1, 1985.

The proposed revisions to University Regulation 174 includes substantive changes as well as changes for clarification. The addition of new language in the University Regulation is represented by capital letters while the deletion of existing language is identified by strike outs. The sick leave and vacation leave proposed provisions are the most significant revisions. The following is a summary of the major substantive changes to University Regulation 174:

<u>PAGE</u>	<u>SUBJECT</u>	<u>COMMENTS</u>
3	Enclosure I. 1. Staff Designation. a. Professional Staff b. General Staff	The University has two types of staff employees: 1) professional and 2) general staff. The proposed definitions would provide definition consistent with the Equal Employment Opportunity Commission.
6	Enclosure II. 4. Appointing Authorities. d. Appointment Review (4)	The addition of the word "PRIORITY" will provide consistency with University policy. Currently, 40% of University staff positions are filled through the promotion, transfer or reassignment of current employees.
7	Enclosure II. 4. Appointing Authorities. D. Appointment Review. (7)(b)	The Wyoming Constitution prohibits the employment of non-U.S. citizens for public works projects, but the constitution provision does not apply to the University. The original UniReg provision assumed that the constitutional prohibition did apply which was an erroneous assumption.
8	Enclosure II. 4. Appointing Authorities. e. Supervisory Responsibilities.(3)	The proposed revision clarifies and strengthens the responsibility of supervisors for leave records, and provides for central administration of such records.
8	Enclosure II. 5. Staff employees. a. Work Assignment	The proposed language prohibits significant and permanent changes in an employees work assignment without the prior approval of the appointing authority and the Office of Personnel Administration.
13	Enclosure IV. 5. Termination.	The removal of the notice requirement permits the supervisor to treat the probationary period as a true probationary period. Requiring consultation with the Director of Personnel prior to termination of probationary employees will prevent arbitrary or capricious actions by supervisors.

- 14 Enclosure V.
1. Work Performance The proposed language is intended to strengthen the performance appraisal system by requiring discussion between the supervisor and the employee.
- 15 Enclosure IV. The classification and reclassification of University positions has not been included in University regulations. The addition of this enclosure will provide official University policy to substantiate existing practice, and provides for an appeal process.
- 16 Enclosure VII.
5. Overtime.
b. General Staff With the provision for overtime payments for hours worked, rather than paid, for overtime hours work in excess of forty work hours per week, the University will conform to standard employer practices.
- 17 Enclosure VII.
5. Overtime
b. General Staff The proposed changes (APPROVED overtime service...MUST be authorized....MUST be granted) clarifies and strengthens the provisions on payment for and use of overtime and compensation time.
- 18-19 Enclosure VIII.
4. Involuntary Reassignment Existing University Regulations did not contain provisions for the University to reassign employees. The proposed language will provide such a process based on employee performance, disciplinary actions, redistribution of work load or assignments, and/or a reduction in force.
- 20 Enclosure IX.
1. Vacation.
a. Entitlement.
(1) Professional Staff National survey data indicates that the University's current vacation policy provides at least two fewer days than the national market. The proposed change would increase the paid vacation leave for professional employees from 20 days to 22 days annually, and would clarify the accrual basis for such leave.
- (2) General Staff Consistent with the proposed change in paid vacation leave for professional employees, the proposed change in vacation policy for general staff provides:
- a. for full-time general staff in the first twenty-four months of employment: ten days per year accrued at a rate of 0.834 days per month;

- b. for full-time general staff with more than twenty-four months of employment but less than seventy-three months: sixteen days per year accrued at a rate of 1.334 days per month;
- c. for full-time general staff with more than seventy-two months of employment: twenty-two days per year accrued at a rate of 1.834 per month;
- d. for part-time general staff working twenty to thirty hours per week: 50% of the full-time accrual rate;
- e. for part-time general staff working thirty to forty hours per week: 75% of the full-time accrual rate;
- f. for full-time farm workers on a six-day work week during the first twenty-four months of employment: twelve days per year accrued at a rate of 1.000 days per month;
- g. for full-time farm workers on a six-day work week with more than twenty-four months of employment but less than seventy-three months: nineteen days per year accrued at the rate of 1.584 days per month;
- h. for full-time farm workers on a six-day work week with more than seventy-two months of employment: twenty-six days per year accrued at the rate of 2.167 days per month; and
- i. pro-rata provision for part-time farm workers consistent with those for full-time general staff.

24-27 Enclosure IX.
2. Sick Leave

The current University sick leave policy is subject to occasional abuse and lacks adequate protection for longer term employees. The proposed changes are:

- a. provides for an accrual of one day per month at full pay with unlimited accrual;
- b. provides specific definitions of family for the purpose of funeral leave;

- c. provides specific definitions for family for the purpose of medical care of family;
- d. provides for the conversion upon official Trustee retirement of up to twenty-four months of accrued sick leave for paid health insurance coverage; and
- e. strengthens the requirements for the reporting of sick leave used.

30 Enclosure IX.
5. Leave of Absence Without Pay

The current Leave Without Pay policy is cumbersome and involves a complicated approval process. The proposed change would require an employee to process a standardized form to request a Leave Without Pay.

39. Enclosure XIII.
5. Termination

The current University policy for staff disciplinary procedures does not address specifically the process for termination of an employee for just cause. The proposed language identifies the procedure for termination of an employee for just cause, including gross insubordination, criminal actions or misconduct.

40 Enclosure XIII.
7. Informal Resolution

The current University policy does not adequately provide for an informal resolution in the disciplinary process. The proposed change allows for informal resolution followed by a formal process.

Upon a motion by Mr. Miracle, seconded by Mr. Updike, it carried that University Regulation 174, be revised as indicated above.

The revised University Regulation 174 is attached as Enclosure 4.

RESIGNATIONS

The following resignations were acknowledged.

1. Joseph R. Biggs, Associate Professor of Business Administration, January 2, 1985.

2. John Borrelli, Professor of Agricultural Engineering, January 8, 1985.

3. Tony Fitz, Supply Assistant Professor of Biochemistry, December 14, 1984.

4. Boyd Haley, Professor of Biochemistry, June 30, 1985.

5. Nack Joon Kim, Assistant Professor of Mechanical Engineering, January 8, 1985.

6. Christopher B. Mueller, Professor of Law, May 19, 1985.

7. Barbara L. Wagner, Assistant Professor in the Library, January 18, 1985.

PART-TIME APPOINTMENTS

As a matter of information only, the part-time

appointments were reported to the Trustees.

This concluded the report from the Personnel Committee.

ATHLETIC COMMITTEE

President Coulter called on Chairman Smith for a

report from the Athletic Committee meeting held on February 15, 1985. Committee members Smith, McCue, Mickelson, Rochelle, Updike, Quealy, and ex officio members Coulter and Veal were in attendance along with other Trustees and University staff.

REPORT ON RECRUITING BY COACH AL KINCAID

The Athletic Committee heard a report by Head

Football Coach Al Kincaid on football recruiting. Coach Kincaid said that the College Football Association's Academic Achievement Award, received recently by the University, and the new weight training facility and other athletic facilities were definite factors that contributed to the successful recruiting season. He

considers 1985 his best recruiting year at the University and announced that he was very pleased to have signed the following 20 standout high school seniors: Dunkin Burgermeister, Fairview High School, Boulder, Colorado; Brad Cody, Peoria High School, Peoria, Illinois; Jon Cogdill, Kemmerer High School, Kemmerer, Wyoming; Eric Coleman, Thomas Jefferson High School, Denver, Colorado; Charles Fisher, Atoka High School, Atoka, Oklahoma; Maurice Frilot, Montbello High School, Denver, Colorado; Bill Gebhards, Spalding High School, Peoria, Illinois; Robert Geist, Lincoln High School, Denver, Colorado; Harry Golden, Hartselle High School, Hartselle, Alabama; Daryl Harris, Thornwood High School, South Holland, Illinois; Vaughn Henderson, Montbello High School, Denver, Colorado; Tom Kilpatrick, Sheridan High School, Sheridan, Wyoming; Mike Marchant, Newcastle High School, Newcastle, Wyoming; Darrell Perkins, Gateway High School, Aurora, Colorado; Andre Rudolph, Central High School, Cheyenne, Wyoming; Craig Schlichting, Spring Lake Park High School, Spring Lake Park, Minnesota; Dave Schutt, Evergreen High School, Evergreen, Colorado; Steve Slay, Lanse Creuse North High School, Mt. Clemens, Michigan; and Shawn Wehrer, Cody High School, Cody, Wyoming.

Further, Coach Kincaid noted that the following seven junior college transfers had signed national letters of intent: John Asmussen, Waldorf College (Iowa); Mike Morrison, Ellsworth Community College (Iowa); Brian Hounschell, Mesa Community College (Arizona); Gerry Presley, Joliett Community College (Illinois); Steve Davis, Walla Walla Community College (Washington); Ron Sarrade, Mount San Antonio College (California); and Harvey Jackson, Northeastern Junior College (Colorado).

FOOTBALL AND BASKETBALL
TICKET PRICES

Dr. Gary Cunningham, Director
of Athletics, reported that

due to inflationary increases in program costs and anticipated shortfalls in projected television broadcast revenues, it appears that an increase in football and basketball ticket prices will be necessary in order to meet budgetary requirements for the current biennium. Current ticket prices for University of Wyoming athletic events are \$9.00 (football) and \$5.00 (basketball). Among Western Athletic Conference (WAC) schools, the average of current ticket prices is \$9.50 for football and \$6.09 for basketball, with several member institutions stating that increases in their ticket prices are imminent. Discussion was also held on charging a variety of prices for seats in different sections of the Stadium and the Arena.

Based on the Athletic Committee's recommendation, Mr. Smith moved the approval of an increase in football ticket prices to \$10.00 per game and an increase in basketball ticket prices to \$6.00 per game, effective with the 1985-86 seasons. The motion was seconded by Mr. Quealy, and it carried.

REPORT ON RECENT NCAA AND
WAC MEETINGS

The Athletic Committee
heard a report by

Dr. Cunningham on the Western Athletic Conference meeting held in San Diego in December. He reported that the 1997-98 football schedules and the suspended play policy were approved. The Conference members also discussed revising football and basketball contracts, revising baseball schedules, maximizing income from WAC basketball tournaments, and the status of football television.

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With regard to the NCAA 1985 Convention held in Nashville on January 12-16, 1985, Dr. Cunningham gave a brief summary of the following legislation which was adopted.

- Financial Aid - Summer Employment Earnings. Permits student-athletes to receive legitimate summer employment earnings while attending summer school on athletic aid.
- Complimentary Tickets. Discontinued the practice of providing complimentary tickets to student-athletes. Permits student-athletes to designate family members, relatives or fellow students to receive complimentary admission on a pass list.
- Basketball Practice Season. Established a Preseason NIT exempt from maximum permissible number of basketball contests: 16 team, single-elimination with one consolation game, last two weekends in November, sponsored by Metro IBA. An institution can only participate once every three years and only one school from a conference can be in the tournament.
- Football Playing Season. Permits football season to begin on the Saturday prior to September 1 when September 1 is a Sunday or Monday.
- Limitation on Number of Contests. Permits Hawaii and Alaska to play a 12th football contest each season.
- Ineligible Participation. Specifies that a student-athlete shall be denied eligibility in his or her sport if the student participates in competition while ineligible.
- Collegiate Event in Conjunction with High School Event. Member institution is prohibited from permitting high school competition in conjunction with college competition in college football, basketball, volleyball and gymnastics.

This concluded the report and recommendations from the Athletic Committee.

PHYSICAL PLANT AND
EQUIPMENT COMMITTEE

President Coulter called on Chairman Rochelle for a report on the Physical Plant and Equipment Committee meeting held on February 15, 1985. Committee members Rochelle, Gillaspie,

Mickelson, Sawyer, Smith, Updike, and ex officio members Coulter and Veal were in attendance, along with other Trustees and University staff. Based on the Physical Plant and Equipment Committee meeting, the following action was taken by the full Board.

TELEPHONE COMPANY
RIGHT-OF-WAY

Mountain Bell has requested a right-of-way at the southeastern corner of University property on Grand Avenue and 26th Street. The right-of-way was requested for the installation of an innerface, or junction box. Based on the Committee's recommendation, Mr. Rochelle moved that the Trustees grant Mountain a ten-foot square right-of-way at the southeastern corner of Grand Avenue and 26th Street. The motion was seconded by Mr. Hinckley, and it carried.

Further, Chairman Rochelle reported that the Physical Plant and Equipment Committee met in executive session to discuss various items.

PROGRESS REPORT, ARENA-AUDITORIUM
AND CENTRAL ENERGY PLANT

As a matter of information only, the Committee heard a report by Dr. Todd as to the status of progress on the Arena-Auditorium and the Central Energy Plant. The report included the work to be performed under the Stipulation Agreement dated October 1, 1984 on the Arena-Auditorium. Further, he reviewed the progress which has been made on the corrections list. The report on the Central Energy Plant reviewed the progress on the five items brought to the Committee's attention in December.

This concluded the report and recommendations from the physical Plant and Equipment Committee.

W.R. COE/CHARLES CHACEY
KUEHN ESTATE COMMITTEE

President Coulter called on Chairman Mickelson for a report from the W.R. Coe/Charles Chacey Kuehn Estate Committee meeting held on February 15, 1985. Committee members Mickelson, McCue, Smith, and ex officio members Coulter and Veal were in attendance, along with other Trustees and University staff. The following report was given on the W.R. Coe/Charles Chacey Kuehn Estate Committee meeting.

QUARTERLY REPORT ON THE COE
AND KUEHN FUNDS

Mr. John A. Vann, Investment Counselor for the Trustees, provided the Committee with the Quarterly Report on the Coe and Kuehn funds. Committee members asked for a report in thirty days of managers qualified to provide recommendations on a hedge management for the funds.

This concluded the report from the W.R. Coe/Charles Chacey Kuehn Estate Committee.

COMMITTEE OF THE WHOLE

President Veal reported on the February 15, 1985 meeting of the Committee of the Whole. Based on the Committee of the Whole's recommendation, Mr. Gillaspie moved that the Honorary Degree Committee's report and recommendation be accepted. The motion was seconded by Mr. Quealy, and it carried. In keeping with past practice, the name of the candidate(s) will not be announced until a later date.

ADJOURNMENT AND DATE OF
NEXT MEETING

There being no further
business to come before
the Trustees, Mr. Miracle moved that the meeting be adjourned at
2:30 p.m. The motion was seconded by Mr. Quealy, and it carried.
The next meeting of the Trustees is scheduled for April 11-12,
1985.

Respectfully submitted,

Karleen B. Anderson

Karleen B. Anderson
Deputy Secretary

THE UNIVERSITY OF WYOMING
Laramie, Wyoming

UNIREG 631
February 18, 1985

UNIVERSITY REGULATION 631
Initiating Authority: University Libraries

Subject: Regulations of the University Libraries

References: (a) Regulations of the Trustees, Chapter IV
(b) Regulations of the Trustees, Chapter III,
Section 5
(c) University Regulation 1, Revision 2, October
14, 1980

1. Purpose. To promulgate the regulations of the University Libraries, as adopted by the faculty of those libraries.
2. General Information. Enclosure sets forth the basic organization and processes through and by which the library faculty may function in the exercise of its authority and responsibility as prescribed by the Regulations of the Trustees. These regulations were adopted by the library faculty on December 21, 1984, and approved by the Trustees on February 15, 1985.
3. Directive. In accordance with references (a), (b) and (c), Regulations of the University Libraries shall be effective upon approval by the President of the University.

Approved: February 18, 1985



Donald L. Veal
President

REGULATIONS OF THE UNIVERSITY LIBRARIES

PART I. PURPOSE

The purpose of the University of Wyoming Libraries, a major educational and cultural resource of the University and of the State of Wyoming, is to select, acquire, organize, interpret, preserve and provide access to recorded information which supports the institution's undergraduate instructional programs, graduate instruction and research, faculty research, and continuing education in the liberal arts and selected professional disciplines; to extend library resources and services to enrich the quality of life to the people of the state by engaging in service and extension activities; and to cooperate with other organizations for the advancement of scholarship and the effective utilization of resources.

PART II. ADMINISTRATIVE ORGANIZATION

Section 1. ORGANIZATION

The University Libraries shall be organized to support the programs and functional needs as defined in the statement of purpose, additional statements of goals and objectives, and the Regulations of the Trustees, Chapter III., Section 5.

Section 2. DIRECTOR--APPOINTMENT, DUTIES AND RESPONSIBILITIES

The University Libraries shall be headed by a Director who shall be appointed in accordance with the Regulations of the Trustees, Chapter I., Section 2. The Director shall report to the Vice President for Academic Affairs and shall be responsible for all matters related to the Libraries' programs as developed through its stated purpose, goals and objectives, and in accordance with the Regulations of the Trustees, Chapter III., Section 5. The Director shall also function as a dean in all matters related to academic affairs and the library faculty. In the capacity of a dean the Director shall preside at meetings of the library faculty, encourage faculty development, and make recommendations concerning initial appointments, reappointments, extended term appointments and promotions.

Section 3. ASSISTANT/ASSOCIATE DIRECTORS--APPOINTMENT, DUTIES AND RESPONSIBILITIES

Assistant or Associate Directors may be appointed in accordance with University regulations. They shall perform such functions as the Director of Libraries may assign.

Section 4. DEPARTMENT HEADS--APPOINTMENT, DUTIES AND RESPONSIBILITIES

Department Heads may be appointed in accordance with University regulations to meet staffing and organization requirements in the Libraries. The primary role of a library department head is that of a manager responsible for planning, organizing, staffing, directing, coordinating, budgeting and evaluating within an assigned area. The Department Heads meeting constitutes a standing advisory committee to the Director of Libraries, as well as a forum for the department heads, and shall be convened by the Director on a regular schedule.

Section 5. COMMITTEES

The Director of Libraries shall define the roles and responsibilities of committees as may be necessary for the accomplishment of the Libraries' stated purpose, goals and objectives. The Director may then appoint or authorize the election of committees within the Libraries. Committees required within the divisions and departments of the Libraries may be appointed and charged by appropriate line officers. Committee functions shall not usurp the functions, duties or responsibilities of administrative officers, managers or supervisors.

PART III. LIBRARY FACULTY

Section 1. MEMBERSHIP

The faculty of the Libraries shall include the President of the University and the Vice President for Academic Affairs, ex-officio without vote; the Director in the capacity of a dean, and all members of the University faculty serving in the Libraries with the rank of Assistant Librarian, Senior Assistant Librarian, Associate Librarian and Librarian as defined by this regulation.

Section 2. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND EXTENDED TERM APPOINTMENT--CRITERIA AND PROCEDURES

A. General Information

Since the founding of the University of Wyoming, librarians have contributed to the teaching, research and service missions of the University, and they share the goal of the University to achieve excellence. Accordingly, the criteria for evaluating the University's librarians are designed to contribute to the achievement of this goal by the maintenance of high standards of librarianship.

The main criteria for appointment, promotion and extended term appointment decisions for the Library faculty at the University of Wyoming are creative development, advancement and dissemination of knowledge. These criteria may be demonstrated in the main functions of contribution to and support of the educational process, administration, extension, scholarship and other University related activities and services. In applying these criteria, however, it is essential to recognize the diversity which exists among the University's library faculty. The demand for excellence should be equally stringent for all library faculty, but flexibility is necessary in defining the specific areas for achievement.

The mission of the University and individual assignments and responsibilities should determine the emphasis given to each criterion. Librarians are responsible for acquiring materials in support of the University's programs, organizing them physically and bibliographically, and assisting faculty, students and others in using these materials and services to meet their instructional and research needs. The successful performance of this role requires that librarians be involved in, aware of, and responsive to the information needs of the academic community. In supporting teaching and research and promoting learning, librarians act in a distinctive role which is part scholarly, part technical, and part administrative. The criteria for evaluating librarians reflects this complex role.

B. Ranking System

1. Ranks

- (a) The ranking structure for the library faculty is as follows:

ASSISTANT LIBRARIAN
SENIOR ASSISTANT LIBRARIAN
ASSOCIATE LIBRARIAN
LIBRARIAN

Members of the library faculty who hold the rank of Assistant Librarian and Senior Assistant Librarian shall be appointed on an annual basis, with the annual decision as to reappointment being based upon peer review and evaluation, utilizing the criteria set forth in this regulation. Members of the library faculty who hold the ranks of Associate Librarian and Librarian shall be eligible for extended term appointments, as defined in this regulation.

(b) Criteria for Library Faculty Rank

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

(1) Assistant Librarian This rank designates the beginning level of librarianship and generally requires little or no pertinent experience.

(i) Master's degree in library science (MLS) from an ALA accredited program, or an appropriate equivalent.

(ii) Promise as an academic librarian as demonstrated by performance and experience.

(iii) Individuals must be promoted from this rank by the end of the third year of service in rank, effective no later than the beginning of the fourth year of appointment, or be subject to a terminal contract in the fourth year.

(2) Senior Assistant Librarian

(i) Evidence of continuing education, such as seminars, workshops, coursework and independent studies, beyond the Assistant Librarian level educational requirements.

(ii) Demonstration of solid professional knowledge in the performance of job responsibilities.

(iii) Evidence of scholarship.

(iv) Evidence of professional activity in associations, on University committees, or in the civic community.

(v) Three years of experience as an Assistant Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.

- (vi) Individuals must be promoted from this rank by the end of the sixth year of service in rank, effective no later than the beginning of the seventh year of appointment, or be subject to a terminal contract in the seventh year.

(3) Associate Librarian

- (i) Advanced education or experience beyond the MLS, such as a doctorate, a second master's degree, a sixth year certificate in library science, or an acceptable equivalent combination of library experience, continuing education courses, and related academic experience.
- (ii) Demonstration of professional expertise and a high level of creative and analytical ability in performing job responsibilities.
- (iii) Evidence of sustained scholarship.
- (iv) Leadership in the activities of professional or scholarly organizations, University committees, or civic community groups.
- (v) Six years of experience as a Senior Assistant Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.
- (vi) Individuals who achieve this rank are eligible for extended term appointments as defined by this regulation.

(4) Librarian Appointment or promotion to this rank is reserved for individuals who have made distinctive contributions over a significant period of time.

- (i) Advanced education or experience beyond the MLS, such as a doctorate, a second master's degree, a sixth year certificate in library science, or an acceptable equivalent combination of library experience, continuing education courses, and related academic experience.

- (ii) Outstanding achievements in areas of professional responsibility.
- (iii) Evidence of significant scholarship.
- (iv) National or regional recognition for leadership in professional or scholarly organizations.
- (v) Seven years of experience as an Associate Librarian at the University of Wyoming, or its equivalent, is normally required for appointment or advancement to this rank.
- (vi) Individuals who achieve this rank are eligible for extended term appointments as defined by this regulation.

C. Criteria for Reappointment, Promotion and Extended Term Appointment

In all instances, reappointment, promotion and extended term appointment will require excellence in performance, not merely time in rank. Evidence of achievement since the last advancement in rank is required in each case.

Reappointment, promotion and extended term appointment will be based on the requirements defined in this regulation. Appended to each statement of general criteria below are representative measures which may be used in evaluating an individual's effectiveness. There must be substantial evidence of achievement in an individual's primary job assignment, but an individual need not meet all of the representative measures under each of the criteria. In addition to primary job responsibilities, requirements for the various ranks are listed in Section 2.B. hereof. The weight given to each criterion will vary on an individual basis and will be in accordance with an individual's assignments and responsibilities. Professional talents and inclinations, demands of appointments, and opportunities vary.

1. Contribution to and Support of the Educational Process

(a) General Criteria

Librarians should demonstrate professional and intellectual competence, creativity and initiative in one or more of the following areas: developing and organizing library collections; identifying and satisfying users' information needs; encouraging faculty and student utiliza-

tion of library resources through individual and classroom instruction; designing and implementing library service programs; and designing and implementing special informational or instructional services for off-campus students, faculty and Wyoming residents.

(b) Representative Measures

- (1) Identification, selection and acquisition of library materials to support the teaching, research and service activities of the University.
- (2) Analysis, development, organization, maintenance and quality control of bibliographic records for effective use.
- (3) Interpretation and instruction in the use of library resources, bibliographic tools, databases and other organized guides to information.
- (4) Use of special knowledge or skills, such as subject expertise and knowledge of foreign languages, to enhance library service.
- (5) Presentation of ideas, technology or alternative approaches to improve and enhance library services and procedures.
- (6) Analysis of library needs and the organization of library materials and services to meet the present and future needs of the University community.
- (7) Demonstration of effective communication and cooperation with faculty, staff and students in furthering the objectives and priorities of academic departments, the Library and the University.
- (8) Participation in Library committee work.

2. Administration

(a) General Criteria

Librarians should demonstrate leadership and sound organizational skills in planning, developing and coordinating library activities and programs. They should also demonstrate expertise in motivating and guiding the work of others, in delegating authority and responsibility, and in fairly and judiciously evaluating personnel.

(b) Representative Measures

- (1) Identification of library problems and the successful promotion of solutions.
- (2) Demonstration of ability to set objectives, express them in meaningful documentation, and plan their execution.
- (3) Demonstration of effectiveness in decision-making and execution of policy decisions.
- (4) Demonstration of ability to prepare budgets for the wise use of limited resources.
- (5) Demonstration of ability to encourage outstanding performance.
- (6) Demonstration of impartial and sensitive treatment of staff.
- (7) Establishment of effective professional or clerical training programs.
- (8) Demonstration of ability to communicate effectively with administrators, colleagues and staff.
- (9) Demonstrated awareness of new methods and technological changes.
- (10) Service on library administrative committees.

3. Extension

(a) General Criteria

Librarians should demonstrate involvement in extended degree programs and in extension services by assisting in making the Libraries' resources, both human and material, available off campus to the people of the State.

(b) Representative Measures

- (1) Planning and implementation of successful outreach programs in support of University extension programs.

- (2) Performance of representative measures as they are cited from the areas of contribution to and support of the educational process, administration, scholarship and service.

4. Scholarship

(a) General Criteria

Librarians should show a thorough understanding of and commitment to the field of librarianship and continued intellectual growth in their area of specialization. They should demonstrate creative and analytical abilities in developing, evaluating and documenting library programs, systems, theories and procedures.

(b) Representative Measures

- (1) Earning of an advanced degree beyond the highest degree previously held or progress towards such a degree.
- (2) Completion of course-work or attainment of a degree in an academic discipline other than librarianship.
- (3) Development of in-house catalogs, indexes, guides, bibliographies, manuals and publications that improve and increase the use of the library and its resources.
- (4) Publication in librarianship or other academic areas, including: books, book reviews, articles, indexes, abstracts or bibliographies.
- (5) Preparation of scholarly exhibits.
- (6) Evidence of research in progress.
- (7) Presentation of educational workshops for other librarians or professional groups.
- (8) Performance of research leading to the development of techniques or systems that result in the significant improvement of library services or procedures.
- (9) Receipt of grants or research awards.

5. Service

(a) General Criteria

Librarians should show evidence of participation in University affairs. They should provide leadership in their areas of expertise to the University, the community and the profession.

(b) Representative Measures

- (1) Service on University committees and task forces.
- (2) Consultation in a professional capacity.
- (3) Service as an advisor to student groups or activities.
- (4) Involvement in professional associations outside the University which utilizes the librarian's professional or academic expertise.
- (5) Presentation of workshops for community groups.
- (6) Organization of professional meetings, seminars and institutes.
- (7) Participation in the State's library advisory groups.
- (8) Provision of technical assistance to libraries and librarians.

D. Extended Term Appointments

Extended term appointments, as defined below, may be granted to librarians who consistently perform the responsibilities outlined in their individual job descriptions in a competent, creative and professional manner; who develop a record demonstrating professional growth in the Libraries, the University and librarianship and who are promoted to the ranks of Associate Librarian or Librarian. In the case of an individual being appointed initially to the rank of Associate Librarian or Librarian, a minimum of three years in rank is normally required before becoming eligible for extended term appointment. The criteria that apply to appointment, reappointment, and promotion, as well as the programmatic needs of the Library, form the basis for the granting of extended term appointments. In keeping with the importance of this decision, the librarian's entire career is examined. An accumulation of accomplishments and evidence of potential are required.

Promotion to the ranks of Associate Librarian or Librarian carries with it the automatic award of an extended term appointment of five (5) years. When an extended term appointment is granted, a peer review and evaluation will be held in the fifth year of such appointment, for the purpose of determining whether such extended term appointment shall be renewed. In the event that a member of the library faculty holding the rank of Associate Librarian is promoted to Librarian prior to the fifth year of his/her extended term appointment, his/her next peer review and evaluation shall occur in the fifth year following the date of promotion. If renewal of an extended term appointment is not recommended, a terminal one year contract will be granted in the sixth year.

Associate Librarians and Librarians holding extended term appointments may be terminated prior to the expiration of said extended term only for cause or due to bona fide financial exigencies of the Library. "Cause" shall be defined to include any conduct in the nature of physical or mental incapacity, incompetency, neglect of duty, dishonesty, immorality, or conviction of a felony, which conduct impairs the ability of the Library or the University to carry out its functions. A recommendation for the dismissal for cause of a Librarian holding an extended term appointment shall be made in writing by the Director of Libraries to the President of the University. If the President finds substantial basis for dismissal for cause, he shall appoint the Director to act as charging authority for the preparation of a statement of charges and presentation of the case to a hearing committee, if the faculty member requests a hearing under procedures established by University Regulations.

E. Procedures

All reappointment, promotion and extended term appointment decisions for Library faculty shall be made in accordance with a peer review procedure adopted by the library faculty. Pursuant to these procedures, a library review committee will make written recommendations to the Director of the Libraries who will, in turn, forward his/her recommendations along with the review committee's recommendations and supporting data directly to the Vice President for Academic Affairs for a final administrative decision.

F. Implementation

Individuals holding tenure-track appointments on the effective date of this regulation shall be provided the opportunity to participate in the tenure evaluation procedures outlined in University Regulation 803, Revision 1, as amended, PROVIDED that individuals intending to

seek tenure status pursuant to University Regulation 803 shall provide written notice of such intention to the Director of Libraries on or before August 31, 1985. Individuals who fail to provide such written notice on or before August 31, 1985 and individuals appointed to the Library faculty subsequent to the effective date of this regulation shall not be entitled to tenure status at the University of Wyoming.

Library faculty representation on the University Tenure and Promotion Committee shall continue for so long as members of the library faculty continue in tenure track positions.

Library faculty who have been granted tenure as of the effective date of this regulation, or who are granted tenure after following the procedures outlined in this section, shall be subject to all Regulations of the Trustees and University Regulations pertaining to tenured faculty.

Section 3. FACULTY SENATE

Members of the University library faculty, defined as voting members of the University faculty in the Regulations of the Trustees, Chapter III., Section 1., shall be eligible for nomination and election to the Faculty Senate in accordance with University Regulation 700, Article II., Section 4.c.

Section 4. FACULTY MEETINGS

A. Time

Meetings of the Library faculty shall be called as necessary by the Director of Libraries acting in the capacity of a dean, or on request of the President of the University or the Vice President for Academic Affairs, or by written request of five members of the library faculty.

B. Secretary

The Director acting in the capacity of a dean will appoint a secretary whose duties shall be to maintain and to disseminate records and other information as may be important for the orderly conduct of faculty business in accordance with Regulations of the Trustees and University Regulations.

C. Presiding Officer

The Director acting in the capacity of a dean shall preside at all meetings of the library faculty or shall appoint a presiding officer.

D. Quorum

A simple majority of the members of the library faculty shall constitute a quorum.

E. Rules of Order

Formal business of the library faculty shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

PART IV. STAFF

Persons employed by the Libraries and not designated officers, members of the library faculty or student employees shall be appointed and function in accordance with the Regulations of the Trustees, Chapter VI., Sections 1. through 4., Chapter VII., Sections 1. through 9., and University Regulation 174, as amended.

Section 1. STAFF COUNCIL

Regular staff employees working at least twenty (20) hours per week shall be eligible for elected membership to the Staff Council in accordance with University Regulation 34, as amended.

Section 2. STAFF MEETINGS

Staff meetings may be convened as necessary for designated persons within defined areas of responsibility, activity or function, by the Director, line officers, committee chairpersons or other appropriate authority.

General meetings for all officers, faculty and staff may be convened by the Director or the Director's designate for the purposes of providing a forum for the discussion of issues within the Libraries' organization and programs, for sharing information generally, and for encouraging consultation.

PART V. AMENDMENTS TO THE REGULATIONS

Amendments to these regulations may be proposed by the library faculty at any meeting convened and conducted in accordance with PART III., Section 4 hereof.

Amendments to these regulations, excepting amendments to PART III. hereof, may be proposed by written request of at least three members of the library staff, as defined herein.

PART VI. EFFECTIVE DATE

These regulations and any changes, amendments, or additions thereto shall become effective immediately upon the approval of

the President of the University, subject to review by the Trustees
of the University of Wyoming.

THE UNIVERSITY OF WYOMING
Laramie, Wyoming

UNIREG 500, Revision 1
February 18, 1985

UNIVERSITY REGULATION 500, Revision 1
Initiating Authority: College of Agriculture

Subject: Regulations of the College of Agriculture

- References: (a) Regulations of the Trustees, Chapter IV
(b) University Regulation 1, Revision 2,
October 14, 1980
(c) University Regulation 500, February 16, 1970

1. Purpose. To promulgate and amend the regulations of the College of Agriculture, as adopted by the Faculty of that College.

2. General Information. Enclosure sets forth the basic organization and processes through and by which the Faculty of the College of Agriculture may function in the exercise of its authority and responsibility as prescribed by the Regulations of the Trustees. These regulations were adopted by the College Faculty on December 20, 1984 and approved by the Trustees on February 15, 1985.

3. Directive. In accordance with references (a) and (b), Regulations of the College of Agriculture, as amended, shall be effective upon approval by the President of the University.

Approved: February 18, 1985



Donald L. Veal
President

REGULATIONS OF THE COLLEGE OF AGRICULTURE

PART I. PURPOSE AND COMPONENTS

Section 1. PURPOSES

The University of Wyoming is a member of the Land-Grant University system charged with unique responsibilities in resident instruction, extension education, service, and research. The College of Agriculture is organized to provide credit and non-credit educational opportunities and to coordinate research programs in agriculture and home economics.

Section 2. COMPONENTS

The College of Agriculture shall include the Academic Departments, the Agricultural Experiment Station, the Agricultural Extension Service, and such other administrative units as may subsequently be authorized and instituted.

The above-mentioned components may be further subdivided for administrative convenience.

PART II. ACADEMIC ORGANIZATION OF THE COLLEGE

Section 1. COLLEGE FACULTY

The faculty of the College shall consist of the Dean; the Associate Deans, the Directors and Associate Directors of the Agricultural Experiment Station and the Agricultural Extension Service; and all members of the University faculty serving in the College, whether full-time or sharing an appointment in another college. Members of the College faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor, or instructor. The President; Vice-President for Academic Affairs; one representative from each of the Colleges of Arts and Sciences, Commerce and Industry, Education, and Engineering; and members of the University faculty on limited service who, at the time they were placed on limited service, were members of the College of Agriculture are ex-officio members of the College faculty without vote.

The faculty of the College shall have the powers and duties set forth in Regulations of the Trustees Chapter III, Section 2.

Section 2. THE ACADEMIC DEPARTMENTS

The Academic Departments are the Departments of Agricultural Economics, Animal Science, Biochemistry, Home

Economics, Microbiology and Veterinary Medicine, Plant Science, and Range Management.

The primary purposes of these Departments shall be to provide resident instruction, and coordination of research, service, and extension programs in their respective subject matter areas.

Section 3. ACADEMIC DEPARTMENT FACULTY

Faculty of the Academic Departments are persons who are either entirely or in part on the personnel budget of the Department, and who, at the time of their appointment, are assigned the rank of professor, associate professor, assistant professor, or instructor within the Department.

Faculty of the Department shall have jurisdiction in all academic matters within the scope of the Department, including the determination of curricula and degree requirements, except as such authority may be limited by College of Agriculture or University policies or regulations.

Questions of autonomy and jurisdiction over curricula and program areas in the Agricultural Experiment Station, the Agricultural Extension Service and the Academic Departments of the College shall be adjudicated by the appropriate Directors or Associate Directors, subject to appeal to the Dean and, thereafter, to the President of the University. Questions of autonomy and jurisdiction which may arise between Academic Departments of the College shall be adjudicated by the Dean subject to appeal to the President of the University.

Section 4. THE AGRICULTURAL EXPERIMENT STATION

The Agricultural Experiment Station shall be comprised of each of the Academic Departments described in PART II of this regulation, together with the Agricultural Research and Extension Centers.

The primary purpose of the Agricultural Experiment Station is the discovery, acquisition, and dissemination of scientific knowledge.

Section 5. THE AGRICULTURAL EXTENSION SERVICE

The Agricultural Extension Service shall provide, through demonstration and other educational methods, off-campus, non-credit instruction in the fields of agriculture and home economics, and in subjects related to the purposes of obtaining greater efficiency in agricultural production and marketing, improving family living and community resource development, and developing leadership qualities in both youth and adults.

Section 6. AGRICULTURAL EXTENSION SERVICE FACULTY

The on-campus Agricultural Extension Faculty are persons who are entirely or in part on the personnel budget of the Agricultural Extension Service who, at the time of their appointment, are assigned the rank of professor, associate professor, assistant professor, or instructor within the Agricultural Extension Service. This faculty shall be considered an Academic Department of the College of Agriculture for purposes of tenure, promotion, organization of internal committees, committee assignments, and representation on the University Faculty Senate.

University Extension Agents are off-campus professional staff of the College of Agriculture. They are classified as Senior University Extension Agent, University Extension Agent, Associate University Extension Agent, and Assistant University Extension Agent as defined in the Agricultural Extension Service Career Development Guide.

PART III. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

Section 1. THE DEAN

The College of Agriculture shall have as its chief administrative officer a Dean, appointed in accordance with Regulations of the Trustees, Chapter I, Section 2. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College and shall report to the Vice President for Academic Affairs. The Dean shall preside at meetings of the College faculty, recommend the College budget in consultation with the Heads of subunits within the College, transmit and recommend appointments and promotions with respect to the faculty and staff of the College, and exercise general administrative supervision over the educational programs and operations of the College in accordance with Regulations of the Trustees, Chapter III, Section 2.

Section 2. ASSOCIATE DEANS

The College may have one or more Associate Deans who shall perform administrative duties as may be assigned by the Dean. Associate Deans shall be appointed in accordance with Regulations of the Trustees, Chapter I, Section 2.

Before recommending the appointment of Associate Deans, the Dean shall confer with the College faculty and appropriate administrative officers of the College.

Section 3. ASSOCIATE DEAN OF RESIDENT INSTRUCTION

There shall be an Associate Dean who shall perform the duties of administering and supervising the resident instruction programs of the College of Agriculture and other such administrative responsibilities as may be directed by the Dean. The Associate Dean of Resident Instruction shall be appointed in accordance with Regulations of the Trustees, Chapter I, Section 2.

Before recommending the appointment of the Associate Dean of Resident Instruction, the Dean shall confer with the appropriate College faculty and administrative officers.

Section 4. DIRECTOR AND ASSOCIATE DIRECTOR OF THE AGRICULTURAL EXPERIMENT STATION

There shall be a Director of the Agricultural Experiment Station to perform the duties of administering research conducted by faculty or staff of the College and preparing and supervising the Agricultural Experiment Station budget. This position may be held by the Dean, in which case there shall be appointed an Associate Director of the Agriculture Experiment Station who shall perform administrative responsibilities as may be assigned by the Dean. The Associate Director or the Director, if not holding a joint appointment as Dean, will be appointed in accordance with Regulations of the Trustees, Chapter I, Section 2.

A Dean holding a joint appointment as Director of the Agricultural Experiment Station shall confer with the appropriate faculty and administrative officers before recommending the appointment of an Associate Director of the Agricultural Experiment Station.

Section 5. DIRECTOR AND ASSOCIATE DIRECTOR OF THE AGRICULTURAL EXTENSION SERVICE

There shall be a Director of the Agricultural Extension Service to perform the duties of administering the Agricultural Extension program of the College and preparing and supervising the Agricultural Extension Service budget. This position may be held by the Dean, in which case there shall be appointed an Associate Director of the Agricultural Extension Service who shall perform administrative responsibilities as may be assigned by the Dean. The Associate Director or the Director, if not holding a joint appointment as Dean, will be appointed in accordance with Regulations of the Trustees, Chapter I, Section 2.

A Dean holding a joint appointment as Director of the Agricultural Extension Service shall confer with the appropriate faculty and administrative officers before recommending the appointment of an Associate Director of the Agricultural Extension Service.

Section 6. ACADEMIC DEPARTMENT HEADS OR CHAIRS

Each Department shall have as its chief administrative officer a Head or a Chair who shall be appointed in accordance with Regulations of the Trustees, Chapter I, Section 2.

The Department Head or Chair, in consultation with the members of the Department faculty, shall exercise general administrative responsibility for the instructional, research, service, and extension programs in the Department's subject matter areas. The exercise of these responsibilities shall be subject to the approval of the Dean. After consultation with the members of the Department faculty, the Head or Chair shall prepare for the Department budget recommendations which shall be submitted to the Dean, or, as appropriate, to the Associate Dean or the Associate Directors.

Section 7. FACULTY SECRETARY

The Secretary for the College faculty shall be appointed by the Dean, and shall keep the minutes of the meetings of the Faculty, provide minutes to the College faculty, certify to the Secretary of the University Faculty all regulations enacted by the Faculty of the College, send notices of all meetings of the Faculty to all of its members, and perform such other duties as the Dean may request.

Section 8. FACULTY MEETINGS

Faculty meetings may be called by the Dean on his or her initiative or on written request of the President or of five members of the faculty. Except in cases of emergency, at least twenty-four hours' notice of all meetings shall be given all faculty. One-third of all of the on-campus members of the faculty of the College shall constitute a quorum. The rules of procedure and the order of business shall be in accordance with the most recent revision of Robert's Rules of Order.

PART IV. COLLEGE COMMITTEES

Section 1. ADVISORY COUNCIL

The Advisory Council shall be a continuing committee established to function in an advisory capacity to the Dean and shall have the power to make recommendations to the

Administrative Officers and to the faculty of the College. The duties and responsibilities of the Council shall be to investigate policies and problems as the Dean or the faculty of the College may direct; and to investigate any matter within its jurisdiction which a member of the Council may bring to it for consideration. The Council shall function in an advisory capacity to the Dean and the faculty of the College on policies and problems not specifically addressed elsewhere in the Regulations of the College of Agriculture.

Department Heads and Chairs shall be notified of any problems or policies with which they are or may be directly concerned which are under consideration by the Council.

The Advisory Council shall be organized as follows:

- a. All full-time, on-campus members of the College faculty are eligible for membership on the Advisory Council. The Council shall consist of one representative of each academic department and one representative of the Agricultural Extension Service. The Dean, Associate Deans, Directors and Associate Directors of the College shall serve as ex-officio members without vote.
- b. Members of the Council shall be elected from a list of eligible candidates which shall be submitted to the faculty of the College by the secretary of the Faculty two weeks in advance of the election. A majority of those voting shall be necessary for election. The first ballot shall be taken by mail. In the event that a majority is not established on the first ballot, voting shall continue by publishing the names of those who have received votes above a certain minimum percentage as may be decided by motion from the floor.
- c. Members shall serve staggered terms of three years and may not be elected for succeeding terms unless no other member of that Department or Service is eligible for membership on the Council.
- d. In the event of a vacancy on the Advisory Council resulting from resignation or leave of absence for a period of an academic semester or longer, the faculty of the appropriate administrative unit shall elect a member to complete the unexpired term or hold the office during the period of absence.
- e. The Advisory Council shall elect a chairperson and a secretary annually from among its voting members.

Section 2. AGRICULTURAL EXTENSION SERVICE ADVISORY COUNCIL

The Presidents and Vice-Presidents of the Wyoming Association of Extension Home Economists, the Wyoming Association of County Agricultural Agents, the Wyoming Association of Extension 4-H Agents, and the Resident Extension Association will serve as the Agricultural Extension Service Advisory Council. The purpose of this Council is to provide advice to the Director or Associate Director of the Agricultural Extension Service or faculty of the College of Agriculture on matters involving the Agricultural Extension Service. Issues to be considered by this Council may be recommended by any member of the College faculty or staff. This Council shall elect a Chairperson from its membership who shall be empowered to call meetings of the Council in consultation with the Director of the Agricultural Extension Service.

Section 3. COLLEGE TENURE AND PROMOTION COMMITTEE

The College Tenure and Promotion Committee shall carry out the duties as described by University Regulation 803, Revision 1, B. College Level.

The Tenure and Promotion Committee of the College of Agriculture shall be composed of eight (8) members, one from each Academic Department and one from the Agricultural Extension Service faculty. Members of the committee shall be elected by eligible faculty members within each Academic Department and the Agricultural Extension Service.

Any full-time regular faculty member is eligible for election to the committee with the exception of members of the University Tenure and Promotion Committee who shall serve on the College committee as ex-officio members without vote, Dean, Associate Deans, Department Heads and Chairs.

Members of this committee shall serve staggered three (3) year terms, and may not serve a consecutive successive term unless the preceding term was less than three years in duration.

Section 4. CURRICULUM COMMITTEE

The Agriculture Curriculum Committee shall be composed of one representative from each specific undergraduate or graduate curriculum offered in the College. These representatives shall be elected by the faculty of the Department offering the curriculum. The Associate Dean of Resident Instruction, and a representative of Vocational Agriculture and Vocational Home Economics, of the Agricultural Experiment Station and of the Agricultural Extension Service shall serve as ex-officio members without vote.

Approval of the Curriculum Committee and subsequent approval of the Associate Dean of Resident Instruction shall be necessary for the implementation of all new or revised courses, curricula, or degrees, or the dropping of courses, curricula, or degrees. Any such approved change shall be sent to the Academic Planning Committee or Graduate School for consideration.

The Curriculum Committee shall recommend plans for cooperation with other colleges in the establishment and improvement of programs in which the College of Agriculture participates.

Section 5. OTHER COMMITTEES

Other Committees may be appointed by the Dean, Associate Deans, Directors, or Associate Directors, the College Advisory Council or the Agricultural Extension Service Advisory Council as may be deemed necessary. The initiating authority shall provide all College faculty with written notice of the establishment of a committee, and its membership, purpose, operational procedures and expected duration.

PART V. REPRESENTATION OF THE UNIVERSITY FACULTY SENATE

Members of the College faculty defined as voting members of the University faculty in the Regulations of the Trustees, Chapter III, Section 1, shall be eligible for nomination and election to the University Faculty Senate in accordance with University Regulation 700, Revision 2, Article II, Section 4c.

PART VI. AMENDMENTS

These Regulations may be amended or additional regulations may be adopted by the following procedures:

- a. A written copy of the proposed amendment or addition shall be mailed to all faculty members of the College at least 15 days prior to the College faculty meeting in which the proposed amendment or addition will be considered.
- b. Published amendments or additions to these Regulations will be discussed and may be further revised at the meeting of the College faculty. Final, proposed amendments or additions to these Regulations, as approved by a two-thirds vote of the faculty present at this meeting, shall be submitted by mail ballot along with minutes of the faculty meeting to all members of the College faculty.

- c. Ballots must be returned to the Agricultural College Faculty Secretary 30 days after having been mailed to the College Faculty. Approval of amendments or additions to these Regulations shall require a two-thirds affirmative vote of all faculty members voting.

PART VII. EFFECTIVE DATE

These Regulations and any changes, amendments, or additions to these Regulations shall become effective immediately upon the approval of the faculty of the College of Agriculture and the President of the University subject to review by the Board of Trustees.

PART VIII. REPEAL OF PRIOR REGULATIONS

All Regulations of the College existing at the time of the adoption and approval of these Regulations shall be and hereby are repealed.

THE UNIVERSITY OF WYOMING
Laramie, Wyoming

UNIREG 501
February 18, 1985

UNIVERSITY REGULATION 501
Initiating Authority: College of Agriculture

Subject: Career Development Guide for Extension Agents,
Agricultural Extension Service

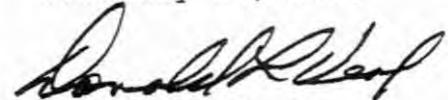
- References: (a) Regulations of the Trustees, Chapter IV
(b) University Regulation 1, Revision 2,
October 14, 1980
(c) University Regulation 500, Revision 1
February 18, 1985

1. Purpose. To promulgate the Career Development Guide for Extension Agents, as adopted by the University Extension Agents on September 21, 1984.

2. General Information. Enclosure sets forth the criteria and standards for advancement within the Agricultural Extension Service. These regulations were adopted by the Trustees of the University of Wyoming on February 15, 1985.

3. Directive. In accordance with references (a) and (b), University Regulation 501 shall be effective upon approval by the President.

Approved: February 18, 1985



Donald L. Veal
President

CAREER DEVELOPMENT GUIDE
FOR
EXTENSION AGENTS
AGRICULTURAL EXTENSION SERVICE

COLLEGE OF AGRICULTURE
UNIVERSITY OF WYOMING
LARAMIE, WYOMING
December 17, 1984

SECTION I. INTRODUCTION

The Agricultural Extension Service is a major educational outreach program of the University of Wyoming which provides largely non-credit, off-campus educational programs in agriculture, home economics, youth and related subjects to the citizens of Wyoming. Most Agricultural Extension Service educational programs are designed by Extension Agents who are located in each of the 23 Wyoming counties.

The purpose of the University of Wyoming Agricultural Extension Service Career Development Guide is to provide Extension Agents with criteria and standards for advancement within the existing University classification system and for professional growth and career development within the University. This guide, in turn, will enhance the effectiveness of the Wyoming Agricultural Extension Service, the College of Agriculture, and the University of Wyoming.

Extension Agents are professional staff of the University and are expected to possess a high level of professional, scientific

and administrative ability. In keeping with the land-grant University concept, the Extension Agent is an important link between the people of Wyoming and the resources of this University. An Agent's responsibilities include identifying the needs of people in the Agent's specifically assigned locality, developing and implementing education programs to meet those needs, and evaluating and documenting behavioral changes that occur in response to the program. Extension Agents serve as both teachers and facilitators in the delivery of these education programs. Extension Agents perform their functions in an "off-campus" setting utilizing a variety of educational methods.

SECTION II. LEVELS OF EXTENSION AGENT CLASSIFICATION

There are four levels of professional staff classification for Extension Agents. The four classification levels and corresponding pay grades are:

- . Assistant University Extension Agent - Grade 11
- . Associate University Extension Agent - Grade 12
- . University Extension Agent - Grade 14
- . Senior University Extension Agent - Grade 15

These classification and corresponding pay grades were established through the University Staff Classification and Compensation System to insure classification, pay equity, and market value consistent with other University of Wyoming employees. Extension Agent classification and pay grades will be periodically reviewed under the provisions of this System to assure that this consistency is maintained.

Promotion from one classification to another will result in a salary adjustment. Such adjustments resulting from promotion will be periodically reviewed by the Director of Extension and the Director of Personnel to insure that consistency with the University Staff Classification and Compensation System is maintained.

Pay adjustments also may be provided Agents who complete requirements for advanced degrees or who are required to assume additional responsibilities because of internal staff adjustments within the Extension Service, in accordance with established University policies.

Entry-level qualifications, basic functions, required and expected duties, and supervisory responsibilities of the four classifications are described in Appendix 1 (University Extension Agent Classification Criteria). Each classification level allows for a temporary assignment that can be used as a training position.1/

A Position Description Questionnaire (PDQ) is developed in cooperation with remaining county Extension employees, county clientele, and county commissioners each time a vacancy occurs. The PDQ is evaluated by the Director of Personnel and the

1/ University Extension Agents employed prior to July 1, 1983 were placed in one of the above four classification levels. The education requirement is waived for all incumbents employed at the time of implementation of the University Extension Agent Career Development Guide. This waiver is in effect for as long as the incumbent is employed as a University Extension Agent.

appropriate classification and beginning pay scale is established in accordance with University policies. The vacancy is then advertised and filled with an individual possessing at least the minimum qualifications as described in the PDQ.

1. ASSISTANT UNIVERSITY EXTENSION AGENT---Normal entry position for an individual with a Master's degree in Agriculture, Home Economics, or a cognate field of study clearly related to the Extension function and with less than two years of related experience. With meritorious performance and a minimum of two years of experience plus a Master's degree, an Assistant University Extension Agent can become eligible for promotion to Associate University Extension Agent. Evaluation of the individual's performance and qualifications shall be based upon annual personnel appraisals and assessment of the position description developed for the individual. This evaluation will be accomplished pursuant to the procedures outlined in Section III hereof.

A promotion decision is mandatory in the fourth year of service as an Assistant University Extension Agent. Individuals must be promoted from this rank by the end of the fourth year of service in rank, or be subject to a terminal contract for the annual period commencing April 1 of the year following the promotion decision.

2. ASSOCIATE UNIVERSITY EXTENSION AGENT---Normal entry position for individuals with a Master's degree in Agriculture,

Home Economics or a cognate field of study clearly related to the Extension function and with two or more years of experience in Extension or a directly related field. Persons in this position must be familiar with Extension programs and the functions of an Extension Agent. Qualifications required of an Associate University Extension Agent include:

- A. Demonstrated capabilities and performance characteristics of an Associate University Extension Agent, including participation in and familiarity with those processes and activities related to the position description. Specific examples include the ability to:
- (1) Evaluate community need;
 - (2) Develop and implement education programs based upon state-of-the-art research in response to identified community needs;
 - (3) Evaluate the effectiveness of education programs;
 - (4) Train volunteers to carry out education programs;
 - (5) Prepare articles, news releases, and other forms of written communication that are relevant to particular education programs or activities;
 - (6) Prepare and present lectures, radio/television programs and other forms of oral communication that are relevant to particular education programs or activities; and
 - (7) Plan county activities in coordination with County Advisory Committee.

- B. Demonstrated expertise within at least one of the four Extension program areas.
- C. Initiation of a professional improvement program to gain expertise in an additional Extension program area.
- D. Demonstration potential for continued productivity in the University of Wyoming Agricultural Extension Service as evidenced by the annual personnel performance appraisal.

3. UNIVERSITY EXTENSION AGENT---The University Extension Agent must be capable of planning, developing, implementing, and evaluating county-wide Extension education programs. Qualifications required of a University Extension Agent include:

- A. A Master's degree in Agriculture, Home Economics or a cognate field of study that is clearly and specifically related to the Extension function.
- B. A minimum of four year's of experience in Extension or a directly related field.
- C. Demonstrated expertise within at least two of the four Extension program areas.
- D. Demonstrated capabilities and performance characteristic of a University Extension Agent, including participation in and familiarity with those processes and activities related to the position description. Specific examples include the ability to:
 - (1) Assess a broad range of clientele needs including interdisciplinary problems;
 - (2) Plan, develop, implement and evaluate multi-disciplinary education programs that utilize and

- present results from state-of-the-art research in the subject matter areas;
- (3) Develop program budgets and assist with development of county budget;
 - (4) Supervise staff personnel;
 - (5) Serve as a panel member for county program reviews and similar functions;
 - (6) Organize, conduct, and follow-up on training of volunteer leaders;
 - (7) Provide training for other Extension Agents, particularly Assistant University Extension Agents or Extension trainees;
 - (8) Provide leadership for and effect cooperation with County Advisory Committees;
 - (9) Design and conduct applied research or demographic studies, analyze results, and draw conclusions therefrom;
 - (10) Utilize results from local research projects in education programs; and,
 - (11) Develop and prepare formal agreements with local, state, or federal governmental units.

4. SENIOR UNIVERSITY EXTENSION AGENT---The Senior University Extension Agent is the most distinguished position in the Agent system. The Senior University Extension Agent must have demonstrated superior capabilities throughout his/her career and be recognized by peers and others as an outstanding Extension

Agent. Qualifications required of a Senior University Extension Agent include:

- A. A Master's degree in Agriculture, Home Economics, or a cognate field of study that is clearly and specifically related to the Extension function.
- B. A minimum of six years of experience in Extension or a directly related field.
- C. Professional recognition within the profession of Extension as evidenced by regional or national awards, letters of recognition, commendation from colleagues and peers and publications in refereed or professional journals.
- D. Leadership in the resolution of community and county problems, and development of programs and projects of complex interdisciplinary nature requiring long-range educational planning.
- E. Ability to plan, conduct, and interpret cooperator-based applied research, demonstration trials, field and home demonstrations, and/or community studies; and publication and/or dissemination results or findings in an appropriate manner.
- F. Demonstrated program administrative capability.
- G. Ability to plan, conduct, and coordinate comprehensive county-wide program reviews or impact studies; and ability to summarize results and draw conclusions for use in long-range program planning.

SEC

- H. Leadership in development of formal agreements with local, state, or federal governmental units or agencies.
- I. Leadership in providing training to Extension Agents and other professional persons.
- J. Ability to secure funding as a principal investigator of grant proposals designed to meet unique community needs.

SECTION III. PROCEDURES FOR EVALUATION REVIEW

- A. The individual Extension Agent is responsible for initiating the evaluation review. This is accomplished by preparing the appropriate materials (Appendix 2) and submitting them to his or her immediate supervisor.
- B. Recommendation for or against promotion will come from the appropriate County Director and/or District Director. Promotion materials must be forwarded to the Assistant Director of Extension by these individuals for consideration if an Agent so requests.
- C. There shall be an Agent Promotion Committee consisting of seven Extension Agents elected at large from those employed full time within the state. Every third year three members will be elected. Two members will be elected all other years. The Assistant Director of Extension responsible for County Programs will serve as Chairman without vote of the Agent Promotion Committee. Committee members cannot serve consecutive terms. A committee member applying for promotion will not serve on the committee while his/her review is being considered

and a temporary replacement will be chosen to finish the term. The duty of the Agent Promotion Committee is to review the documentation of those Extension Agents being considered for promotion. All committee members, except the chairman, will cast a written ballot containing reasons for the vote for each Extension Agent. The Committee will elect annually a representative to the Promotion Review Committee.

- D. There shall be a "Promotion Review Committee" consisting of the Agent Promotion Committee representative, the three Associate Deans of the College of Agriculture, and the Assistant Director of Extension responsible for County Programs. The Associate Dean serving as Director of Extension will chair the Promotion Review Committee. This committee will review candidate documentation and recommendations of the Agent Promotion Committee.
- E. The Agent Promotion Committee shall make its recommendations to the Promotion Review Committee which will, in turn, make recommendations to the Dean, College of Agriculture.
- F. The Dean will inform the Agent of the recommendations of the Agent Promotion Committee and the Promotion Review Committee. The Dean will inform the Agent whether he will recommend for or against promotion. If the Dean's recommendation is for promotion, he will forward all materials to the Vice President for Academic Affairs.

G. The schedule that must be followed by those being considered for promotion and the various individuals and committees reviewing the documents is as follows:

- (1) Complete documentation must be provided the Assistant Director of Extension responsible for County Programs by October 1.
- (2) The Agent Promotion Committee must meet and forward the results of its deliberations to the Promotion Review Committee by November 10.
- (3) The Promotion Review Committee will meet after November 10 of the calendar year in which the review is occurring. The Promotion Review Committee will forward with its recommendation all documentation and the votes and comments of the Agent Promotion Committee to the Dean by December 21.
- (4) The Dean will discuss the results of the review with all candidates, and forward all candidates being recommended for promotion to the Vice President for Academic Affairs by February 1.
- (5) The Vice President for Academic Affairs will issue a decision concerning promotion before March 31.

UNIVERSITY EXTENSION AGENT
CLASSIFICATION CRITERIA
WYOMING AGRICULTURAL EXTENSION SERVICE
December 17, 1984
(Originally Adopted May 31, 1983)

APPENDIX 1
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SENIOR UNIVERSITY EXTENSION AGENT	UNIVERSITY EXTENSION AGENT	ASSOCIATE UNIVERSITY EXTENSION AGENT	ASSISTANT UNIVERSITY EXTENSION AGENT
<u>BASIC FUNCTION:</u> Identify and evaluate critical program needs of communities for Extension Education on a countywide basis; provide leadership in planning and setting priorities for the delivery of these programs; lead in the overall integration, coordination, and delivery of programs of multiple subject areas with the objective of assisting the communities and individuals in resolving complex problems and issues.	<u>BASIC FUNCTION:</u> To plan, develop and evaluate comprehensive countywide Extension educational programs requiring expertise in at least two subject matter areas which may be within Agriculture, Home Economics, 4-H/Youth, Community Development, or a combination, and participate in county and state Extension program reviews.	<u>BASIC FUNCTION:</u> To develop, implement and maintain Extension educational programs in Agriculture, Home Economics, 4-H/Youth or Community Development.	<u>BASIC FUNCTION:</u> To provide or to assist in providing educational programs, services, and information to community members that will help them solve problems that occur in Agriculture, Home Economics, 4-H/Youth work, and Community Development.
<u>CHARACTERISTIC DUTIES:</u> Provide leadership in the resolution of community problems, development of programs and projects, including investigation and evaluation of complex interdisciplinary problem areas requiring long range educational planning; determine methods of meeting such needs by modification of existing programs or development of new ones; determine the feasibility of implementing changes, and evaluating the success of new or revised programs & projects.	<u>CHARACTERISTIC DUTIES:</u> Develop Extension educational programs requiring expertise in at least two subject matter areas necessitating the identification of interdisciplinary problems and assessment of a broad range of clientele needs; and may assist in conducting or conduct comprehensive needs assessments for countywide program planning.	<u>CHARACTERISTIC DUTIES:</u> Evaluate community needs and plan, implement and coordinate educational programs in Agriculture, Home Economics 4-H/Youth or Community Development; develop or implement evaluations to measure and/or document educational efforts for individual's specific program and initiate changes as necessary.	<u>CHARACTERISTIC DUTIES:</u> To provide or to assist in providing educational programs and information to community members through programs, demonstrations, workshops, seminars, home visits and other appropriate methods; provide information on status of individual's activities, evaluate progress and recommend changes.
To interpret, plan and conduct cooperator based applied demonstration/research trials, field and home demonstrations and/or community studies and publish and/or disseminate results of findings, in an appropriate manner.	To assist in interpreting and to conduct, assist or facilitate applied demonstration/research through cooperator trials, field and home demonstrations and community studies and utilize the results in conducting educational programs.	May assist groups, organizations and agencies involved in county demonstration/research projects and/or community studies and utilize the results in conducting educational programs.	May participate with other Agents or Specialists in County demonstration/research projects or community studies and utilize the results in conducting educational programs.
			Guide the educational process toward the achievement of program goals. Establish clear objectives for all programs.

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<u>CHARACTERISTIC DUTIES, Cont.</u> Plan, conduct and coordinate comprehensive county program reviews/impact studies and summarize results for inclusion in long-range programs.	<u>CHARACTERISTIC DUTIES, Cont.</u> Participate in conducting comprehensive county program reviews/impact studies. Serve as a resource to neighboring counties involved in similar reviews.	<u>CHARACTERISTIC DUTIES, Cont.</u> Participate in planning and conducting a program review in the individual's area of emphasis.	<u>CHARACTERISTIC DUTIES, Cont.</u> May participate in conducting a program review in the individual's area of emphasis.
Develop grant proposals for outside funding and function as Principal Investigator if funding is approved.	May assist/develop grant proposals for outside funding.		
Administer volunteer leadership program and recruit and train volunteer leaders.	Provide training opportunities for, and/or train volunteer leaders to enable them to plan and carry out program segments or program activities for the Extension education program.	Train volunteers to carry out educational programs in either Agriculture, Home Economics, 4-H/Youth, Community Development, or a combination of the program areas.	Organize new clubs, assemble educational materials and to provide assistance in training and/or train new members and leaders.
Provide leadership in the development and preparation of recommendations for formal agreements and provide liaison with other USDA agencies, units of local governments and support groups.	Assist in the development and preparation of recommendations for formal agreements with governmental units and organizations for program development and support.		
Conduct all programs and activities in accordance with applicable civil rights laws, regulations and guidelines.	Conduct all programs and activities in accordance with applicable civil rights laws, regulations and guidelines.	Conduct all programs and activities in accordance with applicable civil rights laws, regulations and guidelines.	Conduct all programs and activities in accordance with applicable civil rights laws, regulations and guidelines.
Provide leadership to other Extension Agents, conduct in-service workshops, evaluate county Extension educational programs, provide orientation for new staff members and conduct staff meetings as necessary.	Provide leadership to other Extension Agents, give orientation to new staff members and conduct meetings as necessary.	May provide leadership to Assistant University Extension Agents.	

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SENIOR UNIVERSITY EXTENSION AGENT	UNIVERSITY EXTENSION AGENT	ASSOCIATE UNIVERSITY EXTENSION AGENT	ASSISTANT UNIVERSITY EXTENSION AGENT
<u>CHARACTERISTIC DUTIES, Cont.</u> May serve as County Director for a county Extension office, including the preparation, presentation and administration of the total county budget; monitor and approve expenditures; develop office procedures according to University Extension and county government guidelines and policies, determine agency needs regarding staffing, space, equipment and storage; purchase office supplies and equipment and coordinate the hiring, training and evaluation of office staff.	<u>CHARACTERISTIC DUTIES, Cont.</u> May serve as County Director for a county Extension office, including the preparation, presentation, and administration of the total county budget; monitor and approve expenditures; develop office procedures according to University Extension and county government guidelines and policies; determine agency needs regarding staffing, space, equipment and storage; purchase office supplies and equipment and coordinate the hiring, training and evaluation of office staff.	<u>CHARACTERISTIC DUTIES, Cont.</u> Participate in the development of the county budget; develop budget in support of individual programs. Assist administration in implementing all policies and rules governing County operations.	<u>CHARACTERISTIC DUTIES, Cont.</u> Participate in preparing program budget. Assist administration in implementing all policies and rules governing County operations.
	Determine needs and facilitate safe transportation of individuals involved in events and activities.	Facilitate safe transportation of individuals in events and activities.	Organize and accompany program participants and leaders traveling to events and activities.
	Serve as the Extension representative to County and USDA disaster/emergency boards and develop Extension plans for meeting emergency situations.	Cooperate with other agents in assisting units of local governments and USDA disaster boards to implement special programs in time of emergency.	Be knowledgeable of Civil Defense procedures including County Disaster Plans and USDA emergency boards.
	Provide leadership coordination for the total county advisory system process.	Organize, assemble and utilize active county advisory committees for program planning.	Assemble and utilize active advisory committees for program planning.
		Assemble and interpret economic and social data pertinent to developing County Extension programs; identify target audiences and effective methods of communication.	Identify target audiences and program priorities based on economic and social data, and establish effective methods of communication.
			Maintain by example the Extension educational philosophy.

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SENIOR UNIVERSITY EXTENSION AGENT	UNIVERSITY EXTENSION AGENT	ASSOCIATE UNIVERSITY EXTENSION AGENT	ASSISTANT UNIVERSITY EXTENSION AGENT
<u>CHARACTERISTIC DUTIES, Cont.</u> Develop and implement an in-service training and continuing education plan designed to meet the needs of County clientele and professional growth and development of the individual.	<u>CHARACTERISTIC DUTIES, Cont.</u> Develop and implement an in-service training and continuing education plan designed to meet the needs of County clientele and professional growth and development of the individual.	<u>CHARACTERISTIC DUTIES, Cont.</u> Develop and implement an in-service training and continuing education plan designed to meet the needs of County clientele and professional growth and development of the individual.	<u>CHARACTERISTIC DUTIES, Cont.</u> Develop and implement an in-service training and continuing education plan designed to meet the needs of County clientele and professional growth and development of the individual.
		Prepare articles, deliver lectures and conduct radio/television programs on subjects pertinent to community needs and interests.	Develop and present mass media programs and deliver lectures in support of educational programs as appropriate.
			Plan and conduct educational meetings utilizing resources from the University agencies & organizations.
			Create an educational environment that is conducive to learning and appropriate to the interests/needs of the clientele.
			Participate in conferences for planning and coordinating staff activities.
			Provide educational information and technical assistance based on clientele requests.
			Submit reports as required.
<u>REPORTS TO:</u> District Director	<u>REPORTS TO:</u> District Director	<u>REPORTS TO:</u> District Director	<u>REPORTS TO:</u> District Director

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SENIOR UNIVERSITY EXTENSION AGENT	UNIVERSITY EXTENSION AGENT	ASSOCIATE UNIVERSITY EXTENSION AGENT	ASSISTANT UNIVERSITY EXTENSION AGENT
<p><u>SUPERVISION EXERCISED:</u></p> <p>Administrative and functional supervision may be exercised over full-time professional staff and full-time and part-time support staff. May coordinate/supervise volunteer leaders and/or program participants at Extension events or activities.</p>	<p><u>SUPERVISION EXERCISED:</u></p> <p>Administrative and functional supervision may be exercised over full-time professional staff and full-time and part-time support staff as assigned. May coordinate/supervise volunteer leaders and/or program participants at Extension events or activities.</p>	<p><u>SUPERVISION EXERCISED:</u></p> <p>Functional supervision may be exercised over full-time and part-time support staff as assigned. May coordinate/supervise volunteer leaders and/or program participants at Extension events or activities.</p>	<p><u>SUPERVISION EXERCISED:</u></p> <p>Functional supervision may be exercised over full-time and part-time support staff as assigned. May coordinate/supervise volunteer leaders and/or program participants at Extension events or activities.</p>
<p><u>ENTRY QUALIFICATIONS:</u></p> <p>Professional recognition within the larger profession of Extension and a Master's degree in Agriculture, Home Economics or a cognate field specifically and clearly related to the Extension function is necessary. The Masters degree requirement is waived for all incumbents employed as Extension Agents at the time of adoption of this classification series.</p>	<p><u>ENTRY QUALIFICATIONS:</u></p> <p>A Master's degree in Agriculture, Home Economics or a cognate field of study clearly and specifically related to the Extension function is necessary. The Masters degree requirement is waived for all incumbents employed as Extension Agents at the time of adoption of this classification series.</p>	<p><u>ENTRY QUALIFICATIONS:</u></p> <p>A Master's degree in Agriculture, Home Economics or a cognate field of study clearly and specifically related to the Extension function is necessary. The Masters degree requirement is waived for all incumbents employed as Extension Agents at the time of adoption of this classification series.</p>	<p><u>ENTRY QUALIFICATIONS:</u></p> <p>A Master's degree in Agriculture, Home Economics or a cognate field clearly and specifically related to the Extension function is necessary, or a Bachelor's degree in Agriculture, Home Economics or a cognate field clearly and specifically related to the Extension function and three years of directly related experience. The Masters degree requirement is waived for all incumbents employed as Extension Agents at the time of adoption of this classification series.</p>
<p>A valid Wyoming driver's license is necessary.</p>	<p>A valid Wyoming driver's license is necessary.</p>	<p>A valid Wyoming driver's license is necessary.</p>	<p>A valid Wyoming driver's license is necessary.</p>
<p>Private and commercial pesticide applicators license may be required in some positions.</p>	<p>Private and commercial pesticide applicators license may be required in some positions.</p>	<p>Private and commercial pesticide applicators license may be required in some positions.</p>	<p>Private and commercial pesticide applicators license may be required in some positions.</p>
<p>A minimum of six years of Extension experience or education and experience from which comparable knowledge and abilities have been acquired is necessary.</p>	<p>A minimum of four years of Extension experience or education and experience from which comparable knowledge and abilities have been acquired is necessary.</p>	<p>A minimum of two years of Extension experience or education and experience from which comparable knowledge and abilities have been acquired is necessary.</p>	

CAREER DEVELOPMENT GUIDE
AGRICULTURAL EXTENSION SERVICE

PACKET ONE -- Check List

- I. Current and past position descriptions.
- II. Current Evaluation Forms.
 - _____ Rating, statement for immediate supervisor (usually County Director).
 - _____ Rating, statement for District Director.
- III. Candidate's response to current ratings and statements by immediate supervisor and District Director.
- IV. Past Evaluation Forms (all years since last promotion).
 - _____ Ratings, statements from immediate supervisors (usually County Director).
 - _____ Ratings, statements from District Director.
 - _____ All other ratings, statements on performance prepared by Extension administration.
- V. Candidates responses to past Evaluation Form ratings and statements by immediate supervisor, District Director and Extension administration.
- VI. Evaluation form - Page 2 - Personnel printout on employment (furnished by the UW Finance Office).
- VII. Supporting Documents (lists and brief explanation).
 - _____ Resume outlining credit and non-credit education, job experience, and other personal information.
 - _____ Program thrusts and accomplishments (summary of plans of work and reports).
 - _____ Educational methods including innovative and creative endeavors and program results.

- 5
F
- _____ Publications including mass media and papers/programs presented.
 - _____ Extension assignments (include committee work, program reviews, etc.)
 - _____ Public service (include non-Extension) assignments and organizational work).
 - _____ Honors and awards (include both Extension and non-Extension).

VIII. Letters of recommendation (different from Evaluation Form comments) required from County Director, District Director, and all Extension Program leaders. Agent may also request and include letters from specialists, peers and others.

PACKET TWO

Assemble copies of all publications including articles, books, manuals, teaching materials, mass media materials, bulletins, pamphlets and circular letters. One copy of each is requested. Material should reflect programs conducted by Agent for the past four to six years, or the time from the previous promotion.

PACKET THREE

Provide any additional information that the Agent wishes to submit including such items as community service and/or professional associations, activities, letters of recognition or commendation, clientele evaluations, etc. Material should reflect educational and professional endeavors from date of employment.

STATEMENT OF PURPOSE AND GOALS: AMERICAN HERITAGE CENTER

Purpose of the University of Wyoming Libraries

The purpose of the University of Wyoming Libraries, a major educational and cultural resource of the University of the State of Wyoming, is:

1. To select, acquire, organize, interpret, provide access to, and preserve recorded information which supports the institution's undergraduate instructional programs, graduate instruction and research, faculty research, and continuing education in the liberal arts and selected professional disciplines;
2. To extend library resources and services to enrich the quality of life to the people of the state by engaging in service and extension activities; and
3. To cooperate with other organizations for the advancement of scholarship and the effective utilization of resources.

Purpose of the American Heritage Center of the University of Wyoming

The purpose of the American Heritage Center of the University of Wyoming is:

1. The American Heritage Center is dedicated to the acquisition, organization, preservation and accessibility of original research materials and artifacts documenting American culture and the American West. The Center shall strive to serve the research and instructional needs of the faculty and students of the University of Wyoming, the people of the State, visiting scholars, and the public at large.
2. The American Heritage Center accepts the obligation to care properly for the materials it acquires and to provide basic research services to all who may be interested in its holdings.
3. Implicit in each of the following goals is a commitment to the development and maintenance of good external relations with the many publics, donors, and professional organizations on whom the American Heritage Center depends and for whom it exists.

Goals of the American Heritage Center of the University of Wyoming

1. The American Heritage Center will maintain and develop an acquisition program which is responsive to the research and instructional needs of the University, the people of the State, visiting scholars, and the public. In the development of the Center's acquisitions, special consideration will be given to the established areas where it is determined that the Center's collections are regionally or nationally pre-eminent.
2. The American Heritage Center will strive to process acquisitions as they are received in order to make its holdings known and available through the various national guides and directories as well as its own catalogs, guides, and finding aids.

3. The American Heritage Center will provide facilities which are appropriate for storing and preserving its holdings, conducive to scholarly research, and open to the public on a regular schedule. Within the limits of its facilities the Center will develop policies and procedures for the systematic conservation of its collections, and the physical condition of the materials in its custody.
4. The American Heritage Center will employ a professionally trained, service-oriented staff to acquire, preserve and administer its holdings, and will provide a staff development program, necessary for the fulfillment of its service obligations.
5. The American Heritage Center will support the instructional programs of the University of Wyoming to the extent that its holdings allow, by providing access to its collections and facilities for University sponsored classes, programs and functions, and by maintaining good working relationships with all areas of the University - particularly the Academic departments - to assure that the Center's development is consistent with the priorities of the University.
6. The American Heritage Center will maintain relationships with other similar organizations, institutions, and associations to assure that its development and practices are consistent with nationally accepted standards. The Center will strive for distinction, rather than merely duplicating efforts of similar organizations.

policy on Inventories and Appraisals (revised in meeting 11/5/84; subsequently edited by Dabney), submitted to President Veal with other materials, January 24, 1985

I. Inventories

An inventory, either preliminary or final, is prepared by archives and manuscript repositories for the purposes of establishing intellectual control over materials, and making it easier for interested parties to find what they are looking for. Such a document serves the needs of researchers and of the donors themselves as well as the archival staff. An inventory both complements and contributes to catalogues, guides, and directories, both local and national. Preliminary inventories are used to reduce large backlogs quickly and to accommodate collections that are not yet complete. The use of preliminary inventories is a management option and, under present circumstances, an appropriate one for the processing of collections at the University of Wyoming.

The level of detail for inventories is the responsibility of the Administrative Archivist, subject to suggestions by the officer in charge of Acquisitions for the American Heritage Center. Extraordinary merits must be based on the intellectual merit of the collection. If not satisfied by the response of the Administrative Archivist, the officer in charge of Acquisitions may appeal the decision to this committee or its successor. On the other hand, donor requests for detailed receipts, either for tax purposes or to establish the contents of the collection, shall be fulfilled by the officer in charge of Acquisitions.

II. Appraisals

1. The appraisal for tax purposes of a gift of manuscripts or similar personal property is the responsibility of the donor.

2. No employee of the University of Wyoming, acting as an agent or as a representative of the University, may offer to appraise, appraise, or otherwise evaluate the monetary worth of any collection accepted by the University, nor shall he or she endorse the monetary value assigned by a donor or professional appraiser either before or after a formal gift is made to the institution.

3. Appraisals may be undertaken by qualified Acquisitions-American Heritage Center personnel, acting as individuals; however,

a. no stationery referring to any unit of the University may be used;

b. the appraiser must indicate to the donor, and, if a tax question should be involved, to the Internal Revenue Service, that he or she does not represent the University.

4. The archives shall not be required to alter its acceptance or archival processing standards because a prospective donor is having his/her collection appraised.

5. Acquisitions-American Heritage Center may pay for the services of a qualified appraiser if the collection merits the expense.

The attached Deed of Gift and Loan Agreement forms shall be used by Acquisitions-American Heritage Center for all collections accepted by the Center. If a Deed of Gift is not obtainable the offer of a collection shall be declined, unless a loan arrangement has been approved in advance by both the Assistant to the President and the Administrative Archivist. If approved, the Loan Agreement form should be substituted for the Deed of Gift form.

Two situations in accepting gifts or loans require specification:

1. Any conditions of gift or loan that are not specifically addressed in the approved Deed of Gift/Loan Agreement forms, contradictory to the provisions of these forms, or otherwise calling for special provisions to be implemented by the Archives-American Heritage Center, should be negotiated by the Assistant to the President for Acquisitions with the consultation and approval of the Director of Libraries, who shall seek advice of the Administrative Archivist.

2. The question of who has authority to dispose of materials is not specified in the Deed of Gift. This authority will be exercised by the Administrative Archivist, who may dispose of materials after giving adequate notice to the Assistant to the President for Acquisitions, if the latter has not objected in writing.

Disagreements concerning any of the foregoing procedures which cannot be resolved by negotiation will be referred to the Library/American Heritage Center Policy Committee or its

successor, a group which shall include appropriate faculty as well as the Assistant to the President for Acquisitions, the Administrative Archivist, the Director of Libraries, and the Head of the U.W. Foundation. The persons associated with the Library, the American Heritage Center, and the Foundation will be ex officio members of the committee.

The Library/American Heritage Center Policy Committee approves the attached Deed of Gift document as written, and recommends to the University administration that its use by Acquisitions-AHC be implemented immediately for all collections accepted by the Center. If a Deed of Gift is not obtainable, it is recommended that the offer of a collection be declined.

In making this recommendation, the Committee notes two situations which require specification in the Deed of Gift policy:

1. Any conditions of gift that are not specifically addressed in the approved Deed of Gift form, contradictory to the provisions of the Deed of Gift, or otherwise calling for special provisions to be implemented by the Archives-American Heritage Center, should be negotiated by the Assistant to the President for Acquisitions with the consultation and approval of the Director of Libraries, who shall seek the advice of the Administrative Archivist.

2. The Deed of Gift, while giving the American Heritage Center disposal authority over collections received, does not specify who within the Center has that authority. It has been noted that, in most institutions, this belongs to the person in charge of archival management. As an interim measure, authority will be exercised by the Administrative Archivist, who may dispose of materials after giving adequate notice to the Assistant to the President for Acquisitions, if the latter has not objected in writing. Disagreements which cannot be negotiated between these two will be referred to this Committee or its successor.

In making this recommendation, we assume the continuance of this Committee or a successor group including the Assistant to the President for Acquisitions, the Administrative Archivist, the Director of Libraries and the head of the UW Foundation, as well as appropriate faculty. It is the consensus of this Committee, and its recommendation, that the persons associated with the library, the American Heritage Center, and with development be ex officio members of this Committee, and our expectation that appeals or disagreements can be settled without directly involving the University Administration or the Trustees of the University.

DEED OF GIFT

TO

THE AMERICAN HERITAGE CENTER

THE UNIVERSITY OF WYOMING

I, _____, hereinafter referred to as the Donor, hereby give, donate, and convey to the University of Wyoming for inclusion in the collections of the American Heritage Center and for administration therein by the authorities thereof, the following described property:

In making this gift, it is my purpose and intention to vest in the University of Wyoming all the incidents of absolute ownership of the above-described property, and any additional papers, materials, or other property that I may send to the American Heritage Center from time to time in the future, subject to the following terms and conditions:

1. Title. Title to the above-described property, and any additional papers, materials or other property that I may send to

(a) Identification of specific materials to which access is to be restricted

(b) Terms and conditions of restricted access (e.g., to whom do restrictions apply; who may waive and/or remove restrictions; when may restrictions be removed; etc.)

All materials not placed under seal in accordance with the foregoing stipulations shall be made available for research and/or public view in accordance with the regulations and policies of the American Heritage Center governing access to the Center's collections.

3. Copyright. (Donor should indicate and initial his selection of one of the optional provisions below.)

The Donor hereby gives, donates, and conveys to the University of Wyoming all literary, artistic, and intellectual property rights in the materials that have hereby been given or that may later be given by the terms of this instrument to the American Heritage

(Initials)

Center, including without limitation the right to reproduce, adapt, publish, perform, or publicly display said materials.

(Initials)

The Donor retains to himself during his lifetime all literary, artistic, and intellectual property rights in the materials that have hereby been given or that may later be given by the terms of this instrument to the American Heritage Center, following which these rights will become the sole property of the University of Wyoming.

(Initials)

The Donor retains to himself, his heirs, successors, and assigns, all literary, artistic, and intellectual property rights in the materials that have hereby been given or that may later be given by the terms of this instrument to the American Heritage Center.

4. Disposition. Any portions of the papers, materials, and other property donated to the University of Wyoming by the terms of this instrument that are not retained by the American Heritage Center should be disposed of as follows:

(Donor should indicate and initial his selection of one of the options below)

(Initials)

Returned to Donor

(Initials) Disposed of by the American Heritage Center

(Initials) Other _____

Signed: _____
Donor

(Date)

(Name)

(Address)

Acceptance: THE UNIVERSITY OF WYOMING

American Heritage Center

(Date)

Vice President for Finance

(Date)

LOAN AGREEMENT
AMERICAN HERITAGE CENTER
UNIVERSITY OF WYOMING

I, _____, hereinafter referred to as the Lender, either own or warrant that I am authorized to loan to the University of Wyoming, the following described property:

By the terms of this Agreement, I hereby loan the above-described property to the University of Wyoming, for inclusion in the collections of the American Heritage Center and for administration therein by the authorities thereof, subject to the following conditions:

1. Term of Loan. (Lender should indicate and initial his selection of one of the optional provisions below.)

(Initials)

The term of this loan shall be for my lifetime, during which I shall retain legal title to the above-described property. Upon my death, all incidents of absolute ownership in said property (including all literary, artistic, and intellectual property rights, as well as the right to dispose of said property in accordance

with the regulations and policies of the American Heritage Center) shall vest automatically in the University of Wyoming, and shall not constitute a part of my estate.

(Initials)

The term of this loan shall be for the period beginning _____ and ending _____, after which title to the above-described property (including all literary, artistic, and intellectual property rights, as well as the right to dispose of said property in accordance with the regulations and policies of the American Heritage Center) shall pass automatically to the University of Wyoming.

(Initials)

The term of this loan shall be for the period beginning _____ and ending _____, after which the above-described property shall be disposed of in accordance with the following instructions:

With the agreement of authorized officials of the University of Wyoming, the Lender may transfer title to the above-described property to the University of Wyoming at any time prior to the expiration of the term of this loan. At the time of such transfer, a deed of gift shall be executed. In the event that the Lender transfers title to said property to some entity other than

the University of Wyoming, the American Heritage Center shall be notified at the time of such transfer.

2. Access. (Lender should indicate and initial his selection of one of the optional provisions below).

(Initials)

It is the Lender's wish that the papers, materials, and other property loaned to the University of Wyoming by the terms of this instrument be made available for research and/or public view in the American Heritage Center as soon as they have been received, arranged, and catalogued. The materials shall be made available for such purposes in accordance with the regulations and policies of the American Heritage Center governing access to the Center's collections.

(Initials)

It is the Lender's wish that the papers, materials, and other property loaned to the University of Wyoming by the terms of this instrument be made available for research and/or public view in the American Heritage Center. At the same time, it is the Lender's wish to guard against the possibility of these materials being used to embarrass or otherwise injure any living person. Therefore, in furtherance of these objectives, the following stipulations concerning the use of the loaned materials are imposed by the Lender:

- a. Identification of specific materials to which access is to be restricted:

- b. Terms and conditions of restricted access (e.g., to whom do restrictions apply; who may waive and/or remove restrictions; when may restrictions be removed; etc.)

All materials not placed under seal in accordance with the foregoing stipulations shall be made available for research and/or public view in accordance with the regulations and policies of the American Heritage Center governing access to the Center's collections.

3. Arrangement and Description

During the term of this loan, authorized personnel of the American Heritage Center shall have complete authority to administer the materials according to the Center's regulations and policies governing archival arrangement, description, cataloguing, and listing in national and institutional guides, directories, and finding aids.

Signed:

_____ Lender

_____ Date

_____ (Name)

_____ Address

Acceptance: THE UNIVERSITY OF WYOMING

_____ American Heritage Center

_____ Date

_____ Vice President for Finance

_____ Date

THE UNIVERSITY OF WYOMING

Laramie, Wyoming

UNIREG 174

~~Revision 1~~ REVISION 2

~~June 6, 1980~~ JULY 1, 1985

UNIVERSITY REGULATION 174, Revision ~~1~~ 2

Initiating Authority: Vice President for Finance

Subject: Regulations Governing Staff Employees (Enclosures I through XIII)

References: (a) Regulations of the Trustees of the University of Wyoming, Chapters IV, VI, and VII (Republished Edition)
(b) University Regulation 174 (December 28, 1970)
(c) UNIVERSITY REGULATION 174 (JUNE 6, 1980)

Enclosures:

(1)	I.	Staff Designation
(2)	II.	Staff Appointments
(3)	III.	Terms, Conditions and Benefits of Employment
(4)	IV.	Probation
(5)	V.	Work Performance and Evaluation APPRAISAL
(6)	VI.	CLASSIFICATION
(6-7)	VI VII.	Compensation
(7-8)	VII VIII.	Promotions, Transfers and Reassignments
(8-9)	VIII IX.	Leaves
(9-10)	IX X	Supplemental Fringe Benefits
(10-11)	X XI.	Emergency Closures
(11-12)	XI XII.	Separation from Service
(12-13)	XII XIII.	Staff Disciplinary Procedures

1. Purpose. To establish basic regulations, pursuant to reference (a), governing the appointment and employment status of staff employees; to define the responsibilities of appointing authorities; to describe terms, conditions and benefits of employment accruing to staff employees; to establish regulations governing separation from service; to establish ~~grievance and~~ disciplinary procedures; and to assign responsibilities for the administration of and implementation of procedures issued pursuant to this regulation.

2. General Information. For ease of implementation and ongoing administration, this regulation includes ~~twelve (XII)~~ THIRTEEN (XIII) enclosures, each of which deals with specific subject matters related to staff employment. The Division of Personnel Administration ~~may~~ SHALL from time to time conduct information sessions to acquaint supervisory personnel with the contents of this Regulation.

3. Employment Policy. The policy of the University of Wyoming provides for equitable treatment and equal employment opportunity to all qualified applicants and employees without regard to sex, race, color, age, religion, national origin, political belief, or handicap. This policy applies to all employment relationships: recruitment, testing, selection, supervision, training, promotion, reassignment, transfer, termination, layoff, placement, rates of compensation, grievances, disciplinary actions, leaves, and all other conditions, terms and privileges of employment. It shall also be the policy of the University to take affirmative action in recruiting, hiring, and promoting women, minorities and other persons from protected classes covered by federal statutes, executive orders and implementing regulations. All appointing authorities and employees shall observe the intent of this policy incident to the discharge of their responsibilities and performance of duties.

4. Responsibilities of Director of Personnel Administration. The Director of Personnel Administration is responsible for administering this regulation and any subsequent additions or modifications thereto and for ensuring that staff personnel and appointing authorities are informed of the provisions of this regulation. The Director shall also issue such directives and instructions as may be required to accomplish the objectives of this regulation and shall develop any necessary procedures, systems and programs which may be required by this regulation. Prior to the issuance of any directives, regulations, programs, systems or procedures, the Director of Personnel Administration shall consult, as necessary, with his or her superior, other administrative officers and appropriate staff representatives.

5. Directive. All appointing authorities, supervisors and staff employees shall comply with this regulation, additions or modifications thereto, and any directives, procedures, systems or programs developed in accordance with this regulation. Provisions of this regulation are subject to change by action of the Trustees of the University or the President of the University in accordance with lawful authority.

6. Benefits Preserved. Staff employees whose anniversary date precedes the effective date of this regulation shall retain any accrued benefits of employment which may have been earned by such employees while governed by the preceding University Regulation 174, reference (b) AND (c), hereby superseded.

Approved: ~~June 6, 1980~~

~~Edward H. Jennings~~ DONALD L. VEAL
President

Enclosure I

STAFF DESIGNATION

1. Staff Designation. Employees of the University, other than those designated as University Officers, ~~Key Administrators~~, Faculty, or Student Employees*, appointed to and occupying positions classified by title and grade ~~or rank~~ as being staff positions, shall be considered to be staff employees. Each staff position shall be further designated as belonging to one of the following employment categories:

a. Professional Staff. Those staff positions of the University which require ~~a high level of professional, scientific, or administrative ability; whose duties and responsibilities approximate those of exempt employees as defined by the Fair Labor Standards Act~~ EITHER A BACCALAUREATE DEGREE FROM A COLLEGE OR UNIVERSITY OR EXPERIENCE OF SUCH KIND AND AMOUNT AS TO PROVIDE A COMPARABLE BACKGROUND; ~~and which are included in the Classification and Compensation Plan for Professional Staff employees of the University.~~ ALL EMPLOYEES ASSIGNED TO EEO CODE 3-PROFESSIONAL-NON FACULTY AND THOSE EMPLOYEES ASSIGNED TO EEO CODE 1-EXECUTIVE/ADMINISTRATIVE/MANAGERIAL WHO ARE NOT SPECIFICALLY DESIGNATED BY THE PRESIDENT AS UNIVERSITY OFFICERS.

b. General Staff. Those staff positions of the University ~~whose duties and responsibilities approximate those of non-exempt employees as defined by the Fair Labor Standards Act; and which are included in the Classification and Compensation Plan for General staff positions of the University.~~ ALL EMPLOYEES ASSIGNED TO EEO CODES 4-CLERICAL, 5-TECHNICAL/PARA-PROFESSIONAL, 6-SKILLED CRAFTS, AND 7-SERVICE/MAINTENANCE:

1. EEO-4 - CLERICAL - THOSE POSITIONS WHICH TYPICALLY ARE ASSOCIATED WITH CLERICAL ACTIVITIES OR ARE SPECIFICALLY OF A SECRETARIAL NATURE.

2. EEO-5 - TECHNICAL AND PARAPROFESSIONAL - THOSE POSITIONS WHICH REQUIRE SPECIALIZED KNOWLEDGE OR SKILLS WHICH MAY BE ACQUIRED THROUGH EXPERIENCE OR ACADEMIC WORK SUCH AS IS OFFERED IN MANY 2-YEAR SCHOOLS OR THROUGH EQUIVALENT ON-THE-JOB TRAINING.

3. EEO-6 - SKILLED CRAFTS - THOSE POSITIONS WHICH TYPICALLY REQUIRE SPECIAL MANUAL SKILLS AND A THOROUGH AND COMPREHENSIVE KNOWLEDGE OF THE PROCESSES INVOLVED IN THE WORK, ACQUIRED THROUGH ON-THE-JOB

TRAINING AND EXPERIENCE OR THROUGH APPRENTICESHIP OR OTHER FORMAL TRAINING PROGRAMS.

4. EEO-7 - SERVICE/MAINTENANCE - THOSE POSITIONS WHICH REQUIRE LIMITED DEGREES OF PREVIOUSLY ACQUIRED SKILLS AND KNOWLEDGE AND IN WHICH WORKERS PERFORM DUTIES WHICH RESULT IN OR CONTRIBUTE TO THE COMFORT, CONVENIENCE AND HYGIENE OF PERSONNEL AND THE STUDENT BODY OR WHICH CONTRIBUTE TO THE UPKEEP AND CARE OF BUILDINGS, FACILITIES OR GROUNDS.

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2. Staff Determination. In consultation with the appointing authority, designation of positions to the Professional Staff or the General Staff shall be determined by the Director of Personnel Administration who shall also be responsible for the development and administration of the Classification and Compensation Plan for Professional Staff and General Staff employees.

*Note: Student Employees as defined here are excluded from regulations applicable to staff employees and are not eligible for the benefits of staff employment. A student employee shall be any person enrolled, either as a graduate or undergraduate student, for at least twelve (12) credit hours per semester during the academic year or six (6) credit hours during the summer session; or any person with a graduate ~~teaching or research~~ assistantship which has been awarded in accordance with procedures established by the Vice President for Research and Graduate Studies. Exceptions may be granted by the Director of Personnel, in consultation with the appointing authority.

Enclosure II

STAFF APPOINTMENTS

1. Appointment Status. Each appointment to a staff position shall have either a continuing, temporary, or limited temporary status in accordance with the following standards:

a. Continuing. An appointment to a staff position, either full time (minimum 40 hours per week) or part time (less than 40 hours per week), where there is an ongoing expectation of employment and a service obligation of at least half time (20 hours per week).

b. Temporary. An appointment to a staff position, either full time (minimum 40 hours per week) or part time (less than 40 hours per week), where the duration of employment is expected to be for a limited foreseeable period of time and there is a service obligation of at least half time (20 hours per week).

c. Limited Temporary. An appointment to a staff position, either full or part time, for a period of less than six (6) months or an appointment to a staff position where there is a service obligation of less than half time (20 hours per week).

2. Appointment Obligation. Each appointment shall be based upon expected services during an annual period for purposes of establishing a salary rate and conditions of service.

3. Notice to Employees. The starting date, position title, grade ~~or rank~~, ~~employment category~~ STAFF DESIGNATION, appointment status, benefit eligibility, appointment obligation, probationary period, and salary of each continuing and temporary appointment shall be determined at the time of appointment and made known to each prospective employee by an official appointment letter from the Director of Personnel Administration in consultation with the appointing authority. Persons appointed on a limited temporary basis shall be notified of their conditions of employment in writing by the appointing authority at the time of appointment.

4. Appointing Authorities.

a. Designation. For each administrative subunit of the University ~~there shall be an~~ THE PRESIDENT SHALL officially designate ~~those positions with~~ appointing authority ~~and provide~~ A LIST OF SUCH POSITIONS BY JULY 1 OF EACH YEAR TO THE DIRECTOR OF PERSONNEL ADMINISTRATION.

b. Staffing Responsibilities. Evaluation of the staffing needs of an administrative subunit of the University is the responsibility of the appointing authority in consultation, as need be, with superiors. Final and continuing authorization of a position rests with the President and is based upon demonstrated need and availability of funds. Authorized positions once approved are included in budgets of University subunits or in the approved budget authorizations for new or expanded activities.

c. Appointment Responsibilities. Each designated appointing authority shall be responsible for the appointment of all Professional and General Staff employees reporting directly to him or her, except that each appointing authority may require that appointments to certain Professional positions reporting to subordinate appointing authorities shall require the superior appointing authority's review and approval. ~~Such positions shall be designated as key administrative positions, and the list of such positions shall be on file with the Director of Personnel Administration.~~

d. Appointment Review. Each proposed staff appointment must be reviewed by the Director of Personnel Administration to ensure that:

- (1) A current job description for the position is on file with Division of Personnel Administration.
- (2) The proposed salary rate is within the authorized pay grade or rank for the position.
- (3) The position is in accordance with the University CLASSIFICATION/Compensation Plan(s) for such positions and is properly classified as to title and grade.
- (4) PRIORITY consideration has been given to current qualified employees for whom the vacant position offers advancement or an opportunity to transfer.
- (5) The position has been properly advertised THROUGH THE OFFICE OF PERSONNEL ADMINISTRATION and meets University commitments to equal employment opportunity and affirmative action policies.
- (6) Necessary information has been secured on such applications or forms as may be required by University personnel policies and procedures.
- (7) The prospective appointee meets the stated qualifications for the position and any other conditions for employment imposed by University Regulations, state or federal law, including but not limited to the following:

(a) No person may be employed in the same department as a relative if the appointment results in a supervisory relationship (Chapter VII, Section 2 of the Regulations of the Trustees).

~~(b) No person not a citizen of the United States or who has not declared an intention to become a citizen shall be employed in connection with any state employment (see Wyoming Constitution, Article 19, Section 3).~~

(-eb) No person under the age of 16 or over the age of 70 is eligible for staff employment with the exception that an applicant 14 or 15 years old may be employed on a temporary basis in a non-hazardous position provided a work permit is secured from the District Superintendent of Schools or other authorized issuing officer.

(-dc) No person may be employed until all required employment tests and/or physical examinations have been completed.

(-ed) No person shall be permitted to commence work until authorized by the Director of Personnel Administration, ~~in consultation with~~ AND the appointing authority.

e. Supervisory Responsibilities. Each appointing authority is responsible for supervising staff employees within his or her administrative subunit. However, when the size or function of a subunit makes it impractical for the appointing authority to immediately supervise work of all personnel, supervisory duties may be assigned to other staff personnel within the subunit if the job description and classification of the subordinate position is appropriate for such a responsibility. Such assignments of supervisory responsibilities must be approved by the superior of the appointing authority and included in the job description of the subordinate position. Supervisory responsibilities, whether exercised by the appointing authority or delegated to an immediate supervisor, shall include but not be limited to the following:

(1) Assigning and directing the work activities and training of staff personnel.

(2) Taking necessary actions, after consultation as may be required with the Director of Personnel Administration, in regard to appointments, evaluations, performance programs, salary recommendations, promotions,

grievances, disciplinary actions, separations from service, and such other matters as may be required by University regulations or established procedures.

(3) Scheduling absences and maintaining records on vacation, sick leave, leave with or without pay, ~~etc.~~ AND OTHER AUTHORIZED LEAVES. SUCH RECORDS SHALL BE FORWARDED TO THE OFFICE OF PERSONNEL ADMINISTRATION.

(4) Informing and educating employees on changes which affect unit operations.

(5) Advising and counseling employees on work performance.

5. Staff Employees.

a. Work Assignment. Each staff employee is expected to perform the assigned duties and responsibilities of the position as defined by the general requirements of the position description. However, a staff employee may be required to perform assignments in addition to those described in the job description for limited periods of time when emergency situations require that such assignments be made. ~~Permanent assignment changes which contemplate alterations in the employee's position description, after review with the employee, require approval of the superior of the appointing authority and reclassification approval from the Director of Personnel Administration.~~ SIGNIFICANT PERMANENT ALTERATIONS IN AN EMPLOYEE'S POSITION DESCRIPTION ARE INITIATED BY THE EMPLOYEE'S SUPERVISOR FOLLOWING REVIEW WITH THE AFFECTED EMPLOYEE. NO SIGNIFICANT PERMANENT ALTERATIONS IN AN EMPLOYEE'S POSITION DESCRIPTION MAY BE IMPLEMENTED PRIOR TO A POSITION REVIEW BY THE OFFICE OF PERSONNEL ADMINISTRATION OR PRIOR TO THE APPROVAL OF THE COGNIZANT VICE PRESIDENT OR UNIVERSITY OFFICER. ALL RECLASSIFICATIONS RESULTING FROM SIGNIFICANT PERMANENT ALTERATIONS SHALL COMPLY WITH THE PROVISIONS OF ENCLOSURE VI, PARAGRAPH 4.

b. Employee Responsibilities. Each staff employee is expected to discharge his or her responsibilities to the University in a conscientious manner; to comply with University regulations and departmental procedures relative to his or her employment; to comply with the directives of the supervisor(s); and to cooperate with supervisors and fellow employees in achieving the objectives of the administrative subunit. Disputes within the administrative subunit should be resolved whenever possible with the immediate supervisor and then as necessary through authorized University procedures.

c. Work Schedules. Each staff employee is expected to work a schedule commensurate with his or her appointment

status and obligation to the University. For University employment purposes, the standard work week shall begin at 12:01 a.m. on Sunday and end at 12:00 p.m. (midnight) the following Saturday. A work day as used in this regulation is defined as a unit of time which is the average number of hours worked per day using a five (5) day work week as the base, or in the case of farm workers, using a six (6) day work week as the base.

(1) Full-time Work Schedules. Full-time employees other than farm workers will normally work a standard schedule of forty hours per week divided into five work days of eight hours per day Monday through Friday, UNLESS AN ALTERNATE SCHEDULE HAS BEEN APPROVED PURSUANT TO ENCLOSURE II, SECTION 5.c.(3), ALTERNATE SCHEDULES. Allowing for seasonal variation, full-time farm workers will normally work a standard schedule of forty-eight hours per week divided into six work days of eight hours per day Monday through Saturday. The standard work day shall begin and end at such times as may be determined by the President. However, to allow for varying circumstances, a staff employee may be required to work a schedule other than or in addition to the standard schedule in order to meet University requirements. Temporary schedule changes may be made by the appointing authority as necessary to meet peak or seasonal demands. Permanent schedule changes require the approval of the superior of the appointing authority after consultation with the Director of Personnel Administration.

(2) Part-time Work Schedules. Part-time staff employees shall work such schedules as may be determined by the appointing authority. Changes in part-time work schedules may be made by the appointing authority in accordance with changing circumstances. Employees shall be given as much advance notice as possible prior to schedule changes.

(3) Alternate Schedules. Where the work load of the subunit requires or permits, the appointing authority in consultation with the Director of Personnel Administration may devise and is encouraged to develop alternate work schedules.

Enclosure III

TERMS, CONDITIONS, AND BENEFITS OF EMPLOYMENT

1. General. All persons appointed to staff positions of the University are subject to the terms and conditions of University employment, and each person appointed to a staff position is entitled to those benefits of University employment which are provided by reason of the appointment.

2. Employment Record. All persons appointed to staff positions of the University shall have an employment record established in the form of a personnel file which will be maintained in the Personnel Office of the Director of Personnel Administration. The personnel file shall contain information and data relative to employment required by the University and such additional information as may be required by applicable state and federal laws. The Director of Personnel Administration shall be the custodian of such records and is responsible for their confidentiality and safety. All staff employees shall have the right to review the contents of their own personnel file except as may be restricted by law; and to insert in their personnel file written responses, comments or objections of reasonable length to any material contained within their file.

3. Benefit Eligibility.

a. Each person appointed as a staff employee either on a continuing or temporary basis and working at least half time (20 hours per week) ~~is~~ SHALL BE entitled to all benefits of staff employment except as may be limited by the terms of each condition or benefit of employment.

b. Each staff appointment of less than 20 hours per week (limited temporary status) shall be considered a limited benefit appointment and entitled only to the benefits of staff employment as specifically provided.

4. Anniversary Date. The anniversary date for a staff employee shall be the date of his or her most recent appointment to a CONTINUING OR TEMPORARY staff position unless there has been a break in service of less than ninety (90) calendar days from a previous continuing or temporary appointment. In such case, the original anniversary date shall be retained.

5. Specific Provisions. The separate terms, conditions and benefits of staff employment are described in the following ENCLOSURES OF THIS REGULATION:

Enclosure IV
Enclosure V

- PROBATION
- WORK PERFORMANCE AND ~~EVALUATION~~
APPRAISAL

ENCLOSURE VI - CLASSIFICATION
Enclosure ~~VI~~ VII - COMPENSATION
Enclosure ~~VII~~ VIII - PROMOTIONS, TRANSFERS, AND
REASSIGNMENTS
Enclosure ~~VIII~~ IX - LEAVES
Enclosure ~~IX~~ X - SUPPLEMENTAL FRINGE BENEFITS
Enclosure ~~X~~ XI - EMERGENCY CLOSURES
Enclosure ~~XI~~ XII - SEPARATION FROM SERVICE
Enclosure ~~XII~~ XIII - STAFF DISCIPLINARY PROCEDURES

Enclosure IV

PROBATION

1. Initial Appointment. Commencing with initial employment at the University, each person appointed on a continuing or temporary basis will be required to serve a probationary period of six (6) months if appointment is to a General Staff position; or one (1) year if appointment is to a Professional Staff position.

2. Changes in Appointment. A staff employee who by reason of promotion, transfer or reassignment is appointed on a continuing or temporary basis to a different staff position may be required to serve a probationary period not longer than the normal probationary period for that employment category (SIX (6) MONTHS FOR GENERAL STAFF OR ONE (1) YEAR FOR PROFESSIONAL STAFF).

~~In all instances~~ The probationary period shall be made known in writing to the affected employee at the time of the offer of appointment by the appointing authority.

3. Reappointment. A person reappointed to the same staff position after a break in service of less than one (1) year is not required to serve a new probationary period unless the break in service occurred during the probationary period of that person's previous appointment. In such case, a complete new probationary period must be served. A former staff employee appointed to a different staff position after any break in service; or to the same staff position after a break in service of one (1) year or more will be required to serve a complete probationary period in the same manner as a new employee EQUAL TO THE NORMAL PROBATIONARY PERIOD FOR THAT EMPLOYMENT CATEGORY (SIX (6) MONTHS FOR GENERAL STAFF OR ONE (1) YEAR FOR PROFESSIONAL STAFF).

4. ~~Evaluations~~ APPRAISALS. During the probationary period each staff employee shall be evaluated periodically in a manner consistent with University personnel policies and procedures. Prior to the completion of the probationary period, a final probationary ~~evaluation~~ APPRAISAL shall be made which shall indicate whether ~~or not~~ the probationary period has been successfully completed or if an extension is being requested. After each ~~evaluation~~ APPRAISAL the affected employee shall receive a copy of his or her ~~evaluation~~ APPRAISAL and shall have the opportunity to meet with the supervisor and/or appointing authority to discuss the ~~evaluation~~ APPRAISAL. The employee shall also have the right to place in his or her personnel file any written objections or comments concerning any probationary ~~evaluation~~ APPRAISAL.

5. ~~Notice Requirements~~ TERMINATION. Staff employees on probation are subject to the various separations from service as provided by Enclosure ~~XI~~ XII, SEPARATION FROM SERVICE, including cause. In addition, ~~they may be terminated during the probationary period as~~

~~follows:~~ NEW EMPLOYEES SERVING THEIR INITIAL PROBATIONARY PERIOD MAY BE TERMINATED, AFTER CONSULTATION WITH THE DIRECTOR OF PERSONNEL ADMINISTRATION, WHEN SUCH ACTION IS DEEMED TO BE IN THE BEST INTEREST OF THE UNIVERSITY.

~~a. General Staff Employees. A minimum of two (2) weeks written notice is required at any time after the initial six (6) weeks of service, but prior to the expiration of the probationary period. Such notice will be given to the employee by the appointing authority after consultation with the Director of Personnel Administration.~~

~~b. Professional Staff Employees. A minimum of one (1) month's written notice is required at any time after three (3) months of service, but prior to the expiration of the probationary period. Such notice will be given to the employee by the appointing authority after consultation with the superior and the Director of Personnel Administration.~~

6. Extensions. The probationary period of an employee may be extended by the appointing authority, after consultation with the Director of Personnel Administration, to compensate for absences during the probationary period when the cumulative total of such absences exceeds ten (10) work days. Any such extension shall be equivalent to the total number of work days missed during the probationary period and shall be made known to the employee in writing.

Enclosure V

WORK PERFORMANCE AND ~~EVALUATION~~ APPRAISAL

1. Work Performance. Each person appointed to a staff position is entitled to know what is expected in the appointed position, and it is the responsibility of the immediate supervisor and/or the appointing authority to keep the employee informed of duties, responsibilities and obligations while occupying such position. THIS PERFORMANCE PLANNING PROCESS IS ACCOMPLISHED THROUGH A MEETING BETWEEN THE EMPLOYEE AND THE SUPERVISOR DURING WHICH THE SPECIFIC DUTIES TO BE PERFORMED, THE TASKS TO BE ACCOMPLISHED DURING THE FORTHCOMING ANNUAL REVIEW PERIOD AND THEIR RELATIVE IMPORTANCE IN MEASURING JOB PERFORMANCE ARE DISCUSSED. THIS PERFORMANCE PLANNING SESSION IS INTENDED TO ESTABLISH A COMMON UNDERSTANDING BETWEEN THE EMPLOYEE AND THE SUPERVISOR OF WHAT IS EXPECTED OF THE EMPLOYEE.

2. ~~Evaluation~~ APPRAISAL. Each staff employee appointed on a continuing or temporary basis will be evaluated formally in writing on an annual basis by the appointing authority or designated supervisor in accordance with University personnel policies and procedures. The ~~evaluation~~ APPRAISAL will be based upon the employee's work performance and assignments for the previous year. Formal ~~evaluations~~ APPRAISALS become part of the employee's official employment record in THE PERSONNEL SERVICES OFFICE, and each staff employee is entitled to a copy of his or her ~~evaluation~~ APPRAISAL and has the right to place in his or her OFFICIAL personnel file any written comments or objections concerning the ~~evaluation~~ APPRAISAL and shall have an opportunity to discuss the ~~evaluation~~ APPRAISAL with the immediate supervisor or appointing authority.

Enclosure VI

CLASSIFICATION

1. GENERAL. ALL STAFF POSITIONS ARE CLASSIFIED TO REFLECT THE NATURE OF THE WORK PERFORMED AND THE FUNCTION OF THE POSITION. THE CLASSIFICATION SYSTEM INSURES THAT EMPLOYEES WHO PERFORM SIMILAR WORK ARE PAID LIKE WAGES; THAT DIFFERENCES IN SALARY GRADES REFLECT SIGNIFICANT DIFFERENCES IN THE LEVEL OF DUTIES AND RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS; AND THAT JOB EVALUATION IS BASED ON THE SAME OBJECTIVE CRITERIA FOR ALL STAFF POSITIONS.

2. CLASSIFICATION DESCRIPTION. THE CLASSIFICATION DESCRIPTION OUTLINES THE ESSENTIAL FACTORS FOR EACH CLASSIFICATION INCLUDING TITLE, PRIMARY FUNCTION, DUTIES/RESPONSIBILITIES, REPORTING RELATIONSHIP, SUPERVISION EXERCISED (FUNCTIONAL AND/OR ADMINISTRATIVE), REQUIRED SKILLS, KNOWLEDGE AND ABILITIES AND ENTRY QUALIFICATIONS. THE CLASSIFICATION DESCRIPTION IS PRODUCED BY THE PERSONNEL SERVICES OFFICE AFTER CONSULTATION WITH THE APPOINTING AUTHORITY.

3. POSITION DESCRIPTION QUESTIONNAIRE. THE POSITION DESCRIPTION QUESTIONNAIRE DETAILS THE CURRENT DUTIES AND RESPONSIBILITIES ASSIGNED TO A PARTICULAR POSITION ON A PERMANENT AND CONTINUING BASIS. ALL STAFF POSITIONS MUST HAVE AN ACCOMPANYING PDQ ON FILE WITH APPROPRIATE APPROVAL SIGNATURES.

4. CLASSIFICATION/POSITION REVIEW. RECLASSIFICATION OF A POSITION IS ACCOMPLISHED THROUGH 1) A MAJOR CLASSIFICATION STUDY INITIATED AT THE DEPARTMENT LEVEL OR BY THE PERSONNEL SERVICES OFFICE, OR 2) AN AUDIT OF AN INDIVIDUAL POSITION INITIATED AT THE DEPARTMENT LEVEL AND GIVEN THE NECESSARY ADMINISTRATIVE APPROVALS. EACH REVIEW INCLUDES AN ANALYSIS OF THE POSITION DESCRIPTION QUESTIONNAIRE AND CLASSIFICATION DESCRIPTION FOR ACCURACY AND THE APPROPRIATENESS OF THE SALARY GRADE ASSIGNMENT. A RECLASSIFICATION REQUEST IS INITIATED BY A COMPLETED CHANGE IN DUTIES AND RESPONSIBILITIES FORM AND A REVISED POSITION DESCRIPTION QUESTIONNAIRE. UNIVERSITY EMPLOYEES MAY NOT BE ASSIGNED ADDITIONAL DUTIES AND RESPONSIBILITIES BEYOND THE CLASSIFICATION WITHOUT PRIOR ADMINISTRATIVE APPROVAL THROUGH THE COGNIZANT VICE PRESIDENT OR UNIVERSITY OFFICER.

5. CLASSIFICATION DECISION. THE DIRECTOR OF PERSONNEL IS RESPONSIBLE FOR ALL STAFF POSITION CLASSIFICATION DECISIONS. IF AN EMPLOYEE OR SUPERVISOR WISHES TO APPEAL THE CLASSIFICATION DECISION RENDERED BY THE PERSONNEL SERVICES OFFICE HE/SHE MUST DO SO WITHIN FIVE WORKING DAYS VIA THE APPROVED CLASSIFICATION APPEAL PROCESS AND USING THE CLASSIFICATION APPEAL FORM AVAILABLE IN THE PERSONNEL SERVICES OFFICE.

Enclosure ~~VI~~ VII

COMPENSATION

1. Initial Appointment. The starting salary or rate of pay for newly appointed staff employees will be based upon the position's classification and grade ~~or rank~~ as well as such other factors as may be included in the University compensation plan for staff employees.

2. Subsequent Changes. Prior to the beginning of each fiscal year, employees will be advised by the appointing authority of any change in their individual salary rates being recommended to the University of Wyoming Trustees. In order to receive a merit salary increase, a minimum of ~~four (4)~~ SIX (6) months of unbroken service normally shall have been completed at the University immediately preceding the effective date of the salary increase. IN ORDER TO RECEIVE A UNIFORM INCREASE, A STAFF EMPLOYEE SHALL NOT HAVE RECEIVED A "LESS THAN SATISFACTORY" OR "UNACCEPTABLE" RATING FOR THE LAST PERFORMANCE APPRAISAL, AND SHALL NOT HAVE HAD DISCIPLINARY PENALTIES IMPOSED DURING THE PRECEEDING SIX (6) MONTHS.

3. Changes in Appointment. A staff employee who by reason of promotion, transfer or reassignment is appointed to a different staff position will receive salary or rate of pay in the new position based upon the position's classification and grade ~~or rank~~ as well as such other factors as may be included in the University compensation plan for staff employees.

4. Reappointments.

a. A person reappointed by the University to the same staff position after a break in service of less than one 1 year may be eligible to receive the same salary which the person would have received had he or she remained in the position.

b. A person reappointed to a different staff position after any break in service, or to the same staff position after a break in service of one 1 year or more, will be compensated in the same manner as a new employee.

5. Overtime.

a. Professional Staff. Professional Staff employees are not eligible for overtime compensation.

b. General Staff. All General Staff employees except farm workers are eligible for overtime compensation when required to work in excess of forty (40) ~~paid~~ hours per

standard work week. Farm workers are not eligible for overtime compensation. Payment for APPROVED overtime service ~~may~~ MUST be authorized by the appointing authority either in the form of salary at the rate of time and one-half or compensatory time which ~~may~~ MUST be granted on an hour for hour basis within the same work week or at the rate of time and one-half within another week of the same or following pay period. Overtime payments should be made in the form of compensatory time off, whenever possible.

6. Temporary Salary Increase. A temporary increase in salary rate may be recommended for ~~full-time~~ salaried staff employees who are designated to perform the duties and responsibilities of an employee to be absent for two months or more OR TO TEMPORARILY FILL A VACANT POSITION. The appointing authority will inform the designated employee that this temporary increase in salary is effective only during the absence of the regular employee. All such temporary salary increases shall be established by the appointing authority in consultation with the Director of Personnel Administration.

7. Supplementary Income. Chapter VII, Section 3b of the Regulations of the Trustees.

Enclosure ~~VII~~ VIII

PROMOTIONS, TRANSFERS AND REASSIGNMENTS

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1. Promotions. In filling vacant positions, appointing authorities shall give PRIORITY consideration to qualified employees within their authority for whom the appointment would constitute a promotion. Such appointments may be made directly after consultation with the Director of Personnel Administration. In addition to ~~or in lieu of~~ consideration of qualified employees within their authority, appointing authorities may consider other qualified members of the staff referred or made known by the Director of Personnel Administration.

2. Transfers. Staff employees may apply for other positions on campus and, whenever possible, staff employees wishing to transfer to vacant staff positions will be given priority consideration over applicants who are not University employees. In addition, appointing authorities, after consultation with the affected employees, may direct the transfer (reassignment) of staff personnel to different staff positions within their authority if no loss of salary results. ~~If there is to be a loss of salary and the reassignment is not the result of a disciplinary action, the employee must consent to the transfer.~~

3. Voluntary Reassignment. An employee may request and be granted a voluntary reassignment to a position in the same or different department in a lower pay grade (lower annual salary). If an employee is granted a voluntary reassignment, such action shall require the employee to receive a pay adjustment causing the employee's salary to fall within the pay grade to which the position is assigned. The appointing authority, in consultation with the Director of Personnel Administration, shall determine the appropriate salary.

4. INVOLUNTARY REASSIGNMENT. APPOINTING AUTHORITIES MAY DIRECT THE REASSIGNMENT OF AN EMPLOYEE WITHIN THEIR AUTHORITY TO A POSITION IN THE SAME OR A LOWER PAY GRADE. SUCH REASSIGNMENT DECISIONS MAY BE BASED ON EMPLOYEE PERFORMANCE, DISCIPLINARY ACTIONS, REDISTRIBUTION OF A UNIT'S WORK LOAD OR ASSIGNMENTS AND/OR REDUCTION IN FORCE. IF AN EMPLOYEE'S INVOLUNTARY REASSIGNMENT IS DUE TO PERFORMANCE OR DISCIPLINARY ACTIONS THE APPOINTING AUTHORITY MUST FOLLOW ENCLOSURE XIII, STAFF DISCIPLINARY PROCEDURES. IF AN EMPLOYEE IS REASSIGNED, SUCH ACTION SHALL REQUIRE THE EMPLOYEE TO RECEIVE A PAY ADJUSTMENT CAUSING THE EMPLOYEE'S SALARY TO FALL WITHIN THE PAY GRADE TO WHICH THE POSITION IS ASSIGNED. THE APPOINTING AUTHORITY, IN CONSULTATION WITH THE DIRECTOR OF PERSONNEL ADMINISTRATION, SHALL DETERMINE THE APPROPRIATE SALARY. INVOLUNTARY REASSIGNMENT DUE TO REDISTRIBUTION OF WORKLOAD OR ASSIGNMENTS AND/OR REDUCTION IN FORCE, AND WHICH RESULTS IN A REDUCTION IN SALARY REQUIRE THE CONSENT OF THE EMPLOYEE TO THE APPOINTMENT TO THE POSITION TO WHICH THE EMPLOYEE IS TO BE TRANSFERRED; THE UNIVERSITY SHALL HAVE NO RESPONSIBILITY TO SEEK SUCH

A REASSIGNMENT AFTER THE AFFECTED EMPLOYEE HAS REJECTED TWO SUCH APPOINTMENTS, AND, AFTER THE AFFECTED EMPLOYEE HAS REJECTED TWO SUCH APPOINTMENTS, THE TERMINATION PROVISIONS OF ENCLOSURE XII 5. RETRENCHMENT SHALL BE INVOKED.

Enclosure ~~XIII~~ IX

LEAVES

1. Vacation.

a. Entitlement. Each person appointed to a staff position on a continuing or temporary basis ~~with a fiscal year obligation~~ shall be entitled to vacation as follows: NOTED BELOW UNLESS SPECIFIC CONDITIONS OF EMPLOYMENT EXIST AND ARE STATED IN WRITING AT THE TIME OF APPOINTMENT.

(1) Professional Staff. Full-time Professional Staff employees are entitled to ~~accrue twenty (20)~~ TWENTY-TWO (22) working days of vacation annually, ACCRUED AT A RATE OF 1.834 WORKING DAYS PER MONTH. Part-time Professional Staff employees working twenty (20) TO THIRTY (30) ~~or more~~ hours per week are entitled to ~~accrue ten (10) working days~~ of ACCRUE vacation annually. AT 50% OF THE FULL TIME ACCRUAL RATE. PART-TIME PROFESSIONAL STAFF EMPLOYEES WORKING THIRTY (30) TO FORTY (40) HOURS PER WEEK ARE ENTITLED TO ACCRUE VACATION AT 75% OF THE FULL TIME ACCRUAL RATE.

(2) General Staff. Full-time General Staff employees other than farm workers are entitled to ~~accrue ten (10)~~ working days of vacation annually, ACCRUED AT THE RATE OF 0.834 DAYS PER MONTH, for the first ~~two years~~ TWENTY-FOUR MONTHS of employment: ~~fifteen (15)~~ SIXTEEN (16) working days of vacation annually, ACCRUED AT THE RATE OF 1.334 DAYS PER MONTH, commencing with the ~~third year~~ TWENTY-FIFTH MONTH of employment; and ~~twenty (20)~~ TWENTY-TWO (22) working days of vacation annually, ACCRUED AT THE RATE OF 1.834 DAYS PER MONTH, commencing with the ~~seventh year~~ SEVENTY-THIRD MONTH of employment. Part-time General Staff employees working twenty (20) TO THIRTY (30) hours ~~or more~~ per week are entitled to accrue one-half the vacation AT 50% OF THE FULL TIME ACCRUAL RATE. PART-TIME GENERAL STAFF WORKING THIRTY (30) TO FORTY (40) HOURS PER WEEK ARE ENTITLED TO ACCRUE VACATION AT 75% OF THE FULL-TIME ACCRUAL RATE provided ~~to full-time General Staff employees.~~ Full-time farm workers on a six-day work week schedule are entitled to accrue twelve (12) working days of vacation annually, ACCRUED AT THE RATE OF 1.0 DAYS PER MONTH, for the first ~~two years~~ TWENTY-FOUR MONTHS of employment; ~~eighteen (18)~~ NINETEEN (19) working days of vacation annually, ACCRUED AT THE RATE OF 1.584 DAYS PER MONTH, commencing with the ~~third year~~ TWENTY-FIFTH MONTH of employment; and ~~twenty four (24)~~ TWENTY-SIX (26) working days of vacation annually, ACCRUED AT THE RATE OF 2.167

DAYS PER MONTH, commencing with the ~~seventh~~ year SEVENTY-THIRD MONTH of employment. Part-time farm workers working twenty (20) TO THIRTY (30) hours ~~or more~~ per week are entitled to accrue ~~one-half the~~ vacation AT 50% OF THE FULL TIME ACCRUAL RATE. PART TIME FARM WORKERS WORKING THIRTY (30) TO FORTY (40) HOURS PER WEEK ARE ENTITLED TO ACCRUE VACATION AT 75% OF THE FULL TIME ACCRUAL RATE. ~~provided to full-time workers.~~

b. Use of Vacation Credits. Accrued vacation credits may not be utilized until six (6) months of University service have been completed. After six (6) months have been completed, vacation credits may be utilized when requested in advance and with the approval of the appointing authority. Accrued vacation credits may be used within the the year in which earned. In addition, vacation credits earned and unused in the immediately preceding anniversary year ~~may~~ MUST be utilized in the current anniversary year. Vacation credits from the immediately preceding anniversary year which are not utilized in the current anniversary year shall be lost and no compensation shall be paid to employees who fail to use this vacation entitlement. ~~To prevent employees from losing vacation accruals, supervisors and appointing authorities should schedule vacation with and for employees prior to such an occurrence.~~

c. Changes in Appointment.

(1) A staff employee who by reason of promotion, transfer, or reassignment is appointed to a different staff position will retain unused vacation credits earned in the former position and such credits become the obligation of the administrative subunit of current appointment.

(2) If the employee's obligation is reduced ~~from a fiscal~~ AND/OR CHANGED to an academic year, no further accruals will be credited. In such circumstances, the affected employee shall be required to utilize vacation credits earned prior to ~~transfer or promotion~~ THE CHANGE unless it is clearly impractical to do so. The value of any vacation credits unused by the employee at the time of a reduction in obligation will be paid to the employee.

(3) IF AN EMPLOYEE'S OBLIGATION IS CHANGED FROM A CONTINUING OR TEMPORARY APPOINTMENT IN WHICH NO VACATION WAS ACCRUED TO ONE WHICH ENTITLES THE EMPLOYEE TO ACCRUE VACATION THE VACATION ACCRUAL RATE WILL BEGIN WITH THE EFFECTIVE DATE OF THE APPOINTMENT CHANGE, AND CONTINUE TO THE ANNIVERSARY DATE WHEN ACCRUAL WILL BE JUSTIFIED WITH THE

ANNIVERSARY DATE. IF/WHEN SIX (6) MONTHS OF CONSECUTIVE UNIVERSITY SERVICE IN CONTINUING OR TEMPORARY APPOINTMENTS HAVE BEEN COMPLETED, THE EMPLOYEE IS ENTITLED TO USE VACATION CREDITS AS THEY ARE EARNED.

d. Reappointments.

(1) A person appointed to a CONTINUING OR TEMPORARY staff position ~~with a fiscal-year obligation~~ after a break in service of less than three 3 months from a previous appointment will accrue vacation credits at a rate consistent with the length of service for which vacation accruals had been credited in the previous appointment.

(2) A person appointed to a staff position ~~with a fiscal-year obligation~~ after a break in service of three 3 months or more from a previous appointment will accrue vacation credits at the same rate as a new staff employee.

e. Payment for Unused Vacation Credits.

(1) Employees who separate from University service either through resignation, termination, permanent disability, or retirement are entitled to be paid for unused vacation credits earned in the current and previous anniversary year provided six (6) months of service have been completed at the time of separation ~~and vacation credits have not been forfeited as a result of a disciplinary proceeding.~~

(2) The value of unused vacation credits earned in the current and previous anniversary year by a staff employee who dies in service will be paid as an amount owed to the decedent.

f. Other.

(1) Staff employees are not entitled to accrue vacation credits while on leave without pay, during a break in service, ~~or~~ while using, IF APPLICABLE, the extended 40% sick leave benefit ~~OR AFTER THE LAST DAY THAT SERVICE IS PERFORMED.~~

(2) Holidays which occur during vacation periods will not be charged to vacation credits ~~unless the vacation is being taken at the conclusion of employment immediately prior to the termination date (terminal vacation).~~

~~(3) No vacation credits will be accrued during terminal~~

~~vacation.~~

~~2. Sick Leave.~~

~~a. Entitlement. Each staff employee appointed on a continuing or temporary basis is entitled to sick leave as follows:~~

Each full-time employee shall be granted twenty-two (22) working days of sick leave at full pay during his or her current anniversary year (the nine-month period dating from the day and month of the employee's current appointment for an academic year and, for a fiscal year employee, the twelve-month period dating forward from the day and month of the employee's initial employment at the University). Each part-time staff member employed for twenty or more hours per week shall be granted eleven (11) working days of sick leave with pay during his or her current anniversary year. During an employee's first anniversary year, an employee is not eligible for sick leave until he or she has been in the employ of the University for one month, and then only for that portion of the entitlement which has actually accrued. In subsequent years, the full sick-leave entitlement is available to the employee at the beginning of each anniversary year.

b. Use of Sick Leave Credits. Staff employees are entitled to utilize accrued sick leave credits whenever they are unable to perform their duties because of temporary disability caused by illness, injury, pregnancy and/or childbirth. Such credits may also be used for medical, dental, or optical examinations or treatment; death of a member of the employee's family; or when an employee is exposed to a contagious disease and the employee's family physician or a physician selected by the University submits a written recommendation that the employee's presence at work would constitute a health hazard to fellow employees.

(1) The use of sick-leave credits is subject to verification by the appointing authority. Failure to provide appropriate documentation when requested may result in the employee being placed on leave without pay for the period in question.

(2) A staff employee unable to report to work and planning to utilize sick-leave credits must notify his or her immediate supervisor as soon as possible on the first day of absence.

(3) Sick-leave credits will not be charged to employees whenever a University-observed holiday or other non-working day occurs during sick leave.

(4) If approved by the appointing authority or designated supervisor, an employee may use sick-leave credits instead of vacation credits if the employee becomes disabled or ill while on vacation.

c. Extended Sick-Leave Benefit. Sick-leave accruals which are not utilized by a staff employee during each current anniversary year shall accumulate, and this cumulative total is available for future use by the affected employee. The salary benefit available to an employee while on extended sick leave is 40% of the employee's daily salary for each unused sick day accumulated in prior anniversary years.

(1) The extended sick-leave benefit will not be granted until all other sick-leave credits have been exhausted.

(2) At the option of the employee, accrued vacation credits may be utilized during periods of temporary disability after normal sick-leave credits have been exhausted and prior to use of the extended sick-leave benefit.

d. Changes in Appointment. A staff employee who by reason of promotion, transfer, or reassignment is appointed to another staff position shall retain any sick-leave credits earned in the previous position as well as any credit for extended sick leave, and such credits become the obligation of the administrative subunit of current appointment.

e. Reappointments. Employees who have had one or more years prior service with the University will be credited with previously unused, accrued sick leave at the outset of their reemployment.

f. Separation from University Service. When an employee is separated from University service because of termination, resignation, permanent disability or death, no payment shall be made to the employee, his or her beneficiaries and/or estate for unused sick-leave credits or credits for extended sick leave.

g. Other. A staff employee is entitled to use sick-leave credits only during his or her obligated period of service.

2. SICK LEAVE.

a. ENTITLEMENT. EACH STAFF EMPLOYEE APPOINTED ON A CONTINUING OR TEMPORARY BASIS IS ENTITLED TO ACCRUE SICK LEAVE AS FOLLOWS:

(1) FULL-TIME STAFF. EACH FULL-TIME EMPLOYEE APPOINTED ON A CONTINUING OR TEMPORARY BASIS SHALL BE ELIGIBLE FOR NINETY-SIX (96) HOURS OF SICK LEAVE AT FULL PAY DURING EACH ANNIVERSARY YEAR, ACCRUED AT A RATE OF EIGHT (8) HOURS PER MONTH.

(2) PART-TIME STAFF. EACH PART-TIME STAFF EMPLOYEE WORKING TWENTY (20) TO THIRTY (30) HOURS PER WEEK IS ELIGIBLE FOR FORTY-EIGHT (48) HOURS OF PAID SICK LEAVE DURING EACH ANNIVERSARY YEAR, ACCRUED AT THE RATE OF FOUR (4) HOURS PER MONTH. EACH PART-TIME STAFF EMPLOYEE WORKING THIRTY (30) TO FORTY (40) HOURS PER WEEK IS ENTITLED TO SEVENTY-TWO (72) HOURS OF PAID SICK LEAVE DURING EACH ANNIVERSARY YEAR, ACCRUED AT THE RATE OF SIX (6) HOURS PER MONTH.

(3) MAXIMUM ENTITLEMENT. EMPLOYEES ENTITLED TO ACCRUE SICK LEAVE UNDER THE SICK LEAVE PROVISIONS OF THIS REGULATION ARE PERMITTED UNLIMITED ACCRUAL, EXCEPT THAT NO EMPLOYEE IS ENTITLED TO RECEIVE CREDIT FOR MORE THAN ONE HUNDRED AND TWENTY (120) DAYS (24 MONTHS) OR ACTUAL ACCRUAL, WHICHEVER IS LESS, FOR PURPOSES DEFINED IN SUBSECTION e, PARAGRAPH (2) OF THIS SECTION.

(4) AN EMPLOYEE IS NOT ELIGIBLE TO ACCRUE SICK LEAVE DURING LEAVE WITHOUT PAY, A BREAK IN SERVICE, OR WHILE USING THE EXTENDED FORTY PERCENT SICK LEAVE BENEFIT.

b. USAGE. ACCRUED SICK LEAVE MAY NOT BE UTILIZED UNTIL ONE MONTH OF SERVICE HAS BEEN COMPLETED AND THEN ONLY FOR THAT PORTION WHICH HAS ACTUALLY ACCRUED. SICK LEAVE MAY ONLY BE USED AS IT IS ACCRUED.

EMPLOYEES ARE ENTITLED TO UTILIZE ACCRUED SICK LEAVE CREDITS WHENEVER THEY ARE UNABLE TO PERFORM THEIR DUTIES BECAUSE OF TEMPORARY DISABILITY CAUSED BY ILLNESS, INJURY, PREGNANCY AND/OR CHILDBIRTH. SUCH CREDITS MAY ALSO BE USED FOR MEDICAL, PSYCHOLOGICAL, DENTAL OR OPTICAL EXAMINATIONS OR TREATMENT; DEATH IN THE EMPLOYEE'S OR EMPLOYEE'S SPOUSE'S IMMEDIATE FAMILY, INCLUDING AND LIMITED TO PARENT, WIFE, HUSBAND, CHILDREN, BROTHER, SISTER, GRANDMOTHER, GRANDFATHER, GRANDCHILDREN, SON-IN-LAW, DAUGHTER-IN-LAW, OR ANOTHER MEMBER OF THE IMMEDIATE HOUSEHOLD; MEDICAL CARE OF A MEMBER OF THE EMPLOYEE'S IMMEDIATE FAMILY, INCLUDING AND LIMITED TO PARENT, WIFE, HUSBAND, CHILDREN OR ANOTHER IMMEDIATE HOUSEHOLD; OR WHEN AN EMPLOYEE IS EXPOSED TO A CONTAGIOUS DISEASE AND THE EMPLOYEE'S PHYSICIAN SUBMITS A WRITTEN RECOMMENDATION THAT THE EMPLOYEE'S PRESENCE AT WORK WOULD CONSTITUTE A HEALTH HAZARD TO FELLOW EMPLOYEES. AN EMPLOYEE MAY BE REQUIRED TO SUBMIT TO A MEDICAL EXAMINATION AT UNIVERSITY EXPENSE BY A PHYSICIAN SELECTED BY THE UNIVERSITY.

(1) EMPLOYEES ARE ELIGIBLE TO USE ALL SICK LEAVE CREDITS ACCRUED (IN CURRENT AND PREVIOUS YEARS) AT

FULL PAY.

(2) THE USE OF SICK LEAVE CREDITS IS SUBJECT TO VERIFICATION BY THE APPOINTING AUTHORITY. FAILURE TO PROVIDE APPROPRIATE WRITTEN MEDICAL DOCUMENTATION WHEN REQUESTED IN WRITING MAY RESULT IN THE EMPLOYEE BEING PLACED ON LEAVE WITHOUT PAY FOR THE PERIOD IN QUESTION, OR DISCIPLINARY ACTION MAY BE INITIATED BY THE APPOINTING AUTHORITY AFTER CONSULTATION WITH THE DIRECTOR OF PERSONNEL ADMINISTRATION.

(3) A STAFF EMPLOYEE UNABLE TO REPORT TO WORK AND PLANNING TO UTILIZE SICK LEAVE CREDITS MUST NOTIFY HIS OR HER IMMEDIATE SUPERVISOR AS SOON AS POSSIBLE ON THE FIRST DAY OF ABSENCE. AND ON SUBSEQUENT DAYS OF ABSENCE IF UNABLE TO DETERMINE AN EXACT DATE OF RETURN DUE TO THE NATURE/SERIOUSNESS OF THE SITUATION. A STAFF EMPLOYEE WHO FAILS TO REPORT TO WORK AND/OR FAILS TO NOTIFY THE SUPERVISOR WITHIN TWENTY-FOUR (24) HOURS MAY BE SUBJECT TO DISCIPLINARY ACTION INCLUDING TERMINATION.

(4) EMPLOYEES MAY BE SUBJECT TO DISCIPLINARY ACTION WHEN A CONSISTENTLY EXCESSIVE AND/OR PATTERNED USE OF SICK LEAVE WITHOUT WRITTEN MEDICAL VERIFICATION AFFECTS WORK PERFORMANCE.

(5) SICK LEAVE CREDITS WILL NOT BE CHARGED AGAINST THE ACCRUED BALANCE WHENEVER A UNIVERSITY OBSERVED HOLIDAY OR OTHER NON-WORKING DAY OCCURS DURING SICK LEAVE.

(6) IF APPROVED BY THE APPOINTING AUTHORITY OR DESIGNATED SUPERVISOR, AN EMPLOYEE MAY USE SICK LEAVE CREDITS INSTEAD OF VACATION CREDITS IF THE EMPLOYEE BECOMES DISABLED OR ILL WHILE ON VACATION PROVIDED SATISFACTORY MEDICAL VERIFICATION IS SUBMITTED UPON RETURN TO WORK. SUCH APPROVAL SHALL BE IN WRITING AND PROVIDED TO THE EMPLOYEE WITH A COPY TO THE PERSONNEL SERVICES OFFICE.

c. CHANGES IN APPOINTMENT. A STAFF EMPLOYEE WHO BY REASON OF PROMOTION, TRANSFER OR REASSIGNMENT IS APPOINTED TO ANOTHER STAFF POSITION SHALL RETAIN ANY SICK LEAVE CREDITS ACCRUED IN THE PREVIOUS POSITION. SUCH CREDITS BECOME THE OBLIGATION OF THE ADMINISTRATIVE SUBUNIT OF THE CURRENT APPOINTMENT.

d. REAPPOINTMENTS. EMPLOYEES APPOINTED TO A CONTINUING OR TEMPORARY STAFF POSITION AFTER A BREAK IN SERVICE OF LESS THAN NINETY (90) CALENDAR DAYS FROM A PREVIOUS CONTINUING OR TEMPORARY APPOINTMENT WILL BE CREDITED AT THE OUTSET OF THEIR REEMPLOYMENT WITH ONE HALF (1/2) OF THE PREVIOUSLY UNUSED ACCRUED SICK LEAVE.

e. SEPARATION FROM UNIVERSITY SERVICE.

(1) WHEN AN EMPLOYEE IS SEPARATED FROM UNIVERSITY SERVICE BECAUSE OF TERMINATION, RESIGNATION, PERMANENT DISABILITY OR DEATH, NO PAYMENT SHALL BE MADE TO THE EMPLOYEE, HIS OR HER BENEFICIARIES AND/OR ESTATE FOR UNUSED SICK LEAVE ACCRUAL BALANCE.

(2) WHEN AN EMPLOYEE IS GRANTED AN OFFICIAL TRUSTEES RETIREMENT (SEE TRUSTEE REGULATIONS CHAPTER VII, SECTION 7) HE OR SHE SHALL BE ELIGIBLE TO RECIEVE ONE (1) MONTH OF THE STATE CONTRIBUTION FOR GROUP HEALTH COVERAGE FOR EACH FIVE (5) DAYS (OR MAJOR PORTION THEREOF) OF ACCRUED SICK LEAVE BALANCE UP TO ONE HUNDRED AND TWENTY (120) DAYS (24 MONTHS). IF IN THE EVENT THAT THE EMPLOYEE DIES DURING THIS PERIOD THE BENEFIT SHALL BE TRANSFERRED TO THE SPOUSE. ELIGIBLE PART TIME EMPLOYEES SHALL RECEIVE THE MAXIMUM OF THE SICK LEAVE BENEFIT IN PROPORTION OF THE PERCENT OF THE APPOINTMENT AS DEFINED.

EMPLOYEES RECEIVING OFFICIAL BOARD RETIREMENT STATUS SHALL BE RESPONSIBLE FOR INITIATING THE PROCESS TO RECEIVE THE PAID-UP HEALTH INSURANCE THROUGH ESTABLISHED PERSONNEL POLICIES AND GUIDELINES. AT THE CONCLUSION OF ANY PAID-UP HEALTH INSURANCE, THE RETIREE SHALL BE ELIGIBLE TO PARTICIPATE IN THE GROUP HEALTH INSURANCE PLAN PURSUANT TO THE CURRENT PERSONNEL POLICIES AND/OR INSURANCE CARRIER'S CONTRACTS.

f. REPORTING. EACH EMPLOYEE MISSING WORK DUE TO ILLNESS; INJURY; PREGNANCY; CHILDBIRTH; MEDICAL; DENTAL OR OPTICAL EXAMINATIONS/TREATMENT; DEATH IN THE EMPLOYEE'S FAMILY OR MEDICAL CARE OF A FAMILY MEMBER; OR WHEN EXPOSED TO A CONTAGIOUS DISEASE, SHALL BE RESPONSIBLE FOR COMPLETING THE APPROVED SICK LEAVE RECORD FOR THE APPOINTING AUTHORITY WHO MUST SUBMIT THE RECORD TO THE PERSONNEL SERVICES OFFICE PURSUANT TO ESTABLISHED PERSONNEL POLICIES AND PROCEDURES.

g. OTHER. A STAFF EMPLOYEE IS ELIGIBLE TO USE SICK LEAVE CREDITS ONLY DURING HIS OR HER OBLIGATED PERIOD OF SERVICE WHICH TERMINATES THE LAST DAY THAT SERVICE IS PERFORMED.

3. Holidays.

a. ~~Observance~~ OFFICIAL UNIVERSITY HOLIDAYS. Staff employees, other than those appointed on a limited temporary basis are entitled to observe the designated official University holidays each

year at full salary rate in accordance with the Administrative Calendar of the University. The list of official University holidays and when they will be observed will be determined by the President and announced on an annual basis. ELIGIBLE PART-TIME EMPLOYEES WORKING TWENTY (20) TO THIRTY (30) HOURS PER WEEK ARE ENTITLED TO 50% OF THE FULL-TIME HOLIDAY PAY. ELIGIBLE PART-TIME EMPLOYEES WORKING THIRTY (30) TO FORTY (40) HOURS PER WEEK ARE ENTITLED TO 75% OF THE FULL-TIME HOLIDAY PAY.

~~b.~~ (1) Work Performed on Holidays. All General Staff employees, with the exception of farm workers, who are directed to work on holidays are entitled to ~~overtime compensation~~ THE PAID HOLIDAY IN ADDITION TO TIME AND ONE-HALF COMPENSATION for ~~the~~ ACTUAL hours worked. PROFESSIONAL STAFF WHO ARE DIRECTED TO WORK ON HOLIDAYS ARE ENTITLED TO OBSERVE THE HOLIDAY ON THE NEXT REGULARLY SCHEDULED WORK DAY, OR ON A DAY WITHIN THE SAME OR FOLLOWING PAY PERIOD, MUTUALLY AGREED TO BY THE PROFESSIONAL EMPLOYEE'S IMMEDIATE SUPERVISOR AND THE EMPLOYEE.

~~e.~~ (2) Holidays Occurring on Days Off. When an official University holiday occurs on a day which is not a part of an employee's normal work schedule, the affected employee is entitled to observe the holiday at another time. The date of observance shall be determined by the appointing authority with due consideration for the wishes of the employee. BUT MUST BE OBSERVED WITHIN THE SAME OR FOLLOWING PAY PERIOD.

~~d.~~ (3) Compensation will not be granted for holidays which are observed immediately preceding the first day of an employee's appointment or reappointment to a staff position; during a leave without pay. ~~during or immediately following terminal vacation; or during extended 40% sick leave except that the normal 40% amount shall not be affected.~~

b. Each supervisor or appointing authority shall make reasonable accommodation to provide for absences caused by the religious needs of employees.

4. Leave of Absence With Pay.

a. Entitlement. Staff employees appointed on a continuing or temporary basis may apply for leave with pay in accordance with established University personnel policies and procedures.

b. Types of Leave With Pay.

(1) Emergency Leave. Short-term emergency leaves may be granted for good cause subject to the following approvals:

(a) For a period not to exceed two (2) weeks-- approval of the appointing authority and the Director of Personnel Administration.

(b) For a period not to exceed four (4) weeks-- approval of the President.

(c) For a period exceeding four (4) weeks-- approval of the Trustees.

(2) Jury or Legal Duty. Staff employees are entitled to a leave of absence with pay when required to perform jury OR LEGAL duty.

(3) Voting. Any employee eligible to vote at any primary, general, or special election shall be allowed time off with pay for a period not to exceed one hour, during the regular working hours on the day of such election to cast a legal vote. Such absence shall be taken at a time mutually convenient to the employee and the appointing authority.

(4) Work Related Leave. Appointing authorities may grant leave with pay to an employee serving on a continuing or temporary basis to participate in meetings, institutes, professional examinations, and other activities directly related to his or her work.

c. Reinstatement. Following a leave with pay, a staff employee shall be reinstated to his or her former position. If an employee fails to return from leave, the employee will be considered to have abandoned the position and is subject to termination.

d. Extensions. Extensions of leave with pay can only be made by the President or the Trustees, as the case may be, upon recommendation of the appointing authority.

e. General.

(1) During a leave with pay a staff employee's position may not be filled except on a temporary basis.

(2) Sick-leave and vacation credits continue to be earned during a leave with pay.

5. Leave of Absence Without Pay.

a. Entitlement. Staff employees appointed on a

continuing or temporary basis may apply for leaves without pay in accordance with established University personnel policies and procedures. STAFF EMPLOYEES MUST COMPLETE, EXCEPT IN EXTRAORDINARY CIRCUMSTANCES AND WITH THE CONSENT OF THE DIRECTOR OF PERSONNEL ADMINISTRATION, A LEAVE WITHOUT PAY REQUEST FORM AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE BEGINNING OF A LEAVE.

b. Types of Leave Without Pay.

(1) Short-term Leaves. Short-term leaves without pay may be granted to staff employees by the appointing authority for periods up to four (4) work weeks annually when unforeseen circumstances require that the employee be absent from work and vacation and/or sick-leave credits are not available or are inappropriate to use.

(2) Extended Leaves. Staff employees may be recommended to the COGNIZANT VICE-President OR UNIVERSITY OFFICER by the appointing authority for extended leaves of absence for periods of from four (4) work weeks to one (1) year for the following purposes.

(a) Professional Development. After the initial probationary period has been completed, extended leaves without pay may be granted to staff employees for purposes of professional development.

(b) Extended Sick Leave. Leave without pay may be granted for long-term illnesses when accrued sick-leave credits and/or extended sick-leave credits are not available. ALL ACCRUED SICK LEAVE MUST BE UTILIZED BEFORE AN EMPLOYEE MAY BE GRANTED AN EXTENDED SICK LEAVE WITHOUT PAY. Vacation accruals may be taken at the option of the employee prior to being placed on extended sick leave without pay.

(c) Other. Extended leaves without pay may be granted to staff employees for other purposes consistent with the needs and objectives of the University. ALL ACCRUED VACATION MUST BE UTILIZED BEFORE AN EMPLOYEE MAY BE GRANTED AN EXTENDED LEAVE WITHOUT PAY FOR NON-MEDICAL REASONS.

c. Reinstatements. A leave of absence without pay which is granted to a staff employee shall be with the assurance of reinstatement to the former or comparable position unless circumstances make it clearly impractical. Whether or not reinstatement is assured shall be made known to the affected employee by the appointing authority in writing at the time the leave without pay is approved. If reinstatement is assured, a person hired as a temporary

replacement for an employee on leave without pay shall be advised that his or her employment will only continue for the duration of the employee's leave. Where it is clearly impractical to assure an employee of reinstatement to the same position upon return, the leave without pay must be approved with the understanding in writing that the University must fill that position on a continuing basis and is under no obligation to hold that particular position for the employee during the extended absence.

d. General.

(1) A staff employee who fails to return from leave without pay will be considered to have abandoned the position and is subject to termination.

(2) Sick-leave and vacation credits are not earned during leave without pay.

(3) Employees on leave without pay may continue health and life insurance coverage by paying the full cost of such coverage.

(4) Employees may not claim compensatory time or salary for University holidays which are observed during leave without pay.

(5) A leave without pay shall not be considered a break in service.

6. Worker's Compensation Leave. Refer to Enclosure ~~IX~~ X, SUPPLEMENTAL FRINGE BENEFITS, Section 5d, Worker's Compensation.

7. Military Leave. (Chapter VII, Section 6 of the Regulations of the Trustees)

SUPPLEMENTAL FRINGE BENEFITS

1. Insurance Protection Programs. Continuing and temporary staff employees and, as permitted, their dependents, who meet the eligibility requirements for the separate insurance programs provided by the University, are entitled to coverage under such programs. Insurance programs currently offered by the University include health insurance, life insurance and disability insurance. All staff employees are covered by unemployment insurance.

2. Tax-Sheltered Annuity Program. Staff employees who meet University and IRS code requirements may participate in a tax-sheltered annuity program or deferred compensation plans.

3. Social Security. All staff employees are required to participate in the federal Social Security System unless participating in an alternate federal program.

4. Retirement Programs. All staff employees, with the exception of those participating in an alternate federal program, who meet the eligibility requirements for enrollment are required to participate in the Wyoming Retirement System. Under Wyoming Statutes staff employees also may elect to participate in the TIAA/REF ~~option~~ RETIREMENT PLAN which may ~~only~~ be exercised ONLY once at the time of initial employment at the University.

5. Workers' Compensation.

a. Eligibility. Employees occupying certain staff positions defined as being extra-hazardous by the Wyoming Workers' Compensation Act and all employees while traveling in a State or University owned vehicle or a duly authorized private vehicle in the performance of the employee's duties, are covered by the Workers' Compensation Act; and such covered employees are entitled to Workers' Compensation benefits for injuries as defined by the Act arising out of and in the course of their employment with the University.

b. Reporting. All work-related injuries must be reported without delay to the immediate supervisor or appointing authority who shall in turn advise the Director of Personnel Administration, who shall be responsible for implementing the Workers' Compensation Act, when applicable.

c. Benefit. The Workers' Compensation Act provides for medical and hospital costs and partial compensation

for time lost from work when an eligible employee is hospitalized or absent from work for more than three (3) work days because of a work-related injury. In addition, the Act provides compensation for permanent partial or permanent total disability, and dependents in permanent total disability cases, compensation to dependents in case of fatal injury, compensation for disfigurement resulting from an industrial injury, and compensation for artificial replacement of lost limbs, eyes, etc.

d. Workers' Compensation Leave. Any Workers' Compensation leave granted shall continue until the disabled employee is medically certified as being able to return to work or is separated from University service due to retirement, permanent disability or death. The University may accept medical certification from the employee's physician(s) or may require that the employee submit to a medical examination AT UNIVERSITY EXPENSE by University selected physician(s) in lieu of certification from his own physician(s).

6. Study Privileges.

a. Eligibility. A staff employee appointed on a continuing or temporary basis is eligible to enroll in University credit courses (including correspondence study courses) as part of the University's tuition and fee remission program with approval of the immediate supervisor and the appointing authority.

b. Benefit.

(1) A full-time employee appointed on a continuing or temporary basis may enroll for up to three (3) semester hours of instruction in University credit courses (including correspondence study courses) during each regular semester and ~~up to two (2) semester hours during the regular summer session~~ at WITH no cost FOR REGISTRATION FEES to the employee.

(2) A staff employee appointed on a continuing or temporary basis working less than forty (40) hours per week will be assessed registration fees at one-half the hourly rate for up to three (3) semester hours of instruction in University credit courses (including correspondence study courses) during each regular semester and ~~up to two (2) THREE (3) semester hours during regular summer session.~~

(3) A staff employee appointed on a continuing or temporary basis may be released from assigned duties up to a maximum of six (6) semester hours of University enrollment during a regular semester and ~~four (4) SIX (6) semester hours of University~~

enrollment during a summer session in order to attend classes. Classes attended during off-duty hours are not considered in these totals.

c. Release Time. Any staff employee released from work during normal working hours to attend classes with the approval of the immediate supervisor and appointing authority must compensate the University for time spent attending classes. When a class is deemed by the supervisor to be essential to performance of the job, make-up time will not be required. A make-up schedule which does not obligate the University to overtime pay must be arranged with and enforced by the concerned appointing authority.

d. Extended Benefits. The spouse of a staff employee appointed on a continuing or temporary basis with ~~five or more years~~ SIXTY OR MORE MONTHS of full-time University service will pay assessed registration fees at one-half the resident rate when enrolled full or part time in University credit and/or University credit correspondence courses. The spouses of part-time staff employees appointed on a continuing or temporary basis working less than forty (40) hours per week with ~~five or more years~~ SIXTY OR MORE MONTHS of University service shall receive one-half of the foregoing benefit.

Enclosure X- XI

EMERGENCY CLOSURES

The University has an obligation to provide on a continuing basis its normal, expected services, AND CERTAIN INSTITUTIONAL ~~its~~ functions cannot cease even under emergency circumstances. ~~The extremity of the condition of the emergency~~ IN EXTREME EMERGENCY CONDITIONS THE PRESIDENT OR THE PRESIDENT'S DESIGNEE shall determine which functions, if any, shall be temporarily suspended. If an individual is unable to report for or remain at work on a particular day because of inclement weather or other emergency not covered elsewhere in the regulations, the employee may decide whether to use accrued vacation time (if available) or to take leave without pay. The supervisor may also permit the employee to use accrued compensatory time, to make up time on an hour-for-hour basis, or carry out alternate assigned duties during the period of absence from work.

Enclosure ~~XI~~ XII

SEPARATION FROM SERVICE

1. Probationary. Refer to Enclosure IV, PROBATION, Section 5, Notice Requirements.

2. Expiration of Appointments. The employment of staff employees with temporary or limited temporary appointments shall cease at the expiration of such appointments.

3. Resignation. A staff employee planning to resign should submit a written resignation to the appointing authority. The notice requirement for GENERAL staff employees is fourteen (14) calendar days from the contemplated date of separation from University service. THE NOTICE REQUIREMENT FOR PROFESSIONAL STAFF EMPLOYEES IS THIRTY (30) CALENDAR DAYS FROM THE CONTEMPLATED DATE OF SEPARATION FROM UNIVERSITY SERVICE.

a. Payment for University service will be made up to and including the last day that service is performed.

b. Provided that six (6) months of consecutive service ~~has~~ HAVE been completed at the time of separation, unused vacation credits earned in the current and previous anniversary year will be paid to the employee.

4. Termination. Staff employees may be separated from University service for just cause in accordance with University disciplinary procedures. Refer to Enclosure ~~XII~~ XIII, STAFF DISCIPLINARY PROCEDURES. In addition, staff employees with limited temporary appointments may be terminated during the course of their employment at the discretion of the appointing authority. In the case of such terminations, appropriate notice shall be given.

a. Payment for University service will be made up to and including the last day that service is performed.

b. Provided that six (6) months of consecutive service has HAVE been completed at the time of separation, unused vacation credits earned in the current and previous anniversary year will be paid to the employee ~~unless accrued benefits are forfeited as a result of a disciplinary proceeding.~~

5. Retrenchment. Staff employees, including those on leave, may be separated from University service when positions are discontinued because of insufficient funding, lack of work, program changes, or mandated changes in the structure of departments, divisions, or other

University administrative units.

a. Identification of those positions to be discontinued will be made by the President after consultation with principal and other University administrative officers and such other University entities as may be appropriate. Employees being separated shall be given as much advance notice as possible. Such employees will be given PRIORITY consideration for other University positions for which they are qualified.

b. Payment for University service will be made up to and including the last day that service is performed.

c. Provided that six (6) months of consecutive service have been completed at the time of retrenchment, unused vacation credits earned in the current and previous anniversary year will be paid to the employee.

d. A staff employee recalled or reappointed on a continuing or temporary basis to a staff position after a retrenchment separation of two (2) calendar years or less shall retain his or her original anniversary date; and shall have restored such other benefits, accruals, accrual rates, service credits and other privileges of employment as may have been earned on the date of separation and still provided under regulations at the time of reappointment. A staff employee recalled and/or reappointed after two (2) calendar years shall be treated in the same manner as a new employee.

6. Permanent Disability. A staff employee who becomes disabled as a result of physical or mental incapacity shall be separated from University service upon medical determination that the employee is permanently disabled and can no longer perform the duties and responsibilities of the position.

a. ~~In order~~ To determine the nature and extent of disability, an employee may be required to submit to a medical examination AT UNIVERSITY EXPENSE by A University-selected physician(s).

b. Whenever possible, a disabled employee shall be considered for other positions at the University provided the employee can perform the duties and responsibilities of such other positions.

c. Separation from University service due to permanent disability may be initiated either by the employee or the appointing authority.

d. An affected staff employee will be advised in

writing by the appointing authority, after consultation with the Director of Personnel Administration, that a Disability Separation is being considered and that after appropriate inquiry and documentation including any necessary medical determination(s), the final decision shall be made known to the employee as well as any contemplated course of action.

e. Payment for University services will be made up to and including the last day that service is performed or the last day for which extended sick-leave credits have been authorized.

f. Provided that six (6) months of consecutive service have been completed prior to certification of Permanent Disability, unused vacation credits earned in the current and previous anniversary year will be paid to the employee.

7. Death in Active Service.

a. Payment for University service will be made up to and including the complete work day on the date of death.

b. Any unused vacation credits earned in the current and previous anniversary year will be paid as an amount owed to the decedent.

8. Retirement.

a. Staff retirements are covered and governed by the provisions of the Wyoming Retirement System and Regulations of the Trustees. A staff employee planning to retire shall notify the appointing authority in writing as soon as possible prior to the anticipated retirement date.

b. Payment for University services will be made up to and including the last day that service is performed.

STAFF DISCIPLINARY PROCEDURES

1. Purpose. To establish a procedure for progressive, corrective discipline, alternatives, and appeal for staff employees.

2. General. Disciplinary actions shall only be instituted for just cause.

3. Cause. Cause shall be defined as those actions, omissions or behaviors of staff employees which are detrimental to the operations of the University and/or its administrative units or which impair University missions, purposes and objectives as an institution of higher education. Cause actions for which disciplinary actions may be taken include but are not limited to the following:

- a. Unsatisfactory work performance.
- b. Misconduct.
- c. Insubordination.

4. Penalties/Settlements. The penalties which may be imposed in disciplinary actions shall be reasonable, timely, ~~and~~ related in severity to the seriousness of the offense; AND DESIGNED TO CORRECT THE BEHAVIOR AND/OR PERFORMANCE; however, this will not preclude reasonable penalties of varying severity for an accumulation of offenses. The penalties may include one or more of the following: written reprimand, suspension without pay for a stated period of time, reassignment, forfeiture of future pay not to exceed one-half month's pay, or termination. In addition, restitution and probation may be imposed in combination with or in lieu of the proposed penalties. At any time during the disciplinary process, the initiating authority with the approval of his or her superior may agree to settle with the affected employee the disciplinary action on terms equally acceptable to both parties. Such agreements shall be on official University forms and signed by both parties.

5. TERMINATION. AFTER PROPER CONSULTATION WITH THE DIRECTOR OF PERSONNEL ADMINISTRATION AND THE COGNIZANT SUPERVISORY PERSONNEL, THE APPOINTING AUTHORITY MAY TERMINATE AN EMPLOYEE FOR JUST CAUSE. CAUSE ACTIONS FOR IMMEDIATE TERMINATION MAY INCLUDE BUT ARE NOT LIMITED TO GROSS INSUBORDINATION; CRIMINAL ACTIONS OR MISCONDUCT. THE APPOINTING AUTHORITY, AFTER CONSULTATION WITH THE DIRECTOR OF PERSONNEL ADMINISTRATION, SHALL INFORM THE EMPLOYEE IN WRITING OF THE TERMINATION. IN CASES OF IMMEDIATE TERMINATION, THE TERMINATED EMPLOYEE MAY INITIATE THE STAFF GRIEVANCE PROCEDURE (UNIVERSITY REGULATION 37, STAFF GRIEVANCE PROCEDURES) AT STEP 2 - BOARD REVIEW, WITHIN 5 WORK DAYS.

6. Initiating Authority. The appointing authority shall be the initiating authority for disciplinary actions involving unsatisfactory work performance, misconduct, and insubordination. The appropriate Vice President or other designated University Officer shall be the initiating authority for disciplinary actions involving misconduct related to criminal proceedings. In cases involving unsatisfactory work performance, disciplinary action should be taken only after appropriate counseling and other supervisory efforts have failed to correct the unsatisfactory work performance.

7. INFORMAL RESOLUTION. BEFORE DISCIPLINARY ACTION FOR UNSATISFACTORY WORK PERFORMANCE, MISCONDUCT, AND/OR INSUBORDINATION IS IMPOSED, THE APPOINTING AUTHORITY (AS WELL AS OTHER SUPERVISORY PERSONNEL SO DEEMED APPROPRIATE BY THE APPOINTING AUTHORITY) SHALL MEET WITH THE AFFECTED EMPLOYEE TO DISCUSS THE PROBLEM(S). WRITTEN NOTIFICATION OF SUCH MEETING SHALL BE SENT TO THE DIRECTOR OF PERSONNEL ADMINISTRATION. IF AFTER THIS MEETING, THE APPOINTING AUTHORITY FEELS THAT FORMAL DISCIPLINARY ACTION IS NECESSARY SUCH ACTION MUST BE TAKEN WITHIN FIVE (5) WORKING DAYS (AFTER THE MEETING).

8. DISCIPLINARY Procedure.

a. ~~Step 1~~ Notice. The ~~initiating~~ APPOINTING authority after consultation with the Director of Personnel Administration shall advise the affected employee by ~~a written notice of discipline~~ IN WRITING of the disciplinary action ~~proposed~~ IMPOSED and the reason for such action. If an interim suspension is to be imposed, this shall also be included. Such written ~~notice~~ NOTIFICATION shall be given to the employee personally by the ~~initiating~~ APPOINTING authority or sent to the employee by certified mail.

b. ~~Step 2~~ Employee Response. An employee ~~served a~~ ~~notice of discipline~~ shall have the right to respond in writing ~~to such notice~~ to the ~~initiating~~ APPOINTING authority within five (5) work days from its receipt and shall also have the right within the same five (5) work days to schedule a meeting with the ~~initiating~~ APPOINTING authority ~~in order~~ to discuss the ~~proposed~~ IMPOSED discipline. After ANY such meeting, ~~if any,~~ the ~~initiating~~ APPOINTING authority shall on the basis of ~~the notice of discipline,~~ the employee's response, if any, and the results of the meeting, if any, decide on ANY CHANGES IN the ~~final~~ disciplinary action IMPOSED ~~to be taken.~~ This final disciplinary decision shall ~~then~~ be communicated in writing to the affected employee personally by the ~~initiating~~ APPOINTING authority or by certified mail ~~WITHIN FIVE (5) WORK DAYS AFTER THE MEETING.~~

c. ~~Step 3~~ Implementation. A staff employee after receipt of a final written decision on discipline from the ~~initiating~~ APPOINTING authority may elect to ~~either accept~~

~~or contest the decision; and the affected employee shall so advise the initiating authority in writing within fourteen (14) calendar days from receipt of the decision. If accepted, the discipline shall then be imposed at such time and in such manner as may be determined by the initiating authority, and the disciplinary action shall be considered to be settled. However, If the disciplinary decision ACTION is not accepted TO BE CONTESTED by the employee, a grievance may be filed with the Employment Practices Officer no later than ~~fourteen (14)~~ FIVE (5) calendar WORK days from receipt of the final disciplinary decision; with the exception that termination of staff employees on NEW EMPLOYEE probation are not grievable nor are the separations of staff employees with limited temporary appointments. If an employee fails either to respond or to file a grievance within the allowed fourteen (14) day time period, it shall be considered an acceptance, and discipline shall be imposed.~~

d. Disciplinary Grievances. Disciplinary grievances shall be processed in accordance with the provisions of the Staff Grievance Procedure (UNIVERSITY REGULATION 37) with the exception that the process shall be initiated at Step 2--Board Review. The Staff Grievance Board shall follow its usual procedures and shall include in its recommendations whether the discipline is for just cause and the penalty appropriate. The Staff Grievance Board may also recommend such other settlements and/or penalties which are deemed appropriate to the facts and circumstances surrounding the disciplinary action.

9. Alternatives.

a. Programs. In lieu of a disciplinary action UPON THE RECOMMENDATION OF THE APPOINTING AUTHORITY IN CONSULTATION WITH THE DIRECTOR OF PERSONNEL ADMINISTRATION, an employee may be offered as a condition of employment THE OPTION to enter certain structured rehabilitative treatment programs and/or medical/psychiatric care for specified durations either voluntarily and/or if such treatment is indicated by competent medical authority.

b. Mental and Physical Incapacity. In lieu of a disciplinary action UPON THE RECOMMENDATION OF THE APPOINTING AUTHORITY IN CONSULTATION WITH THE DIRECTOR OF PERSONNEL ADMINISTRATION, an employee may be required to be examined by a UNIVERSITY SELECTED physician(S) AT UNIVERSITY EXPENSE to determine whether ~~or not~~ the employee is physically and/or mentally competent to continue in his or her current employment at the University. If the employee is not COMPETENT, the employee may be transferred, placed on leave without pay, or separated from service.

10. Interim Suspension. A staff employee may be suspended WITH PAY for an interim period by the initiating authority after consultation with the Director of Personnel Administration and with the approval of the appropriate Vice President or other designated University Officer if there is a clear indication that the continued presence of the employee on campus is a threat to other employees or is disruptive to University operations. Such suspension may take place at any time after disciplinary action or alternatives are contemplated.

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11. Resignation. At any time during the disciplinary process an affected staff employee may offer to resign, and if such offer is accepted by the appointing authority, the employee's official reason for termination shall be recorded as a resignation.

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12. Limitation. Except for acts which would constitute a crime, an employee shall not be disciplined for acts which occurred more than six (6) months prior to the notice of discipline. However, when a disciplinary action or alternative is initiated within the six (6) month period, the employee's entire employment record may be considered in order to determine the appropriateness of the discipline to be imposed or alternative to be recommended.

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13. Disposition of the Disciplinary Record. The record of disciplinary proceedings shall be confidential, and the Director of Personnel Administration shall be the custodian thereof. ~~However, only if discipline is accepted by a staff employee or if there is a finding of just cause for the imposition of discipline will an entry be made in the staff employee's official personnel record.~~ THE RECORD OF DISCIPLINARY PROCEEDINGS SHALL BE PURGED FROM THE EMPLOYEE'S OFFICIAL PERSONNEL RECORD AFTER THREE (3) YEARS.

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ERRATA
University Regulation 174

- Page 21 a. Entitlement
(2) General Staff, line 1 "DAYS PER MONTH, commencing with the seventh year"
- Page 21 c. Changes in Appointment
(3), line 4 "EMPLOYEE TO ACCRUE VACATION, THE VACATION ACCRUAL"
- Page 25 2. Sick Leave
(4) lines 2 and 3 "DURING LEAVE WITHOUT PAY OR A BREAK IN SERVICE."
- Page 25. a. USAGE, line 15 "INCLUDING AND LIMITED TO PARENT, WIFE, HUSBAND, CHILDREN OR ANOTHER MEMBER OF THE"
- Page 26 b. Usage
(3) line 4 "POSSIBLE ON THE FIRST DAY OF ABSENCE, AND ON"
- Page 28 3. Holidays
(2) line 8 "of the employee, BUT MUST BE OBSERVED WITHIN"
- Page 33 d. Workers' Compensation Leave
line 10 "from his/HER own physician(s)."
- Page 36 4. Termination
b. line 2 "has have been completed at the time of separation, unused"