



Department of Veterinary Sciences Bylaws

I. PURPOSE

The Bylaws of the Department of Veterinary Sciences in the College Agriculture, Life Sciences and Natural Resources are established by provision of UW Regulation 2-411 (Academic Organization).

II. PREAMBLE

The core mission of the Department of Veterinary Sciences is to promote animal health through diagnostic veterinary medicine (WSVL), teaching, and research. Faculty and staff contribute to this mission through diverse appointments. We aim to serve key animal health needs of the State of Wyoming, both immediate (diagnostic medicine) and long-term (training the next generation of veterinarians and production specialists, and addressing complex animal health challenges).

III. DEPARTMENT MEETINGS, VOTING AND MEMBERSHIP

The faculty comprises tenure track, clinical track, instructional professors, and research scientists.

- i. We hold faculty meetings at least monthly. Meeting frequency aligns with the needs of the group and can be more frequent as needed. The meetings are made available on a teleconferencing platform to accommodate faculty needs who are in different locations.
- ii. All faculty are invited to meetings, including tenure and clinical track, instructional professors, and research scientists.
- iii. Attendance is required for all faculty according that are not on leave according to the agenda items. For example, WSVL faculty are required if there is a WSVL-focused meeting.
- iv. Agenda items for discussion are requested before meetings, though new agenda items can be added extemporaneously during the “other business” portion of the meeting.
- v. Meeting minutes are provided after the meeting with action items. Minutes are made available at a shared site available to all the faculty.
- vi. Faculty meetings for faculty recruiting and tenure / promotion decisions will involve tenure track, clinical, and instructional faculty. These meetings are held separately from general faculty meetings.

IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS

- i. Faculty who are absent from a meeting have opportunity to vote. The deadline for voting will be provided by the Head or WSVL Director.
- ii. Faculty may choose to provide their vote outside the meeting as long as it meets communicated deadlines.
- iii. All ranks of eligible faculty vote on tenure and promotion decisions. The Head does not vote on faculty hiring or tenure and promotion decisions.
- iv. Voting can be anonymous, open, or remote.
- v. A quorum of two-thirds of the faculty is required for most decision-making votes. Per regulation 2-411, a quorum for the purposes of voting on the bylaws is 50% (with 2/3 votes to pass).
- vi. Responsibilities of faculty for collegiality are outlined in the Departmental tenure and promotion document. Voting is expected unless there are valid reasons for abstaining.

V. ORGANIZATION AND GOVERNANCE

Faculty members have key roles in contributing to shared governance within the department and University. Numerous committees are required for effective operation of the department. The Head can request self-nominations to the group, or appoint faculty according to their discretion. The faculty shall normally serve for 3 years in the role, though appointments may be extended for internal committees.

Standing committees: The department comprises a number of internal standing committees. These committees shall comprise 3 faculty, one of which one shall be the chairperson appointed by Head. The committees and their roles are outlined below.

- i. Undergraduate advisory committee. Faculty make key contributions to two shared degree programs – Animal and Veterinary Science (ANVS) and Microbiology. The departmental undergraduate committee's primary role is to represent the interests and needs of ANVS undergraduates from the perspective of animal, human, and environmental health. The committee primarily provides advice and expertise on curricular and assessment topics for the ANVS major. They can also provide input on other topics such as student recruiting and retention. The committee members also work closely with the Department of Animal Science undergraduate committee. Departmental faculty also have representation on the Microbiology steering committee. Any faculty member with involvement in these programs can serve on these committees. To improve coordination, one faculty member shall serve on both committees. The departmental undergraduate committee reports to the Head of Veterinary Sciences; the Microbiology steering committee reports to the Director of the Microbiology program.
- ii. Graduate advisory committee. The committee primarily serves the need of ANVS graduate students within the department. They provide advice, input and recommendations on student selection, the departmental graduate student handbook, recruitment processes, input on departmental studentship awards, organizes student retreats, and other topics as needed. The committee has a role in supporting the needs of graduate students in the department who are in other degree programs. Any faculty member who is interested in graduate education can serve.

External Committees: Departmental faculty also contribute to key external committees. Key College/UW/external committees are listed below with roles.

- i. College Scholarship committee. The department has one representative who advises on dispersal of college scholarship funds to undergraduate students.
- ii. Tenure and Promotion committee. This committee discusses and votes on college-level tenure and promotion decisions. The person shall be a tenured member of the department, and serves for 3 years. Their role is to represent departmental faculty during tenure and promotion decisions, and to contribute to assessment of faculty within other department of the college.
- iii. Curriculum committee. Input on college level curricular issues. One faculty member of the department will serve on this committee.
- iv. WICHE advisory board. One member of the faculty will serve on the Western Interstate Commission for Higher Education (WICHE) Veterinary Medicine Advisory Council. The person will provide feedback and updates to the faculty and leader of the mentoring center on changes within WICHE that need to be communicated to students.
- v. IACUC and IBC: Members of the Department of Veterinary Sciences have expertise in animal welfare, research, and infectious disease. We recognize the importance of supporting the activities of the Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) whenever possible through faculty membership.
- vi. Faculty senate. The department will have one representative and one official alternate. The representative is charged with attendance of faculty senate meetings and providing timely updates to the other faculty. The alternate attends in the place of the representative should they be indisposed.
- vii. Staff senate: We will have representation.

There are additional departmental/WSVL functions that require faculty and or staff service. These are listed below.

- i. Faculty advisor for the UW pre-vet club. UW sanctioned clubs require a faculty advisor. Any faculty members can serve. Provides advice as needed; attends meeting to support activities; orients the new student leadership each year.
- ii. Leader of pre-veterinary mentoring center. Any faculty member can serve. Provides oversight of the pre-vet mentoring center.
- iii. Freshman interest group (FIG) coordinator. Provides faculty oversight and support of pre-vet FIG students.
- iv. Roadside cleanup. Supports the Laramie community by organizing roadside trash pickup efforts. Any faculty or staff member can coordinate the cleanup, recruiting volunteers, and ensuring appropriate safety measures are followed. These events will occur at least once annually.
- v. WSVL social media committee. Committee members are chosen by and report to the WSVL Director. The committee serves the role of communicating important disease information and advertising the WSVL. It comprises faculty and staff.

VI. REAPPOINTMENT, TENURE, PROMOTION, AND FIXED-TERM ROLLING CONTRACTS

These topics are covered in the Departmental tenure and promotion document.

VII. ANNUAL REVIEWS OF FACULTY AND STAFF

These are conducted every year in accordance with UW policy. Tenure track and rolling contract faculty may additionally request department-college level reviews in years when they are only scheduled to have annual reviews.

Faculty evaluations: The processes are covered in the departmental annual review procedure document. This document aligns with UW Regulation 2-7, which outlines when and how peer review is incorporated into the annual review process.

Staff evaluations: These processes are covered in the annual review document.

VIII. HIRING AND EVALUATION OF TEMPORARY LECTURERS

Temporary lecturers are hired by the departmental Head with input from specific faculty members as appropriate.

IX. CURRICULUM AND KEY PROGRAMMATIC CHANGES

Curricular changes may be implemented following discussions led by the appropriate undergraduate or graduate committees and the Associate Dean for students and academic affairs. Heads/directors of the relevant units may form an ad-hoc committee to discuss and provide advice on such topics.

X. SEARCH PROCEDURES

The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action Employer. All search committees must follow all applicable procedures and requirements for conducting a fair and equitable search as outlined by Human Resources Equal Employment Opportunity and Affirmative Action hiring processes, including but not limited to required trainings for search committees and search committee chairs.

Ad-hoc committees will be formed for faculty and staff searches. For faculty searches, the committee can comprise a staff member in addition to fulfilling UW requirements. The committee completes the initial evaluation of the candidates and decides which ones will be selected for onsite interview. CV's of applicants who will be interviewing are shared with all faculty and staff. All staff and graduate students have opportunity to provide feedback on the candidates to the search committee. Following completion of the on-site interview process, the committee votes then the chair will make a recommendation to the faculty. The faculty vote on acceptability of the candidates and ranking. The head makes the recommendation to the dean with reasoning. For staff searches, the committee typically comprises 1-2 faculty and 2-3 staff members. The committee is selected by the person who will supervise the hired person. The committee consults with the Head or Director before the hiring decision is made. All procedures will be in accordance with Human Resources policy.

Faculty and staff who have conflicts of interest will recuse themselves from a search committee. Faculty with conflicts of interests are required to disclose them before it is determined if they can vote. If necessary, external advice will be sought on perceived or actual conflicts of interest.

XI. PEER MENTORING

The main goal of mentoring is to help faculty succeed and meet their career goals. Faculty positions in the department have varied job descriptions. Mentoring needs thus vary significantly. Faculty have historically been supportive of an informal meeting program due to the small department size and diverse needs. The Head and WSVL Director are responsible for ensuring that new faculty receive appropriate mentoring and onboarding in departmental/WSVL processes and procedures. Mentoring roles can be delegated to one or more faculty members as appropriate. Mentors from outside the department can be included.

XII. AMENDMENT OF THE BYLAWS

Bylaws may be approved by two-thirds of a voting quorum of the faculty, which comprises a minimum of 50% of faculty in the department. The Bylaws must be approved by the Dean of the College or, in cases of college-like units, the Provost and Vice President of Academic Affairs and must be reviewed every 3 years.

XIII. CONFLICT BETWEEN DEPARTMENT AND COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES

University of Wyoming Regulations, Standard Administrative Policies and Procedures (SAPs), and College Bylaws, take precedence over Departmental Administrative Policies and Procedures (DAPs) and Department Bylaws.

Exceptions to University Regulations and SAPs must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

BYLAWS ACCEPTED AT FACULTY MEETING ON: November 1, 2024

Approved by Dean: 2/3/2025

Kelly A. Crane

Revised: