

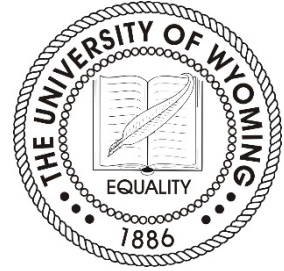
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# UNIVERSITY OF WYOMING REGULATIONS

**Subject:** University Faculty

**Number:** UW Regulation 2-300

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## I. PURPOSE

Article 7, Section 17 of the Constitution of the State of Wyoming states that the “legislature shall provide by law for the management of the university, its land and its property by a board of trustees.” Wyoming Statute 21-17-204 states that the “board of trustees shall prescribe rules for the government of the university and all its branches.”

Wyoming Statute 21-17-103 states the following:

The president and professors of the university shall be styled “the faculty”, and may enforce rules and regulations adopted by the trustees for the government of students, reward and censure students as they may deserve, and generally exercise such discipline, in harmony with the regulations, as is necessary for the good order of the institution. The faculty may present to the trustees for degrees and honors such students as are entitled thereto, and in testimony thereof, when ordered by the board, suitable diplomas, certificates or other testimonials under the seal of the university, and the signatures of the faculty. When, in course of time, distinct colleges or departments of the university are duly organized and in active operation, the immediate government of such departments shall, in like manner, be entrusted to their respective faculties.

This Regulation provides for the basic organization and processes through and by which the University Faculty of the University of Wyoming may function in the exercise of its authority and responsibility as proscribed by UW Regulations.

## II. DEFINITIONS

**Presiding Officer of the University Faculty:** The President of the University of Wyoming, or the President’s appointee.

**Secretary of the University Faculty:** The Faculty Senate Coordinator shall serve as the Secretary of the University Faculty. The Secretary shall keep the minutes of all University Faculty meetings and shall serve as custodian of all minutes and of communications to and from the University Faculty.

**Voting members of the University Faculty:** Those persons defined by UW Regulation 2-1 as members of the University Faculty.

### **III. MEETINGS OF THE UNIVERSITY FACULTY**

#### **A. General Meetings or Convocations**

Meetings or convocations shall be held at least once each spring and fall semester, on call of the President. Meetings may also be held on the call of the Faculty Senate, or that of the University Faculty.

#### **B. Meetings called by Faculty Senate**

Meetings of the University Faculty may be called by not less than 2/3 majority of the Faculty Senate, followed by a written request to the President for a meeting of the University Faculty.

#### **C. Meetings called by University Faculty**

A meeting of the University Faculty may be called by not less than twenty percent (20%) of the University Faculty. If a meeting is sought in response to an action by Faculty Senate, and the University Faculty desires to consider or re-consider the action of the Faculty Senate, a request for a meeting to deliberate the Faculty Senate action shall be made within sixty days of the action of the Faculty Senate. The Faculty Senate or University Faculty will forward a written request for a meeting to the President. Review of the matters raised shall occur at a special University Faculty meeting called for that purpose by the President.

#### **D. Quorum**

One-fourth of the Voting Members of the University Faculty shall constitute a quorum.

#### **E. Notice of Meetings or Convocations**

Notice shall be given to the University Faculty by the President at least one week in advance of any meeting or convocation. Such notice shall contain a description of any matters to be presented to the University Faculty for action.

#### **F. Voting**

The vote of the majority of the University Faculty present at a meeting at which a quorum is present shall be the act of the University Faculty. University Faculty actions supersede Faculty Senate actions. Voting shall be by voice, show of hands,

or by paper ballot as determined by the Presiding Officer. It shall always be in order to move for a vote by ballot or by mail ballot. The University Faculty may vote to order its members polled by mail to seek opinion.

If a bill or resolution to be presented to the University Faculty for action has appeared in the notice of a meeting, and if the University Faculty failed to act because of lack of a quorum at a regularly called meeting, then at the discretion of the President, or upon written request by the Executive Committee of the Faculty Senate, a mail ballot will be initiated on said bill or resolution within two weeks after the scheduled meeting. A vote may be initiated by ordering ballots sent to the University mailing or other electronic address of each voting member of the University Faculty, with a specified deadline for return of ballots not less than two weeks from the date of issuance. Balloting may also be done via the internet using a Web portal and an appropriate verification system. The ballot will contain a concise explanation and a complete text of the item to be voted upon, and a specification of the time and place at which the ballots will be opened and counted. The Secretary of the University Faculty shall be present to oversee the opening and counting of the ballots to insure the integrity of the balloting process and secrecy of the ballots consistent with the balloting process. When ballots have been returned by a quorum of the voting members, the vote of the majority shall be the act of the University Faculty.

#### **G. Bills and Resolutions**

Following each University Faculty meeting, the Secretary of the University Faculty shall publish a summary of bills and resolutions introduced, action on bills and resolutions, and other significant matters. All bills and resolutions passed by the University Faculty shall be authenticated by the Secretary of the University Faculty and transmitted to the President for review and forwarded to the Board of Trustees for consideration in accordance with UW Regulation 1-101. The President may elect to return a bill or resolution to the University Faculty for further consideration. If the University Faculty again passes the returned bill or resolution by a  $\frac{3}{4}$  vote, the President shall refer the bill or resolution to the Board of Trustees at their next regularly scheduled meeting.

#### **H. Order of Business**

Conduct for regular non-business University Faculty meetings can be flexible in order. However, when the University Faculty conducts business that results in action, the meeting order shall be in accordance with the most recent revision of Robert's Rules of Order.

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**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** UW Regulation 2-301 (Faculty Senate)

**History:**

University Regulation 700, Revision 2, Changes 1 and 2; adopted 7/17/2008 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 6-700, now UW Regulation 2-300

Revisions adopted 6/16/2021 Board of Trustees meeting