UW-Platteville Faculty Handbook: Chapter Four

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The Faculty Bylaws

Part I: The Faculty Senate

Article I Name
This organization shall be called the Faculty Senate of the University of Wisconsin-Platteville.

Article II Purpose
Consistent with the authority of the Board of Regents, the UW-System President, and the Chancellor, the Faculty Senate shall represent and be responsible to the general faculty, and shall serve as the highest campus forum within which faculty can participate in the formulation of general university missions, strategies, and policies.

Article III Duties and Power
The Faculty Senate shall make recommendations to the Chancellor concerning any administrative, curricular, instructional, or fiscal policy. Specifically, it shall:

Section 1 Review Work of Councils, Commissions, and Committees
At least once each year reviews the work of councils, commissions, and committees, and consider recommendations concerning university policy and priorities.

Section 2 Review the Work of the College Faculties and the Graduate School Faculty
All minutes of college faculty or graduate school faculty meetings will be circulated to the Faculty Senate members.

Section 3 Appointments
Make such appointments, and authorize the Appointments and Elections Committee to conduct such elections, as are required by the Faculty Bylaws to maintain the prescribed faculty membership on the Faculty Senate and the various councils, commissions, committees, and boards of the faculty, university, academic staff, and students.

Section 4 Cooperate with Other Senates
Work in cooperation with the Student Senate and Academic Staff Senate in matters of mutual concerns on the initiative of any senate.

Section 5 Create Committees
Create *ad hoc* committees as it sees fit, determining the membership, duties and proposed date for a final report to the Faculty Senate.

Create a standing committee by amending the Faculty Bylaws. When a standing committee is created by amendment, the amendment must include the committee's duties, responsibilities, membership composition, and the procedures by which the members will be selected. Standing committees must follow the appropriate sections of Part II Governance Structure of the Faculty Bylaws.

Section 6 Act on Administrative Vacancies
Determine the procedures by which an appropriate search and screen committee shall be created to fill administrative vacancies. For academic vacancies, the senate shall ensure that while at least one student and one academic staff member shall be selected to serve on such a committee, at least two-thirds of the committee membership shall be elected by and from among the faculty of the appropriate college or academic area or, in the case of the Vice Chancellorship, from among the faculty at-large.

Section 7 Strive for Balanced Representation
Ensure that whenever the senate must make appointments, or must create search and screen committees and give them instruction, or whenever it considers a recommendation for appointments, it keeps in mind the need for balanced representation and Affirmative Action goals.

Section 8 Refer to General Faculty
Bring any matter before the general faculty at a regular or special meeting when:

a. required by the provisions of the Faculty Constitution or the Faculty Bylaws, or
b. requested by the Chancellor, or
c. voted by the Faculty Senate itself, or
d. requested by a petition of at least 10% of the faculty.

Section 9 Submit to the General Faculty
Submit to the higher authority of the general faculty when a Senate decision is reversed by the general faculty, which may be accomplished by a two-thirds vote of faculty members present and voting with a "yes" or "no" response at a regular or special meeting.

Section 10 Have Access to Information
Consistent with Board of Regents policy, have access to all information necessary to identify the need for, and the formation of, university policy.

Section 11 Publish Major Policies
After the final Faculty Senate meeting of each spring semester, publish all policy decisions in a separate Annual Report of Faculty Senate Actions, distributed with the Senate minutes.

Article IV Membership

Section 1 Ex-Officio Members
There shall be two ex-officio, non-voting members: the Chancellor and the Vice-Chancellor.

Section 2 Members to be Elected from Each College Faculty
There shall be three members from each college (excluding the Graduate School) and one from the library chosen in a general election according to the provisions of Article V.

Section 3 At-Large Members
There shall be six at-large members chosen in a general election according to the provisions of Article V.

Section 4 Instructional Academic Staff Members
From each college (excluding the Graduate School), there shall be one member who serves as instructional academic staff, elected according to the provisions of Article V. These "Instructional Academic Staff Members" shall have full voting privileges in the Faculty Senate, except that they may not vote on questions involving retention, promotion, or tenure of faculty.

Section 5 Terms of Office
The term of office for all elected senate members shall be three years, commencing with the beginning of the academic year.

Section 6 Eligibility
All members of the faculty as defined in the Faculty Constitution, Article II, Section 1, are eligible for election to the senate except that:

a. only those who will have served this university two or more years at the beginning of the term to be served shall be eligible,
b. incumbents of more than one year's service may not be re-elected,
c. academic deans and assistant or associate chancellors or vice-chancellors are not eligible for election
d. individuals approved for a leave-of-absence during the subsequent academic year are not eligible, and
e. only individuals holding appointments as instructional academic staff are eligible to be elected Instructional Academic Staff Members under Section 4; additional eligibility criteria for these positions may be established by the Academic Staff Senate.

Article V Elections

Section 1 Schedule and Procedures
The members of the Faculty Senate will be elected by the general faculty in an election conducted by the Appointments and Elections Committee according to the procedures described below. Votes will be counted by at least three members of the Appointments and Elections Committee, and the results recorded in the Complete Report of the Faculty Senate Elections, which shall be open to review by any faculty member. Additionally, the chair of the Appointments and Election Committee will report the election results at the first senate meeting following the elections, with a record of the results to be published with the minutes.

Procedure A: Election of Members from Each College Faculty, the Library, and the Instructional Academic Staff

a. List of Eligible Faculty: By February 15 of each year, the chair of the Appointments and Elections Committee shall publish a list of all faculty eligible for election to the Faculty Senate. The list shall include all faculty under the provisions of Article IV, Section 5, except those senators whose terms continue. With the publication of this list, the Chair of the Appointments and Elections Committee shall ask to be notified of any errors or omissions, and invite any eligible faculty who do not wish to serve on the Faculty Senate to indicate this fact by a specified time.

b. Nomination Ballot for Colleges and the Library: By March 1, the chair of the Appointments and Elections Committee shall mail to each faculty member by name (including those on leave who will be returning to the campus for the next academic year) a nominating ballot for senate members to be elected from each college faculty and from the library. It shall list:

   i. those at-large senators whose terms will continue;
   ii. those senators elected from the college faculties or library whose terms will continue, together with an indication of the constituency they represent;
   iii. the names of the colleges or the library from whose faculties, accordingly, new senators are to be elected; and
   iv. the names of all eligible faculty in the colleges or the library identified in iii, listed by college or as the library.

The chair of the Appointments and Elections Committee shall instruct each voter to vote for no more than twice the number of vacancies to be filled from the list of each college faculty and the library set forth in iv.

c. Election Ballot for Colleges and the Library: By March 15, the chair of the Appointments and Elections Committee shall circulate to each faculty member by name (including those who will be returning to the campus for the next academic year) an election ballot for senate members to be elected from the college faculties or the library, listing the recipients with the highest number of votes (twice the number of vacancies to be filled) from each college faculty set forth in iv. The chair of the Appointments and Elections Committee will instruct each voter to vote for not more than as many candidates as there are vacancies on the list from each college faculty and the library. The recipient with the highest number of votes from each college faculty and the library shall be seated on the senate. In the case of a tie, the order of ranking will be determined on the basis of votes cast on the nominating ballot. If a tie continues to exist, the order of ranking will be determined by the toss of a coin at the next meeting of the Faculty Senate.

Procedure B: Election of Members-At-Large

a. Nomination Ballot for At-Large Members: By April 1, the Chair of the Appointments and Elections Committee shall circulate a nominating ballot for at-large members to each faculty by name (including those who will be returning from leave-of-absences [LOAs]). It shall identify:

   i. those senators elected from the college faculties or the library whose terms will continue, together with an indication of the constituency they represent
   ii. those senators just elected from the college faculties or the library (according to Procedure A), together with the indication of the constituency they represent,
   iii. those at-large senators whose terms will continue, and

iv. all faculty, listed alphabetically, eligible for election as at-large members (the list from Procedure A, Section b above, minus the names of those senators elected in Procedure A, Section c), and

v. the number of at-large vacancies to be filled.

The Chair of the Appointments and Elections Committee shall instruct each voter to vote for not more than twice the number of at-large vacancies.

b. Election Ballot for At-Large Members: By April 15, the Chair of the Appointments and Elections Committee shall circulate to each faculty member (including those who will be returning from LOAs) an election ballot for at-large members. It shall list the names of those who have received the highest nominating ballot votes, the list containing twice the number of candidates as there are at-large vacancies. The chair of the Appointments and Elections Committee shall instruct each voter to vote for not more than as many candidates as there are at-large vacancies. In the case of a tie, the order of ranking will be determined on the basis of votes cast on the nominating ballot. If a tie continues to exist, the order of ranking will be determined by the toss of a coin at the next meeting of the Faculty Senate.

c. Runoff Ballot(s) for Unbalanced Representation: If the results of the voting in Procedure B, Section b above would, if left standing, mean that more than four (4) members of one college would serve as at-large members, then the chair of the Appointments and Elections Committee shall conduct a run-off election as follows:

i. The faculty member who would be the fifth senator from one college shall face the highest non-elected recipient of the next highest number of votes from the election or, if necessary, a nominating ballot from another college. The former shall be seated on the senate if he or she is favored by 55% or more of the votes cast; otherwise, the latter will be seated on the senate.

ii. The faculty member who would be the sixth senator from one college shall face the next highest non-elected recipient of votes from the election or, if necessary, a nominating ballot from another college. The former will be seated on the Senate if he or she is favored by 60% or more of the votes cast; otherwise, the latter will be seated on the Senate.

Procedure C: Election of Instructional Academic Staff members

Elections of instructional academic staff members will be administered by the Academic Staff elections and Appointments Committee. Academic Staff Senate is empowered to determine and publish detailed procedures for elections, vacancies, and recalls.

Section 2 Vacancies During Terms

Faculty Senate at-large vacancies where the incumbent will not be returning shall be filled by Faculty Senate appointment effective until the beginning of the next academic year. A Faculty Senate seat vacated by a member elected by a particular college or the library, where the incumbent will not be returning, shall be filled by the recipient of the next highest number of votes from the college or the library to finish the remainder of the vacant term. Faculty Senate vacancies where the incumbent will be returning will be filled by Faculty Senate appointment until the return of the incumbent.

Section 3 Recall of Senate Members

Within a week of receipt of a recall petition signed by at least 10% of all faculty members (or of all instructional academic staff in the case of an Instructional Academic Staff Member), the chair of the Appointments and Elections Committee shall mail a recall ballot to each faculty member by name, except those on leave at the time of the balloting. Ballots must be returned within five class days after the date of the mailing. The recall ballots will be counted in the presence of two faculty members (or instructional academic staff, as appropriate) appointed by the senate chair from among the petition signers, the chair,

and another member of the senate identified by the chair. A majority vote in favor of recall will remove the senator in question, provided that at least one-half of the individuals to whom the ballot was sent vote. Within three days of the ballot counting, the senate chair will announce the results of the vote through the campus mail to all faculty (or instructional academic staff, as appropriate). If the vote is to recall, the procedures for filling the vacancy set forth in Section 2 will be followed.

Section 4 Eligibility to Vote in Faculty Elections

All faculty are eligible to vote in faculty elections with some exceptions. Those eligible to vote in faculty elections include;

a. Faculty on temporary appointments to administrative duties, if they retain the job title of faculty.
b. Department chairs and school directors.
c. Faculty on paid leave (i.e. sabbatical)

Those who are not eligible to vote in faculty elections include: academic deans, assistant/associate vice chancellors, and the chancellor, and faculty who are on an unpaid leave of absence.

Article VI Officers

Section 1 Officers and Executive Committee

The officers of the Faculty Senate shall consist of the chair, vice chair, and secretary, who shall together be the Executive Committee of the Faculty Senate. A quarter-time (.25 FTE) position per semester is assigned to the provost's office to provide release time from teaching responsibilities for the chairperson of the Senate. The chairperson's department or unit is authorized to hire a .25 FTE replacement for the chairperson when the department or unit deems it necessary.

Section 2 Terms

At the first session following the election of the new senate members, those senate members who will be serving during the next academic year shall elect the new senate officers. The officers shall be elected for one-year terms commencing with the academic year.

Section 3 Parliamentarian

Either at the last senate meeting in the spring semester or in the first senate meeting of the fall semester, the newly elected chair of Faculty Senate shall appoint a parliamentarian from the faculty at large. The parliamentarian appointment shall be for one academic year. The parliamentarian may serve consecutive terms.

Section 4 Eligibility

Neither the ex-officio members nor the Instructional Academic Staff Members shall be eligible to serve as officers.

Article VII Meetings

Section 1 Regular Meetings

The senate shall meet regularly at least once a month during the fall and spring semesters.

Section 2 Quorum

A majority of members shall constitute a quorum.

Section 3 Agenda
The agenda for each meeting shall be determined by the Executive Committee of the Senate and shall be announced to the faculty at least five (5) days prior to a regular meeting or a special meeting, except as provided in Part I, Article VII, Section 8.

Section 4 Minutes
The minutes of the Faculty Senate meetings shall be supplied to all members of the faculty not on leave. A permanent record shall be maintained in the library.

Section 5 Participants
Except as provided in Part I, Article VII, Section 9, anyone may attend a meeting of the Faculty Senate although he or she may participate in discussion only by the consent of the chair or by a majority vote of the Faculty Senate.

Section 6 Parliamentary Authority
In the case of disagreement as to procedure, the parliamentary authority for use in Senate meetings shall be Robert's Rules of Order (revised) as interpreted by the official parliamentarian.

Section 7 Special Meetings
Special meetings may be called only during the fall or spring semesters at the discretion of the chair or on the written petition of any four (4) Faculty Senate members.

Section 8 Emergency Meetings
An emergency meeting of the Faculty Senate may be called by the Faculty Senate's Executive Committee when extraordinary circumstances demand immediate action and make it necessary to waive the requirement of Section 3 that a five-day notice is given. Notice of the meeting, and the topics to be discussed shall be given to all faculty members through normal channels.

Section 9 Closed Sessions

a. The Faculty Senate may schedule a closed session provided that:
    i. a majority of the members present vote to schedule and hold a closed session; and
    ii. the date, time, and agenda are published at least five days in advance.
b. The Faculty Senate may hold a closed session as previously scheduled in a, provided that:
    i. the Faculty Senate convenes in open session;
    ii. a summary of Wisconsin Statute 19.85 is read (for example, no motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such a motion is made (a) the nature of the business to be considered at such closed session, and (b) the specific exemptions under this subsection by which such closed session is claimed to be authorized;
    iii. a majority of the senators then vote to go into closed session; and
    iv. a quorum still exists if any senator(s) refuse(s) to attend the closed session.
c. The Faculty Senate may not reconvene in open session within 12 hours after completion of any closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

Section 10 Voting

Each Faculty Senate member, unless designated as non-voting, shall be eligible to vote. A senator who will be absent from a meeting may select a proxy from the eligible faculty or academic staff with advance written notice to the Faculty Senate chair. This substitute, if approved by the Faculty Senate, shall be announced at the beginning of a meeting and will be allowed to vote at that meeting, if the senator has voting privileges.

Part II Governance Structure

Article I Definitions, General Relations, and Responsibilities

Section 1 Senates

The senates are the highest policy forums for the constituencies they represent.

The Faculty Senate is a creation of the faculty, and is the means by which the faculty shall exercise, consistent with the legal authority of the Board of Regents and Chancellor, its broad responsibility for the immediate governance of the university and assume primary responsibility for academic and educational activities and faculty personnel matters [Merger Law 36.09(4)].

The Academic Staff Senate is the creation of the academic staff members, and is the means by which academic staff members may actively participate in the broadest areas of university policy formation and exercise primary responsibility for the formulation and review . . . of all policies and procedures concerning academic staff members, including academic staff personnel matters [Merger Law, 36.09(4m)].

The Student Senate is the creation of the student body and is the means by which students may actively participate in the broadest areas of university policy formation, and exercise primary responsibility for the formulation and review of policies concerning student life, services and interest [Merger Law, 36.09(5)].

Typically, primary responsibility has involved both initiation and review of policies relating to the specified subject areas for which the constituency is assigned primary responsibility, and a recognition that weight be given to recommendations in those areas from that constituency.

However, primary responsibility does not mean exclusive responsibility for a subject area. Nor does primary responsibility for a subject mean that one governance group can unilaterally prescribe the procedure that another group must use in considering that subject. The statutes give faculty, academic staff, and students the right to organize themselves as each sees fit to participate in institutional governance.

Thus, faculty has the authority, and indeed the obligation, to initiate and review policies concerning academic and educational activities and faculty personnel matters before they are amended or adopted by the entity or entities at the university with the authority to make decisions in those areas. Further, greater weight should be given to those faculty recommendations that deal with the specific subject areas of faculty primary responsibility.

Section 2 Membership

The membership of some of the councils and commissions described in these Faculty Bylaws include students and academic staff members. Participation by these governance bodies is strictly voluntary and all such representatives shall be chosen in a manner determined by the appropriate senate. The decision to

participate or not participate by these groups in no way prevents them from creating independent organizations with similar duties and powers.

No faculty member may serve on more than two of the following in the same year: the Faculty Senate, the Academic Planning Council, the Academic Information Technology Commission, the University Undergraduate Curriculum Commission, the University Budget Commission, and the University Rank Salary and Tenure Policy Commission.

Section 3 Open Meeting

The meetings of all senates, councils, commissions, committees, and boards are open, except when they are restricted or closed according to the provisions of Wisconsin's Open Meetings Law. All meeting times, places, and agenda, whether open or closed, shall be published in advance, except in the case of emergency meetings where such publication is as a practical matter not possible. In all instances, meetings must conform to the Wisconsin Open Meetings Law.

Article II Diagrammatic Representation of Governance Structure

Article III Councils and Commissions

Section 1 Definitions and General Procedures

a. Definitions. At the university level, *councils* stand at the second level of faculty governance and exist for the purpose of overall planning and coordination in academic and student affairs. *Commissions* are third level bodies, whose tasks are (a) to advise the Faculty Senate and/or the Academic Planning Council in the work of policy origination, and (b) to implement policies approved by the Faculty Senate and/or the Academic Planning Council. Commissions are not committees of the Academic Planning Council; therefore, commission decisions do not require approval by the Council before they are enacted. Each commission is to be instructed concerning the broad policy areas within which it is to operate, and then is commissioned to decide how, in appropriate detail, these policies shall be carried out.

b. Chair, Vice-Chair, and Secretary. Each council or commission will elect its own chair, vice chair and secretary annually from among its faculty membership, except that ex officio members are not eligible to serve as officers.

c. Membership and Terms. A faculty member may serve up to three consecutive years on the same council or commission. Following three consecutive years, one year must lapse before a faculty member is eligible for appointment or election to the same council or commission. The Appeals Commission and the Complaints and Grievances Commission are exempt from this rule and members may serve up to two consecutive three-year terms. Following two consecutive terms on the Appeals Commission or two consecutive terms on the Complaints and Grievances Commission, one year must lapse before a faculty member is eligible for appointment to the respective commission.

   A faculty member may serve simultaneously on no more than two of the following in the same academic year: the Faculty Senate, the Academic Planning Council, the Academic Information Technology Commission, the University Undergraduate Curriculum Commission, the University Budget Commission, and the University Rank Salary and Tenure Policy Commission. If a faculty member is elected or appointed to a third council or commission, he/she must decline or resign from a council or commission. The Appeals Commission and the Complaints and Grievances Commission are not considered in the limit of two. If tenure status is required for a council or

commission, a faculty member is eligible for appointment or election only after official notification that the Board of Regents has granted tenure.

Faculty terms on councils and commissions shall be staggered to preserve continuity. Students and Academic Staff representatives will be chosen in a manner determined by the Student Senate and Academic Staff Senate respectively.
Throughout the Faculty Bylaws, references to specific titles are avoided to prevent confusion caused by title changes (e.g. new hires or promotion). Ex-officio members are referenced by the office that should have representation on the specific council, commission or committee.

Changes in office name and titles, as well as punctuation and spelling, will be corrected as needed by the Faculty Bylaws Committee; the changes must be presented at the end of each semester to the Faculty Senate, which may accept or rescind the recommended changes. Approved changes of this nature automatically update the Faculty Bylaws without amendment.

d. Voting. Each council or commission member, unless designated as non-voting, shall be eligible to vote. Faculty substitutes will be announced at the beginning of a meeting and will be allowed to vote. Each council or commission member, unless designated as non-voting, shall be eligible to vote. A substitute must meet the same eligibility requirements as the member being replaced. Substitutes are only approved by the council or commission by majority vote for a single meeting. Substitutes will be announced at the beginning of a meeting and will be allowed to vote if replacing a voting member.
e. Agendas and Minutes. All councils and commissions will make available agendas and minutes upon request.
f. Meetings. All councils and commissions must have an initial meeting in September of each year. If a chair has not been elected, the Appointments and Elections Committee will designate a member of each council or commission to convene its initial meeting. Each April, the councils, and commissions will provide the Faculty Senate with a brief summary of their activities.

Section 2 Academic Planning Council (APC)

a. Responsibilities. The broad duties of the Academic Planning Council are to participate with the university administration in the continuous development and review of both short and long-range academic plans and to participate in the continuous review of the implementation of those plans by the departments, colleges, and the university. After careful review and approval, such plans and policies will be forwarded to the Faculty Senate for discussion and adoption or referral back to the Academic Planning Council. Specifically, the APC:

i. Recommends for Faculty Senate adoption:

1) a formulation of the university's overall academic mission and strategy;
2) criteria consistent with that mission for evaluating academic programs and setting program priorities;
3) an overall philosophy of academic programming consistent with that mission;
4) short and long range academic plans (including curriculum, staffing, library and media resources, and other resources necessary to teach classes) and policies developed by departmental and college faculty, by standing and ad hoc committees, and in continuous cooperation with the university administration for the orderly and timely assignment of instructional and instructional support positions;

5) a plan for the apportionment of vacant or new positions when directed by system administration; and
6) plans for the orderly creation, termination, expansion or contraction of, or reallocation of positions among academic programs, departments, colleges, and the Graduate School.

ii. Reviews both the short- and long-range academic plans, together with relevant supporting data, as submitted annually by each college faculty, for position allocations among its programs. These plans should be submitted to the APC. Short-range plans should address position allocations for the upcoming year. Long-range plans should address how the college would ideally allocate its currently assigned positions if it had complete flexibility in doing so. The council should annually examine current data to evaluate if actions taken by each college in the past year are consistent with these plans.

iii. Reviews the Chancellor's broad plan for apportioning the university's resources. Such review shall be made annually and shall be concerned with the plan's consistency with the university's mission and program priorities, and be based on careful review of that plan personally with the Chancellor or designee.

iv. Consults with and coordinates the academic planning activities among the University Budget Commission; University Undergraduate Curriculum Commission; Academic Information Technology Commission; University Rank, Salary, and Tenure Policy Commission; Campus Planning Commission; Graduate School; and other university governance bodies, based upon academic priorities as adopted by the Faculty Senate.

v. Consults with the Chancellor when the question of declaring a fiscal emergency is under consideration, recommending to the Faculty Senate appropriate action pertaining thereto.

vi. Represents the faculty if and when a declaration of fiscal emergency comes before the Board of Regents, and assures that all procedures identified in UWS 5.04, 5.05, and 5.06 are followed.

vii. Monitors the number of faculty and academic staff with teaching assignments with a view to providing needed flexibility in appointment policies, while preserving the values to the university of tenure appointments.

b. Membership

- Six faculty, two from each college, elected by the college for three-year, non-consecutive terms, except that Faculty Senate officers are not eligible.
- Two at-large faculty, elected by the general faculty for three-year, non-consecutive terms, except that Faculty Senate officers are not eligible.
- One academic staff representative.
- One student representative
- Non-voting members:
    - Provost or designee
    - One from the University Budget Commission
    - One from the University Undergraduate Curriculum Commission
    - One from the Academic Information Technology Commission
    - One from the Library, appointed by Faculty Senate
    - One from the Faculty Senate
    - One from the Assessment Oversight Committee
    - One from the Academic Standards Committee

Section 3 University Budget Commission

a. Responsibilities

i. Working with the university budget office, budget committees of each college and the director of Karrmann Library, the commission recommends fiscal appropriations designated for positions, student employment (excluding general funds), supplies, capital, travel, and facilities management to the Chancellor according to the priorities approved by the Academic Planning Council, Senates, and the Chancellor.

ii. Sets appropriate procedural standards for all budget committees or fiscal agents under its jurisdiction.

iii. Working with the Academic Planning Council provides advice concerning budgetary matters relating to positions, supplies, capital, travel, and facilities management for proposed and existing programs as part of the program review process.

iv. Chooses from among its members a representative to serve on the Academic Planning Council.

b. Membership

- Ex-Officio non-voting: representative from the office of Administrative Services
- Seven faculty, two from each college and one from the library, elected by each college and the library, for staggered three-year non-consecutive terms
- One student
- One academic staff representative

Section 4 University Undergraduate Curriculum Commission

a. Responsibilities

i. Monitors the undergraduate curriculum of the university in order to maintain high standards of academic excellence and senate-established academic priorities and policies.

ii. Evaluates and acts upon curricular changes proposed by the college curriculum committees.

iii. Sets procedural standards and makes recommendations to the college curriculum committees.

iv. Determines general course requirements for all students.

v. Consults with the Academic Planning Council in preparing recommendations to the Faculty Senate concerning academic policies and priorities for Faculty Senate consideration.

vi. Chooses from among its faculty members a representative to serve on the Academic Planning Council.

vii. Consults with the Academic Information Technology Commission concerning curricular proposals when appropriate.

b. Membership

- Eleven faculty, with staggered three-year non-consecutive terms, with the following distribution:
- Four elected by College of Liberal Arts and Education faculty. One of the four shall be from the School of Education
- Three elected by College of Business, Industry, Life Science and Agriculture faculty. One of the three shall be from the School of Agriculture
- Three elected by the College of Engineering, Mathematics, and Science faculty. One of the three shall be from the department of Mathematics or Chemistry/ Engineering/Physics

- One (non-voting) Karrmann Library representative
- One student
- Ex-Officio, non-voting: Provost or designee

Section 5 University Rank, Salary, and Tenure (URST) Policy Commission

a. Responsibilities

i. Evaluates and coordinates the policies of the department salary and promotion committees, the renewal and tenure review bodies, the college compensation committees, and the university faculty promotion committee in a manner consistent with Faculty Senate and Board of Regents policies and procedures.

ii. Develops and recommends for Faculty Senate adoption overall RST policies.

iii. Consults with the Academic Planning Council in areas where academic and budgetary priorities and policies relate to questions of rank, salary, and tenure.

iv. Sets the general policy guidelines and procedural standards (in addition to, and in conformity with, the RST procedures set forth in the Faculty Handbook) that will serve to guide the department salary and promotion committees, the renewal and tenure review bodies, the college compensation committees, and the University Promotion Committee in their work, and assures that the appropriate department, college, and university committees are informed about them and carry them out.

v. Establishes the procedures according to which the resources for merit awards and inequity adjustments shall be made available to the college compensation committees, and monitors the standards and guidelines by which the college compensation committees shall make those awards and adjustments.

vi. Recommends to the Faculty Senate the procedures for determining salaries.

vii. Submits an annual report to the Faculty Senate that summarizes the college compensation committee reports concerning merit, inequities, and compression.

viii. Conducts the faculty evaluations of the deans, provost, and chancellor.

ix. Summarizes the evaluations and provides a copy of the summary to the administrator.

x. Consults with the Provost and the Equal Employment Opportunity Officer when necessary.

b. Membership

- Faculty Representatives: Three faculty members from each college, with no more than one from any department. One of the three representatives from each college is appointed by and from each college compensation committee annually. The other members from each college must be tenured and are elected in an all-faculty election for two-year staggered terms. No member shall serve more than four consecutive years.
- Ex-Officio, non-voting: Provost and college deans or designee

Section 6 Appeals Commission

For the purposes of this section, the Library faculty shall be considered a department.

a. Responsibilities

i. Hears any faculty member's appeal of a decision not to renew a probationary member's appointment, or to deny tenure at the completion of the maximum probationary period, made by, the tenured members of a department or its functional equivalent according to the appeal procedure set forth in the Faculty Handbook.

ii. Acts as an appeal body on the request of any faculty member against whom the Chancellor has filed charges that may lead to dismissal. In such circumstances, the commission shall act as a hearing agent for the Board of Regents pursuant to Section 227.12 Wis. Stat., and in accordance with all procedures set forth in UWS 4.

iii. Acts as an appeal body on the request of any faculty laid off because of fiscal emergency, in accordance with all the procedures set forth in UWS 5.

b. Membership

i. There shall be nine members on the commission appointed by the Faculty Senate upon recommendation of the Appointments and Elections Committee except that:

1) there shall be no more than one member from any one department,

2) each member shall be appointed to a three-year term and a member may serve two consecutive terms, and

3) all members shall be tenured.

ii. The Faculty Senate shall maintain a list of alternates to serve as members of the Appeals Commission under the conditions specified in b, iii, 2 below. These alternates shall serve three-year terms and may serve consecutive terms unless they become active members of the commission. In this case, they may not serve more than two consecutive terms as members or alternates.

iii. A panel of five members shall be selected by the Commission to hear a particular case according to the following:

1) No member of the appealing member's department or a functional equivalent may serve on the appeal panel for that faculty member.

2) In the case of an appeal of a non-renewal, the appealing faculty member shall have the option of disqualifying one member of the commission from serving on that faculty member's review panel; the review body that initiated the adverse decision shall also have the option of disqualifying one member; and commission members may disqualify themselves.

In the case of an appeal of a denial of tenure at the completion of the maximum probationary period, the appealing faculty member shall have the option of disqualifying one member of the commission from serving on that faculty member's review panel; the tenured members of the department or its functional equivalent shall also have the option of disqualifying one member; and commission members may disqualify themselves.

If fewer than five members remain on the review panel, the Executive Committee of the Faculty Senate shall appoint an alternate or alternates (sufficient in number to make a panel of five) from the list of alternates to be maintained according to b, ii, above.

3) In the event that not enough regular me
mbers or alternates are able to serve, the Executive Committee of the Faculty Senate shall prepare a list of alternates to be approved by the Faculty Senate.

iv) The Appeals Commission shall select its own chair, and when constituted, each panel shall select its own chair.

c. Reporting Procedures

i. When acting on an appeal of a non-renewal or denial of tenure at the completion of the maximum probationary period decision, its report may include remedies which can, without limitation because of enumeration, take the form of a reconsideration by the decision maker under instructions from the panel, or a recommendation to the

next higher reviewing level. The panel shall remand all cases for reconsideration by the decision maker unless it specifically finds that such a remand would serve no useful purpose. The panel shall retain jurisdiction during the pendency of any reconsideration. If an adverse decision has been made by the department or its functional equivalent, and the appeals panel believes an error has been made, it shall abide by the provisions in the Faculty Handbook.

ii. When acting on a dismissal case, the panel shall act in accordance with the provisions of UWS 4.07.

iii. When acting on a layoff case, the panel shall act in accordance with all the provisions of UWS 5.14.

Section 7 Complaints and Grievances Commission

a. Definitions

i. Complaint: An allegation brought by an administrator, student, academic staff member, other faculty, classified staff member, or member of the public, which is

1) an allegation against a member of the faculty, and is
2) an allegation concerning the said faculty member's conduct, alleging it violates certain rules or policies, or adversely affects the faculty member's performance of his or her obligations to the university but which is not serious enough to warrant dismissal proceedings under UWS 4. The complainant may or may not have any personal stake or involvement in the claim; and may or may not be personally affected by the conduct in question. The remedy sought is a sanction imposed upon the faculty member against whom the complaint is made.

ii. Grievance: An allegation brought by a faculty member, which is

1) allegation against those in authority to make decisions or policies, and is
2) an allegation concerning any university decision or practice, except decisions concerning rank, salary, tenure, or renewal.

iii. The grievant must be the person directly affected by the decision or practice about which the grievance is being made.

iv. The remedy sought is a change in university decision or practice that results in personal satisfaction to the grievant.

b. Responsibilities

i. Hears and investigates complaints and grievances which have previously been heard but not resolved at the individual, departmental, college or university level.

ii. Hears and investigates complaints and grievances when hearing the complaint or grievance at a lower level is inappropriate.

iii. Assures that pertinent rules and procedures are followed including those identified in UWS 6.01 and 6.02.

c. Membership

i. Five faculty members shall be appointed by the Faculty Senate upon recommendation of the Appointments and Elections Committee, except that:

1) no more than one member shall be from any one department or program,
2) each member shall be appointed to a three-year term and no member may serve two consecutive terms, and
3) all members shall be tenured.

ii. The Faculty Senate shall maintain a list of alternates to serve as members of the Complaints and Grievances Commission under the conditions specified in iii below.

These alternates shall serve three-year terms unless they become active members of the Commission. In this case, they may not serve more than two consecutive terms as members or alternates.

iii. A panel of five members shall hear a particular case according to the following:

1) the complainant or grievant may disqualify any member; that person shall be replaced by a faculty member chosen from the list of alternates provided by the Executive Committee of the Faculty Senate;
2) any member may disqualify him-or herself; and
3) in the event that not enough regular members or alternates are able to serve, the Executive Committee of the Faculty Senate shall prepare a list of alternates to be approved by the Faculty Senate.

c. Reporting Procedures

i. Within 30 calendar days of hearing and investigating a complaint, the Complaints and Grievance Commission shall make a recommendation to the Chancellor concerning disciplinary action, a recommendation that the complaint be dismissed, or a recommendation that the complaint be referred to the appropriate department or administrator.

ii. Within 30 calendar days of hearing and investigating a grievance, the commission shall recommend to the Chancellor a way of resolving the matter.

iii. The Chancellor shall act on the recommendation of the commission within 30 calendar days of its receipt.

iv. The decision by the Chancellor on the recommendation of the commission, or on the complaint or grievance in the absence of a commission recommendation, shall be final, except that the Board of Regents, upon petition of a complainant, grievant, the commission, or other faculty body, may grant a review on the record.

Section 8 Academic Information Technology Commission

a. Responsibilities

i. Advises the Associate Vice Chancellor for Information Technology on academic computing matters and approves course-related information technology policy and course-related software and hardware issues.

ii. Provides a forum for suggestions, questions, and concerns from faculty, staff and students with respect to academic information technology.

iii. Reviews the annual budget of the Office of Information Technology prior to its submission.

iv. Encourages and promotes the effective usage of information technology on campus.

v. Elects from its membership a representative to the Academic Planning Council.

vi. Acts as an advisory body to the University Undergraduate Curriculum Commission concerning the curricular use of information technology.

b. Membership

- Seven faculty, in staggered, three-year non-consecutive terms, with the following distribution:
  - Two elected by the College of Liberal Arts and Education faculty.
  - Two elected by the College of Business, Industry, Life Science and Agriculture faculty.
  - Three elected by the College of Engineering, Mathematics, and Science faculty; one of the EMS representatives shall be from the Department of Computer Science and Software Engineering.
- One Library representative - appointed by the Faculty Senate.

- One teaching academic staff representative – appointed by the Academic Staff Senate.
- Two students.
- Ex-Officio, non-voting: Chief Information Officer or designee and a representative from Media Technology Services.

Section 9 Assessment Oversight Commission

a. Function

The broad duties of the Assessment Oversight Commission (AOC) are to work closely with the provost, Academic Planning Council (APC), Graduate Council, the University Undergraduate Curriculum Commission (UUCC), and Student Affairs Leadership Team in assisting, coordinating, evaluating, and overseeing the various efforts to assess student learning within departments, programs, general education, and student services.

b. Responsibilities

1. Disseminates assessment information and serves as a resource to academic and administrative units regarding assessment issues
2. Monitors on a continuing basis the assessment of general education; reviews assessment updates from each of the departments and programs, scheduled to fall half-way between the APC reviews of said departments and programs
3. Makes recommendations for funding assessment activities

c. Membership

1. Six faculty, two from each college, elected by each college for staggered three-year terms
2. One faculty representative from each of the following bodies: APC and UUCC
3. One instructional academic staff, appointed by the Academic Staff Senate
4. One representative from the Division of Student Affairs
5. One representative from the Division of Diversity
6. Provost or designee (ex officio, non-voting)
7. Director of General Education (ex officio, non-voting)
8. Executive Director of Institutional Effectiveness and Assessment (ex officio, non-voting)

d. Reporting Procedures

1. Submit an annual report to the Faculty Senate, Academic Staff Senate, Student Affairs, and Chancellor's Cabinet

Article IV Faculty Committees

Section 1 Definitions and General Procedures

a. Committees are creations of and totally responsible to the body which creates them.

b. All committees and boards will hold an initial meeting during the first 60 days of the fall semester.

c. All committees and boards will submit to the Faculty Senate, one month prior to the end of the academic year, a one page summary reporting the activities of the past year.

d. The Appointments and Elections Committee will recommend for Faculty Senate approval faculty with at least a 50% appointment to serve on committees and boards. Students and academic staff representatives will be chosen in a manner determined by the Student Senate and Academic Staff Senate respectively.

e. The chair and vice-chair of a committee or board shall be faculty members with at least one year of experience on the particular committee or board, and the Appointments and Elections Committee will recommend a committee member to convene the committee or board for its first meeting and shall report the results of this election to the Faculty Senate chair. The committee or board shall elect yearly a chair and vice-chair from its membership. A committee or board member may serve as chair for at most three consecutive years.

f. Each committee member, unless designated as non-voting, shall be eligible to vote. All ex-officio committee members are non-voting unless otherwise indicated. A voting member who will be absent from a meeting may select a proxy from the eligible faculty or academic staff with advance written notice to the committee chair. This substitute, if approved by the committee by majority vote at a meeting, will be allowed to vote at that meeting. The substitution shall be announced at the beginning of the meeting.

g. Faculty committees and boards will report and make recommendations to the Faculty Senate.

Section 2 Research & Ethics Committee

a. Responsibilities

i. Encourages the development of faculty research proposals.

ii. Encourages university personnel (faculty, academic staff, students) to initiate institutional research projects which involve the collection, evaluation, and dissemination of facts and figures which will aid in making decisions to help the university fulfill its missions.

iii. Serves as an advisory and resource body in conjunction with the Office of Sponsored Programs, to assist university personnel in submitting research proposals for projects which request funding.

iv. Recommends research proposals for funding on the state or local level.

v. Develops policies and procedures to implement UWS 8 and UWS 21.

vi. Serves as a consultative body to unclassified employees of UW-Platteville on subjects related to UWS 8.

b. Membership

- Minimum of six faculty with representation from each college
- Two academic staff representatives
- Two students
- Ex-Officio, non-voting: Representative from the Office of Research and Sponsored Programs
-

Section 3 Admissions and Academic Appeals Committee

a. Responsibilities

Informs the Provost, the Registrar, and the Director of Admissions and Enrollment Services after:

i. taking action on unusual cases of admission which are questionable for academic or other reasons;

ii. hearing appeals from students who question or want clarification on their admission or scholastic probationary status, or grades given by a faculty member;

iii. reviewing applications for credit overloads by students;

iv. hearing appeals from students who believe that they have extenuating circumstances and therefore are requesting a waiver of an excess credit surcharge. (All resident undergraduates who have accumulated 165 credits or 30 credits more than their degree requires for completion of the degree, whichever is greater, will be charged a surcharge equal to 100% of the regular resident tuition, on credits beyond that level).

b. Membership

- Minimum of sixteen faculty with at least four from each college.
- Ex-Officio, voting:
  - Representative from the Academic and Career Advising Center
  - Representative from the Engineering Advising Office
  - Representative from the Multicultural Educational Resource Center
  - Representative from Student Support Services
- Ex-Officio, non-voting:
  - Registrar or designee
  - Representative from Admission and Enrollment Services

Section 4 Academic Standards Committee

a. Responsibilities

i. Reviews the admission standards, observes trends, and reports to the Faculty Senate any recommendations based on curriculum and program analysis with respect to the mission of the university, and with respect to attrition.

ii. On a rotating basis, systematically reviews courses that satisfy general education requirements to assure these courses are meeting the overall goals set forth in the General Education Plan and reports its recommendations to the UUCC.

b. Membership

- Nine faculty, three elected by each college, serving three-year staggered terms
- Ex-Officio, non-voting: Representative from the office or committee for General Education
- Representative from Admission and Enrollment Services
- Representative from the office of Academic Affairs

Section 5 Appointments & Elections Committee

a. Responsibilities

i. Recommends to the Faculty Senate faculty members to serve on faculty committees, student faculty committees, and boards.

ii. Recommends to the Faculty Senate the functions to be assumed by faculty committees, student faculty committees, and boards.

iii. Periodically evaluates all faculty committees, student faculty committees, and boards, and recommends to the Faculty Senate the retention and deletion of such committees and boards. Supervises all faculty elections to boards and committees, commissions and councils.

iv. Informs faculty of council, commission, senate and committee membership within the first week of the fall semester. Unless already determined, designates a faculty member from each council and commission to convene the initial meeting of the fall semester.

b. Membership

Maximum of twelve faculty with at least three representatives from each college and one from the library; at most five total representatives may be from any given college.

Section 6 Student Discipline Committee

a. Responsibilities

i. Clarifies and develops procedures for implementing the policies of the Board of Regents and of the university regarding student conduct.

ii. Hears charges brought against students and student organizations, together with other relevant facts, in order to come to a just and equitable recommendation as to action required.

iii. Delegates to the Assistant Chancellor for Student Affairs the responsibility for administration of the corrective measures decided upon.

b. Membership

- Six faculty, none of whom may be on the Student Discipline Appeals Tribunal, with two from each college.
- Three students, none of whom may be on the Student Discipline Appeals Tribunal, with one from each college.

c. Appeals

Appeals by a defendant of a decision rendered by the Student Discipline Committee must be made to the Secretary of the Faculty Senate, at which time a Student Discipline Appeal Tribunal will be created.

Section 7 Improvement of Learning Committee

a. Responsibilities

i. Serves as a forum for the discussion of educational ideas and issues.

ii. Encourages faculty and instructional academic staff members to evaluate and improve their teaching.

iii. Serves as a source of information on improvement of learning.

iv. Communicates suggestions for better learning procedures to faculty and students.

v. Serves as the advisory board to the Teaching and Learning Center.

vi. Serves as the campus faculty review body for proposals such as teaching improvement grants; sabbaticals; and faculty, college, and other appropriate teaching improvement conferences.

b. Membership

- Comprised of a total of sixteen faculty members, with a minimum of four from each college.
- Each college may substitute one instructional academic staff representative for one faculty member.
- One instructional academic staff representative.
- The director of the Teaching and Learning Center, the director of First Year Experience, a representative of the Assessment of Learning Outcomes office, and both Office of Professional and Instructional Development (OPID), UW System, campus representatives.
- One student.
- Ex-Officio, non-voting: Provost or designee.

Section 8 Bylaws Committee

a. Responsibilities

Conducts an ongoing and systematic review of the Faculty Bylaws, and makes recommendations for changes to the Faculty Senate.

b. Membership

- Six faculty, two from each college.
- One library representative.
- Provost or designee

Section 9 University International Education Committee

a. Function

The purpose of the University International Education Committee (UIEC) shall be to foster international education on the University of Wisconsin-Platteville campus by serving as an advisory committee and advocate, especially in matters related to curriculum.

b. Responsibilities

i. Facilitate and assist faculty in internationalizing the curriculum.
ii. Serve as an advisory committee on international education initiatives, including the international studies major and minor.
iii. Inform faculty about University of Wisconsin-Platteville's international initiatives for graduate and undergraduate students.
iv. Facilitate faculty experience abroad by providing information on current initiatives and through the development of new opportunities.
v. Provide a venue for sharing international information, understanding, and knowledge across campus.

c. Membership

- Six faculty, two from each college, elected by the college for three-year, non-consecutive terms, with at least some of the terms staggered to ensure continuity.
- Voting:
  - Representative from the University Undergraduate Curriculum Commission
  - One Instructional Academic Staff Member
  - One student (one-year term, appointed by the Student Senate)
- Ex-officio, non-voting:
  - Representative from the Office of International Programs
  - Representative from the Teaching and Learning Center
  - Advisor(s) to the International Studies major and minor

Section 10 University Promotion Committee (UPC)

a. Function

The UPC shall review and act upon the department salary and promotion committee's evaluations and recommendations concerning rank.

b. Responsibilities

The UPC will require supporting information from the department salary and promotion committee, and, if the department chair's evaluation and/or recommendation differs from that of the department salary and promotion committee, it will consider both. In making its own recommendations, the UPC will take into account the same criteria and standards incumbent upon the department salary and promotion committee. The chair of the committee will forward the UPC's recommendations concerning rank to the chancellor.

c. Membership

The UPC is comprised of six voting members (two faculty members per college). All faculty members must hold the rank of full professor. Members of the department salary and promotion committees are not eligible to serve on the UPC. Terms of service for the faculty members on the UPC will be three years, with two faculty members being replaced each year. In any given year, two colleges will nominate three full professors from their respective college faculty to a university ballot (six names on the ballot). All tenured and probationary faculty will have the right to vote to select two members of the UPC. Voting members may serve a maximum of two consecutive terms. The provost serves as chair (non-voting) of the UPC.

Article V Ancillary College-Level Structures

Section 1 Budget Committees

Each college shall, in a manner determined by a vote of the college faculty, create a college budget committee. According to procedures set by the University Budget Commission, the college budget committee shall propose to that commission allocation of funds for supplies, capital and travel, and student assistance.

Section 2 Curriculum Committees

Each college shall, in a manner determined by a vote of the college faculty, create a college curriculum committee. According to the procedures set forth by the University Undergraduate Curriculum Commission, the college curriculum committee shall propose to that commission changes in the college curriculum.

Section 3 College Compensation Committees

a. Duties

i. Review and act upon the appropriate department salary and promotion committee's evaluations and recommendations concerning merit, inequity, and/or compression. Each college compensation committee will require supporting information from the department salary and promotion committee, and if the department chair's evaluation and/or recommendation differ from those of the department salary and promotion committee, it will consider both. In making its own judgments, the college compensation committee will take into account the same criteria and standards incumbent upon the department salary and promotion committee (identified below in Article VI, Section 4, a).

ii. May initiate the consideration of any faculty member under its jurisdiction for a merit award or inequity adjustment, but the college compensation committee may not make a merit award or inequity adjustment without the concurrence of the department salary and promotion committee.

iii. Shall notify each faculty member in writing as soon as is practicable of all college compensation committee judgments concerning that member.

iv. Shall notify the department salary and promotion committee when it (the college compensation committee) makes a judgment and/or recommendation contrary to one made by the department salary and promotion committee.

v. Shall forward its recommendations concerning merit, inequity, and compression to the chancellor.

vi. Shall forward an annual report to the University Rank, Salary, and Tenure Policy Commission that summarizes merit, inequities, and compression for the entire college.

b. Membership and Chair

i. Each college compensation committee shall consist of members in that college and shall consist of at least five tenured faculty members. No more than two members may be from the same department and no more than one member from the same discipline. Each member shall be elected by the whole college faculty. Department chairs, school directors, members of the department or school salary and promotion committees, and probationary faculty on a terminal contract are not eligible to serve.

ii. Each college compensation committee shall elect yearly a chair from its membership. The college dean or the assistant/associate dean (non-voting) is eligible to serve in this capacity. Each college compensation committee shall select yearly from its membership, a member to serve on the University Rank, Salary, and Tenure Policy Commission.

c. Voting Eligibility

No college compensation committee member may vote on his or her own evaluation or recommendation.

Part III Amendments

Proposed amendments to the Faculty Bylaws may be initiated by the Faculty Senate or may be submitted to the Senate by a petition of at least 10% of the university faculty. A two-thirds majority vote of the Faculty Senate at a Senate meeting approves such an amendment. Proposed amendments shall be submitted to the faculty in writing at least 15 working days prior to a general faculty meeting, and will become effective immediately if approved by a majority vote of the faculty members present and voting with a “yes” or “no” response. For the purpose of amendments to the Faculty Bylaws, a general faculty meeting must have a quorum of at least 33% of the faculty.