

## **Policies and Procedures for the Criminal Justice Department (effective August 22, 2011)**

Additional duties and responsibilities

### **Appointments**

**All appointments are made on the recommendation of the provost to the chancellor or his/her designee. (Faculty Bylaws Part III, Article III sections 4 & 5; Article IV, V, and VI which govern initial appointment, and renewal of contracts.) (Academic staff appointments -Academic Bylaws Part III, chapters 3, 4 &5)**

The chair of the Department of Criminal Justice is appointed in a manner consistent with current Faculty Bylaws (Part III, Article 1) to a nine-month position with an additional summer appointment. The standard appointment may be redefined as a full-time, twelve-month administrative position if such action is necessary in order to successfully fill the position. The term of department chair is three years unless otherwise determined by the dean in consultation with the department faculty. The chair is reviewed annually by the members of the department and the college dean in accordance with current URSTPC guidelines.

The director of the CJ on-line Master's program is appointed on an annual basis by the dean in consultation with the department faculty to a part-time (.5), nine-month position academic staff with an additional summer appointment or, in the case of a faculty member, to a position with a .5 release time for the academic year and an additional summer appointment. The standard appointment may be redefined as a full-time, twelve-month administrative position if such action is necessary in order to successfully fill the position. Review for reappointment is conducted at the end of the academic year. The review process will include evaluations by the department chair and the college dean on administrative functions. Current RST procedures or academic staff procedures apply for non-administrative activities. The renewal recommendation to the chancellor will be made by the college dean in consultation with the department chair.

The coordinator of the CJ on-line undergraduate program is appointed on an annual basis by the dean in consultation with the department faculty to a part-time (.5), nine-month academic staff position with an additional summer appointment, or, in the case of a faculty member, to a position with a .5 release time for the academic year and an additional summer appointment. The standard appointment may be redefined as a full-time, twelve-month administrative position if such action is necessary in order to successfully fill the position. Review for reappointment is conducted at the end of the academic year. The review process will include evaluations by the department chair and college dean on administrative functions. Current RST procedures or academic staff procedures apply for non-administrative activities. The renewal recommendation to the chancellor will be made by the college dean in consultation with the department chair.

The coordinator of the Forensic Investigation program is appointed on an annual basis by the department chair in consultation with the dean to a part-time (.5), nine-month academic staff position with an additional summer appointment if needed or, in the case of a faculty member, to a position with a .5 release time for the academic year and an additional summer appointment if needed. The standard appointment may be redefined as a full-time, twelve-month administrative position if such action is necessary in order to successfully fill the position. The review process will include evaluations by the department chair and college dean on administrative functions. Current RST procedures or academic staff procedures apply for non-administrative activities.

The outreach coordinator is appointed on an annual basis by the department chair in consultation with the dean to a part-time (.25), nine-month academic staff position with an additional summer appointment, or, in the case of a faculty member, to a position with a .25 release time for the academic year and an additional summer appointment if needed.

### **Reporting Structure**

The curriculum of all programs in criminal justice, whether on-campus or on-line, is the responsibility of the faculty in the criminal justice program. All coordinators/ directors report to the department chair, who in turn reports to the dean of the college.

### **Approval of Curriculum**

All revisions of, additions to, and deletions from the curriculum, whether on-campus or on-line, must be presented to the faculty and chair of the department of criminal justice for approval before being submitted to the appropriate university governance body or bodies. The department chair maintains syllabi for all courses taught by the Department (on campus and on line) and initiates periodic evaluation of all courses.

### **Budget**

Separate budgets shall be maintained for the on-campus and on-line programs. The department chair shall have the primary responsibility for managing the department budget. The director of the CJ on-line Master's program and the coordinator of the CJ on-line undergraduate program shall have the primary responsibility for managing the budgets of their respective programs. All budgets shall be reviewed annually by the department chair and the college dean.

The director of the graduate program or the coordinator of the undergraduate program may issue contracts to themselves as instructor only. The coordinator/director signature block will be left blank.

### **Assignment of Courses**

As per the UW-Platteville Employee Handbook, the department chair shall be responsible for the assignment of faculty and academic staff to their teaching responsibilities in the on-campus program. The director of the CJ on-line Master's program and the coordinator of the CJ on-line undergraduate program shall have primary responsibility for the assignment of adjunct staff and non-criminal justice faculty to on-line courses in their respective programs. All instructors in the CJ on-line Master's program must be approved by the Graduate Council. The director of the CJ on-line Master's program shall copy the department chair on all forms for appointment. All instructors in the CJ on-line undergraduate program must be approved by the department chair.

### **Communication between the on-campus and on-line programs**

It is the shared responsibility of the department chair, and all coordinators/directors to maintain open and effective communication with the faculty and staff of the Department of Criminal Justice on the status of all criminal justice programs..

### **Duties and Responsibilities of the Chair of the Department of Criminal Justice. This is a 1.0 FTE with administrative release time as designated below.**

In the absence of a separate departmental constitution, the duties of the chair of the Department of Criminal Justice follow the description in the UW-Platteville Employee Handbook (see below).

### **UW-Platteville Employee Handbook**

#### **Authority and Responsibilities of Department Chairs**

The Department faculty:

The Dean of the College,  
The appropriate College Rank,  
Salary and Tenure Commission (CRST), and  
The Provost and Vice Chancellor evaluate each Department Chair.

#### **Line of Authority**

The Chair is responsible to the Dean, and the unclassified (faculty and academic staff) and classified personnel assigned to the Department are responsible to the Chair. The Chair acts as a liaison between departmental personnel and the Dean.

Curricula - The Chair is responsible for development and evaluation of the departmental curricula in cooperation with the faculty of the Department. The Chair maintains syllabi for all courses taught by the Department and initiates periodic evaluation of all courses. Proposals for curricular change must be approved by the faculty members of the Department before they are forwarded to the College Curriculum Committee.

Faculty and Academic Staff - The Chair, with the aid of Department faculty members, recommends new appointments to the Dean. The Chair is responsible for orienting new faculty and academic staff to the aims and procedures of the Department, for aiding faculty members to improve their teaching skills, and for maintaining harmony and cooperation among the faculty and classified personnel in the Department. The Chair is responsible for the assignment of faculty and academic staff to their teaching responsibilities, schedules and presides at departmental meetings, is responsible for departmental committees, provides approval for all absence requests of members of the Department, maintains a file of each faculty member's academic qualifications including transcripts, and recommends Department faculty members for tenure and promotion in rank to the CRST Commission.

Budget - The Chair serves as the fiscal agent for the Department and, in cooperation with the faculty, proposes an annual budget to the Dean. The Chair approves all expenditures for the Department and is responsible for the administration of the Department's allocations as approved by the University Budget Committee. The Chair maintains an inventory of the Department's equipment and is responsible for its security.

Students - The Chair maintains an active recruitment program for high quality students to enroll in the University and the major(s) of the Department, as well as a roster of all students majoring or minoring in Department programs. The Chair provides systematic procedures for obtaining student opinions and suggestions for improvement of Department offerings. The Chair assigns advisors and supervises their counseling of graduate and undergraduate students and provides personal guidance and counsel concerning departmental offerings and preparation for professional study and graduate programs at other institutions.

University Responsibilities - The Chair serves on the council of the College, the Administrative Assembly, and University committees as assigned by the Faculty Senate and Chancellor. The Chair prepares class schedules for the Department and submits materials for University publications to the Dean.

Off-Campus Relations - The Chair is responsible for relationships with appropriate community, state, national, and international educational agencies relative to the objectives of the Department. The Chair promotes programs of interest to the needs and aspirations of the public served by the University.

Teaching - The Chair is expected to set an example of effectiveness in teaching and familiarity with new developments in the academic fields of the Department. The Chair's teaching load per semester is determined by the following formula:

one (1) to eight (8) faculty members	- nine (9) credits
nine (9) to eighteen (18) faculty	- six (6) credits
over eighteen (18) faculty	- three (3) credits

Deviations from this policy must be approved by the Dean and the Vice Chancellor.

Miscellaneous Duties:

Summer Session - If warranted by enrollment, the Chair will have at least a part-time appointment for the Summer Session, during which he/she will serve in the same capacity as during the academic year.

Registration - The Chair is in charge of registration for classes in the Department and recommends regulations concerning enrollment to the Dean and/or Vice Chancellor.

Library - The Chair shall designate a bibliographer to monitor library holdings and proposes acquisition of materials appropriate to the missions of the Department and University.

Accreditation - The Chair seeks approval by those professional organizations which provide for regional or national accreditation of Department offerings.

Reassignment of work load- The department chair has the ability to modify work load and reassign faculty and teaching academic staff to special projects as needed. Special projects may be part of load or may be an overload.

Amendments to this statement require the approval of the college dean and, if appropriate, the provost and/or chancellor.

## **Duties and Responsibilities of the Director of the CJ On-line Master's Program**

**This is a 1.0 FTE with administrative release time of .5.**

1. Orientation and training of criminal justice faculty in recruitment for the CJ on-line Master's Program.
2. Leadership, oversight, and creative strategic thinking, planning, and management for the CJ on-line Master's Program.

3. Development of strategies for maintaining open and effective communication with the Coordinator of the Criminal Justice On-Line Undergraduate Degree Program, as well as the faculty and staff in the Department of Criminal Justice.
4. Management of the CJ on-line Master's program operating budget.
5. Research and development of on-line articulation and/or "credit for life experiences" agreements with other institutions.
6. Management of enrollment in the CJ on-line Master's program.
7. Oversight of the CJ on-line Master's program personnel, which shall include but not necessarily be limited to: cross-training faculty in teaching on-line; course development and revision; supervision, recruitment, and management of the CJ on-line Master's program personnel, including increasing the number of persons who have an in-depth knowledge and understanding of the program and can assist in the management of the program in the director's absence.
8. Continued involvement in the development, revisions, and delivery of non-credit degree on-line training programs (e.g., Wisconsin DOJ; Washington State CJ Training & Standards Commission).
9. Teach one on-line course per semester as part of load; any other responsibilities related to on-campus or on-line instruction in criminal justice will also be considered part of load.
10. Other duties as assigned by the college dean, department chair, or the Director of the Distance Learning Center.

**Duties and Responsibilities of the Coordinator of the CJ On-line Undergraduate Program. This is a 1.0 FTE with administrative release time of .5.**

1. Orientation and training of criminal justice faculty in recruitment for the CJ on-line undergraduate program.
2. Leadership, oversight, and creative strategic thinking, planning, and management for the CJ on-line undergraduate program.
3. Management of the CJ on-line undergraduate program operating budget.
4. Management of enrollment in the CJ on-line undergraduate program.
5. Oversight of the CJ on-line undergraduate program personnel, which shall include but not necessarily be limited to: cross-training faculty in teaching on-line; course development and revision; supervision, recruitment, and management of the CJ on-line undergraduate program personnel, including increasing the number of persons who have an in-depth knowledge and understanding of the program and can assist in the management of the program in the coordinator's absence.
6. Development of strategies for maintaining open and effective communication with the Director of the CJ On-line Master's Program, as well as the faculty and staff in the Department of Criminal Justice.
7. Teach one on-line course per semester as part of load.
8. Other duties as assigned by the college dean, department chair, or the Director of the Distance Learning Center.

**Duties and Responsibilities of the Coordinator of the Forensic Investigation Undergraduate Program. This is a 1.0 FTE with administrative release time of .5.**

1. Leadership, oversight, and creative strategic thinking, planning, and management for the Forensic Investigation undergraduate program.
2. Management of the Forensic Investigation undergraduate program operating budget.
3. Oversight of the Forensic Investigation undergraduate program personnel, which shall include but not necessarily be limited to: cross-training faculty; course development and revision; supervision, recruitment, and management of the Forensic Investigation undergraduate program personnel, including increasing the number of persons who have an in-depth knowledge and understanding of the program and can assist in the management of the program in the coordinator's absence.
4. Development of strategies for maintaining open and effective communication with the faculty and staff in the Department of Criminal Justice.
5. Teach two on campus courses per semester as part of load.
6. Other duties as assigned by the Chair of the Criminal Justice Department.

**Duties and Responsibilities of the Outreach Coordinator of the Criminal Justice Program. This is a 1.0 FTE with administrative release time of .25.**

1. Leadership, oversight, and creative strategic thinking, planning, and management for the Criminal Justice Advisory Board. Advisory Board will meet bi-annually or as required.
2. Liaison with the CJA executive board in areas of leadership, oversight, and planning for annual CJ career fair.
3. Development of strategies for maintaining open and effective communication with practitioners in the criminal justice field. To work with practitioners and employers utilizing both on campus and off campus resources to meet the educational needs of professionals in the field.
4. Establish strategic partnerships and identify opportunities for continuing education that will enhance program reputation with the criminal justice system.
5. Teach three on campus courses per semester as part of load.

6. Other duties as assigned by the Chair of the Criminal Justice Department.

### **Criminal Justice Department Boards and Committees**

The Criminal Justice Department Review Board (**approved 3/2/11 Department meeting**)

The primary function of the DRB is to make retention, promotion and salary recommendations based on pertinent data in accordance with the department's and the College of Liberal Arts and Education's approved plans.

It is the responsibility of tenured members of the department to make tenure recommendations. Tenured faculty will provide an annual letter (could be one combined letter or each faculty member may provide own separate letter). The letter(s) will be signed by the tenured faculty. The letter will indicate a probationary faculty member's prospects for tenure.

The Criminal Justice Department will constitute itself, or some members thereof, as a department review body, providing that the review body shall include at least three tenured faculty members other than the department chair.

The Criminal Justice Department review body shall elect yearly a chair from its membership. The Department chair is not eligible to serve in this capacity.

No Criminal Justice Department review body member may vote on any evaluation or recommendation concerning himself/herself. The Department chair will serve on the DRB as a non-voting member.

If the Criminal Justice Department does not have three tenured members it shall select an additional member (or additional members) for the review body from other departments within the college; such additional members must be approved by the faculty of the Criminal Justice Department. Members of the Criminal Justice Department faculty elected to the CRST are not eligible to serve on the DRB during his/her term on the CRST.

All decisions are determined by majority vote.

The DRB will annually submit a DRB plan to the LA&E College RST Committee. The DRB will follow the URSTPC calendar for submission of procedures.

Faculty Bylaws Part II, Article VI, provides guidelines for department review boards.

Faculty member DRB files are in accordance with URSTP procedures.

#### **2) Search and Screen Committee (approved 3/2/11 Department meeting)**

Once an opening occurs in the Criminal Justice Department a search and screen committee must be formed or at least a chair must be picked. All faculty members are eligible to be a chair. The

department chair selects the chair of a search and screen committee. The department chair and the chair of the search and screen committee will work together to form a committee. All faculty members are invited by the chair of the search and screen committee to serve on said committee. A faculty member may choose not to serve on said Committee. He or she must notify his or her intentions to the chair of a search and screen committee. It is expected that a member of a Search and Screen Committee will participate in all activities. If a committee member does not participate in said activities he or she may be removed by a majority vote of the committee.

The chair of the Search and Screen Committee is responsible for completing all University forms for a Search and Screen Committee. All forms are signed by the chair of the search and screen, the department chair, the dean, the affirmative action officer and the provost.

In conjunction with the committee the chair will develop a recruitment plan, prepare a short and long hiring statement for advertisement, a position description, and any other needed documents.

The Search and Screen Committee will follow all University policy and procedures governing the hiring of faculty.

The Department Chair may serve on a Search and Screen Committee but only as a non-voting member. Additional members included in the committee will be in accordance with appropriate University requirements.

Applications – candidate application packets contain personal information and it is up to the chair to secure all files. Committee members have access to review files. Members should not share information about candidates with non-committee members. Committee members will not share information about candidates with other candidates.

It is inappropriate for a committee member to be in contact with a candidate in a non-official capacity. It is inappropriate for a committee member to provide information to a candidate about interview questions, how candidates are ranked or in any other way which would give a candidate an unfair advantage. If a member of the committee is approached by a candidate concerning the selection process he/she should refer that person to the committee chair.

A member of a search and screen committee, or any member of the criminal justice department, will not threaten, intimidate, bully, cajole or exert pressure on a committee member or the chair in an attempt to alter a committee member's decision concerning the selection process.

3) **Curriculum committee**- Establish a committee to review prospective classes and establish some minimum criteria for content of course. Applies for undergraduate and graduate courses. There shall be at least five departmental members chosen by the members of the department (faculty and teaching academic staff). The elected committee members shall select a committee chair. Elections for this committee shall be annually during the first month of the Fall semester.

New courses, course revisions and current topic courses will be submitted to the department curriculum committee for review. Chair of the committee will from time to time give a report at a department meeting on the status of the undergraduate and graduate curriculum. (**Approved 3/2/11 Department meeting**)

4) Scholarship committee- There shall be at least three departmental member chosen by the members of the department (faculty and teaching academic staff). Committee will review all criminal justice scholarship applications. Committee will be familiar with all of the requirements for each specific scholarship. The committee may decide based upon the funds available how many students may receive a scholarship. (**Approved 3/2/11 Department meeting**)

5) **Writing proficiency examination** – one department member will coordinate the writing proficiency examination. It will be offered multiple times every semester. The department will establish guidelines including a grading rubric. Included in the guidelines should be a note about students who fail the examination must take their exam to the writing center for assistance and the writing center signs off as helping student. (**Approved 3/2/11 Department meeting**)

6) **Ad Hoc committees**- The department chair may appoint ad hoc committees for special problems. Committees shall report to the Department. If minority reports exist, they shall be heard before voting on motions which may be contained in the majority reports. (New)

7) **Portfolios** – Purpose (**Approved 3/2/11 Department meeting**)

To facilitate the process of self-reflection, learning, and personal/professional growth

To facilitate integration of a student's professional course work

To provide a showcase of work to present to prospective employers

A portfolio:

Is a purposeful collection of an individual's work that exhibits effort, progress, and achievement in professional preparation

Represents an individual as a professional through his/her personal choices of works that reflect his/her knowledge, skills, dispositions, beliefs, and values over time

Becomes a window into an individual's thinking, a means of understanding his/her journey in becoming a criminal justice professional

Provides a complex and comprehensive view of performance in a professional context

Offers a broad and in-depth picture of an individual's professional thinking and practice

Becomes a foundation for interview purposes

Criminal Justice faculty and academic staff will determine the contents of a portfolio

Will be retained by the student and reviewed by student's academic advisor.

## **OTHER MATTERS**

Department meetings:

The department chair will call a minimum of 2 department meetings per semester. The first meeting will occur within the first 2 weeks of the semester and the second regularly scheduled meeting will occur no later than the 12<sup>th</sup> week of the semester. (added 4/27/11) Additional meetings may be scheduled as necessary. The department chair will provide an agenda. Department members wishing to bring an item before the department will notify the chair who will place the item on the agenda.

Department membership and voting rights:

Faculty members who hold at least a .5 FTE position within the CJ Department have voting privileges on all matter before the department.

Teaching Academic Staff who hold at least a .5 FTE position within the CJ Department have voting privileges in all matters except personnel issues as outlined in current URSTPC guidelines relating to retention, promotion and tenure.

Committee membership voting privileges-

Teaching Academic Staff have the same voting privileges as faculty for department search and screen committees; the curriculum committee; and the scholarship committee. Teaching Academic Staff are not eligible to serve on the Department Review Board.

### **Criminal Justice Department Advisory Board guidelines (new)**

The Board will meet bi- annually or as required. The department chair and the outreach coordinator will determine the date, location and agenda of the Advisory Board Meetings.

Membership on the Advisory Board. –the Board shall consist of a sufficient number of criminal justice professionals representing all components and all levels of the criminal justice field.

The Criminal Justice Department Advisory Board is organized to provide advice and counsel to the Department Chair, Department Coordinators and department faculty regarding degrees and programs offered by the Criminal Justice Department University of Wisconsin - Platteville. The primary purpose of the Advisory Board is to help ensure that the Department's programs are relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes.

To accomplish this purpose the Advisory Board will focus on the specific functions of program development, curriculum review, program evaluation, instructor guidance, student recruitment, retention, and placement, and a public information role.

Functions of Advisory Board include:

### **Departmental Program Development**

- Determine need for educational programs and related continuing education offerings
- Participate in designing community and/or employer surveys and analyzing responses
- Recommend appropriate new program development
- Provide guidance on program delivery (e.g. time of day, on-line, locations)

### **Department Curriculum**

**Ad hoc Advisory Board committees are appointed on a temporary basis to provide advice for a specific project such as the development of a new program, or to help solve a problem.**

- Identify occupational competencies needed by the workforce
- Participate in establishing student proficiency standards
- Review course content, sequencing and assessments
- Recommend appropriate technology applications
- Recommend equipment purchases and facility changes
- Recommend Department program revisions

### **Program Evaluation**

- Identify future industry and environmental trends impacting Department programs
- Review Department benchmark data
- Monitor annual progress on the Department's improvement plan

### **Faculty Guidance**

- Facilitate opportunities for cooperative relationships with the criminal justice industry
- Identify criminal justice resource people
- Advise on occupational trends and new technologies to help guide faculty development

- Identify qualifications and assist in recruiting faculty

#### **Student Recruitment, Retention and Placement**

- Recommend Department marketing strategies to recruit students
- Facilitate fieldtrips, internships, and work experience opportunities for students
- Monitor Department placement data
- Develop resources for scholarships and other support services for students

#### **Public Information**

- Provide input to and be knowledgeable of the Department's strategic plan
- Participate in public hearings and other legislative activities that impact the Department
- Recommend strategies for strengthening the Department's relationships within the community.