

I. By-Laws of the Military Science Department (last adoption date prior to 2001)

The Department of Military Science, also commonly referred to as Army ROTC (for Reserve Officers' Training Corps) or simply ROTC, offers a minor in Military Science.

The purpose of the department is to offer UW-L students, as well as students from other colleges and universities in the area, the opportunity to receive a commission as an officer in the United States Army. A broader purpose of the department is to increase the understanding of the general student population of the mission of the U.S. Army and its role in our government and society. To that end, all students are encouraged to enroll in Military Science (MS) courses, even if they do not wish to pursue a commission. Students enrolled in the commissioning program are referred to as cadets.

II. Organization and Operation

Department members are governed by various sets of regulations:

Military personnel:

1. Army regulations;
2. Federal and State laws;
3. Military protocol.

University-assigned, classified staff Program Assistant:

1. Federal and State laws and regulations;
2. UW System policies and rules;
3. UW-L policies and rules;
4. College policies and rules;
5. Departmental by-laws.

A. Preamble

Operating rules for military personnel within the department follow military protocol. The Professor of Military Science (PMS) is the unit commander and as such has final say over all department decisions. Since the department is a military organization, voting does not occur.

The Program Assistant has recourse to UW-L complaint procedures (*UW-L Employee Handbook*, section G-6).

B. Meeting Guidelines

The department conducts three weekly meetings: a cadre training meeting on Mondays, a cadet staff meeting on Wednesdays, and a cadre staff meeting on Fridays (other meetings can be called as needed). The professor of military science chairs all meetings. These meetings provide cadre and cadets an opportunity to discuss and resolve any issues with past or upcoming department events.

C. Student Evaluation of Instruction

The department will follow the UW-L Student Evaluation of Instruction (SEI) policy and procedure available at the Faculty Senate webpage at <http://www.uwlax.edu/facultysenate/>.

III. Merit Evaluation (Annual Review)

All teaching personnel are U.S. Army commissioned and non-commissioned officers, typically on a three-year assignment (extended by exception only). Issues of retention and tenure are not applicable. Evaluation of military personnel will be in accordance with Army Regulations 623-105, 623-205, and 690-400. Evaluation of classified staff will be in accordance with *UW-L Employee Handbook*, section G-2.

IV. Search and Screen Procedures

Prospective cadre are nominated to the position by the U.S. Army Cadet Command and approved by the UW-L Chancellor. Appointments are usually for terms of three years. Requests for extension are subject to UW-L and Cadet Command approval.

The Program Assistant position is filled in accordance with UW-L policy.

V. Student Rights and Obligations

A. Complaint, Grievance, and Appeal Procedures

All appeals for a final grade change must be initiated in writing through the Military Science Department during the semester immediately following the semester in which the grade was earned (*UW-L Undergraduate Catalog*). The student should first discuss the difference with the instructor. If this meeting does not result in a resolution, the student should contact the Department Chair. After meeting with the student, the Department Chair will discuss the student concern with the instructor and make a recommendation regarding the grade change. Only under extreme situations or when the instructor is no longer present will the Department Chair direct a grade change.

<http://www.uwlax.edu/studentlife/Policies.htm>

For non-academic grievances, students may initiate complaints regarding staff behavior. Students will file complaints in accordance with university guidelines.

<http://www.uwlax.edu/studentlife/Policies.htm>

B. Expectations, Responsibilities, and Academic Misconduct

Academic and nonacademic misconduct policy referenced at

<http://www.uwlax.edu/studentlife/Policies.htm>.

Students are also expected to uphold the UW-L Student Honor Code

(<http://www.uwlax.edu/records/97-99/UG-Cat/regulat.html#gen20>): "We, the students of UW-La Crosse, believe that academic honesty and integrity are fundamental to the mission of higher education. We, as students, are responsible for the honest completion and representation of our work and respect for others' academic endeavors. It is our moral responsibility as students to uphold these ethical standards and to respect the character of the individuals and the university."

C. Advising Policy (if applicable) (can reference an appendix)

The department does not offer a major in Military Science, and therefore does not conduct academic advising for majors. The department advises students with undeclared majors in meeting their initial General Education and College Core requirements, as well as offering resources to assist them in making appropriate career choices. (*UW-L Undergraduate Catalog*)

Each Military Science instructor is also responsible for counseling all assigned cadets on their progress within the ROTC program. This counseling is in writing, and takes place at least twice a semester. The purpose of this counseling is to ensure the cadet is meeting program requirements and to advise the cadet on upcoming events required for commissioning.

VI. Appendices

A. UW-L SEI Policy and Procedure <http://www.uwlax.edu/facultysenate/>