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2	By-law component	REQUIRED wording (all by-laws must include this wording).	Guidance	Recommended Wording
3	I. Title with name of department and date of last bylaw adoption	Title with name of department and date of last bylaw adoption. URLs in these by-laws are provided for convenience and should reviewed regularly for accuracy.		
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6	II. Organization and Operation	Department members are governed by six interdependent sets of regulations: 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. Shared governance by-laws and policies for faculty and academic staff; and 6. Departmental by-laws.	<i>Departmental by-laws tie the functions/actions of the department to these rules, providing the basic rules of the department, as an organization. Generally speaking, by-laws: define the primary characteristics of the department; serve as fundamental instructions on establishing the department structure; document how the department and its members will function; can be more specific and/or more stringent than Federal, State or UW System laws, policies but must be in compliance with them. When a department endorses their by-laws they are determining procedures that cannot be changed or suspended without proper notice and consideration. By-laws should have tight clarity and precision in wording and punctuation so that interpretation will be consistent. There should be an indisputable meaning in the by-laws with each sentence being clear and standing alone without reference to previous or succeeding sentences for its meaning.</i>	
7			<i>The process by which voting is conducted (by whom and under what conditions) are a crucial component to by-laws as are the criteria and procedures for personnel evaluations such as merit, retention, promotion, and tenure. Unambiguous by-laws are a benefit to individual faculty members, the department, and the university. By-laws should be reviewed regularly</i>	
8	A. Preamble which could include brief history of the department			
9	B. Meeting Guidelines	Department meetings will be run according to the most recent edition of Robert's Rules of Order (http://www.robertsrules.com/) and WI state opening meeting laws (http://www.doj.state.wi.us/AWP/OpenMeetings/2005-OML-GUIDE.pdf , summary at http://www.uwlax.edu/hr/recruit/Academic_Recruitment/OPENMEETING.htm).	<i>Provide information regarding minutes - who takes them and how are they circulated.</i>	Minutes will be recorded by a voting member or the departmental ADA and distributed in a timely fashion to department members. Copies of the minutes of department meetings and committee meetings shall be in a secure location by the department. Minutes from closed meetings will be taken by the Department Chair and written within one week of the proceedings. They will be available by request.
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	A	B	C	D	
11	C. Definitions of Membership & Voting Procedures		<p><i>Make sure to define the criteria by which departmental membership and voting rights are determined. It is best when the criteria is as "stable" as possible - such that a department need not have to frequently determine who is a voting member. All ranked (tenure-track or tenured) faculty should vote and there should be a criteria to guide whether IAS or non-instrucional academic staff are also voting members of the department.</i></p>	<p>Sample Wording: Members of the department are defined as instructional academic staff members with a 50% contract, non-instructional academic staff members with 100% appointments, and all ranked (tenure-track or tenured) faculty (including those on leave or sabbatical who are in attendance) for the purpose of conducting business at any regular meeting.</p>	
12			<p><i>Majorities are often referred to as "simple" indicating 50% or more, alternates are "majority +1" or a "super majority" defined as 2/3rd or in very rare conditions ¾. Departments often hold to a super majority for personnel decisions. However, departments may wish to consider a higher quorum standard rather than a higher majority standard for personnel decisions.</i></p>		
13			<p><i>The wording should explicitly address proxies. Normally, experts recommend against proxies. The wording should indicate whether the voting majorities are of those present or those voting (those voting is recommended). The wording should indicate the type of acceptable voting. If a paper ballot is allowed – they must be signed and kept securely for seven years. Robert’s Rules indicates that abstentions do not affect the voting outcome (they are non-votes).</i></p>		<p>Unless specifically indicated otherwise, a simple majority of those voting carries the vote. Voting occurs with a voice vote or a hand vote and any member can call for a roll call vote. Proxy voting is not allowed. Members who join by teleconference and have heard all the deliberation are eligible to vote.</p>
14			<p><i>Late or non-received ballots, a non-response to a vote, or improperly marked ballots shall be treated the same as a non-vote and should not be counted in determining the vote. In addition, abstentions and blank votes are treated as non-votes and are ignored. For example, if 20 ballots were cast with 2 voting yes, 1 voting no, and 17 abstaining, the motion would pass. Abstention votes in retention, promotion, or tenure matters are discouraged except when a conflict of interest exists or the voter has no or little knowledge of the person being considered.</i></p>		
15			<p><i>Bylaws sometimes specify something like "a majority of the members present" or "a majority of the tenured or ranked faculty" for certain motions. In such cases, there is a precise number needed to pass, so blank ballots, non-votes or abstentions have <u>the effect</u> of being a negative vote. These types of provisions are discouraged because they can present difficult legal issues if ballots are late, non-received or if faculty chose to be absent or do not vote.</i></p>		
16	D. Definitions of Quorum and Majority			<p>A quorum for the purpose of conducting business at any department meeting shall be a simple majority of the persons eligible to vote. For personnel meetings a quorum is achieved with 2/3 of those eligible to vote.</p>	

	A	B	C	D
17	E. Changing by-laws			These by-laws may be amended by the following procedures: A two-thirds majority of the current department membership present and eligible to vote on by-laws is required to amend the by-laws; Any proposed amendment(s) shall be presented and distributed in writing at a department meeting and voted on at the next subsequent meeting; policies pertaining to personnel issues, which are the responsibility of the ranked-faculty (tenure-track or tenured), or of the tenured faculty may only be changed by those voting. Second readings can be waived for by-laws that do not pertain to personnel decisions.
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19	III. Faculty/Staff Responsibilities			
20	A. Faculty	Faculty responsibilities are referenced in section IV of the Faculty Senate by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons." A complete set of the by-laws are available off the Senate webpage under "Senate Articles and By-laws" http://www.uwlax.edu/facultysenate/ .	<i>Departments should delineate additional responsibilities.</i>	
21	B. Instructional Academic Staff Responsibilities and Expectations	Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series (http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html) and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. (http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm).	<i>Departments should delineate the types of duties/activities associated with workload equivalencies for IAS. The guidelines adopted by Faculty Senate provide some general guidance.</i>	
22	C. Non Instructional Academic Staff Responsibilities and Expectations		<i>Departments should clearly delineate the types of duties/activities of non-instructional academic staff members.</i>	

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23	D. Student Evaluation of Instruction*	<p>The department will follow the UW-L SEI policy and procedure available off the Faculty Senate webpage http://www.uwlax.edu/facultysenate/. Ranked Faculty & SEIs. Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of (1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. These numbers will be reported using the Teaching Assignment Information (TAI) form. The department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the department adds the departmental fractional median for both the single motivation item and the composite, the minimum and maximum composite SEI for the department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15).</p>	<p><i>Departmental student evaluation of instruction items. If a department utilizes additional questions in the evaluation of teaching describe here. For IAS, departments should clarify the composition of the SEI comparison group for IAS (the department as a whole as a comparison group is recommended).</i></p>	
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26	IV. Merit Evaluation (Annual Review)	<p>The results of merit reviews for all ranked faculty who have completed at least one academic year at UW-L are due to the Dean's Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending June 1.</p>	<p><i>Evaluation for the purposes of merit is described in the faculty handbook on the HR webpage under "FACULTY EVALUATION PROCEDURES; Adopted by the Faculty Senate, 4/7/7." The first line reads "Distribution of merit compensation shall be determined by the individual departments or functional equivalents according to their bylaws and/or other departmental rules and regulations. Each department shall specify its procedures for appeals of merit decisions with a time limit set prior to the date the department reports evaluations to the dean." By-laws should clearly address procedures for determining merit increases for all Redbook positions (such as first year hires).</i></p>	<p>All faculty and IAS have a June 1st deadline for entering teaching, scholarship, and service activities into the electronic portfolios system (Digital Measures) on activities from the prior year June 1st – May 31st.</p>
27	A. Evaluation Processes & Criteria			
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31	4. Department Chair (if applicable)			
32	B. Distribution of Merit Funds			
33	C. Appeal Procedures (if applicable)			
34	V. Faculty Personnel Review			
35	V. Faculty Personnel Review	The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08) http://www.uwlax.edu/HR/F_Handbook.htm . Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract date after [INSERT DATE].		
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37		The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website.		
38	A. Retention (procedure, criteria and appeal)*			
39		i. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these by-laws.	<i>Be sure to describe an additional materials in sufficient detail.</i>	
40		ii. Departments will provide the following materials to the dean: 1. Department letter of recommendation with vote; 2. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data; and 3. Merit evaluation data (if available).		
41		iii. The initial review of probationary faculty shall be conducted by the tenured faculty of the appropriate department in the manner outlined below.		<i>Indicate the manner in which departments will conduct the review. Departments should ensure a process that allows all tenured members to carefully review candidate portfolios. All tenured faculty must serve. If the department does not have at least three tenured individuals, a committee of at least three is recommended comprised of tenured faculty from a closely aligned discipline.</i>

	A	B	C	D
42	B. Tenure review and departmental tenure criteria (if applicable)	iv. Starting with tenured-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be formally reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.	<p><i>One of the most common concerns voiced by junior faculty nationally is a lack of clear criteria regarding retention, tenure and promotion. Clear expectations are a benefit to the department and its faculty. Non-retention decisions (including tenure) should not be a "surprise" to the candidate. Formal communication with the candidate regarding his/her progress should include specific references to concerns raised about performance.</i></p>	
43			<p><i>The granting of academic tenure represents a long-term commitment of institutional resources which requires proof of excellence in past performance and a forecast that an individual faculty member's intellectual vitality and future contributions will continue to be of high quality for many years to come. (From Mentor in a Manual: Climbing the Academic Ladder to Tenure, by A. Clay Shoenfeld and Robert Magnan. Magna Publications, 1993). By specifying in writing the usual criteria for advancement - teaching, scholarship, service - a university does not thereby set objective criteria, constricting its traditional discretion or transforming a largely judgmental decisional process into an automatic right to, or property interest in, tenure. For these reasons, non-tenured instructors should not expect an award of tenure solely on the fact that their contracts have been consistently renewed.</i></p>	
44	C. Post-tenure Review		<p><i>Departments should delineate a set of criteria specific to tenure rather than indicate that tenure is "merely" another retention recommendation.</i></p>	
45			<p><i>Must have a policy regarding post-tenure review.</i></p>	
46	D. Faculty Promotion Procedures (procedure, criteria and appeal)	The department will follow the guidelines and schedules regarding faculty promotion are available at http://www.uwlax.edu/hr/promo-resources.htm	<p><i>Departments may set the criteria regarding who in the department votes on promotion. This may be particularly important in small departments. A committee of at least three individuals is desirable. Departments should consider the option of all ranked faculty (all tenured and tenure track members) voting on promotion decisions. Several departments also have provisions to allow for outside members to serve; however, departmental faculty represent the highest expertise in the field.</i></p>	
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48	VI. Instructional Academic Staff Review			
49	A. Annual Review	A. In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form: http://www.uwlax.edu/hr/IDP/IDP.General.Info.html	<p><i>Departments need to decide on a committee makeup, criteria for evaluation, and the evaluation process for annual review.</i></p>	

	A	B	C	D
50	B. Career Progression Procedures	B. Policies and procedure guiding career progression for IAS are available at http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html .	<i>Departments need to decide on a committee makeup, criteria for evaluation, and the evaluation process for career progression.</i>	
51	C. Appeal Procedures			
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53	VII. Non-Instructional Academic Staff Review (if applicable)	A. In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form: http://www.uwlax.edu/hr/IDP/IDP.General.Info.html		
54				
55	VIII. Governance			
56	A. Department Chair 1. Election of the Department Chair 2. Responsibilities and Rights of the Department Chair	The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate By-Laws (revised 2006) http://www.uwlax.edu/facultysenate under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons " and "V. The Selection of Department Chairpersons"and "VI. Remuneration of Department Chairpersons." in addition references to chair-related duties are stated throughout the Faculty Handbook http://www.uwlax.edu/HR/F_Handbook.htm .		
57	B. Standing Departmental Committees (e.g., personnel (for any matters not covered above) equipment, travel, space, budget, curriculum, assessment, etc).			
58	C. Departmental Programmatic Assessment Plan (if not included in IX.B.)		<i>A department may wish to reference Academic Program Review (APR) procedures and schedules in this section.</i>	
59	D. Additional departmental policies	<i>By-laws must include a departmental salary equity policy.</i>	<i>A department may wish to include standard university policies that affect its members (e.g.,graduate faculty membership). In addition a department may wish to include policies regarding leave, office hours, work-life policies, online teaching, etc.</i>	
60		Sickleave. Department members will account for sickleave in adherence to the most current UW System guidelines: http://www.uwsa.edu/hr/benefits/leave/sick.htm .		
61		Vacation. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.		
62				

	A	B	C	D
63	VIII. Governance			
64	IX. Search and Screen Procedures	The department will follow hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations.		
65	A. Tenure-track faculty	The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at http://www.uwlax.edu/hr/recruit/Faculty_Recruitment/Faculty_Recruitment.Hiring.Guidelines.pdf . Additionally, UW-L's spousal/partner hiring policy can be found at http://www.uwlax.edu/hr/unclasspp.html#spouse.partner.employment .	<i>The department needs to outline the policy that guides the process at the departmental level. E.g., does a subcommittee make recommendations to the department at large? These departmental level procedures must be included in recruitment packets.</i>	
66	B. Instructional Academic Staff	Hiring policy and procedures are found at http://www.uwlax.edu/hr/fac.recruit.html		
67	C. Contingency Workforce (Pool Search)	Hiring policy and procedures are found at http://www.uwlax.edu/hr/instr.acst.POOL.search.htm		
68	D. Academic Staff (if applicable)	Hiring policy and procedures are found at http://www.uwlax.edu/hr/acst.recruit.html		
69				
70	X. Student Rights and Obligations			
71	A. Complaint, Grievance, and Appeal Procedures (can reference an appendix)		<i>Must include a departmental level policy. May wish to reference the UW-L student honor policy. 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."</i>	
72	B. Expectations, Responsibilities, and Academic Misconduct	Academic and nonacademic misconduct policy referenced: http://www.uwlax.edu/StudentLife/uws14.html ; http://www.uwlax.edu/StudentLife/uws17.html	<i>May have departmental specific policies.</i>	
73	C. Advising Policy (if applicable) (can reference an appendix)			
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75	XI. Other		<i>Departments should feel free to include additional policy wherever it appears to best fit. If there is no other appropriate category - they can use this other category.</i>	
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77	XII. Appendices			
78	A. Department statement on scholarship		<i>Must include the department statement on scholarship.</i>	

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79	* References to SEIs or TAls in the document are not applicable to library faculty.			
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