

I. By-Laws of the Military Science Department

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 UWL 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, university staff Program Assistant:

1. Federal and State laws and regulations;
2. UW System policies and rules;
3. UWL 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 department lead and as such has final say over all department decisions. Since the department is a military organization, voting does not occur.

The Military Science Department was established in January 1971 with the first Military Science Courses beginning in the Fall 1971 Semester. The first Officers were commissioned out of the Detachment in December 1972. The Cadet Battalion was first called the "Indian Battalion", but that was changed to "Eagle Battalion" in 1989. In 1991, the Detachment was expanded to include Cadets from Viterbo University, Winona State University and Saint Mary's University.

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

B. Meeting Guidelines

The department conducts two weekly meetings during the academic year: a cadre training meeting, and a cadet staff meeting, (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. Definitions of Membership & Voting Procedures.

Voting is not required. The members of the department comprise a military unit and follow a chain of command inherent to a military organization.

Membership will vary from four to nine personnel, based on personnel assigned. Typical structure will include a Professor of Military Science, Assistant Professor(s) of Military Science, Senior Military Instructor, Military Science Instructor(s), Human Resources Assistant, Supply Technician, Recruiting Operations Officer and a Program Assistant.

D. Definitions of Quorum and Majority. Not applicable.**E. Changing by-laws.**

The Professor of Military Science will work with the College of Liberal Studies to maintain the by-laws and ensure they remain current.

III. Faculty/Staff Responsibilities.

Faculty are organized on the basis of their disciplines into departments. The faculty carry out the responsibilities of the department through their creative and other contributions in the areas of teaching, scholarship and service.

A. The primary function of a department is to teach, coach and mentor Cadets in the Military Science Department. The key teaching responsibilities of the department and its members include:

1. Maintaining a faculty collectively expert in the breadth and depth of their discipline(s).
2. Keeping abreast of the subject matter of their discipline(s) and incorporating this matter into courses.
3. Continually assessing courses and curriculum to recommend and implement suitable revisions including consideration of interdisciplinary offerings.
4. Keeping current on and developing new ways of teaching and learning in the discipline(s), including the use of appropriate technology. Departments will determine how courses offered through the department are to be delivered (e.g. face-to-face, hybrid, online).
5. Assessing the effectiveness of departmental instruction.

B. The department is responsible for promoting scholarship and creative activities. Scholarship responsibilities of the department and its members include:

1. Making contributions of scholarly and other creative activities in the discipline(s).
2. Providing the opportunity for and supervising the scholarly activities of undergraduate and graduate students.

C. The department is responsible for promoting the continued professional growth and development of its members by encouraging their participation conferences, professional workshops, self-development and other similar programs.

D. The department is responsible for utilizing the expertise and interest of its members to provide professional service. Service responsibilities of the department and its members include:

1. Actively participating in the functions of the department.
2. Contributing to and participating in professional organizations.
3. Utilizing their professional expertise and interest through participation in community and other organizations.

E. The department is responsible for advising students and providing students opportunities to develop and grow outside the environs of the classroom. The department and its members are responsible for:

1. Providing advising on academic program requirements and presenting the array of available career opportunities.
2. Affording the student the opportunity to learn outside the classroom through internships, Cadet Summer Training opportunities and other mechanisms.
3. Encouraging and advising organizations for students interested in the discipline.

F. The department is responsible for providing an internal governance structure in which the functions of the department can take place. The department and its members are responsible for:

1. Establishing department bylaws that define the rights, responsibilities and privileges of the cadre in accordance with Army Regulations and Policies and UW System and UWL policies.
2. Working with its chairperson, through regular department meetings and committee assignments, to formulate and carry out policy.

B. Instructional Academic Staff Responsibilities and Expectations. Not applicable.

C. Non Instructional Academic Staff Responsibilities and Expectations. Not applicable.

D. Student Evaluation of Instruction. All department instructional staff will conduct student After Action Reviews (AARs) of classroom instruction and labs.

IV. Merit Evaluation (Annual Review)

All teaching personnel are U.S. Army commissioned and non-commissioned officers, typically on a three-year assignment. Issues of retention and tenure are not applicable. Evaluation of military personnel will be in accordance with Army Regulations 623-3 and 690-400. Evaluation of classified staff will be in accordance with *UWL Employee Handbook*, section G-2.

A. Evaluation Processes & Criteria

1. **Faculty.** Not applicable.
2. **Instructional Academic Staff .** Not applicable.
3. **Non-Instructional Academic Staff.** Not applicable
4. **Department Chair.** Not applicable.

B. Distribution of Merit Funds. Not applicable.

V. Faculty Personnel Review.

Professors of Military Science are appointed by the U.S. Army and typically present on campus for a three-year term. The department does not 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/Human-Resources/Unclassified-Personnel-Rules/>

VI. Instructional Academic Staff Review. Not applicable.

VII. Non-Instructional Academic Staff Review. Not applicable.

VIII. Governance.

A. Department Chair. This title corresponds to the Professor of Military Science.

1. Election of the Department Chair. Appointed, not elected.

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 Policies (revised 2008) .

<http://www.uwlax.edu/facultysenate/ABP/FacSenatePolicies.html> under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons," "V. The Selection of Department Chairpersons," and "VI. Remuneration of Department Chairpersons" if these policies apply. In addition, references to chair-related duties are stated indicated in the Employee Handbook <http://www.uwlax.edu/Human-Resources/Employee-handbook/>

The Chairperson is generally responsible for ensuring that the policies and procedures of the department are carried out in accordance with the departmental bylaws and that the department and its members are fulfilling the responsibilities described in A. through E. above. The Chairperson shall assume a prominent role in creating a professional environment conducive to

high morale and productivity in the department. Specific department functions supervised or performed by the chairperson include:

1. Registration and scheduling

- a) Developing semester and summer session class schedules in consultation with the faculty.
- b) Monitoring registration and assessing the need to add or cancel classes.

2. Curriculum

- a) Implementing the authorized curriculum; initiating discussion of curricular issues; developing proposals for new or revised courses, special projects, curriculum changes; arranging for textbook selection; and participating in the presentation of departmental proposals before the appropriate committees.
- b) Receiving and responding to concerns about curriculum and acting on substitution and waiver requests brought by students and others.

3. Budget, Textbooks, Equipment and Facilities

- a) Preparing the annual departmental budget for travel, services, supplies and equipment; ordering all budgeted items; and managing expenditures in accordance with the budget plan as needed.
- b) Making recommendations for textbook and library budgets and other budgets as requested.
- c) Reporting textbook choices to the Textbook Rental Service in timely fashion.
- d) Making assignments of offices, classrooms, and other work areas; obtaining other facilities when needed; and requesting maintenance for repairs for equipment, offices, classrooms, and other work areas.

4. Meetings and Committees

- a) Establishing a schedule of department meetings and presiding at same.
- b) Attending meetings of appropriate departmental, college, and university committees.
- d) Designating or recommending department members to serve on committees as requested.
- e) Arranging for representation and participation of the department at professional meetings and placement centers as appropriate.
- f) Serving on committees as required.

5. Personnel

- a) Conveying to the appropriate administrative officer the personnel needs of the department for university staff and student help.
- b) Monitoring all departmental search and screen activities for compliance with UWL Affirmative Action hiring

procedures.

- c) Arranging for the selection, hiring, training, overseeing, and evaluation of university staff and student help.
- d) Ensuring the continuation of classes during prolonged faculty absences.

6. Students

- a) Receiving and responding to student questions, concerns, and complaints regarding courses, curriculum requirements, faculty and grades.
- b) Coordinating advising activities for the department.

7. Other Responsibilities

- a) Responding to inquiries from the university, the UW System, and external accrediting agencies regarding department programs.
- b) Conferring, as needed, with other chairpersons in the university and with other departments of the same discipline in the system and area.
- c) Corresponding with prospective students, teachers, and the general public on their inquiries.

B. Standing Departmental Committees. Not applicable.

IX. Search and Screen Procedures

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

The Program Assistant position is filled in accordance with UWL policy.

X. 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 (*UWL 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 UWL 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

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 in their initial General Education and College Core requirements, as well as offering resources to assist them in making appropriate career choices. (UWL 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 once 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.

XI. Appendices

A. Position Description for ADA.



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