

UNIVERSITY *of* WISCONSIN
LA CROSSE

FACULTY SENATE

Policies

Faculty Organization

Several basic documents contain materials describing faculty and academic staff matters. These documents are the *Wisconsin Statutes* (particularly [Chapter 36](#)--the "Merger Law"), the *Wisconsin Administrative Code for the University of Wisconsin System (UWS)*, the *University of Wisconsin-La Crosse Faculty Personnel Rules*, the *University of Wisconsin-La Crosse Policies and Procedures for Academic Staff* and the bylaws of individual academic departments.

Chapter 36 of the *Wisconsin Statutes* creates the University of Wisconsin System and details the responsibilities of the UW-System board of regents, the president, the chancellors, the faculty, and the students. It also governs faculty tenure and probationary appointments, as well as academic staff appointments.

The *Wisconsin Administrative Code for the University of Wisconsin System* governs faculty appointments; procedures for dismissal, layoff and termination of faculty for reasons of financial emergency; complaints and grievances; outside activities by faculty; faculty/academic staff ethics; academic staff appointments and dismissal for cause; layoff of academic staff for budget or program reasons; outside activities by academic staff, limited and other appointments; student disciplinary procedures; conduct on university lands; and sick leave.

Both the *University of Wisconsin-La Crosse Faculty Personnel Rules* and the *University of Wisconsin-La Crosse Policies and Procedures for Academic Staff* respond to the Administrative Code and UWS chapters by supplying, where required, campus details and implementation. The bylaws of individual academic departments further respond to these documents by supplying details and implementation within departments.

In addition to these documents, faculty governance at the University of Wisconsin-La Crosse is implemented by

- Articles of Faculty Organization
- Faculty Senate Bylaws
- Faculty Senate Policies

The Articles of Organization define the faculty of the institution as well as the powers, duties and organization of the Faculty Senate. The Faculty Senate Bylaws describe operation and responsibilities of the various Faculty Senate Standing committees. The Faculty Senate Policies list the policies adopted by the Faculty Senate.

Faculty Senate Policies

(Amended February 2017)

- I. [Policy Pertaining to Faculty Ombudspersons](#)
- II. [Policy Defining the Curriculums](#)
- III. [Policies Pertaining to the Curriculums](#)
- IV. [Responsibilities of Departments, Department Members and Department Chairpersons](#)
- V. [The Selection of Department Chairpersons](#)
- VI. [Remuneration of Department Chairpersons](#)
- VII. [Policy Pertaining to Post-retirement Service on Senate](#)
- VIII. [UW-La Crosse Ranked Faculty Workload Policy](#)
- IX. [Electronic Media Policy for Faculty Academic Artifacts](#)
- X. [Instructional Academic Staff Workload Policy](#)
- XI. [Post Retirement Appointments Policy](#)
- XII. [Teacher Education Programs/School of Education Faculty](#)
- XIII. [Policy on Academic Centers, Institutes and Laboratories](#)
- XIV. [Salary Equity Adjustment Policy](#)
- XV. [Faculty Qualifications Policy](#)
- XVI. [Academic Freedom Statement](#)

- I. Three **faculty ombudspersons** shall be appointed annually to help faculty members seeking information about or assistance with informal resolution or seeking information about formal resolution of personnel problems, including non-renewals, dismissals, complaints, grievances, and appeals. The ombudspersons shall serve as individual consultants and advisors, not as members of a committee or a group acting by consensus or voting.

Near the end of each academic year, the Senate Executive Committee, in consultation with the chairpersons of the Hearing Committee and the Committee on Complaints, Grievances, Appeals, and Academic Freedom (CGAAF), shall appoint three faculty members to serve as ombudspersons for one-year terms beginning August 15. Two alternates shall also be appointed to serve in case of resignation or disqualification. Consecutive appointments may be allowed for up to five years. Ombudspersons shall not be members of the Hearing Committee or CGAAF, and they shall be replaced by alternates if they themselves are subject to nonrenewal, dismissal, or complaint; if they themselves complain, grieve, or appeal; or if they disqualify themselves owing to bias or conflict of interest.

- II. **Curriculums** shall consist of:
 - A. A general education program which must be satisfactorily completed before the student may be graduated.
 - B. Baccalaureate programs in the undergraduate college leading to degree.
 - C. Programs in the graduate college in the areas authorized by the board of regents.
- III. **Curriculum policies** shall be as follows:
 - A. General Education
 - 1. All students who enroll in a curriculum leading to a baccalaureate degree at the University of Wisconsin-La Crosse shall be required to complete the General Education Program.
 - 2. The content of the General Education Program shall be designed to help students understand themselves and the world in which they live by cultivating the knowledge, skills and dispositions essential for independent learning and thinking which should characterize university graduates. Although choices shall be provided to individual students, the program shall require all students to pursue a pattern of study which will minimize avoidance of any of the major areas of human experience.
 - 3. Students will be admitted to the colleges of their choice at the time of their admission to the university. Students in the General Education Program shall be advised in the college to which they have been admitted.
 - 4. The requirements in the General Education Program shall provide opportunity for all students to choose from several courses grouped within prescribed general areas.
 - 5. Each of the undergraduate colleges shall be obligated to accept credit for the requirements met in the General Education Program if studies conform to the prescribed pattern.
 - 6. The determination of the General Education Program described herein shall be accomplished in the following manner:
 - a. The General Education Committee shall make recommendations to the Faculty Senate for changes in the program. No faculty action shall be taken concerning the program of study without preliminary study and recommendations by the committee.
 - b. All recommendations of the committee to the Faculty Senate shall be preceded by careful studies which shall be designed to determine the feasibility of the recommendations with respect to availability of staff, facilities, and funds.

- c. All recommendations of the committee to the Faculty Senate shall be coordinated with the necessary core, professional and major and minor requirements within the undergraduate colleges of the university.
- B. Baccalaureate: The Undergraduate Curriculum Committee appointed by the senate shall be responsible for curriculum in the College of Liberal Studies; the College of Science and Health; and the College of Business Administration. No faculty action concerning such curriculums shall be taken without preliminary study and recommendation by the committee. All proposals for new programs shall be subject to senate approval.
- C. Graduate: The Graduate Committee shall determine the graduate curriculum and no faculty action concerning such curriculums shall be taken without preliminary study and recommendations by the committee. All proposals for new programs shall be subject to senate approval.

IV. Responsibilities of Departments, Department Members and Department Chairpersons

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 in its discipline(s). 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. Reviewing, developing and expanding library holdings to ensure coverage of the discipline.
 - 6. Continually relating the substance of the discipline(s) to the needs and interests of the general student, the potential specialist, and the community.
 - 7. 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 in sabbatical leaves, developmental leaves, conferences, professional workshops 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. Contributing to the university through participation in faculty governance or other university service.
 - 2. Actively participating in the functions of the department.
 - 3. Contributing to and participating in professional organizations.
 - 4. 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, cooperative agreements and other mechanisms (such as visiting scholars programs).
 - 3. Encouraging and advising organizations for majors and other 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 Ranked Faculty, Instructional Academic Staff or Academic Librarians, and the chairperson in accordance with UW System and UWL policies.

2. Selecting the department chairperson (according to UW-L guidelines). The department delegates authority to the chairperson consistent with section H. of this policy and consults with the chairperson on department matters.
 3. Working with its chairperson, through regular department meetings and committee assignments, to formulate and carry out policy.
- G. The department is responsible for making personnel decisions.
1. The department shall establish bylaws that govern personnel decisions made about Ranked Faculty, Instructional Academic Staff or Academic Librarians.
 2. These bylaws shall specify requirements and procedures for retention, tenure, promotion, tenured faculty review and development, and the distribution of funds allocated to the department for salary adjustments or summer salaries. These bylaws shall comply with UW System and UWL Faculty Personnel Rules.
 3. The department shall make these bylaws available to its members. Notification of any changes in bylaws must be provided to all members within fourteen days.
- H. 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 G. 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, grant proposals, 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.
 - 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. Ensuring that departmental committees are meeting to fulfill their responsibilities.
 - c. 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 faculty and academic staff, graduate assistants, classified staff and student help.
 - b. Monitoring all departmental search and screen activities for compliance with UWL Affirmative Action hiring procedures.
 - c. Describing and publicizing faculty and academic staff vacancies and corresponding with applicants and placement agencies; scheduling and participating in interviews; making recommendations to the appropriate administrative officer regarding hiring; and providing orientation for new members regarding departmental policies and procedures, departmental expectations for faculty and academic staff, and faculty and academic staff responsibilities.

- d. Arranging for the required evaluations of faculty and academic staff; scheduling student evaluation of department members; monitoring department personnel committees with regard to conformance with UW System, UWL and department procedures; and informing individual members of any recommendations regarding them.
 - e. Describing and publicizing graduate assistantship positions; making recommendations to the appropriate administrative officer regarding hiring of graduate assistants; providing orientation and assignment for graduate assistants; and participating in the evaluation of graduate assistants.
 - f. Arranging for the selection, hiring, training, overseeing, and evaluation of classified staff and student help.
 - g. Recommending summer school appointments to the appropriate administrative officer within university, college and departmental guidelines.
 - h. 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. Teaching
- a. Teaching a reduced load in the department in accordance with bylaw VIII.B.
8. 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.

V. **The Selection of Department Chairpersons** (revised February 2017)

A. Eligibility Requirements for Voting

1. All members of a department holding at least half time appointment are eligible to vote provided they have the status of:
 - a. Ranked Faculty designated as holding appointments or tenure in a department in official personnel records maintained by the provost/vice chancellor;
 - b. Instructional Academic Staff or Academic Librarians holding appointments in a department who have been granted eligibility by action of the Ranked Faculty of the department per the department bylaws;
 - c. Ranked Faculty, Instructional Academic Staff, or Academic Librarians described in a. or b. whose leave of absence from the university or assignment to duties outside the department will terminate within the three-year term of the chairperson to be elected;
 - d. Only those Ranked Faculty, Instructional Academic Staff, or Academic Librarians who are not in positions of administrative authority over the department chairpersons with titles of dean, associate dean, assistant chancellor, assistant vice chancellor, provost/vice chancellor, or chancellor;
 - e. Faculty or Instructional Academic Staff who have been extended voting privileges by a majority of the other eligible voters of the department on grounds that their university appointment is functionally part of the department's activities. Appointed chairpersons from outside the department may be extended voting privileges by department majority vote.

B. Eligibility Requirements for Serving as Chairperson

1. All members of a department shall be eligible to serve as department chairperson provided they are:
 - a. Tenured and at the rank of assistant professor or above;
 - b. On staff of this university at least three full semesters;
 - c. Not on terminal contract or temporary appointment.
2. An incumbent chancellor-appointed chairperson who is extended department privileges by a majority of the eligible voters of the department may also serve as chairperson.

C. Term of Office

1. A term of office shall be three years, subject to removal for cause. The term shall start on July 1 of the year elected.

D. Method of Selection

1. Departments with fewer than five eligible voting members shall have the chairperson appointed by the chancellor after consulting with the provost, dean, and the department membership.
2. Departments with five or more eligible voting members shall elect the chairperson under the following procedures:
 - a. Elections shall occur during the spring semester providing sufficient time that the dean recommendation be made to the provost no later than March 1.
 - b. A candidate for chairperson is defined as any individual who is eligible and willing to serve as chairperson.
 - c. To determine willingness to serve, the dean shall send a survey to all eligible individuals asking if they are interested in serving at this time. If no individuals are eligible and willing to serve as chairperson, the chancellor will appoint a chairperson after consulting with the provost, dean and department.
 - d. Based on the survey responses, the Dean's Office will prepare an election ballot containing the names of all candidates and provide this ballot to all eligible voters.
 - e. All members of the department are free to exchange viewpoints regarding the election and any individual's candidacy in a manner that is not disruptive to operations of the department. Departments may also arrange formal or informal fora for this purpose.
 - f. Each eligible voter shall vote for one person and return the ballot to the dean.
 - g. If no candidate has received the majority of votes, a runoff election shall occur. Runoff elections will continue until a chairperson is selected.
 - h. The dean shall tabulate the results of the election and submit the name of the candidate receiving the majority of votes as the chairperson-elect to the provost/vice chancellor for approval, who, in turn, shall submit it to the chancellor for approval. If approval is not given, the dean shall conduct another election under the provisions of this policy.
 - i. Upon request, the dean will provide voting results reported as totals. Individual votes are kept confidential. However, election results are subject to open records law.
3. A department may elect to have its chairperson determined by the chancellor's appointment under the following procedures:

- a. Prior to December 1, a petition signed by no fewer than 25 percent of the members of a department may be addressed to the dean requesting a department meeting be held to consider the issue of selecting a chairperson by chancellor's appointment.
 - b. At least one week in advance, the dean shall announce in writing to all eligible voters the time, place, and purpose of the meeting at which the dean will preside and the issue will be discussed.
 - c. Within one week of that meeting, the dean shall send ballots to each eligible voter to determine if the chairperson is to be selected by election or appointment by the chancellor.
 - d. The dean shall tabulate the votes and communicate the results to the department and the provost.
 - e. If the department majority votes for selecting a chair by chancellor's appointment, the chancellor shall appoint a chairperson for the term of office after consulting with the provost, dean, and the department.
 - f. Unless another petition is received by the dean by the end of the three-year term and the department votes again to request the chancellor appoint a chairperson, the department shall return to the elective system.
 - g. The names of all chairpersons-elect shall be announced by the chancellor.
- E. Removal of a Chairperson from Office
- 1. Dissatisfaction among department members may result in the replacement of the chairperson by the following procedures:
 - a. Proceedings to remove a chairperson may be instituted only once during a term of office and not before the end of the third semester of the term.
 - b. A petition signed by no fewer than 50 percent of the members of a department (including ineligible voters) shall be addressed to the dean requesting a department meeting at which the question of removal of the chairperson will be considered.
 - c. At least one week in advance, the dean shall announce in writing to all members of the department the time, place, and purpose of the meeting at which the dean will preside and the question will be considered.
 - d. Within one week of that meeting, the dean shall send ballots to each department member eligible to vote to determine if the chairperson shall be removed or retained.

- e. The dean shall tabulate the votes and communicate the results to the provost and to the department.
 - f. Removal of the chairperson must be approved by two-thirds supermajority of eligible voters.
 - g. If the vote is for removal of the chairperson, a new chairperson shall be selected in accordance with one of the methods outlined in this policy.
 - h. The chairperson may resign without prejudice at any point during the removal proceedings.
2. A chairperson's inability to complete a term may result in his/her replacement by the following procedure:
 - a. The department shall hold an election or request the chancellor to appoint a chairperson for the remainder of the term in accordance with the provision of this policy.
 3. A temporary leave taken by the chairperson may result in an interim appointment being made according to the length of leave; by the following procedures:
 - a. For one semester or for a summer, the dean in consultation with the incumbent chairperson, shall recommend a temporary replacement to the provost/vice chancellor and the chancellor for the period of the leave.
 - b. For a leave extending for more than one semester, the department shall hold an election or request that the chancellor appoint a chairperson in accordance with the provisions of this policy. In this event, the time constraints affecting the selection process will not be applicable and the replacement will serve for the remainder of the chairperson's term of office.

VI. Remuneration of Department Chairpersons

A. Salary adjustment for chairpersons

1. There will be a fixed chairperson's stipend paid to each department chairperson in the form of additional lump sum compensation during the academic year. The amount of the fixed stipend shall be reviewed periodically by the Promotion, Tenure and Salary Committee.
2. Chairpersons shall be evaluated annually by their departments in accordance with current university policy applicable to faculty evaluation and merit pay.

B. Reduction of Load

1. Department chairpersons are to be assigned a reduced load depending on department size:
 - a. A reduction of one-quarter time for a chairperson of a department with fewer than 10 full-time faculty positions.
 - b. A reduction of one-half time for a chairperson of a department with 10 or more full-time faculty positions.
2. Exceptions to the preceding guidelines are permitted when justified by the volume of departmental business or by other university responsibilities held by the chairperson. Such exceptions shall be arranged in consultation with the chairperson's dean.

VII. **Ranked Faculty, Instructional Academic Staff or Academic Librarians who have retired** from the University of Wisconsin System and who return to university employment at less than full time shall not be eligible to serve as members of the Faculty Senate or its standing committees.

VIII. **UW-La Crosse Ranked Faculty Workload Policy** (Adopted by Faculty Senate 12-2-93)

Hereafter in Policy VIII., reference to "faculty" does not include Instructional Academic Staff or Academic Librarians.

- A. Determination of individual, departmental, college and university workload and accountability for that determination:
1. Individual workload is determined by the department. Accountability for that determination shall rest with the department.
 2. Departmental workload is determined by the department and the academic dean. Accountability for that determination shall rest with the academic dean.
 3. College workload is determined by the college dean and the provost/vice chancellor. Accountability for that determination shall rest with the provost/vice chancellor, subject to review by the chancellor.
 4. Institutional workload is determined by the provost/vice chancellor and the chancellor. Accountability for that determination shall rest with the provost/vice chancellor and the chancellor, subject to review by the Office of the Vice President for Academic Affairs of the UW System.

B. The expected "normal" workload for full-time faculty:

By statute, faculty workload has three components: teaching, scholarly activity, and service. To fulfill the responsibilities of individual units and the mission of this institution, variations will occur in the composition of individual, departmental and

college workloads. Composition of workload varies among individual faculty members and departments, depending upon the number of students in classes, number and nature of course preparations required, the nature of instructional patterns (e.g. lecture, discussion, laboratory, clinical and/or field activity), the nature of the students (lower division, upper division, or graduate) and the extent of other necessary responsibilities in formal administrative duties, scholarly activities, and/or service activities.

Routine scholarly activity is expected of individual faculty members within their departments and colleges and is regarded as a normal component of faculty responsibility. Routine service activity, such as committee assignments, academic advisement, or assistance with student activities and organizations, public service, community service and professional service, is also expected and regarded as a normal component of faculty responsibility.

Full-time faculty members engaged in undergraduate instruction, without special class or extra-class responsibilities, typically teach no more than 12 contact hours of group instruction per week. Full-time faculty members engaged in graduate instruction, without special class or extra-class responsibilities, typically teach no more than 9 contact hours of group instruction per week.

Departmental, college and institutional instructional workload is measured by six factors [see B.1.a. below] approved by the Faculty Senate and used by the UW System. Instructional workload is a primary consideration in the allocation of university resources.

1. Teaching:

- a. Measurement: In sections 1) through 6) below, the total number of FTE instructional faculty per unit is defined by UW System allocation of positions coded 02 Instruction.
 - i. Average number of weekly contact hours per FTE faculty, defined as the total unit contact hours taught per week divided by the total instructional FTE faculty in the unit.
 - ii. Weighted student contact hours per FTE faculty, defined as the total unit contact hours taught per week multiplied by the number of students enrolled in each contact hour, divided by the total number of instructional FTE faculty in the unit.
 - iii. Average number of course credits per FTE faculty, defined as the total number of unit course credits taught per week, divided by the total number of instructional FTE faculty in the unit.
 - iv. Weighted student course credits per FTE faculty, defined as unit course credits taught per week multiplied times the number of students enrolled in

each course, divided by the total number of instructional FTE faculty in the unit.

- v. Average number of group course classes per FTE faculty, defined as the total number of unit course classes taught, divided by the total number of instructional FTE in the unit.
 - vi. Ratio of FTE students to FTE faculty, defined as the total number of FTE students enrolled in the unit in a given semester divided by the total number of instructional FTE faculty in the unit in a given semester.
- b. Expectations: Faculty workload expectations in the area of teaching vary by college, department, and individual faculty member. Expectations are determined by the department in consultation and agreement with the college dean. The dean must justify departmental teaching workload expectations to the Provost/Vice Chancellor.
 - c. Methods of monitoring: Instructional workload will be monitored each academic term and the results will be considered in the budget process. The data used will be the data that depicts instructional commitments for the term in question as of the tenth day of instruction for the term. Values for each of the specified indicators will be calculated for each academic department and aggregated for review by the deans, the Provost/Vice Chancellor, the Chancellor, and distributed to the Faculty Senate. Significant levels of variation to the university-wide average, at the college level, for each of the quantitative measures, will be accounted for by the dean of each college.
2. Scholarly activity:
- a. Expectations: Faculty workload expectations in the area of scholarly activity vary by college, department, and individual faculty member. Expectations are determined by the department in consultation and agreement with the college dean. The dean must justify departmental scholarly activity workload expectations to the Provost/Vice Chancellor.
 - b. Methods of monitoring: Monitoring scholarly activity is done at the department level as part of the annual personnel review process. Also, an annual summary of departmental scholarly activity is submitted by the department for review by the college dean.
3. Service:
- a. Expectations: Faculty workload expectations in the area of service activity vary by college, department, and individual faculty member. Expectations are determined by the department in consultation and agreement with the college

dean. The dean must justify departmental service activity workload expectations to the Provost/Vice Chancellor.

- b. Methods of monitoring: Monitoring service activity is done at the department level as part of the annual personnel review process. Also, an annual summary of departmental service activity is submitted by the department for review by the college dean.

C. Variance to the "normal" teaching load:

1. Factors that justify variance: The unique roles of the colleges in fulfilling the mission of the university will necessitate, at times and in certain situations, variances in the typical instructional workload among faculty members, disciplines and colleges. The workload policy must provide flexibility for departments, programs and colleges to address vital staffing needs of necessary non-credit generating university programs, activities and projects. These endeavors enhance the credibility of the university by complementing credit-generating academic programs and delivering opportunities for enrichment to all members of the university community.
2. Those authorized to approve such variations: Requests for variance in the up-coming fiscal year will begin with the department/program. Initial approval must be obtained from the dean or director. The dean will incorporate a report on all approved variances into the college request for resources in the budget planning process for the up-coming fiscal year.
3. Documentation/monitoring of variances approved: At the conclusion of the budget process, the Provost/Vice Chancellor will share a summary of approved variances to instructional workload within each of the colleges with the Budget Committee. This summary will be forwarded to the Faculty Senate by the Chair of the Budget Committee as part of the chair's report to the Faculty Senate on the proposed budget.

D. Reporting Faculty Workload Measures:

In addition to the six factors for instructional workload, UW-La Crosse will report to UW System Administration any other measures relating to instructional workload required by other Board of Regents policies.

IX. **Electronic Media Policy for Faculty Academic Artifacts** (adopted by Faculty Senate 9-29-2011)

This policy is intended to clarify, but be consistent with UWS Policy G27 - "Copyrightable Instructions Materials Ownership, Use and Control", revised Nov. 24, 1997.

For the purposes of this policy *academic electronic media* are defined to be those academic artifacts created for or by faculty as part of their instructional responsibilities at UWL. Examples of such artifacts are electronically stored textual documents, lecture slides, video recordings, audio recordings, online course materials, lecture captures, podcasts, and vodcasts.

A. Ownership

The faculty who create or whose voice and/or image are recorded as part of such academic electronic media shall normally retain ownership of the content of the recording. Exceptions to faculty ownership occur only with written consent of all faculty who created or whose voice and/or image are present in those media.

B. Recording Rights

No academic electronic media that contains the voice or image of faculty or anything explicitly created by faculty shall be captured, stored or shared without the explicit written consent of all faculty who created or whose voice or image are present in those media.

X. **Instructional Academic Staff Workload Policy** (adopted by Faculty Senate 10-27-2011)

(Appendix B of Report and Recommendations of the Instructional Academic Staff Committee, March 25, 2007)

A. Determination of individual, departmental, college and university workload and accountability for that determination:

1. Individual workload is a collaborative decision determined by the department/department chair/program director. Accountability for that determination shall rest with the department.
2. Departmental workload is determined by the department and the academic dean. Accountability for that determination shall rest with the academic dean(s).
3. College workload is determined by the college dean and the provost/vice chancellor. Accountability for that determination shall rest with the provost/vice chancellor, subject to review by the chancellor.
4. Institutional workload is determined by the provost/vice chancellor and the chancellor. Accountability for that determination shall rest with the provost/vice chancellor and the chancellor, subject to review by the Office of the Vice President for Academic Affairs of the UW System.

B. The expected “normal” workload for instructional academic staff:

For instructional academic staff, **Total Workload** is defined as a standard minimum teaching load plus additional workload equivalency activities.

Full-time instructional academic staff engaged in undergraduate instruction typically have a *teaching load* of 12 contact hours of group instruction per week. Full-time instructional academic staff engaged in graduate instruction typically have a *teaching load* of 9 contact hours of group instruction per week. The *total workload* for a full-time equivalency shall not exceed 15/16* contact hours (e.g., 12 contact hour *teaching load* plus up to 3 contact hours *additional workload equivalency*). A *total workload* that exceeds the 15/16* contact hour maximum will constitute an overload for payroll purposes. (*A *total workload* of 16 contact hours may be used in departments with even-numbered contact hour courses.)

Half-time instructional academic staff engaged in undergraduate instruction typically have a *teaching load* of 6 contact hours of group instruction per week. The *total workload* for a half-time equivalency shall not exceed 8 contact hours (e.g., 6 contact hour *teaching load* plus up to 2 contact hours *additional workload equivalency*).

To fulfill the responsibilities of individual units and the mission of this institution, variations will occur in the composition of individual, departmental and college workloads. Composition of workload varies among individual IAS members and departments, depending upon the number of students in classes, number and nature of course preparations required, the nature of instructional patterns (e.g. lecture, discussion, laboratory, clinical and/or field activity), the nature of the students (lower division, upper division, or graduate), the extent of other assigned responsibilities in non-instructional duties (e.g. program direction, lab preparation and/or coordination), scholarly activities, and/or service activities (such as committee assignments, academic advisement, or assistance with student activities and organizations, public service, community service and professional service). Routine scholarly activity and/or service activity is required of some individual IAS members within their departments and colleges and is regarded as a normal component of IAS responsibility. In other departments and colleges, scholarly activity and/or service activity is not expected of individual IAS members, but is supported and encouraged for advancement of the individual and the institution.

1. Teaching Load:

- a. **Measurement: IAS teaching load** is defined as contact hours spent in classroom instruction.
- b. **Expectations:** IAS workload expectations in the area of teaching vary by college, department, and individual IAS member. Expectations are determined by the department in consultation and agreement with the college dean. The dean must justify department teaching workload expectations to the Provost/Vice Chancellor.

2. Additional Workload Equivalency:

- a. **Measurement:** Composition of additional workload equivalency varies among individual IAS members and departments. It may include, but is not limited to, considerations dependent upon class size and course writing content, number and nature of course preparations required, the nature of instructional patterns (e.g., lecture, discussion, laboratory, distance learning, clinical and/or field activity), the nature of the students (lower division, upper division, or graduate), supervisory duties (e.g., student teachers, teaching assistants, undergraduate research, independent study, thesis supervision), the extent of other assigned responsibilities in non-instructional duties (e.g., program director, lab preparation and/or coordination), scholarly activities (professional development), service activities (e.g., committee assignments, academic advisement, or assistance with student activities and organizations, public service, community service and professional service) and/or additional contact hours of classroom teaching.
- b. **Expectations:** IAS workload expectations in the area of additional workload equivalency vary by college, department, and individual IAS member. Expectations are determined by the department in consultation and agreement with the college dean. The dean must justify departmental scholarly activity workload expectations to the Provost/Vice Chancellor.

XI. **Post Retirement Appointments Policy** (adopted by Faculty Senate 10-27-2011)

The University recognizes that retired faculty members continue to be a valuable resource in support of its mission and goals. Such faculty who are interested in serving the university and its students MAY BE afforded opportunities to serve as part-time instructors under the following guidelines:

- A. such ad hoc appointments will be academic staff appointments, at no more than .50 F.T.E.
- B. appointments may be made for up to three years, and may be renewable.
- C. salary will be set no higher than 40% of the final academic year salary for the equivalent of a .50 F.T.E. appointment.
- D. such appointments will be made only upon the recommendation of the department and the dean, and the approval of the Chancellor.
- E. any extensions of existing contracts with retired staff members should be negotiated pursuant to these guidelines.

XII. **Teacher Education Programs/School of Education Faculty** (effective Fall 2012)

Teacher Education Programs are degree programs that address the requirements of the four DPI certification ranges (e.g. programs in Department of Educational Studies, Physical Education, Health Education, and Secondary Teacher Education Program), and pupil services (e.g. School Psychology). *Teacher Education Majors/Minors* that consist of coursework required in regular majors/minors are not necessarily themselves Teacher Education Programs.

The *School of Education Faculty* consists of those faculty, in the various academic departments of the university, whose teaching assignment routinely involves instruction in pedagogical coursework (e.g. teaching and learning courses or methods courses).

The School of Education Dean will report to the Provost. The Dean will be determined by a search & screen process as described in the policy on administrative searches.

- A. Responsibilities of School of Education Faculty: School of Education Faculty are responsible for ensuring that course activities clearly connect to appropriate learning objectives and expectations for teacher education related outcomes (i.e. Wisconsin Teacher Standards, Wisconsin Pupil Services Standards, Specific Content Standards, UWL SoE Conceptual Framework). Scholarship should be expected to include scholarly and/or creative work that is related to teacher preparation or pupil services within the framework of the faculty member's content specialization. Service and professional development should be expected to include involvement in School of Education activities including DPI accreditation activities.
- B. Responsibilities of Departments with School of Education Faculty: Departments with School of Education Faculty are responsible for ensuring that department procedures for retention, merit and promotion appropriately account for the kinds of teaching, scholarship and service activities engaged in by School of Education Faculty.
- C. Hiring of School of Education Faculty: The Dean of the School of Education shall consult with departmental search & screen committees hiring School of Education Faculty by providing input on position description language that describes the responsibility for delivering and maintaining DPI approved programs. The Dean will meet with search finalists and provide input to the search & screen committee prior to a recommendation to hire.
- D. Retention and Promotion of School of Education Faculty: The Dean of the School of Education shall provide input to departmental retention/promotion committees. The input will be in the form of an evaluative document directed to the department/committee. The document will address teaching, scholarship, service and professional development as they pertain to DPI standards, content standards and expectations for teacher education. Seven days prior to the retention meeting the chair

of the department or the committee chair will provide the candidates materials to the School of Education Dean.

- E. School of Education Curricular Review Responsibilities: The School of Education will be responsible for the review of new or revised Teacher Education Programs. On a positive recommendation, review will continue through appropriate channels to Faculty Senate committees such as Academic Planning, Undergraduate Curriculum and Graduate Curriculum as appropriate. Curricular review for coursework contained in specific Teacher Education Majors/Minors, and analogous curriculum at the graduate level, will proceed through the usual Faculty Senate committees but may require consultation with the School of Education. This consultation will be the same as the inter-department consultation already required when curricular changes affect more than the proposing department. Depending on the nature of the curricular change the consultation may be resolved by the Dean of the School of Education or by an expanded review within the School of Education.

XIII. **Policy on Academic Centers, Institutes and Laboratories** (adopted by Faculty Senate 4-18-2013)

Centers, Institutes and Laboratories are academic units that create and/or disseminate information but do not offer coursework for academic credit. Their purpose is to provide focus and organizational structure for study and scholarship within a defined area of interest. These units may contribute to curriculum and degree programs housed within academic departments but do not serve as the home for academic programs or coursework. Faculty associated with such units must be members of academic departments through which they acquire tenure and promotion. Institutes and Centers are similar, although Centers more frequently represent multidisciplinary or interdisciplinary activities. Laboratories are generally smaller and focused on specific research programs within a discipline.

With the concurrence of the Chancellor, the Faculty Senate may approve proposals for such units. A proposal should describe the activities of the unit, the organizational structure and oversight, resources to be devoted to the unit and letters of support from academic departments as appropriate.

XIV. **Salary Equity Adjustment Policy** (adopted by Faculty Senate 4-18-2013)

- A. Department bylaws will include policy for the consideration of individual salary equity issues within the department and for forwarding requests for salary equity adjustments to their Dean. Consideration of individual equity requests will depend upon the availability of funding. Equity requests will be based upon instances of inversion (substantially dissimilar salaries for individuals with substantially similar qualifications and records), compression (reduction in the spread of salaries within and between ranks over time, often the result of hiring salaries increasing faster than pay plan

increases) and retention (individuals who are offered higher salaries for comparable positions at other institutions).

- B. Requests for equity adjustments may be initiated by individuals or as a result of departmental review. If a department does not support an individual request the individual may appeal directly to their Dean.
- C. Departments will be provided with salary data for their units which allows them to make comparisons and judgements about equity adjustments.
- D. The Provost will prepare an annual report summarizing equity salary adjustments and distribute the report to the College Deans and the Faculty Senate Chair.

XV. **Faculty Qualifications Policy** (adopted by Faculty Senate 11-12-15, revised 9-7-17)

Higher Learning Commission assumed practices for accredited institutions state:

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above what they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. (Assumed Practice B. Teaching and Learning: Quality, Resources, and Support)

I. **FACULTY QUALIFICATIONS**

In recruiting, hiring and retaining faculty (instructional academic staff and ranked faculty), academic preparation must be considered and professional experience may be considered. Per Higher Learning Commission policy, *faculty teaching general education courses, or other non-occupational courses* (including dual credit instructors, see section IV below) *hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which they are teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.* If an individual instructor has not achieved 18 graduate credit hours in the discipline, and is qualified for the position because of their experience or other combination of qualifications, the personnel file or contract should include a brief statement about the combination of education and experience that qualifies the individual to teach the courses for which they were hired. Faculty who teach in programs leading to teacher licensure in Wisconsin must be qualified in accordance with any and all laws applicable to teacher licensure in the State of Wisconsin.

A. ACADEMICS

1. Instructional academic staff (IAS) must have a master's degree or an appropriate *advanced degree* in an applicable field (e.g., JD, EdS) as determined by the discipline/department. In applied fields, an IAS member may possess a post-baccalaureate certification or licensure in addition to, or in place of, an advanced degree (e.g., accountancy, occupational therapy). In addition, in the visual and performing arts (art, music, and theatre), for situations such as individualized music lessons, "tested experience" can be established for an individual with a bachelor's degree following the College of Liberal Studies' guidelines.
2. Ranked faculty must have an appropriate advanced *terminal* degree in the field as determined by the discipline/department. Newly hired faculty may be advancing toward the terminal degree with an expectation for timely degree in hand outlined in a memo of understanding at the time of hire.
3. Exceptions to "1" or "2" must be approved by the appropriate Dean and Provost.

B. PRACTITIONERS

In addition to appropriate academic qualifications, departments and hiring authorities may consider practitioner activities or professional experience that supports currency and relevance in their fields of teaching.

C. EXCEPTIONS/ADDITIONS

As indicated above, exceptions to A1 or A2 must be approved by the appropriate Dean and Provost. Programs with more elaborate hiring qualifications, especially in terms of practitioner experience, should have the criteria publicly accessible (e.g., bylaws posted on the web) and indicated in postings for positions.

II. MAINTAINING FACULTY QUALIFICATIONS

Faculty and instructors who teach in programs that require instructor licensure and/or continuing education for accreditation purposes are expected to maintain their qualifications. In order to maximize the educational outcomes for instructors, the expectation is that continuing education coursework should be pursued at an institution outside of UW-La Crosse. As a result, instructors/faculty completing coursework with colleagues as their instructor(s), faculty/instructors must receive approval of the department chair, Dean, and the Provost to complete licensure/continuing education courses at UW-La Crosse. The Provost makes the final decision and the request must be completed prior to the commencement of the term of the course (or independent study) under consideration.

III. CROSS LISTED COURSES - Faculty Qualifications

Instructors for courses that are listed across 2 or more programs/departments or units should follow one of two processes.

1. If a single or multiple faculty members who teach the course are from the same department, the department must merely notify any other departments who cross-list the course of the staffing.
2. If the course is team-taught by faculty from more than one department, the home departments of each instructor must approve the arrangement. Changes in content or structure of a cross-listed course would proceed through traditional curricular processes at the university requiring approval from affected units.

IV. DUAL CREDIT - Instructor Qualifications

Dual credit courses offered through UWL adhere to [UW System General Administrative Policy G36: College Credit in High Schools](#).

To be eligible to teach UW-La Crosse dual credit courses, high school teachers must have a Master's degree in the discipline or equivalent discipline related coursework, or a Master of Education and equivalent coursework in the discipline to be taught. All "equivalent coursework" must be demonstrated by transcripts reviewed by UWL faculty or academic program director in partnership with the department chair. High school teacher candidates who meet these eligibility requirements participate in either a 1:1 interview with the UWL dual credit faculty instructor or a group interview which may include school district, UWL academic department, and/or CEE representatives. Final selection of high school dual credit instructors is made by the academic department.

XVI. **Academic Freedom Statement** (adopted by Faculty Senate 1-28-16)

Academic freedom is fundamental to the mission common to higher education of fostering inquiry and increasing the sum of human knowledge and understanding. Academic freedom is the freedom to discuss and present scholarly opinions and conclusions regarding all relevant matters in the classroom, to explore all avenues of scholarship, research, and creative expression, and to reach conclusions according to one's scholarly discernment. It also includes the right to speak or write - as a private citizen or within the context of one's activities as an employee of the university - without institutional discipline or restraint on matters of public concern as well as on matters related to professional duties, the functioning of the university, and university positions and policies.

Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest or concern, one is speaking on behalf of oneself, not the institution.