

UNIVERSITY *of* WISCONSIN  
LA CROSSE

# FACULTY SENATE

## Articles and Bylaws

## 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.

## Articles of Faculty Organization

(Adopted 3-16-66, with later revisions)

(Reformatted Aug 2011)

- I. All Ranked Faculty, Instructional Academic Staff and Academic Librarians shall constitute the faculty. Hereafter in these Articles of Faculty Organization, Faculty Senate Bylaws, and Faculty Senate Policies reference to “faculty” or “faculty member” is understood to include Ranked Faculty, Instructional Academic Staff and Academic Librarians unless otherwise stated.
  - A. Ranked Faculty - All persons with the rank of professor, associate professor, assistant professor, or instructor shall constitute the Ranked Faculty.
  - B. Instructional Academic Staff and Academic Librarians
    1. All Instructional Academic Staff and Academic Librarians shall be represented by the Faculty Senate for university governance purposes.
    2. Academic staff whose assignment prior to March 10, 2005 included classification as both Instructional Academic Staff and Academic Staff shall make a one-time choice between the Faculty Senate or the Academic Staff Council to represent them for governance purposes.
    3. Academic staff with a new contract that includes classification as both Instructional Academic Staff and Academic Staff shall, at the time of their appointment, make a one-time choice between the Faculty Senate or the Academic Staff Council to represent them for governance purposes.
    4. All Instructional Academic Staff, as well as those with split appointments who have chosen Faculty Senate as their governing body, are granted faculty status (UWS 1.05) at the time of hire.
- II. The chancellor of the university shall be ex officio the presiding officer of the faculty. The provost/vice chancellor shall preside in his/her absence. The secretary of the Faculty Senate shall keep minutes of all general faculty meetings and shall make copies of the proceedings available to the faculty.
- III. Within the institution, the faculty directly, or indirectly through the senate, shall have full and final responsibility for determination of curriculum, other requirements for graduation, and the system of grading. It shall also have direct concern with the formulation and implementation of university policy relating to physical facilities, support of research, educational budget, institutional organization, all aspects of student life, and personnel matters relating to academic freedom, teaching loads, salaries, appointments, reappointments, tenure, promotions, leaves and dismissals.
- IV. The representative body of the faculty shall be the Faculty Senate. It shall be free to investigate, to study, to debate, and to deliberate on all matters of general faculty concern and may exercise review authority in these matters if it deems such exercise is in the best interests of the university. The following provisions govern the senate:
  - A. Specific Powers and Duties - Specifically, the senate directly, or through committees, is empowered to:

1. Determine all curricula of the institution, graduate and undergraduate.
2. Determine academic standards and requirements for graduation.
3. Advise the chancellor on the appointment of administrative officials.
4. Participate in determining policies with respect to the annual budget.
5. Participate in planning the physical facilities of the campus.
6. Participate in formulating regulations pertaining to student activities.
7. Participate in the award of promotions and salary adjustments.
8. Participate in investigating cases and determining policies with respect to academic freedom, tenure, appointments, reappointments, leaves, dismissals and teaching loads.
9. Prepare the agenda for meetings of the general faculty and distribute copies of the agenda to faculty members one week prior to such faculty meetings.
10. Establish and terminate all faculty committees and determine their membership and functions.
11. Receive and disseminate minutes and reports of all committees.
12. Conduct nominations and elections of members of the senate.
13. Hear any faculty member on matters of concern to the member or the general faculty.
14. Hear the authorized agent of the organization of student government on matters of concern to the student body.
15. Inform the general faculty, the administration, and the student body of all senate actions affecting the areas of their respective concerns.
16. Provide for the election and instruction of representatives to extramural councils or committees which seek to communicate or consult directly with university faculty governance.

**B. Membership**

1. The Faculty Senate shall consist of 24 members: four elected from the College of Arts, Social Sciences, and Humanities (the college has the option of further designating specific representation within the college), four elected from the College of Science & Health, one elected from the College of Business Administration, and 15 elected At-Large, with one of these seats designated as an At-Large/School of Education seat (this At-Large/School of Education Senator must be elected by all faculty/Instructional Academic Staff just as other At-Large seats are elected; this provision does not preclude other School of Education faculty/Instructional Academic Staff running for other At-Large positions).
2. The chancellor of the university and/or consultants designated by the chancellor shall be seated with the senators and shall have similar privileges of discussion but shall have no vote.
3. All members of the faculty shall be eligible to nominate, vote for, and serve as members of the senate except for those with a full-time administrative assignment at the level of associate dean or higher.

4. At no time shall the senate include more than three senators from a single department; a maximum of two of these may be elected at large, and a maximum of one may be elected from the college.
  5. The nomination shall be held early in the spring semester. The senators shall serve for a term of three years, June 1 to June 1. The terms shall be arranged so that one third of the positions are filled by election each year.
  6. Vacancies
    - a. A vacancy which occurs because a senator cannot complete his/her term shall be filled by the eligible faculty member who among the unsuccessful candidates of that category received the greatest number of vote's at the most recent election. A senator so chosen shall complete the unexpired term.
    - b. A temporary vacancy shall be deemed to occur when a senator is on leave extending over a semester or more but intends to return before the expiration of his/her senate term. This temporary vacancy shall be filled by the eligible faculty member who among the unsuccessful candidates of that category received the greatest number of vote's at the most recent election. The temporary replacement shall relinquish the seat on the senate when the permanent member returns to campus. A replacement whose term is for one year or less shall be immediately eligible for election to the senate.
    - c. In the event that a candidate to fill a vacancy cannot be determined because of a tie vote, the senate shall act to break the tie.
    - d. In the event that a candidate for a vacancy cannot be determined by the above procedures, the senate shall nominate and elect a representative from the appropriate category to complete the unexpired term.
  7. Senators elected for terms longer than one year may not succeed themselves; one year must elapse before subsequent election.
- C. Nomination and Election
1. Nominations and elections shall be conducted by the Senate Election Committee appointed by and under the direction of the senate.
  2. Nomination procedures:
    - a. Nominations shall be by petition.

- b. The Senate Election Committee shall publish in the university newsletter the standard form for nomination petitions, including the names of the departments from which faculty members are ineligible to serve on the senate, the date nomination petitions are due, and other informational statements.
  - c. The nomination petition shall include the following statement:  
 “If elected to the Faculty Senate of the University of Wisconsin-La Crosse I will faithfully serve in that capacity. I affirm that if I miss three meetings in one year (barring medical reasons or professional obligations) I will have vacated the position.  
 ~Signature of Candidate”
  - d. In order for this petition to be valid, it must be signed by at least 20 faculty members.
  - e. Petitions shall be available at the beginning of the third full week of instruction of the second semester, and, in order to be valid, must be returned to a member of the Senate Election Committee by the end of the fourth week and must contain the required number of signatures.
  - f. A faculty member shall be a nominee for only one position in only one category.
3. Election Procedures:
- a. The basic list of faculty members shall be the one maintained by the provost/vice chancellor.
  - b. The Senate Election Committee shall prepare ballots and distribute the ballots by campus mail to the eligible faculty voters by the beginning of the eighth week of the second semester. The faculty members shall vote for no more than the specified number of nominees and return the ballots to the chairperson of the Senate Election Committee by the beginning of the tenth week.
  - c. The Senate Election Committee shall count the ballots and declare those nominees with the largest number of votes elected. In case of a tie new ballots listing the tied nominees shall be sent to the eligible voters to break the tie.
  - d. Election results shall be announced in the university newsletter as soon as they are available.
4. Department Affiliation:
- a. A member of the faculty shall be considered a member of the department to which he/she is appointed. A member of the faculty who holds appointments in more than one department shall choose the department with which he/she will be affiliated for the purposes of election. Department affiliation choice shall be recorded with the Senate Election Committee. Department affiliation may be changed at any time except the period between the dates that nomination petitions are due and the results of the election are published. A member of the

faculty who is not appointed to a department shall be considered a member of the College of Arts, Social Sciences, and Humanities.

- b. A member of the Library Department shall be considered a member of the College of Arts, Social Sciences, and Humanities.

D. Officers and Senate Organization

1. The officers of the senate shall consist of a chairperson, a vice chairperson, and a secretary, all to be chosen from the elected members of the senate.
2. The three elected officers of the senate along with the immediate past chairperson, if his or her term in the senate has not expired, and one member selected annually by the senate from its membership shall constitute the Senate Executive Committee.  
Thus, there shall be four or five members depending on the status of the most recent past chairperson of the senate. The chairperson of the senate shall be the chairperson of the Senate Executive Committee.
3. The officers of the senate shall be elected at an organizational meeting of the new senate before June 1, and shall hold office for one calendar year beginning June 1. The organizational meeting shall be called by the chairperson of the retiring senate. A majority of all votes cast shall be necessary for election.
4. A parliamentarian shall be appointed by the chairperson of the senate to serve as the chair's consultant on all questions of procedure. The parliamentarian need not be a member of the senate.
5. A vacancy in the office of senate chairperson shall be filled by the vice chairperson.  
Vacancies in other offices of the senate shall be filled by special election. All senators shall be eligible for the vacancy, whether holding an office or not. An officer elected to the vacancy and accepting it will leave another vacancy to be filled by the same procedure.
6. The duties of the officers shall be (a) those usual to the offices or (b) those designated especially by the senate.
7. The senate shall form its own bylaws and policies.

E. Meetings of the Senate

1. The senate shall have regularly scheduled meetings during the academic year and shall be subject to call at other times.
2. Special meetings may be called by the chairperson on his/her own initiative, or at the request of the Senate Executive Committee or of the chancellor of the university, or at the written request of at least six members of the senate.
3. Two thirds of the membership of the senate shall constitute a quorum. (This is an intended deviation from *Robert's Rules of Order*.)
4. The agenda shall be prepared by the Senate Executive Committee and submitted to the faculty three days prior to each senate meeting. Any

issues or recommendations shall be placed on the agenda when proposed by:

- a. Senate Executive Committee action.
  - b. The chancellor of the university.
  - c. Faculty committees.
  - d. One third vote of the senators present and voting at a meeting. (Motion to place on agenda is not debatable.)
  - e. A petition signed by no fewer than 10 faculty members.
5. The senate while in session may change the order of the agenda by a majority vote.
  6. *Robert's Rules of Order, Newly Revised* shall determine procedure, unless those rules conflict with this constitution or with bylaws adopted by the senate.
  7. Minutes of the senate meeting shall be distributed to all faculty members.
  8. Part of the order of business of each senate meeting shall be a report from the chairperson on the disposition of all previous recent senate decisions.
  9. All senate sessions shall be open to all faculty members except for good and sufficient reason which shall be made known to the faculty. Any member of the faculty may address the senate after securing recognition from the chair.
- F. Senate Committees
1. The committees of the senate shall include a Senate Executive Committee, a Senate Election Committee, a Nominating Committee, an Articles and Bylaws Committee, and such other committees as are necessary.
  2. The Senate Executive Committee shall follow up senate recommendations and act as a liaison with the administration of the university.
  3. The Senate Executive Committee shall have the power to act in behalf of the senate when the situation requires immediate action. Such actions and recommendations of the Senate Executive Committee shall in all cases be subject to review by the senate, which shall be notified of all such actions and recommendations through the minutes of the meetings of the Senate Executive Committee.
  4. A Senate Election Committee shall be appointed by the Senate Executive Committee and approved by the senate from among the senators to conduct or supervise all elections required by this constitution.
  5. A Nominating Committee shall be appointed by the Senate Executive Committee and approved by the senate from among the senators to determine the members of all faculty standing committees. Where committee chairpersons are to be elected, it shall appoint conveners.
  6. An Articles and Bylaws Committee shall be appointed by the Senate Executive Committee and approved by the senate to conduct an annual review of the Faculty Senate Bylaws and Policies, periodic review of the



Articles of Organization, and to provide appropriate phrasing for article, bylaw and policy changes proposed to the Faculty Senate from other sources. Membership of the committee shall consist of five members of the faculty, one of whom shall be the at-large member of the Senate Executive Committee.

7. Other committees of the senate may be authorized by senate action. Their titles, their duties, and the mode of determining their membership shall be prescribed by the senate.
8. All senate committees shall be responsible to the senate and shall report all of their actions and recommendations directly to the senate.

G. Faculty Referenda

1. Actions of the senate shall be final unless they are overruled or amended by a majority vote of the faculty eligible to vote in a senate election. Such action by the faculty may be taken by an official referendum conducted according to the following conditions:
  - a. A referendum to rescind or amend senate action shall be held if it is 1) requested by the chancellor of the university, 2) petitioned by one third of the members of the senate, or 3) petitioned by 20% of the faculty.
  - b. A request or petition for a referendum shall be submitted to senate chair within 25 days the publication of the minutes recording the action to be contested. The referendum shall be conducted by the Senate Election Committee who shall poll the faculty within 15 days of the receipt of the petition.
  - c. The petition to amend or rescind senate action must clearly state the action to be reviewed as it is recorded in the senate minutes, and if it seeks to amend a senate action, it must provide the wording of the proposed amendment.
  - d. Referendum ballots used to rescind an action of the senate shall not include language prejudicial to voting but shall include 1) the date of the senate action, 2) the record of the senate vote on the action, 3) the exact wording from the senate minutes describing the action to be reviewed, and 4) the following statements of choice:  
"I vote to sustain this action of the senate  
I vote to rescind this action of the senate"
  - e. Referendum ballots used to amend an action of the senate shall not include language prejudicial to voting but shall include 1) the date of the senate action, 2) the record of the senate vote on the action, 3) a restatement of the action as recorded in the minutes along with the amending language, and 4) the following statements of choice:  
"I vote for this amendment  
I vote against this amendment"
  - f. Voting on a referendum to amend or rescind a senate action shall be on ballots that are certifiable as official but do not require the

signatures of the voters. The results of the referendum shall be published promptly and be binding upon the senate.

2. An advisory referendum on an issue of concern to the faculty shall be conducted by the Senate Election Committee if it is 1) requested by the chancellor, 2) petitioned by one third of the members of the senate, or, 3) petitioned by 20% of the faculty, and conducted under the following conditions:
  - a. The petition and the ballot for the referendum must clearly designate the referendum as advisory and indicate the person, body or authority to be advised. The request or petition must state the referendum issue in the form that it will appear on the referendum ballot. The senate shall certify the ballots and publish the results.

H. Faculty Standing Committees

1. All faculty standing committees shall be responsible to the chancellor of the university through the Faculty Senate and their recommendations shall be subject to review by the senate.
  2. Among the bylaws of the Faculty Senate shall be those governing the composition, organization and responsibility of faculty standing committees.
  3. When an ad hoc university committee is formed outside the senate, for whatever reason, faculty representation on such a committee shall be named or approved by the Senate Executive Committee, or the senate as a whole.
- V. Amendments to these articles may be adopted at any meeting of the general university faculty by a majority vote of those present provided that any proposed amendment has been approved at a Faculty Senate meeting, has been distributed to the faculty at least one week prior to the general faculty meeting and has been subsequently approved by the chancellor of the university.
- VI. Amendments to the bylaws and policies may be adopted at any regular senate meeting by a two-thirds vote provided that any proposed amendment has been read at the preceding regular meeting.
- VII. *Robert's Rules of Order, Newly Revised* shall govern all meetings of the general university faculty.
- VIII. Meetings of the general university faculty may be called by the chancellor and/or the senate.

## Faculty Senate Bylaws

(Amended March 2018)

- I. **Senate Committees:** The senate committees include a Senate Executive Committee, a Senate Election Committee, a Nominating Committee, and an Articles and Bylaws Committee.
- a. Faculty members of the Library Department shall be considered as members of the College of Arts, Social Sciences, and Humanities for committee assignment purposes;
  - b. Faculty with designated administrative responsibilities of at least 50% reassignment from teaching during the academic year shall be ineligible for service on senate committees. Administrative responsibilities shall refer to the positions of chancellor, vice chancellors, directors of administrative units, deans, assistant or associate deans, or any appointment within the offices of these positions;
  - c. Members of a senate committee who miss three meetings (barring medical or professional reasons) shall have vacated membership on the committee;
  - d. If no member of an academic unit is willing to serve on a committee that has a seat designated for that academic unit, then the Senate Executive Committee may fill that seat with an applicant from another academic unit;
  - e. If a seat on a senate committee is vacated, a replacement member from the same academic unit shall be appointed by the Senate Executive Committee and approved by the senate;
  - f. Members of senate committees shall be appointed to a term of one year by the Senate Executive Committee unless otherwise specified;
  - g. No faculty member shall be appointed to a senate committee for more than three years in succession unless a fourth year appointment is necessary to assure a minimum of one carry-over committee member for the succeeding year or otherwise stated in these bylaws.
    - i. Replacement appointments of one semester or less do not count toward the three-year consecutive appointment maximum should the replacement member be assigned to the senate committee the following year as a member.
    - ii. Replacement appointments lasting longer than a single semester do count toward the three-year consecutive appointment maximum.
  - h. Appointments of members to committees and their terms on the Faculty Senate shall end with their retirement from or termination of university employment.

A. The Senate Executive Committee:

1. Membership (Article IV.D.2.)
  2. Duties and Powers (Articles IV.E.2,4; IV.F.2,3,4,5,6,8)
- B. The Senate Election Committee:
1. Membership (Article IV.F.4.)
    - a. The membership of the committee shall consist of three members of the senate.
    - b. Each newly appointed election committee shall take office early in the fall semester.
    - c. The committee shall elect its chairperson.
  2. Duties and Powers (Articles IV.A.12; IV.C; IV.D.5; IV.F.4,8; IV.G.1.)
  3. Auditing Faculty Eligibility List

The Senate Election Committee shall be responsible for completing an audit of the list of Instructional Academic Staff and Academic Librarian members by February 15 each year. The purpose of the audit is to revise the list of those who qualify as members of the faculty. The list shall be submitted to the Senate Executive Committee for their approval. An appeal of an assignment to or change from faculty status shall be resolved by the Senate Executive Committee
  4. Additional Election Procedures:
    - a. Election of senators:
      - i. Ties shall be resolved by additional ballots allowing voters to choose between the tied candidates.
      - ii. In any nomination or election no more than one vote per candidate shall be counted from any one ballot.
      - iii. The numerical results of election shall be kept on file in the Faculty Senate office.
    - b. Election of senate officers:
      - i. Nominations: at least 10 days prior to the meeting for election of officers the senators for the coming year shall be notified that they may submit to the Senate Election Committee chairperson on a form provided for the purpose their nominations for each office. The nomination forms need not be signed. A senator may nominate for each office one and only one of the 24 senators. The forms may be submitted up to the time of the meeting. The Senate Election Committee chairperson shall announce to the senate the names of the nominees for an office. Other nominations for that office may be made from the floor; no second shall be necessary.

- ii. Election of each officer shall occur on a separate ballot, the chairperson being elected first, the vice chairperson, secretary and the additional elected member of the Senate Executive Committee being elected separately in that order. The ballots shall be signed.
- iii. A majority vote is required to elect. If a majority vote does not occur on the first ballot the two nominees with the most votes shall be the nominees for a second ballot (or more if necessary) unless ties increase the number beyond two nominees.
- iv. The chairperson of the senate shall chair the meeting.
- v. The numerical results shall not be published.

C. The Nominating Committee:

- 1. Membership (Article IV.F.5.)
  - a. The membership of the committee shall consist of five members of the senate.
  - b. The newly appointed committee shall replace the outgoing committee beginning August 1.
  - c. The committee shall elect its chairperson.
- 2. Duties and Powers (Articles IV.F.5,8.)
- 3. Procedures:
  - a. The committee shall solicit in writing from the faculty its preferences for committee assignments.
  - b. The committee shall determine in a closed session the list of appointments of regular members and the list of alternates according to rank and/or college representation wherever necessary. The committee shall submit the list to the Senate Executive Committee for review and recommendations. The list of appointments shall then be released to the senate (Article IV.F.8.), and shortly thereafter to the faculty as a whole.
  - c. The committee shall maintain consecutive service on committees by giving priority to former members who have completed one or more years of satisfactory service, and by appointing one-third new members, so far as possible.
  - d. The committee shall maintain membership on faculty committees with new appointments whenever necessary.

D. The Articles and Bylaws Committee:

- 1. Membership (Article IV.F.6.)

- a. Membership of the committee shall consist of five members of the faculty, one of whom shall be the at-large member of the Senate Executive Committee, and shall include at least one representative each from the College of Business Administration, the College of Arts, Social Sciences, and Humanities, the College of Science and Health, and from or affiliated with the School of Education. The at-large member of the Senate Executive Committee may represent an academic unit.
- b. Each newly appointed committee shall take office early in the fall semester.
- c. The committee shall elect its chairperson.

2. Duties and Powers (Articles IV.F.6,8):

II. **Faculty Standing Committees:** The following faculty standing committees shall perform in accordance with the powers and duties assigned to the senate in the Articles of Faculty Organization adopted March 16, 1966, and later revised. The committee decisions are subject to senate review. The following principles shall govern these faculty committees:

- (a) Reference to "faculty members" of faculty standing committees is understood to include those members of the Ranked Faculty, Instructional Academic Staff and Academic Librarians who participate in university governance through representation on the Faculty Senate (see Articles of Faculty Organization I.A.1). Non instructional academic staff who are represented in university governance by the Academic Staff Council and who serve on designated faculty standing committees shall be appointed according to the bylaws of the Academic Staff Council;
- (b) Instructional Academic Staff and Academic Librarians are excluded from membership on the Promotion, Tenure and Salary Committee.
- (c) Faculty members of the Library Department shall be considered as members of the College of Arts, Social Sciences, and Humanities for committee assignment purposes;
- (d) Graduate and Extended Learning will email the graduate student body to ask for volunteers for graduate student members for Faculty Senate Standing Committees. Students will be appointed to committees based on their preferences and schedule availability. Appointments are contingent upon Faculty Senate approval;
- (e) Undergraduate student members of Faculty Senate Standing Committees shall be elected to the committees by a method to be determined by the University of Wisconsin-La Crosse Student Association;
- (f) Faculty with designated administrative responsibilities of at least 50% reassignment from teaching shall be ineligible for service on faculty

- committees. Administrative responsibilities shall refer to the positions of chancellor, vice chancellors, directors of administrative units, deans, associate deans, or any appointment within the offices of these positions.
- (g) Administrative consultants shall be non-voting members of committees;
  - (h) Administrative consultants may serve as committee officers;
  - (i) Members of a faculty standing committee who miss three meetings (barring medical or professional reasons) shall have vacated membership on the committee;
  - (j) If no member of an academic unit applies to serve on a committee that has a seat designated for that academic unit, then the Nominating Committee may fill that seat with an applicant from another academic unit;
  - (k) Alternates shall not have a vote in any committee actions;
  - (l) Alternates replacing a regular member of a committee on a permanent basis shall acquire the right to vote;
  - (m) Alternates shall become committee members in sequence according to rank order and/or requirements for representation from various colleges;
  - (n) Members of faculty committees shall be appointed to a term of one year by the Nominating Committee unless otherwise specified;
  - (o) No faculty member shall be appointed to a standing committee for more than three years in succession unless a fourth year appointment is necessary to assure a minimum of one carry-over committee member for the succeeding year or otherwise stated in these bylaws.
    - i. Replacement appointments of one semester or less do not count toward the three-year consecutive appointment maximum should the replacement member be assigned to the senate committee the following year as a member.
    - ii. Replacement appointments lasting longer than a single semester do count toward the three-year consecutive appointment maximum.
  - (p) Appointments of members to committees and their terms on the Faculty Senate shall end with their retirement from or termination of university employment;
  - (q) One third of the members of a committee shall be replaced each year, so far as possible;
  - (r) New faculty committee members shall replace the former ones as of August 15;
  - (s) Each faculty committee shall hold an organizational meeting and report the name of the chairperson to the senate office by October 1. (Joint chairpersons are not permitted.)



**A. The Academic Planning Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Maintaining and updating the procedures and criteria used to review proposals for new or revised academic programs. Any changes in procedures or criteria are subject to the approval of the Faculty Senate. The procedures shall provide opportunity for input from those areas of the university that would be affected by the proposed program. The criteria shall take into consideration the needs of students and society, the mission of the university, the necessity for quality academic programs, and the availability of the necessary resources.
2. Receiving and reviewing proposals for all new academic programs, including emphases, concentrations, minors, majors, graduate, and special programs. Receiving and reviewing proposals for new or revised courses or for program revisions that have resource needs that cannot be met by the proposing department and college, or have implications for long-range academic planning.
  - a. The review shall include consulting with the Chancellor, the Provost/Vice Chancellor and the academic dean of the proposing college regarding the availability of resources within the college to fund the proposal.
  - b. If it is determined that adequate resources are not available within the college, APC shall request that the Provost/Vice Chancellor forward to APC a report detailing available resources in the other academic colleges and in the non-academic units of the university. The Provost/Vice Chancellor shall include recommendations on what available resources might be most appropriately used to fund the proposal.
  - c. The committee shall forward its recommendations to the Faculty Senate.
3. Formulating long range academic plans and reviewing externally generated academic planning initiatives for recommendation to the Faculty Senate.
4. Receiving and reviewing proposals to eliminate or suspend academic programs and forwarding its recommendations to the Faculty Senate.

The regular membership of the committee shall consist of nine full time faculty, each with a minimum of four consecutive years' experience at UWL or tenured status. The faculty membership shall include three representatives from each of the College of Arts, Social Sciences, and Humanities and the

College of Science and Health, one representative from the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and one at-large member. Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. Terms of membership shall be three years and be staggered so that three members complete their terms and are replaced each year. The committee shall elect its chairperson and recorder. If the committee is meeting as described in 4. above, then the membership of the committee shall be temporarily expanded (if necessary) in order to provide a representative from the program proposed for elimination. Any temporary member shall have no designated administrative responsibilities and shall be selected through procedures established by the committee.

**B. The Academic Policies and Standards Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Formulating and reviewing local policies and standards concerning admissions, advising, retention, advanced standing, probation, dismissal, readmission, the grading system, and graduation honors for undergraduate students.
2. Ensuring equitable application of standards by the undergraduate schools and colleges. A voting member has the responsibility to recuse themselves if they are unable to ensure equitable application of standards due to a conflict of interest.
3. Supervising the administration of these standards and formulating procedures for hearing student appeals and petitions on academic matters not resolved by administrative offices of the university.

Membership of the committee shall consist of nine faculty members and three students. The faculty membership shall include three representatives from each of the College of Arts, Social Sciences, and Humanities and the College of Science and Health, one representative from the College of Business Administration, and two at-large members. One of the members must be a representative from or affiliated with the School of Education, Professional and Continuing Education. Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. The Registrar, or a designee shall serve as an administrative consultants for the committee. The committee shall elect its chairperson and recorder.

**C. The Undergraduate Academic Program Review Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Maintaining and updating the procedures and criteria used to review existing undergraduate academic programs at UWL.
2. Scheduling and conducting, in consultation with the provost/vice chancellor, the audit and review of undergraduate academic programs, including review of newly implemented undergraduate academic programs.
3. Reviewing the Faculty Workload Policy and monitoring its application.

Membership of the committee shall consist of eleven faculty members and three students. The faculty membership shall include three representatives from each of the College of Arts, Social Sciences, and Humanities and the College of Science and Health, one representative from the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and three at large

members. Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. The Provost/Vice Chancellor and the academic deans, or their designees, shall serve as administrative consultants to the committee. The committee shall elect its chairperson and recorder.

**D. The Graduate Academic Program Review Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Maintaining and updating the procedures and criteria used to review existing graduate academic programs at UWL.
2. Scheduling and conducting, in consultation with the provost/vice chancellor, the audit and review of graduate academic programs, including review of newly implemented graduate academic programs.
3. Reviewing the Graduate Faculty Workload Policy and monitoring its application.

Membership of the committee shall consist of seven faculty members and one graduate student. All faculty members must not only have graduate faculty status, but also be actively involved in a graduate program. The faculty membership shall include two representatives from the College of Science and Health, one representative from the College of Arts, Social Sciences, and Humanities, one representative from the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, one representative from a professional education program (i.e., a "clinical" degree program, or a program wherein the degree is a necessary prerequisite for entry into a profession), and one at-large member. The Provost/Vice Chancellor and the academic deans, or their designees, shall serve as administrative consultants to the committee. The committee shall elect its chairperson and recorder.

**E. The Academic Technology Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Studying and reporting to the Senate on technology-related issues as they affect instruction, research and service.
2. Serving as a liaison between faculty and the divisions of Administration & Finance and Academic Affairs, as well as making recommendations to ensure that technology is responsive to faculty needs for instruction, research and service.
3. Informing department ATC liaisons, in writing, of policy and procedure proposals being considered, thereby providing adequate opportunity for departments/programs to be heard prior to committee and senate action on said proposals.

Membership of the committee will consist of nine faculty members of diverse rank and years of service. The faculty membership shall include one representative from each of the College of Arts, Social Sciences, and Humanities, the College of Science and Health, and the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and five at large members. The Provost/Vice Chancellor, the academic deans, and the Assistant Vice Chancellors for Information Technology Services, Financial Services, and Facilities Planning and Management, or their designees, shall serve as administrative consultants to the committee. The committee shall elect its chairperson and recorder.

**F. The Budget Review Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Study and report to the senate on university budget decisions that affect instruction and research.
2. Review annual budgets and report to the senate on trends in support for instruction.

Membership of the committee will consist of the seven representatives constituting the faculty membership of the Joint Planning and Budget Committee. The committee will respond to direct charges from the Faculty Senate but will also be free to determine its own scope of study and review. The committee will aim for maximum coordination with the university Joint Planning & Budget Committee. The Vice-Chair of the Faculty Senate shall serve as convener and the committee shall elect its chairperson and recorder.

**G. The Complaints, Grievances, Appeals and Academic Freedom Committee (Revised 2017)**

Duties and responsibilities of the committee shall include:

1. Hearing and acting upon complaints in accordance with UWS 6.01, UWL 6.01, and UWS 13.01. Complaints are allegations against a member of the faculty or instructional academic staff which allege conduct violating university rules or policies, or conduct adversely affecting the performance of the member's obligation to the university. Complaints unrelated to the academic function of the university, or for which separate procedures exist such as for charges of sexual or racial harassment, or complaints alleging illegal activities subject to civil penalties, shall not be considered by this committee unless requested by the chancellor. Complaints brought before the committee by action of the chancellor require that the chancellor or the chancellor's representative assume responsibility for prosecuting the charges.

2. Hearing and acting upon grievances in accordance with UWS 6.02, UWL 6.02, and UWS 13.02. Grievances concern personnel problems adversely affecting a member of the university community and involving a petition for redress either by or against a member of the faculty or instructional academic staff. Grievances claim personal harm from the action of another employee involving such matters as terms of appointment, promotion, retention, salary, work assignments, or other conditions of employment. The university employee initiating the grievance bears the burden of proof as the grievant and may, at his or her option, specify what would be considered remedial action.
3. Hearing appeals that request a review of a procedure, decision, or action of university administration, of an academic department, of any support unit, or any body of university governance other than the Faculty Senate or its committees that impacts on one or more members of the faculty or instructional academic staff, except when appeals concern dismissal, non renewal or lay-off decisions (see Hearing Committee). Appeals for review of an action of a senate committee shall be directed to the senate. A faculty member need not be adversely affected by an action to request a review. (For example, a professor could appeal revisions in his or her department's promotion criteria; a department could appeal a dean's decision to decline an offer of a contract to a candidate for a vacant position.) An appeal to CGAAF shall be filed only when other avenues for review are not available. Procedures established by CGAAF for hearing appeals shall follow procedures described in UWS and UWL 6.02 for hearing grievances. In particular, when an informal resolution cannot be reached, the appellant is responsible for preparing the appeal petition, documenting evidence, and securing witnesses; burden of proof rests with the appellant. The written formal appeal shall be filed within 30 days beyond the end of the semester during which the appealed action was taken.
4. Recommending corrective actions when needed, or issuing statements of admonishment or censure in cases where the committee determines that there have been actions contrary to the principle of academic freedom or deviations from fair and equitable application of due process.
5. Developing rules and procedures to assure fairness in the hearing of complaints, grievances, and appeals and communicating these to parties involved in hearings. Minimum guarantees of due process and procedure shall provide both parties to a dispute: a) written notice of hearing at least ten days prior to the hearing, b) the right to counsel and/or other representatives, c) timely access to documentary evidence, and the names of witnesses, d) the right to offer, confront, and cross-examine witnesses, e) the right to a copy of the official record of the proceedings, f)

the right to written findings of fact and decision, and g) the right to a written account of all committee recommendations. While providing due process, the committee shall not be bound by common law or statutory rules of evidence. Hearings shall be held in accordance with Wisconsin Open Meeting Law (Sub IV, Chapter 19, Wisconsin Statutes).

Membership of the committee shall consist of nine tenured faculty members and six tenured alternates. Committee members and alternates shall be selected for three-year-terms with a third of the committee newly appointed each year. Members and alternates shall be appointed without regard to membership on other committees. Broad representation in committee membership shall be maintained with no more than one member and one alternate appointed from a single department. The IAS Liaison shall serve as a non-voting consultant in a case involving an IAS member. The committee shall elect its chairperson and a secretary to keep an official record of proceedings.

The committee may elect to hear particular complaints, grievances, or appeals by selecting a sub-committee of not fewer than seven members, which may, when necessary, include members selected from the panel of alternates. A sub-committee or the committee as a whole hearing any case shall not include representatives of departments of persons party to the complaint, grievance, or appeal or otherwise having direct personal involvement in the issue before the committee. The sub-committee shall include a chairperson and a secretary and consist only of members who can be in constant attendance at all meetings where evidence or testimony relating to the particular complaint, grievance, or appeal is heard. Findings, decisions, and recommendations of the sub-committee shall become official actions of the Complaints, Grievances, Appeals, and Academic Freedom Committee.

#### H. **The Consultative Layoff Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Consulting with the chancellor on financial emergencies in which faculty layoffs are anticipated as prescribed in UWS 5.
2. Participating in any decision regarding potential program curtailment, in accordance with UWL 5.05 - 5.08.
3. Representing the faculty before the board of regents if a state of financial emergency is declared, as detailed in UWS 5.04 - 5.06.

Membership of the committee shall consist of nine full-time tenured faculty members, each with a minimum of four years' experience at the University. The faculty membership shall include three representatives from each of the College of Arts, Social Sciences, and Humanities and the College of Science

and Health, one representative from the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and one at large member. The committee, its chairperson, and alternates to the committee shall be selected by the Faculty Senate. This responsibility shall not be delegated to any other committee or person. Terms of membership shall be three years and be staggered so that three members retire and are replaced each year. Alternates shall be chosen representative of the appropriate rank, college, and term of appointment as vacancies occur. The committee shall elect its recorder.



I. **The Faculty Development Committee (Revised 2019)**

Duties and responsibilities of the committee shall include the following, with the exception of faculty sabbatical leave proposals:

1. Advocating for the initiation, development, and implementation of funding programs concerned with improvement of instruction and faculty development.
2. Establishing and reporting on priorities for faculty development and improvement of instruction programs.
3. Establishing written screening and selection procedures, and providing guidelines for grant proposals related to improvement of instruction and faculty development.
4. Reviewing, screening, and approving for funding proposals, which are related to the improvement of instruction and faculty development and forwarding the results of this review to the Office of the Provost.

Membership of the committee shall consist of nine faculty members. Members of the faculty who submit proposals during a given year shall not be members of the committee during that year. The Provost/Vice chancellor, or a designee, shall serve as an administrative consultant to the committee. The committee shall elect its chairperson and recorder.

J. **The General Education Assessment Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Reporting directly to the General Education Committee.
2. Coordinating and monitoring the assessment of General Education courses by
  - a. Ensuring that all General Education courses being taught are assessed on a cycle determined by the GE committee.
  - b. Ensuring that assessment instruments are appropriate for their intended uses.
  - c. Assisting departments in the development and improvement of appropriate assessment instruments.
  - d. Supervising ongoing assessment reporting in order to support and record General Education assessment activities.
  - e. Compiling assessment results at the end of each academic year.
3. Submitting an annual report on General Education course assessment activities to the General Education Committee.

4. Gathering other General Education course assessment information as requested by the General Education Committee.

Membership of the committee shall consist of seven faculty members. The faculty membership shall include three representatives from the College of Arts, Social Sciences, and Humanities, two representatives from the College of Science and Health, one representative from the College of Business Administration, and one at-large member. The University Assessment Coordinator shall serve as an administrative consultant to the committee. Consecutive appointments may be allowed for up to four years and when possible, to ensure continuity, no more than two members shall be replaced each year. One member of the General Education Committee shall be designated (by majority vote of the General Education Committee) a non-voting member of the General Education Assessment Committee. The committee shall elect its chairperson and recorder.

**K. The General Education Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Coordinating general education curricula.
2. Conducting a systematic review of the General Education Program by examining existing courses on a regular, rotating basis, and recommending curricular changes and assessing the quality and learning outcomes of the General Education Program by communicating any specific assessment tasks to the Senate Executive Committee to charge the General Education Assessment Committee (GEAC).
3. Reviewing and approving proposals for curricular changes in general education, including changes resulting from revisions of existing courses and proposals for admitting additional courses into the program after these courses have been approved by the Undergraduate Curriculum Committee.
4. Evaluating general education proposals within the established program structure, taking into consideration the needs of students and of society, the mission of the university, the necessity for quality general education, and the goals of the program.
5. Consulting formally with the academic departments about coordination of the General Education Program by informing chairpersons in writing of proposals being considered that relate to their programs and by providing adequate opportunity for departments to be heard prior to committee and senate action on such proposals.
6. Studying different models of interdisciplinary courses, determining their appropriateness for general education, and encouraging faculty to develop such courses.

7. Monitoring the development and application of methods for assessing the proficiency of students' skills to ensure that waivers of required skills courses, with or without retroactive credit, are appropriately granted.
8. Encouraging the development of additional writing emphasis courses and writing in the major programs, monitoring their availability and systematically reviewing them according to established guidelines.
9. Authorizing substitutions or waivers for individual students in the General Education Program.
10. Oversee the University's Associate Degree curriculum.

Membership of the committee shall consist of nine faculty and one student appointed annually by the Student Association. Consecutive appointments may be allowed for up to five years. The faculty membership shall include two representatives from each of the College of Arts, Social Sciences, and Humanities and the College of Science and Health, one representative from the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and three at-large members. Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. One alternate shall be provided for each appointed member, and so far as possible, representation of appointed members and alternates shall be rotated with respect to departments and schools. The Provost/Vice Chancellor, the Registrar, the academic deans, the University Assessment Coordinator, and the Director of the Academic Advising Center, or their designees, shall serve as administrative consultants to the committee. One member of the General Education Committee shall be designated (by majority vote of the committee) a non-voting member of the General Education Assessment Committee. The committee shall elect its chairperson and recorder.

L. **The Graduate Council (The Graduate Policies Committee) (Revised, April, 2019)**

Duties and responsibilities of the committee shall include:

1. In partnership with programs, departments, schools, and colleges, regularly establishing, monitoring, and revising academic policies pertaining to graduate education, including policies for graduate student admission, honors recognition, retention, probation, dismissal, and readmission, and reviewing those policies at least every five years.
2. In partnership with the Director of Graduate Studies, sharing responsibility for graduate education strategic planning to ensure:
  - a. on-going review, assessment, and revision of the strategic plan; and
  - b. implementation of recommendations resulting from strategic planning activities.

3. Overseeing membership in the graduate faculty.
  - a. Determine procedures and criteria for selecting members of the graduate faculty.
  - b. Review new graduate faculty applications through a standing subcommittee.
  - c. Periodically approve and updated roster of members of the graduate faculty.
4. Formulating procedures for hearing graduate student appeals and petitions on academic policy matters not resolved by administrative offices of the university.
5. Reviewing Research, Service, and Education Leadership (RSEL) grant applications through a standing subcommittee.

Membership of the committee shall consist of nine graduate faculty. The faculty membership shall include one representative from each of the College of Arts, Social Sciences, and Humanities, the College of Science and Health, and the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and five at-large members. Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. At least one representative from each college shall be either a graduate program director or a member of a department participating in a graduate program. In addition, the chair of the Graduate Curriculum Committee and two graduate students shall serve as members. The academic deans, the Associate Vice Chancellor for Academic Affairs, the Director of University Graduate Studies, the Director of the Library, the chair of the Graduate Academic Program Review Committee, and the Registrar, or their designees, shall serve as administrative consultants to the committee. The committee shall elect its chairperson and recorder.

**M. The Graduate Curriculum Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Receiving, reviewing and acting on proposals for curricular changes from academic departments and graduate programs.
  - a. Evaluating curricular proposals by an established set of criteria.
  - b. Ensuring that curricular proposals have been vetted through formal consultation with the academic departments, graduate programs, and the Academic Program Review Committee or other curricular approval committees.
2. Informing department chairpersons/program directors, in writing, of proposals being considered, thus providing adequate opportunity for

departments/programs to be heard prior to committee and senate action on such proposals.

3. Publishing the agenda of regularly scheduled meetings in a university-wide communication outlet.

Membership of the committee shall consist of nine members of the graduate faculty, four graduate students and one representative from or affiliated with the School of Education, Professional and Continuing Education. Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. Each student member shall represent one of these academic units. The Provost/Vice Chancellor, Registrar, Director of University Graduate Studies, Director of the Library, and academic deans, or their designees, shall serve as administrative consultants to the committee. The committee shall elect its chairperson and recorder. The chairperson will also serve as a voting member of the Graduate Council.

#### **N. The Hearing Committee (Revised 2018)**

##### 1. Duties and Membership of the Faculty Senate Hearing Committee (“FSHC”)

- a. The Faculty Senate Hearing Committee (“FSHC”) is designated as the body to facilitate the hearing of cases involving non-retention (UWS 3), layoffs (UWS 5), and dismissals for cause (UWS 4 and UWS 7) pertaining to tenured or tenure-track faculty members, and to facilitate the hearing of cases involving the dismissal of instructional academic staff (IAS) members for cause (UWS 11). The pertinent chapters of the University of Wisconsin System Administrative Code, as noted, should be consulted for initial guidance as to rights, responsibilities, and process related to such cases. The member may also seek information and assistance from an ombudsperson as specified in Section I of the Faculty Senate Policies. The FSHC is responsible for developing rules and procedures to assure fairness in hearings, and communicating these to faculty, instructional academic staff members, and others who are directly involved in hearings. A subset of the membership of the FSHC, the Active Hearing Committee (“AHC”), will be selected to hear each case brought to the FSHC.

##### b. FSHC membership

- i. Members (and alternate members, see below) shall be selected by the Senate Executive Committee and approved by the Faculty Senate.
- ii. The FSHC shall consist of nine tenured faculty members who are not department chairpersons, not more than two of whom shall be from a single faculty department. No more than four members shall be from a single school, college, or equivalent academic unit.
- iii. Terms shall be three years, staged so that three members are replaced every year. There may be additional ex officio members of the FSHC as a result of continuing hearings, as noted below in the description of AHC

membership.

- iv. The FSHC shall elect one of its members to serve as chairperson each year. The chairperson will be responsible for the operations of any meetings and hearings and for keeping official records.
- v. The Faculty Senate shall also approve an alternate for each member of the FSHC, chosen for a concurrent term. The alternates will serve in cases of resignations (so as to complete the three-year term of the associated member) or as temporary replacements for members who are unable to serve or who are disqualified from an Active Hearing Committee (AHC) through procedures established by the committee.
- vi. If the slate of members and/or alternates for membership in the FSHC becomes incomplete (fewer than nine tenured faculty and nine alternates) for any reason, the Faculty Senate may choose to nominate and approve additional, tenured members of the faculty to fill the vacancies at any time.

## 2. Duties and Membership of the Active Hearing Committee

- a. An Active Hearing Committee (“AHC”) is created in order to hear each specific case that is brought to the FSHC.
- b. AHC membership
  - i. The AHC is selected from members of the FSHC and may include alternate members of the FSHC as required.
  - ii. Five voting members are selected by the FSHC to form the AHC. One alternate shall also serve as a non-voting member in the event that one of the voting members can no longer continue to serve or self-recuses. If a party to the hearing exercises a right to remove a member of the AHC or if a member self-recuses, another member of the FSHC will be identified to serve on the AHC.
  - iii. The AHC shall elect one of its members to serve as chairperson for the duration of that case hearing. The chairperson will be responsible for the operations of meetings and the hearing and for keeping the official records. The AHC shall also appoint a Recorder to take minutes. The chairperson will ensure the procedures as outlined below are followed, consistent with the applicable rules, unless modification is necessary to ensure fairness.
  - iv. A member of an AHC will continue to serve on that AHC (and potentially as an *ex officio* member of the FSHC) until their case is completed, even if the case extends beyond their three-year term of service as members of the FSHC.
  - v. The UWL Instructional Academic Staff (IAS) Liaison shall serve as a non-voting consultant to the AHC in cases involving the dismissal of IAS members for cause. The FSHC may select an alternate consultant to ensure fairness.

### 3. Hearing preparation, procedures, and reports

#### a. AHC formation timeline

Once a matter is referred to the FSHC in accordance with the applicable rules, the FSHC shall convene within ten business days to select the AHC. The AHC shall then select its Chairperson.

#### b. Prehearing Conference

The AHC Chairperson will hold a Prehearing Conference to be attended by each party, within ten business days of AHC formation. The purpose of this conference—which can occur telephonically or otherwise – is to ensure that the parties understand the appropriate rules and procedures; have the opportunity to ask questions or raise concerns; clarify the role of advisors, if any; and to establish a date for the hearing, among other things. A faculty ombudsperson may serve as a consultant or advisor to the appellant member of the faculty, at the appellant’s request, in the Prehearing Conference and throughout the ensuing procedures. Each party may elect to remove one AHC member without stated cause at this time. (Any vacancy that is created will be filled following standard procedures outlined in Sections I and II.) The Chairperson may elect to provide a follow-up summary of the Prehearing Conference to the parties and the AHC members. The Chairperson will be the primary contact person for all ensuing business related to the hearing.

#### c. Hearing procedures

- i. The Chairperson should establish a date for each party to provide the AHC with electronic copies of documents to be used and a list of potential witnesses to participate in the hearing. This date will be at least six business days before the hearing. The AHC Chairperson will then disseminate submitted materials to each party and to AHC members at least five business days in advance of the hearing. Witnesses who have not been listed and documents that have not been submitted in accordance with these rules may be considered inadmissible by the AHC.
- ii. Hearings and associated deliberation of the AHC are held in closed session unless otherwise provided by law. In some cases, the law or institutional rules permit the party who is the subject of the proceeding to request that the hearing be held in open session.
- iii. Typically, the hearing proceeds as follows:
  - (a) The Chairperson, in compliance with Open Meetings law, convenes the meeting and moves into closed session.
  - (b) Introductions of the parties and direction on procedure by the Chairperson.
  - (c) Party with the burden of proof (the ‘first party’) is invited to give a 5-10 minute opening statement.
    - (i) Burden of proof in non-renewal cases is governed by UWS 3 and is generally on the appellant member of

the faculty. Burden of proof in layoff review cases is governed by UWS 5 and is generally on the appellant member of the faculty.

- (ii) Burden of proof in dismissal for cause cases is governed by UWS 4 (tenure track faculty) or UWS 11 (non-tenure track faculty) and is generally on the administering department or division of the university.
- (d) The other party (the 'second party') is invited to give a 5-10 minute opening statement.
- (e) The first party presents documentary evidence and witness testimony supporting that party's position. The timeframe for this presentation should have been previously established at the Prehearing Conference, for example 1-3 hours. The second party and AHC members may ask clarifying questions during the presentation.
- (f) The second party presents documentary evidence and witness testimony supporting that party's position. The timeframe mirrors that of the first party. The first party and the AHC members may ask clarifying questions during the presentation. Both parties are invited to provide a 5-10 minute closing statement, with the party with the burden of proof going first.
- (g) The hearing is adjourned and the Active Hearing Committee deliberates, either following the hearing or at a later date.

#### d. Post-Hearing Procedures

In accordance with the applicable rules, the AHC drafts its findings and recommendations and transmits the report. The AHC Chairperson is responsible for filing the committee report.

- i. The report shall list all of the findings of the Active Hearing Committee, stating whether the committee finds for the appellant member of the faculty or instructional academic staff or for the department or administrator.
- ii. In order for the committee to find for the appellant, the committee must:
  - (a) Find that the decision was based on one or more of the non-permissible factors cited in UWS 3.08(l)(a), (b) or (c), and
  - (b) Find that the department or administrator's use of at least one of these factors was significant in the non-renewal or dismissal decision.
- iii. If the committee finds for the appellant, the report must make recommendations for remedy to either the department or to the Chancellor. As per UWS 3.08(3) recommendations to the chancellor will be made only if the committee also finds that no useful purpose will be served by remanding the case to the department for reconsideration. If



recommendations are made to the department or administrator, they shall include a recommendation for reconsideration in such a manner that the non-permissible factor(s) cited in Section III.D.2 are excluded or remedied.

- iv. If the committee finds for the department or administrator, its recommendation must be that the non-renewal or dismissal decision be upheld. An affirmative vote of two-thirds or more of the Active Hearing Committee shall be required to decide if the non-retention or dismissal is justified. A lesser vote shall be reported to the chancellor with one of the following recommendations:
  - (a) Reversal of the department's or administrator's decision, and a normal retention of the faculty or instructional academic staff member, or
  - (b) Remediation between the department or administrator and the faculty or instructional academic staff member, with a recommendation to the department or administrator of retention for a specified period.
- v. Printed copies of the report will be delivered to both parties, to the Chair of the Faculty Senate, and to the Chancellor.

**O. The Instructional Academic Staff Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Studying, developing, and recommending policies and procedures used in the university concerning salary, position types and titles, promotion, workload, and general working conditions for Instructional Academic Staff.
2. Studying, developing, and making recommendations regarding the implementation in the university of such policies and procedures.
3. Collecting and disseminating information on such policies and procedures and their implementation in the university.

Membership of the committee shall consist of nine members of the faculty. The faculty membership shall include three representatives from each of the College of Arts, Social Sciences, and Humanities and the College of Science and Health, one representative from the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and one at-large member. Committee membership may include Ranked Faculty but no more than one Ranked Faculty member from each college. The committee shall elect its chairperson and recorder.

**P. The Instructional Academic Staff Promotion Committee (IAS-PC) (Revised 2019)**

Duties and responsibilities of the committee shall include reviewing promotion files subject to the following rules of operation:

1. The committee members shall use the general performance and achievement criteria that are described in the "Guide to Instructional Academic Staff Promotion" (the most current version of which is posted on the Human Resources website <http://www.uwlax.edu/Human-Resources/IAS-Promotion-Resources/>). In addition to teaching, the criteria include service and/or professional development, and/or creative activity, and/or scholarship. The committee shall ensure that guidelines for the submission of departmental criteria and other data supporting a candidate for promotion are up to date and available on all relevant websites. Guidelines for the academic year's promotion materials must be in place by the first Friday of September. Following the establishment of rules and procedures and prior to submission of candidate applications, the IAS Liaison shall hold a meeting for eligible candidates to describe the promotion process. This meeting shall be publicized via email and in the *UWL Events Calendar*.

The members shall give fair and full consideration to all relevant materials that are presented on the candidate's behalf. A written unpublished record of the deliberations shall be maintained by the IAS Liaison. The unpublished records shall be destroyed at termination of the committee year or after resolution of all appeals.

2. Within seven calendar days of the committee's final decision on all candidates for promotion, the IAS Liaison shall communicate the decisions in writing to the candidates and to the appropriate department chairpersons. A candidate who is not recommended for promotion shall receive the reasons for the negative decision and information on the appeals process as part of this written notification.
3. Within seven calendar days of receiving the written reasons for a negative decision, the candidate may appeal the committee recommendation by writing to the Instructional Academic Staff Promotion Committee Chair. An appeal review shall take place within 14 calendar days of receipt of the appeal. The IAS member shall be given at least seven calendar days notice of such review. The burden of proof in such an appeal shall be on the IAS member. The scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual:
  - a. Conduct, expressions, or beliefs that are constitutionally protected, or protected by the principles of academic freedom, or
  - b. Factors proscribed by applicable state or federal law regarding fair employment practices, or
  - c. Improper consideration of qualifications for promotion. For purposes of this section, "improper consideration" shall be deemed to have been

given to the qualifications of an IAS member in question if material prejudice resulted because of any of the following:

- i. The procedures required by rules of the faculty or board were not followed, or
- ii. Available data bearing materially on the quality of performance were not considered, or
- iii. Unfounded, arbitrary or irrelevant assumptions of fact were made about work or conduct.

Written notice of the results of the appeal shall be transmitted to the candidate and appropriate department chair within seven days of the committee decision.

4. The committee chair or the IAS Liaison shall provide the Provost a list of those recommended and not recommended for promotion, and the results of any appeals. Separate lists shall be provided for each series title.

Membership of the committee shall consist of one non-voting *ex officio* member (the IAS Liaison to the Provost) and seven voting members of the faculty selected by the Faculty Senate. Membership shall be representative of the colleges/divisions and include at least one representative from each college/unit. These members shall be IAS at the Senior Lecturer or Clinical Associate Professor level or tenured ranked faculty at the Associate Professor level (or higher), with no more than two seats held by ranked Faculty. The academic deans, or their designees, shall serve as administrative consultants to the committee.

**Q. The International Education Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Establishing, maintaining, and updating the procedures and criteria used to review proposals for offering credit-generating courses or programs of study administered by the Office of International Education & Engagement. The committee shall publicize the standards used to determine if awarding academic credit is appropriate.
2. Receiving and reviewing all proposals for offering credit-generating courses or programs of study at foreign or international sites provided the proposed offering has been approved by the appropriate department(s) and dean(s). The review shall provide for consultation with the Office of International Education. Upon approval by the committee, the proposal shall be forwarded to the appropriate curriculum committee (or dean in the case of umbrella course topics) for further review.
3. Advising the Director of the Office of International Education and other administrative authorities and university committees in the development,

application, and evaluation of policies and procedures for global education programs.

4. Providing for the periodic review and assessment of the university's international education programs, policies, and procedures. The areas reviewed shall include both credit and non-credit study tours, foreign study and exchange programs, and international student issues.
5. Receiving annual reports on the number of international students enrolled at UWL, the number of UWL students participating in global education programs, and the number of international education opportunities for UWL faculty and staff.
6. Meeting with the International Student Organization and the Director of the Office of International Education to discuss issues regarding the needs of international students.

Membership of the committee shall consist of nine faculty members, one academic staff member chosen by the Academic Staff Council, and three students. The faculty membership shall include two representatives from each of the College of Arts, Social Sciences, and Humanities and the College of Science and Health, one representative from the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and three at-large members. Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. The student membership shall include at least one representative from the International Student Organization. The Director of the Office of International Education and Engagement and the Program Director of International Studies shall serve as nonvoting consultants to the committee. The committee shall elect its chairperson and recorder. A committee member shall abstain from voting on the approval of any proposal to offer courses or programs of study at international sites if the committee member or the committee determines that the proposal presents a conflict of interest for the committee member.

**R. The Joint Promotion Committee (Revised 2019)**

Duties and responsibilities of the committee shall include reviewing promotion files subject to the following rules of operation:

1. The committee members will use the general performance and achievement criteria described in **Appendix B** of "A Guide to Faculty Promotions and Portfolio Development at UW-La Crosse" under the heading of "Rank, Promotion, and Tenure" (the most current version is posted on the HR website <https://www.uwlax.edu/human-resources/faculty-promotion-resources/>). Changes to Appendix B should be recommended by Joint Promotion Committee or by Promotion, Tenure and Salary Committee in consultation with Joint Promotion Committee.

These changes must be approved by Promotion, Tenure and Salary Committee and Faculty Senate.

Criteria include teaching, scholarship, professional and public service, and contributions to the university. The committee shall provide guidelines for the submission of departmental criteria and other data supporting candidacy for promotion and shall define criteria and other data by referring to departmental bylaws. Following the establishment of rules and procedures and prior to submission of candidate application, the Joint Promotion Committee shall hold a meeting for eligible candidates to describe the promotion process. The Joint Promotion Committee shall publicize this meeting via email and in the *UWL Events Calendar*.

The members shall give fair and full consideration to all relevant materials that are presented in the candidate's behalf. The joint committee shall make promotion recommendations to the chancellor. A written unpublished record of the deliberations shall be maintained. The unpublished records shall be destroyed at termination of the committee year or after resolution of all appeals.

2. Within seven calendar days of the committee's decision on a candidate for promotion, the chairperson of the committee shall communicate the decision in writing to the candidate and to the appropriate department chairperson. A candidate who is not recommended for promotion shall receive the reasons for the negative decision as part of this written notification.
3. Within seven calendar days of receiving the written reasons for a negative decision, the candidate may, by writing to the Joint Promotion Committee chair, appeal the Joint Promotion Committee recommendation. An appeal review shall take place within 14 calendar days of the filing date. The faculty member shall be given at least seven calendar days notice of such review. The burden of proof in such an appeal shall be on the faculty member, and the scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual:
  - a. Conduct, expressions, or beliefs that are constitutionally protected, or protected by the principles of academic freedom, or
  - b. Factors proscribed by applicable state or federal law regarding fair employment practices, or
  - c. Improper consideration of qualifications for promotion. For purposes of this section, "improper consideration" shall be deemed to have been given to the qualifications of a faculty member in question if material prejudice resulted because of any of the following:

- i. The procedures required by rules of the faculty or board were not followed, or
- ii. Available data bearing materially on the quality of performance were not considered, or
- iii. Unfounded, arbitrary or irrelevant assumptions of fact were made about work or conduct.

Written notice of the results of the appeal shall be transmitted to the candidate and appropriate department chair within seven days.

- iv. The joint committee shall provide the chancellor a list of those recommended and not recommended for promotion, and the results of any appeals. Separate lists shall be provided for each rank.

Membership of the committee shall consist of the provost/vice chancellor, the four academic deans and 12 professors, representing the range of academic fields. All members of the committee must hold the rank of Professor and no member may be on a PTR Remediation Plan. Any members currently on a remediation plan must immediately recuse themselves from the committee. Terms of service for the faculty members shall be three years, with four of the faculty members being replaced each year. Members shall be nominated by the Faculty Senate Executive Committee and approved by the Faculty Senate in the fall without regard to membership on other committees, with new committee members replacing the former ones on October 1. The committee shall elect its chairperson and recorder from its membership.

**S. The Library Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Studying and recommending means of improving library services.
2. Providing liaison between faculty and library staff regarding policy-related issues.

Membership of the committee shall consist of nine faculty members, one of whom shall be the chairperson of the library department, and three students, one of whom shall be a graduate student. The faculty membership shall include two representatives from each of the College of Arts, Social Sciences, and Humanities and the College of Science and Health, one representative from the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and three at-large members. Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. Consecutive appointments may be allowed for up to five years: however, at least three faculty members shall be newly appointed each year. The Director of the Library, or a designee, shall

serve as an administrative consultant to the committee. The committee shall elect its chairperson and recorder.

**T. The Promotion Tenure and Salary Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Studying and recommending policies and procedures used in the university concerning salary, promotion, and tenure.
2. Collecting and disseminating information on procedures employed within the university in matters concerning promotion, tenure, and salary.

Membership of the committee shall consist of nine voting faculty members, none of whom shall be members of the academic staff. The IAS Liaison shall serve as a non-voting member in matters concerning salary. The committee shall elect its chairperson and recorder.

**U. The Research and Grants Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Establishing written guidelines and screening and selection procedures for research proposals.
2. Establishing written procedures for evaluating and ranking research proposals.
3. Receiving and evaluating research proposals from members of the faculty.
4. Apportioning institutional funds for research and informing grant recipients of their awards.
5. Providing applicants who did not receive grant money reasons for denial.
6. Advising the coordinator of gifts and grants in the solicitation of grant monies.
7. Providing the UW-L Foundation with a list of committee faculty members from which it may select advisory members for its Grants and Review Committee.

Membership of the committee shall consist of the provost/vice chancellor (or his/her designated representative) and nine faculty members. Members of the faculty who submit research proposals during a given year shall not be members of the committee during that year. The committee shall elect its chair and recorder.

**V. The Scholarship and Awards Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Screening applications for scholarships and awards and recommending their recipients.

2. Providing the UWL Foundation with a list of committee faculty members from which it may select advisory members for its Scholarship Committee.

Membership of the committee shall consist of nine faculty members and three students. The Executive Director of the UWL Foundation, or a designee, shall serve as an administrative consultant to the committee. The committee shall elect its chairperson and recorder.

**W. The Undergraduate Curriculum Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Determining curricula for students in the various academic programs.
2. Receiving proposals for all undergraduate curricular changes from the various academic departments.
3. Informing department chairpersons/program directors, in writing, of proposals being considered thus providing adequate opportunity for departments/programs to be heard prior to committee and senate action on such proposals.
4. Evaluating curriculum proposals by a hierarchical set of criteria, taking into consideration the needs of students and of society, the mission of the university, the necessity for quality programs, and the ability of the department and college to meet the resource needs of the proposal.
5. Coordinating the various curricula through formal consultation with the academic departments.
6. Publishing the agenda of regularly scheduled meetings in the university newsletter.
7. Authorizing substitutions or waivers for individual students in academic programs other than the General Education Program.

Membership of the committee shall consist of nine faculty members and three students. The faculty membership shall include three representatives from each of the College of Arts, Social Sciences, and Humanities and the College of Science and Health, one representative from the College of Business Administration, one representative from or affiliated with the School of Education, Professional and Continuing Education, and one at-large member. Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. The Nominating Committee shall rotate representation with respect to departments and schools, and so far as possible shall provide alternates for each appointed member. The Provost/Vice Chancellor, the Registrar, the Director of the Library and the academic deans, or their designees, shall serve as administrative consultants to the committee. The committee shall elect its chairperson and recorder.



**X. The Undergraduate Research Committee (Revised 2019)**

Duties and responsibilities of the committee shall include:

1. Establishing written evaluation procedures and criteria for funding undergraduate research proposals.
2. Establishing written procedures for applying for undergraduate research funds.
3. Publicizing the availability of undergraduate research funds and the procedures for applying for those funds.
4. Receiving and evaluating research proposals from undergraduate students.
5. Apportioning institutional funds for undergraduate research.
6. Advising the coordinator of gifts and grants in the solicitation of grant monies to support undergraduate research.
7. Planning and conducting an annual Undergraduate Research Day, as well as other means of disseminating undergraduate research results.

Membership of the committee shall consist of nine faculty members and two student members. Terms of service for the faculty members shall be three years. There shall be no more than four faculty members from any of the College of Business Administration, the College of Arts, Social Sciences, and Humanities, the College of Science and Health, or the School of Education, Professional and Continuing Education. Student members shall be selected from students who have received research funding from the committee in previous years. Students who submit research proposals during a given year shall not be members of the committee during that year. The committee shall elect its chairperson and recorder.

**Y. The University Program Assessment Committee (New 2019)**

Duties and responsibilities of the committee pertain to university academic programs other than those housed within the College of Business Administration and the School of Education, Professional and Continuing Education, and shall include:

1. Coordinating and monitoring the assessment of academic programs by:
  - a. Reviewing program-level assessment plans and assessment reports for academic programs in accordance with Undergraduate Academic Program Review Committee (UAPR) and Graduate Academic Program Review Committee (GAPR) policies.
  - b. Providing recommendations for improvement based on that review, to department chairs, program directors, and departmental assessment coordinators.

- c. Acting as a resource for programs throughout the assessment cycle.
2. Archiving all documentation related to the committee's involvement in program assessment and making that documentation available on request to academic programs, UAPR, and GAPR.
3. Gathering other program assessment information as needed.

Membership of the committee shall consist of nine faculty members. The faculty membership shall include four representatives from each of the College of Arts, Social Sciences, and Humanities and the College of Science and Health and one at-large member. (Due to accreditation requirements, responsibility for monitoring program assessment within the College of Business Administration and the School of Education, Professional and Continuing Education lies within the divisions themselves.) Any Instructional Academic Staff appointed to the committee shall have been employed by the University for the previous four consecutive years. The University Assessment Coordinator, or a designee, shall serve as an administrative consultant to the committee. The committee shall elect its chairperson and recorder.