Recommendation of the University Committee to amend Chapter 3.04, UWM Policies and Procedures.

OLD 3.04 Structure of Divisional Executive Committees. Each Divisional Executive Committee consists of seven members. Members of the Executive Committee are elected by the divisional faculty for staggered three-year terms and may not succeed themselves. They are eligible for election again after two years.

NEW 3.04 Structure of Divisional Executive Committees. Each Divisional Executive Committee consists of seven members. Members of the Executive committee are elected by the divisional faculty for staggered three-year terms and may not succeed themselves. They are eligible for election again after two years. No more than one member shall be from a single department in a departmentalized school or college.

Rationale: The proposed amendment will broaden representation on the divisional executive committees and ensure that no department would have more than one representative on the divisional executive committees. (cf. 3.05)

UNIVERSITY COMMITTEE

Carol Baumann
Gerald Cleason
Corliss Philippaum
Howard Schroedter
Leon Schur (Chmn.)

The proposed amendment has been editorially reviewed by the Codification Committee employing the criteria of clarity, internal consistency, and relation to other policies and procedures governing UWM. This review does not constitute endorsement.
Recommendation of the University Committee to amend Chapter 3.09, UWM Policies and Procedures.

Old 3.09 Inability to Serve on a Divisional Executive Committee. A member of a Divisional Executive Committee unable to serve for two consecutive semesters during his term of office shall be replaced by the available candidate who had the next highest number of votes at the last election and shall serve for the balance of the term. Elected three-year terms of office, or portions thereof, are considered full terms and the member is eligible for election again after two years.

New 3.09 Vacancies on a Divisional Executive Committee. A member of a Divisional Executive Committee unable to serve for two consecutive semesters during his term of office shall be replaced by the available candidate who had the next highest number of votes at the last election. If there is no available nominee, the vacancy is filled by an appointee of the University Committee. If the term of office extends beyond the current academic year, a designated election for the unexpired term is held at the time of the next regular election. An unexpired term of more than one year is considered a full term. A person serving in such an unexpired term is not eligible to serve again until two years have elapsed after the end of such service.

The proposed amendment has been editorially reviewed by the Codification Committee employing the criteria of clarity, internal consistency, and relation to other policies and procedures governing UWM. This review does not constitute endorsement.

University Committee
Carol Baumann
Gerald Gleason
Marilyn Miller
Corliss Philabaum
Howard Schroeder
Leon Schur (Chairman)
Recommendation of the University Committee to amend UWM Policies and Procedures, Chapter 3.17 to conform with the recommendation of the Task Force on Tenure.

(As amended by UWM Faculty Senate, May 13, 1976)

OLD

3.17 Criteria for Advice. Teaching, research, and service are all to be considered in any judgment concerning promotion and tenure, specifically as measured by demonstrated teaching ability, professional competence, past and anticipated creative accomplishments, and contributions and service to the public, the University, and to the faculty member's profession.

NEW

3.17 Criteria for Advice. Teaching, research, and service are all to be considered in any judgment concerning promotion and tenure, specifically as measured by demonstrated teaching ability, professional competence, past and anticipated creative accomplishments, and contributions and service to the public, the University, and to the faculty member's profession. Each Divisional Executive Committee shall distribute to every member of the Division a written statement of the standards and guidelines governing its deliberations in promotion to tenure cases.

* This is a portion of Fac. Doc. 990

(Will be sent to the Regents)
CHAPTER 6
UWM COMMITTEES

6.01 Definitions
6.10 General Provisions
6.20 Faculty Standing Committees - Standard Provisions
6.30 Student/Faculty Advisory Committees - Standard Provisions

DEFINITIONS

6.01 Faculty Standing Committees.

(1) A faculty standing committee is created by the Faculty or Faculty Senate, performs delegated functions, reports to the faculty, has a majority of faculty in its membership, and exists for an indefinite duration.

(2) Ex-officio means that members of the committee so designated may participate by voice but not vote and may hold office other than chairman. Ex-officio members may be represented by designates.

6.02 Student/Faculty Advisory Committees.

Student/Faculty Advisory Committees may be created jointly by the Student Senate and the Faculty to consider matters pertaining to student affairs. If such committees are created, the faculty will receive reports of the activity of these committees.

6.03 Special Committees.

A special committee is an ad hoc body of limited duration created by the Faculty to perform specific tasks. It has faculty representation among its membership.

6.04 Administrative Committees.

Administrative Committees are those created at the discretion of the Chancellor or an administrative designate of the Chancellor to advise concerning specific administrative tasks and issues and to perform such administrative functions as are delegated by the appointing authority. Upon formation of an administrative committee its membership and functions shall be reported to the Faculty Senate and included on the Calendar of Senate meetings under "Automatic Consent Business". Administrative committees report to the Chancellor or administrative designate of the Chancellor and may report to the University Faculty.
6.05 Search and Screening Committees.

A search and screening committee is a committee of limited duration which makes nominations for an appointment to a major academic administrative position. Such committees are appointed by the Chancellor following an opportunity for the faculty bodies concerned to nominate members and after consultation with the Executive Committee of the Faculty Senate. Each search and screening committee shall include faculty members among its membership.

GENERAL PROVISIONS

6.10 Compilation of UWM Committees

The membership, composition and functions of faculty standing committees and student/faculty advisory committees are specified in a document which supplements the provisions of Chapter 6. The supplementary document is a compilation of approved faculty legislation which does not require action beyond campus administration. The document is compiled, maintained, and published by the Secretary of the University. A copy is distributed annually to each department, school, college and academic division.

6.11 Minutes, Reports & Recommendations of UWM Committees.

(1) Except as otherwise provided, each committee shall keep minutes of its meetings and file them with the Secretary of the University.

(2) Each faculty committee shall report to the Faculty at least annually. Reports are filed with the Secretary of the University and may be included as "Automatic Consent Business" in a Faculty or Faculty Senate Calendar. Receipt of a report does not constitute approval of it or any recommendations therein.

(3) Recommendations requiring action by the Faculty or Faculty Senate shall be listed separately on the report and such recommendations shall be submitted to the Faculty Senate Calendar Committee to be placed on the Calendar of a meeting. Recommendations shall be accompanied by a written rationale. The Chairman of the committee from which the recommendations originated or his/her designate shall be present at the Faculty or Faculty Senate Meeting to answer questions. The motion placing the recommendations before the body shall be made by the Chairman of the Calendar Committee or his/her designate.

6.12 Self-Survey by University Committees.

Each committee shall survey annually its composition and functions, and if desirable, make recommendations to the faculty or officer creating it concerning: the transfer of some or all of its functions to administrative officers or other committees; its size, membership, and method of selection.
6.13 Committee Coordination.

Committees having parallel functions or purposes shall coordinate their functions and policies through conferences among chairmen or otherwise.

6.14 Except as otherwise provided by its appropriate jurisdictional authority, the latest edition of Robert's Rules of Order is binding on UWM committees.

FACULTY STANDING COMMITTEES

STANDARD PROVISIONS

6.20 Establishment and Regulation of Faculty Standing Committees.

As provided in 1.02(3), the University Faculty may create, modify, and dissolve standing committees and regulate the operation of such committees.

6.21 Faculty Standing Committee Membership: Eligibility.

(1) Any faculty member as defined in 1.01(1)(a), any member of the academic staff, and any student may serve as a voting member of committees. Individual committee charters may authorize additional categories of membership eligibility.

(2) A member of the administrative staff may serve as a voting member of any faculty standing committee only if elected as a faculty member to that committee. In no case may an administrator serve on a committee that advises or considers policy for any activity of which he/she is an administrator. Administrative staff members appointed to committee membership serve as ex-officio members unless the individual charter of the committee provides otherwise.

(3) Committees may invite individuals to serve as non-voting consultants.

(4) The University Faculty, on recommendation of the University Committee, shall designate committees in which plural membership is prohibited.

6.22 Faculty Standing Committee Officers.

The Chairman's office shall be held only by a faculty member, as defined in 1.01(1)(a), who is a voting member of the committee; other committee offices may be held by faculty members, academic staff and student members.

6.23 Changes in Faculty Standing Committee Structure.

(1) Proposals for the creation of additional standing committees or changes in established committees are editorially reviewed by the Codification Committee for clarity and consistency with faculty rules, prior to their inclusion in calendars of the University Faculty or Faculty Senate.
6.23 Changes in Faculty Standing Committee Structure.

(2) The Secretary of the University is authorized to make editorial revision of UWM Regulations, subject to Codification Committee review, consistent with changes as finally approved by appropriate authority.

6.24 Faculty Standing Committee Membership.

(1) Election of Faculty Members. The Nominations Committee presents a slate of nominees for elective committee positions and calls for nominations from the floor of a University Faculty or Faculty Senate meeting. Only persons who have agreed to serve shall be slated as nominees. Following completion of the slate of nominees the Secretary of the University is authorized to prepare and distribute a mail ballot to all faculty members eligible to vote as defined in Chapter 1.01. Elections are held annually in the second semester of each academic year. The University Faculty may provide for primary election procedures for certain committees.

(2) Student Membership on Faculty Standing Committees. Student membership to those faculty standing committees on which student membership is prescribed in the charters will be appointed by the Student Association. Appointments will be for a one-year term. For the purpose of this section a student is a person registered for study at the University of Wisconsin-Milwaukee during the term of service on a committee.

(3) Appointments. Following an election the Chancellor fills appointive positions on faculty standing committees.

(4) Terms of Office. Except as otherwise provided, the terms of office for all elective and appointive positions on standing committees are for three years on a staggered basis. Except as otherwise provided, terms of office for elected and appointed committee members begin the first week of the next academic year.

(5) Election Results. The Secretary of the University is responsible for the tabulation, publication, and distribution of the results. Ties in elections are decided by lot, under supervision of the Secretary of the University.

(6) Vacancies. A vacancy in an elective committee position is filled by the available candidate who had the highest number of votes. The person so designated shall serve until the first week of the next academic year. If the term of office extends beyond the current academic year, an election for the unexpired term is held at the next regular election. A vacancy in an appointive committee position is filled by the person or group authorized to make the initial appointment.

(a) Faculty Members. If there is no available candidate, a vacancy in a faculty elected position is filled by an appointee of the University Committee.
6.24 Faculty Standing Committee Membership.

(6) Vacancies (Continued)

(b) Academic Staff Members. If there is no available candidate, a vacancy in an academic staff elected position is filled by the Academic Staff Committee.

(c) Student Members. A vacancy in a student position is filled by an appointee of the Student Association.

6.25 Organization of Faculty Standing Committees.

(1) After receiving notice that any necessary appointments have been made, the faculty candidate receiving the highest number of votes in an election shall call an organizational meeting of the committee, during the first four weeks of the academic year.

(2) Except as otherwise provided, each committee selects its own chairman, secretary and such other officers as it deems appropriate at its organizational meeting.

(3) Officers serve for a one year term.

(4) A quorum of one-half of the voting members is required for the trans- action of business at meetings of faculty committees.

(5) For committees composed exclusively of appointed members, the person responsible for convening the organizational meeting is designated by the Chancellor.

6.26 Faculty Standing Committee Functions.

(1) The University Faculty may delegate authority and responsibility to committees, other groups, or administrative officers as provided in Chapter 1.02(4).

(2) Faculty Standing Committees may carry out the following functions:

(a) Study referred problems or make studies in designated fields and make recommendations for action to the administration.

(b) Study problems and make recommendations for University Faculty action.

(c) Make rules within terms of authority granted by the University Faculty.
6.26 Faculty Standing Committee Functions.

(2) (Continued)

(d) Make determination of issues of fact in individual cases where delegated authority has been granted by either faculty legislation or faculty regulations.

(e) Establish subcommittees or other subordinate bodies of any membership composition deemed appropriate to a given task, to investigate and report back to the parent committee.

(3) Action of any committee which is normally effective without approval by the University Faculty may be reviewed by the University Faculty on appeal of the affected party or parties.

6.30 Establishment and Regulation of Student/Faculty Advisory Committees.

Student/Faculty advisory committees may be created, modified, or dissolved by joint agreement of the Student Senate and the University Faculty or Faculty Senate.

6.31 Reports and Recommendations.

Student/Faculty advisory committee reports and recommendations are to be submitted to the Student Senate and to the Faculty or Faculty Senate. Upon approval of the Student Senate and the Faculty or Faculty Senate, reports and recommendations of Student/Faculty committees are forwarded by the Secretary of the University to the Chancellor.

6.40 Establishment and Regulations of Special Committees.

(1) Special committees may be created by the Faculty, Faculty Senate or the Executive Committee of the Faculty Senate. When such a committee is appointed the action shall be included in the appropriate sections of either the Calendar or Minutes of the Faculty or Faculty Senate meeting next following such appointment. Such a report shall include:

(a) The specified number of persons on the committee.
(b) The method of establishing the committee.
(c) The method of designating the chairmanship.
(d) The charge to the special committee and the relation of the committee to existing committees with similar functions.

(2) A special committee continues in existence until it has completed its charge, and/or has been discharged by the appointing body.

3.01 Types of Appointments Pursuant to UWS 10.01 and UWM Chapter 3, academic staff appointments may be fixed term, probationary, or indefinite upon appropriate approval by the Chancellor or his/her designee. All academic staff appointments at 50% time or greater for which there is reasonable expectation of permanent need shall be probationary or indefinite. Appointments of less than 50% time or appointments intended to fill a need of predetermined duration specified in the letter of appointment shall be fixed term. If an academic staff member on a fixed term appointment of at least 50% time is re-employed after the initial appointment period is completed, the appointment shall become probationary and years of service during the original fixed term appointment may be applied to the seven year probationary period. However, if a fixed-term appointment is from a grant, contract, or short-term funding, the appointment may be renewed as a fixed-term appointment. However, a fixed term appointment on grant, contract or short-term funding or a fixed term teaching appointment for which there is no reasonable expectation of permanent need may be renewed as a fixed term appointment.

Notwithstanding the above provisions, fixed term appointments may be used as concurrent appointments for limited appointees who are included in the State Executive Salary Plan, the University of Wisconsin System Executive Salary Plan, Range 6 or above in the UWM Academic Staff Compensation and Classification Plan, or positions based on Regent-approved fixed term contracts, provided that no conflict with UWS 15 occurs.