Recommendation of the Codification Committee to approve
Supplement to Chapter 6, UWM Policies and Procedures

UWM Policies and Procedures, Chapter 6

6.10 Compilation of UWM Committees

The membership, composition and functions of faculty standing com-
mittees and student/faculty advisory committees are specified in a
document which supplements the provisions of Chapter 6. The sup-
plemntary 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 depart-
ment, school, college and academic division.
FACULTY STANDING COMMITTEES

A1.1 Academic Policy Committee
A1.2 Academic Program and Curriculum Committee
A1.3 Admissions and Records Policy Committee
A1.4 Archives Committee
* A1.5 Athletic Board
A1.6 Awards and Recognition Committee
A1.7 Codification Committee
A1.8 Computer Policy Committee
A1.81 Divisional Executive Committees
A1.9 Economic Benefits Committee
A1.91 Faculty Consultative Committee for Financial Emergencies
A1.92 Faculty Merit Appeals Committee
A2.1 Faculty Rights and Responsibilities Committee
A2.2 Faculty Senate Calendar Committee
A2.3 Graduate Faculty Council [cf. Chapter 2.05(3)]
A2.31 Graduate Dean's Committee [cf. Chapter 2.05(4)]
A2.32 Graduate School Research Committee [cf. Chapter 2.05(5)]
A2.33 Graduate School Fellowship Committee [cf. Chapter 2.05(5)]
A2.4 Honorary Degrees Committee
* A2.5 Human Rights Committee
A2.6 Lectures Committee
A2.7 Library Committee
A2.8 Nominations Committee
* A2.9 Physical Environment Committee
A3.1 ROTC Officer Education Committee
A3.2 University Committee
A3.3 University Relations Committee

* Work on these committees has not been completed. They will be submitted to the Senate at a later date.
A1.1 Academic Policy Committee

1. Membership. Fourteen members as follows: six elected faculty members; five students as voting members; and ex-officio the Dean of the College of Letters and Science, the Graduate Dean, and one other dean of a school or college, appointed by the Chancellor on a rotating basis to a one year term. Student memberships include a student member on the Graduate Faculty Council, an undergraduate student in the College of Letters and Science, and another student who is an officer of the Student Association. No more than two students or three faculty members may be from the same school or college.

2. Functions.

   a) On its own initiative and/or in cooperation with other faculty committees, represents student interests and concerns in problems of educational policy which are within the purview of the University Faculty. Educational policy includes but is not limited to, grading system, add/drop policy and the academic year calendar. (Matters of academic program and curriculum are within the jurisdiction of the Academic Program and Curriculum Committee.)

   b) Studies and makes recommendations to the Administration, the University Faculty or the Faculty Senate, or other appropriate faculty committees concerning academic policy. The committee may arrange for public forums and referenda among students on matters which the committee is studying.

   c) Maintains liaison with the administration and the faculties of the several schools and colleges on matters of educational policy which are within the jurisdiction of these schools and colleges for the purpose of consulting with them on matters which have been brought to the attention of the committee and which it has studied; and for the further purpose of proposing possible uniform standards in these matters. For the latter purpose the committee may consult with individual representatives of the schools or colleges.

   d) Consults with the several schools, colleges, and departments, their executives, and relevant committees, about problems of educational policy which have been brought to the attention of the committee. In these matters the committee shall maintain close liaison with the Academic Program and Curriculum Committee, the Graduate Faculty Council, and the University Committee.
A1.2 Academic Program and Curriculum Committee

1. Membership.

   a) Nineteen members as follows. Fifteen faculty members, except as additional membership may be required as determined by the Committee, elected as described below and three students as voting members; one ex-officio member of the Academic Deans Council (other than the Dean of the Graduate School) appointed annually on a rotating basis by the Chancellor.

   b) Faculty members are elected to three-year terms by the faculty of each division in proportion to its share of the total faculty. The slate of nominees is prepared by the Nominations Committee.

2. Functions.

   a) Reviews and approves undergraduate courses offered in the UWM departments, schools, colleges and divisions;

   b) Reviews recommendations concerning requirements and changes in requirements for admission to, continuation in, and graduation from undergraduate programs offered in the UWM schools, colleges and divisions;

   c) Reviews recommendations concerning policies and plans for further development of such programs;

   d) Evaluates and reviews undergraduate programs and recommends necessary program additions, revisions, terminations, or other modification of undergraduate programs;

   e) Evaluates the effect of administrative implementation on the attainment of university long-range undergraduate academic plans; coordinates undergraduate instructional programs with university research and public service;

   f) Represents the faculty in administrative councils or advisory bodies regularly established or ad hoc created for or having significant implications on undergraduate programs; in execution of its responsibilities, coordinates with the Graduate Faculty Council, the Division of Urban Outreach, and the University Committee.

   g) Advises the UWM Faculty on all proposals for new undergraduate programs or the termination of existing undergraduate programs.

   h) Resolves questions of curricular responsibility where interests of two or more schools or colleges are affected.
A1.3 Admissions and Records Policy Committee

1. Membership. Twelve members as follows: seven faculty members, not more than one of whom will be from the same college or school, four to be elected, three to be appointed by the Chancellor from a list to be submitted by the Nominations Committee; two students; the Director of Admissions, ex-officio; the Director of Registration and Records, ex-officio; and the Dean of Students, ex-officio.

2. Functions.

a) Reviews regularly University policies regarding admission of students and the impact of these policies on the University as a whole.

b) Recommends to the University Faculty or the Faculty Senate on matters of policy relating to students' admissions, registration and record keeping.

c) Maintains a liaison with appropriate system-wide committees and the Graduate Faculty Council through its chairperson.
A1.4 Archives Committee

1. Membership. Nine members as follows: four appointed faculty members; the Chairman of the Library Committee; one student as voting member; and ex-officio the Director of Libraries, the Curator of the Archives, the Assistant Chancellor for Administrative Affairs.

2. Functions. Represents the faculty interest in the establishment of policies for the Archives and in advising the Director of Libraries on Archives operations. The Director of Libraries is responsible for the actual operation of the archives, such as direct supervision of its staff and its collections, provision of fireproof and secure storage space, protection against unauthorized use of materials and papers as well as assistance to proper reference and research requests, and management of the budget allocated for its maintenance.
A1.6 Awards and Recognition Committee

1. Membership. Nine members as follows: four elected faculty members; three appointed faculty members and two students.

2. Functions.
   a) Subject to administrative policies and guidelines and subject to the provisions of gifts, bequests, or other unbudgeted sources not administered directly by colleges, schools, or departments, recommends or selects candidates for awards or recognition for faculty members.
   
   b) Selects recipients for outstanding teacher recognition awards from candidates nominated by students, faculty, or departments.
   
   c) Recommends students for appropriate scholarship awards not under the jurisdiction of other faculty committees or other agencies.
   
   d) Maintains liaison with appropriate system-wide committees where these are pertinent to UWM.
   
   e) Acts as an information clearing house concerning sources of awards and recognition.
A1.7 Codification Committee

1. Membership. Seven members as follows: three elected faculty members; three appointed faculty members. The Secretary of the University is an ex-officio member of the committee and serves as its secretary.

2. Functions.

a) Reviews and makes recommendations concerning all proposed additions to and changes in existing university policies and procedures. The committee employs the criteria of clarity, internal consistency, and relation to other policies and procedures governing UWM. Such recommendations will accompany proposals for additions and alterations in policies and procedures when submitted for faculty action.

b) Undertakes and maintains a continuing review of faculty policies and procedures, and any supplement thereto.

c) Upon its own initiative, or by request of the University Committee, or at the direction of the University Faculty, recommends appropriate changes in faculty policies, procedures, and committee structure. Such recommendations are made only after consultation with the faculty committees concerned.

d) Assists and advises the Secretary of the University or other appropriate administrative officials in up-dating the UWM Policies and Procedures.
A1.8 Computer Policy Committee

1. Membership. Fifteen members as follows: Four elected faculty members, one from each faculty division of the University; four appointed faculty members, one from each faculty division of the University; two students; four representatives from administrative user groups; and the Director of Computing Services Division, ex-officio. The Chancellor annually designates the administrative user groups to be represented; the chief officer of each designated group appoints the representative.

2. Functions. Advises the Director of Computing Service Division, the Chancellor, and Vice Chancellor on matters pertaining to data processing for instructional, research, and administrative purposes.
Divisional Executive Committees

(Ref. Chapter 3.04 - 3.22, UWM Policies & Procedures)
A1.9 Economic Benefits Committee

1. Membership. Eight members as follows: five elected faculty members, at least two of whom shall be non-tenured faculty; two academic staff members elected by the academic staff; a representative of the University Committee who participates without vote. On request of the Economic Benefits Committee, one or more resource persons are appointed yearly by the Chancellor from recommendations submitted by the University Committee after consultation with the Economic Benefits Committee.

2. Functions.

a) Advises faculty and academic staff on all matters of faculty and academic staff welfare, including, but not limited to salary, sick leave, group insurance, and retirement.

b) Prepares and disseminates information on the economic status and needs of the faculty and academic staff, including comparative data from other universities and professional fields, as deemed necessary.

c) In consultation with the University Committee, and where appropriate the Academic Staff Committee, plans representation of faculty and academic staff interests in discussions, hearings and other appropriate activities, including the exchange of information on faculty and academic staff benefits with the Administration, Board of Regents, Governor, and members of the Legislature.

d) Formulates recommendations for faculty and/or academic staff action.
Al.91 Faculty Consultative Committee for Financial Emergencies

1. Membership. (The Chancellor shall activate the committee whenever a declaration of financial emergency is to be considered.) Nine members as follows: the five faculty members of the Chancellor's Budget Advisory Group; the Chairman of the Graduate Faculty Council; the Chairman of the Academic Program and Curriculum Committee; the Chairman of the Economic Benefits Committee and the Chairman of the University Committee.

2. Functions.

a) Consults with the Chancellor if at any time a declaration of financial emergency is to be considered.

b) Represents the UWM Faculty before the Board of Regents in the event that the Board is considering a declaration of a state of financial emergency for UWM under the provisions of UWS 5.05 and 5.06.

c) In accordance with criteria established by the faculty, advises the Chancellor with respect to the following issues in the event that a state of emergency is declared.

1) Consideration of identifiable alternative methods of budget reduction;

2) Determination of whether reductions in faculty positions can be made with less detriment to the institution's ability to fulfill its mission than would follow from reasonable alternative courses of action;

3) Determination from which colleges, schools, departments or programs faculty positions should be eliminated.

d) Consults with faculties of colleges, schools, departments and programs potentially involved in actions recommended under provisions of a state of financial emergency.

e) Reports its findings and recommendations to the Faculty Senate, the Chancellor and the Board of Regents.
A1.92 Faculty Merit Appeals Committee

1. Membership: Six members as follows: five elected tenured faculty members, no more than two from any school or college; one dean (ex-officio) appointed annually by the Chancellor. If a grievant appearing before the committee should be from the same school or college as the dean serving on the committee, the dean of another school or college is appointed on an ad hoc basis by the Chancellor.

2. Functions:

   a) Reviews evaluations and merit recommendations of the aggrieved faculty member made by the departmental executive committee or others.

   b) Makes advisory recommendations to the Chancellor with copies to the grievant, the departmental executive committee, the dean, and the University Committee.
A2.1 Faculty Rights and Responsibilities Committee

A2.2 Faculty Senate Calendar Committee

1. Membership. Seven members as follows: The president pro tem of the Senate as chairman, and five additional Senate members elected by the Senate, and the Chancellor, ex-officio.

2. Function. Prepares calendars for Senate meetings and University Faculty meetings as provided in Chapter 1, UWM Policies and Procedures.
A2.3 Graduate Faculty Council
Ref. Chapter 2.05(3), UWM Policies and Procedures

A2.31 Graduate Dean's Committee
Ref. Chapter 2.05(4), UWM Policies and Procedures

A2.32 Graduate School Research Committee
Ref. Chapter 2.05(5), UWM Policies and Procedures

A2.33 Graduate School Fellowship Committee
Ref. Chapter 2.05(5), UWM Policies and Procedures
A2.4 Honorary Degrees Committee

1. Membership. Seventeen members as follows: nine elected faculty members, not more than five of whom shall be from any one academic division, school or college; three members appointed, either from the faculty or from among the deans and other administrators of the several divisions, schools, and colleges; one graduate student and one undergraduate student; three, ex-officio, shall be the President and Senior Vice President for Academic Affairs of the University System, and the Chancellor of the University of Wisconsin-Milwaukee or his/her designate. The chairman of the committee shall be designated by the Chancellor of the University of Wisconsin-Milwaukee.

2. Functions. Considers and recommends candidates for honorary degrees in accordance with the following procedure. At the beginning of each academic year, the Chairman of the Honorary Degrees Committee shall transmit to the deans, directors and the chairmen of the several divisions, schools, colleges and departments invitations for submission to the committee of names of persons to be considered for honorary degrees. When names of proposed recipients are presented to the Committee, from sources other than a division, a school, a college, or a department the names shall first be referred by the Chairman of the Honorary Degrees Committee, to the appropriate academic unit for that unit's recommendation. Any faculty member may nominate a candidate for an honorary degree at the University Faculty Meeting, provided that the member has submitted previously the name to the Committee. The Committee shall present its report and recommendations at a meeting of the university faculty in accordance with the provision of 1.04(8). A two-thirds affirmative vote of those present and voting at the Faculty Meeting shall be required to nominate a candidate for an honorary degree.
A2.6 Lectures Committee

1. Membership. Eight members as follows: seven members of the faculty appointed and one student member.

2. Functions.

   a) Receives requests from departments, interdepartmental academic units, or student organizations for financial support for speakers.

   b) Consults, as necessary, with departments or academic units concerning sponsorship of such requests.

   c) Allocates funds for financial support of speakers, provided, however, that the sponsoring department or academic unit is responsible for making all local arrangements, including reservations of facilities and publicity.
A2.7 Library Committee

1. Membership. Thirteen members as follows: six elected faculty members; three students, one of whom is a graduate student. The Chancellor, the Director of the Library, the Graduate Dean, and a representative of the UWM Alumni Association are ex-officio members.

2. Functions.

   a) Represents the interest and authority of the university faculty in library affairs and in the establishment of policy.

   b) Makes recommendations for faculty action.

   c) Advises the Director of the Library concerning administrative operation of the Library.
A2.8 Nominations Committee

1. Membership. Eight members as follows: seven faculty members, no more than four of whom are from a single college, school or division, to be nominated annually viva voce from the floor of the second regular faculty meeting. Other nominations, sponsored by three members of the faculty, may be made prior to the meeting, by submitting the names of the nominee in writing to the Secretary of the University. The election takes place, by mail ballot, immediately after the faculty meeting. The Secretary of the University serves ex-officio.

2. Functions.
   a) Nominates candidates for all positions to be filled by faculty election.
   b) Advises the Chancellor on appointive faculty positions and on such other faculty appointive positions as the Chancellor may request.

3. Procedures.
   a) The Secretary of the University circulates a questionnaire to the faculty not later than the second regular faculty meeting, which shows the names of all faculty committees and all other elected and appointed positions, and requests the faculty members to indicate first, second and third choices of such positions in which they are willing to serve if elected or appointed. The committee is authorized to solicit appropriate biographical data as prescribed by the committee.

   b) The committee then prepares a slate of nominees to be distributed with the calendar of the March Faculty Senate meeting, where it is the first item of business. The committee nominates at least two candidates for each vacancy. Additional nominations may be made viva voce from the floor of the meeting. Other nominations, sponsored by three faculty members, may be made, prior to the meeting, by submitting the names of the nominees to the Secretary of the University.

   c) Immediately following the meeting, the Secretary of the University prepares a mail ballot to be distributed to all members of the faculty. Accompanying the ballot will be a brief biographical statement of the candidates.
A3.1 ROTC Officer Education Committee

1. Membership. Seven members as follows: Director of the Officer Education Program, ex-officio, who serves as chairman; the Commandant of ROTC; three appointed faculty members; and two students. Of the student members only one shall be a cadet in the ROTC program.

2. Functions. Determines policy for the Program of Officer Education according to University Faculty Assembly Document 51 as interim University policy.
A3.2 University Committee

1. Membership. Six members of the faculty: two elected each year for three-year terms. No more than three members shall be from a single school, college or equivalent academic unit. No more than one member shall be from a single department in a departmentalized school or college.

The Committee annually elects a chairman-elect from those having at least one more year to serve as a Committee member. The chairman-elect serves as chairman the year following his/her election.

Vacancies in the University Committee membership are to be filled as soon thereafter as possible, by special election, through preparation of a special slate of nominees prepared by the Nominations Committee and permitting nominations from the university faculty followed by a mail ballot.

2. Functions

a) Serves as the Executive Committee of the Faculty Senate, and in that capacity performs those functions which may be delegated to it by the Senate. Takes action representing faculty interests and prerogatives within the jurisdiction of the Senate when the Senate is not in session. Such actions are reported to the Senate at its next regular meeting for ratification or other appropriate action.

b) Examines any actions taken respecting the UWM campus by the Board of Regents, the various faculties or faculty committees, or by other bodies or individuals related to the university faculty, and makes recommendations as appropriate.

c) On its own initiative, studies educational policy matters which are within the jurisdiction of the University Faculty and makes recommendations to the Faculty thereon. To the extent feasible, the committee performs this function in consultation with other appropriate faculty committees.

d) On its own initiative, or upon request, advises the Administration on the implementation of faculty action.

e) Consults with appropriate administrative officers at campus level or above on budget matters and reports thereon to the faculty.

f) In consultation with the Calendar Committee prepares the agenda for committee of the whole discussions concerning matters of general interest to the university faculty.

g) Makes an annual report at the Faculty Senate's first regular meeting of the academic year, and regularly submits to the Secretary of the University its minutes on all matters except those matters considered in closed session as permitted by Chapter 426 (Laws of 1975), Wisconsin State Statutes.
A3.2 University Committee (Cont.)

2. Functions

h) Advises the Chancellor on the membership on any campus search and screen committee which involves the faculty in making nominations for appointments to major university administrative positions as specified in section 6.05, and represents the faculty on any system-wide search and screen procedures.

i) Advises the faculty and the administration on those questions concerning the operation of faculty governance which are within the jurisdiction of the university faculty.

j) Advises on procedures concerning faculty grievances and serves as a faculty grievance committee in cases not falling within the authority of any other faculty committee having jurisdiction over specific categories of grievances.