The UWM Athletic Board serves the University of Wisconsin-Milwaukee. It acts as a governance body in helping the Athletic Department realize its stated objectives, as expressed in its Mission Statements, Vision Statement and Core Values. It pursues these goals by:

* fostering an environment in which a diversified UWM athletic program can be competitively and financially successful.

* integrating a well-rounded athletic program into the life of the university, and

* ensuring that the UWM athletic program operates in a manner that meets the highest ethical and regulatory standards.
ATHLETIC BOARD BY-LAWS

Consistent with the University of Wisconsin-Milwaukee Athletic Board Charter (UWM Policies & Procedures, Chapter 6 Supplement, #A1.5), these bylaws outline the roles and responsibilities associated with carrying out the Athletic Board functions.

OFFICERS

The officers of the Athletic Board, to be elected for terms of one year at the first regular meeting of the school year, shall be

A Chair, who shall call and set agendas for all Board and Steering Committee meetings, as appropriate represent the Board within and without the university, appoint personnel to the Board subcommittees described below, and with the faculty representative and athletic director, conduct an annual performance review of the faculty representative (as mandated by the Charter) and communicate such results to the Chancellor.

A Vice Chair, who shall replace the Chair in the event of his/her absence from a meeting, or inability to complete his/her term of office.

A Secretary, who shall work with the staff recording secretary to record the minutes of each meeting and circulate them to all members of the Board and to other appropriate parties. The Board Secretary shall have primary responsibility for official Board communications.

The Chair and Vice Chair must be members of the UWM faculty. The Secretary must be a member of the UWM faculty or academic staff.

MEETINGS

The Board shall conduct regular meetings monthly throughout the academic year and during the summer as needed, at times and places designated by the Chair. Minimum notice of seven days is required for regular Board meetings.

Special meetings may be called by the Chair as necessary, or upon the request of five and three or more voting members of the Board. Minimum notice of three days is required for special Board meetings.

Additional items may be added to the agenda at the request of any members with the approval of the Board.

A quorum at all regular or special meetings shall consist of a majority of the voting members of the Board. If a quorum is not available, the steering committee will act on behalf of the board.

Meetings will be conducted in accordance with Roberts Rules of Order Revised, unless otherwise specified in these bylaws.

Attendance at Board meetings is expected of all board members and those who do not attend for 3 consecutive meetings will be asked to step down so that an alternate member can be appointed.
UWM FACULTY REPRESENTATIVE FOR ATHLETICS

Role

The Faculty Representative shall serve as the representative of the Board and the UWM Faculty to Conferences and intercollegiate athletic associations.

The Faculty Representative shall work in cooperation with the Director of Athletics and the Board in monitoring policies and procedures that arise from intercollegiate athletic associations, and communicate these developments to the Board.

The Faculty Representative shall serve as the representative of the Board and the Chancellor, as the Board and Chancellor delegates authority in these matters, to intercollegiate association meetings and activities.

Appointment

The Athletic Board Steering Committee, in consultation with the UWM University Committee, shall solicit and screen a slate of nominees for Athletic Board review, in the last year of the current Representative’s term and shall submit this short list to the Chancellor.

The Faculty Representative is appointed by the Chancellor for a term not to exceed five years. He/she must be a member of the UWM faculty.

STANDING SUBCOMMITTEES

The Chair appoints members of Board to subcommittees and designates the chair of each. Chairs must be faculty or academic staff, except for the Steering Committee which is chaired by a faculty member Athletic Board.

A minimum of three voting members shall be appointed to each subcommittee; a majority of appointees must be faculty or academic staff. The standing subcommittees and their primary responsibilities are listed below. They shall carry out such additional duties as are assigned by the Board Chair.

Steering

Coordinates the activities of subcommittees of the Board. Prepares the annual report of the Board.

The Chair, with the approval of the Steering Committee of the Board, may create ad hoc committees as the need arises.

The Athletic Board Steering Committee shall consist of the Chair, the Vice Chair, the secretary, the Director of Athletics (ex-officio), the Faculty Representative, one student member of the Board (appointed by the Chair).
Fiscal

Represents the Board in the development and implementation of the budget for the Department of Athletics. The subcommittee will meet in December.

Analyzes the financial activity of the Department of Athletics. The subcommittee will meet in February.

Required: At least one student, one alumni member, one member from the Equity Subcommittee, and the Board Chair.

Student-Athlete Appeals

Renders decisions on requests for exceptions to the UWM eligibility requirements and reports actions taken to the Board.

Renders decisions following appropriate hearing opportunities by student-athletes seeking: 1) permission to contact another institution regarding the possibility of transferring, or (2) permission for release to transfer to another institution (as per NCAA bylaws controlling the One-Time Transfer Exception).

Renders decisions following appropriate hearing opportunities by student-athletes and athletic department personnel regarding dismissal from teams as a result of disciplinary actions, positive drug tests, or rules infractions. (Issues regarding withdrawal of athletic financial aid must be appealed through the Office of Financial Aid appeals committee per NCAA Bylaws).

Renders decisions on any other student-athlete appeals deemed appropriate by the Athletic Board.

Required: At least one student member, and the Faculty Representative of Athletics.

A minimum of five subcommittee members must be in attendance at the hearing in order to render a decision. Alternates to the committee may be appointed by the Steering Committee for the purpose of hearing an appeal.

Governance and Compliance

Review the programs and status of intercollegiate athletics as they relate to the mission of the University and the Athletic Department, and advises the Board regarding desirable modifications.

Provide information regarding pertinent NCAA, Horizon League or Institutional rules to the Board, in order to ensure compliance by UWM Athletic representatives.
Review reports of NCAA infractions (and associated outcomes) of any Horizon League or NCAA rules, to ensure proper enforcement and education was provided.

Review reports concerning the recipients of scholarships, tuition waivers, and other financial assistance administered with respect to athletes, to ensure student athletes’ financial aid was properly dispersed.

The Faculty Representative shall be a member of this subcommittee.

**Academic Integrity**

Reviews UWM eligibility requirements on a semester basis to assure consistency with the mission of the University and the Board.

Reviews sports playing schedules for oversight of missed class time. The Faculty Athletics Representative (FAR) will review and approve missed class time per NCAA rules. The FAR will inform instructors of the missed class time policy each semester.

Reviews admission data of student-athletes and reports to the Board.

Reviews graduation rates and established goals.

Reviews, assesses, and reports to the Athletic Board on the academic assistance program within the Athletics Department.

Receives a summary review of grades, grade changes, and academic progress of the student-athletes following each semester.

The Faculty Representative shall be a member of this subcommittee.

**Equity**

Assures that no person shall, on the basis of race, color, religion, sexual orientation, sex, national origin, age, disability, or veteran status, be excluded from participation in, be denied the benefit of, or be treated differently from another person, or otherwise be discriminated against in any intercollegiate sports offered by the University.

Annually reviews the Equity in Athletic Disclosure Act (EADA), NCAA Financial Report & and reports to the full Board.

Advises the Board on Title IX Rules and Regulations as published in the Federal Register and as administered through the Department of Education, Office of Civil Rights.

Monitors the compliance of the Department with Title IX regulations and other laws and regulations pertaining to non-discrimination.

Monitors commitment to the well-being of student-athletes, particularly in their academic role as students and monitors the department’s plan for student-athlete well-being.

Regularly monitors and reviews the Athletic Department plans for achieving equity regarding gender and underrepresented populations as well as the plan for student-athlete well being.
Serves on Search and Screen committees to support the equity functions on behalf of the Athletic Board.

**By-Laws**

Makes recommendations to the Board regarding revisions to Athletic Board Charter and these by-laws.

Reviews the responsibilities of each subcommittee on an annual basis and recommends modifications to the Board.

Monitors compliance of the Board with these by-laws.

**Long-Term Development**

Annually reviews and participates in the strategic plan of UWM Athletics.

The Strategic plan should reflect items such as identifying additional funding sources and applications, changes in conference affiliations, sport sponsorship and other operational implications of the University and Board’s mission relative to athletics.

**Personnel**

As appropriate, reviews and advises the Board regarding position descriptions for personnel of the Athletic Department.

Participates in search and screen activities for all head and assistant coaching and senior athletic administrative personnel.

Recruitment Screening Committees (must comply with Standing Sub-Committee composition expectations, unless otherwise specified below)

- To fulfill the Athletic Board’s responsibilities described in Section 2b of the Athletic Board Charter, Board members will participate in Screening Committees as the need for such committees arises.
- For head coaching and senior administrative positions, the Screening Committee will include three members of the athletic board representing the Equity and Personnel Committees, and 1 at large Athletic Board member appointed by the Chair and three members of the athletic department. The Screening Committee Chair must be a member of the faculty or academic staff.
- Screening Committees will be responsible for reviewing applications, interviewing, and recommending candidates for coaching or senior administrative positions to the Director of Athletics.
- For assistant coaching positions, a member of the Personnel Committee or Equity Subcommittee will serve on the Screening Committee.
- All Screening Committees will follow the hiring processes outlined in Appendices A (Head Coach Recruitment/Selection) and B (Assistant Coach Recruitment/Selection).

Required: One member from the Equity Subcommittee.
Amendments

These by-laws may be amended by a two-thirds majority at regular Board meeting, if the potential modification has been reviewed and discussed at one previous meeting and with the approval of appropriate governance bodies and the Chancellor.
APPENDIX A - UNIVERSITY OF WISCONSIN-MILWAUKEE
Department of Athletics

TITLE ________________________________________________
PDQ Reference No. ______________________

Recruitment Efforts Plan (Head Coach/Senior Administrator)

1. ADVERTISEMENTS:
   NCAA News Employment Online
   Coaches Association Web Page
   UWM Panthers Web Page
   National Association of Women Athletic Administrators Web Page
   UWM Human Resources Employment Opportunities WEB Page
   (http://www.uwm.edu/Dept/HR/empopportun/nonfaculty/)

2. VACANCY ANNOUNCEMENTS SENT TO:
   A. Internal – UWM
      Office of Equity/Diversity Services
      Alumni Office
      Selected Bulletin Boards
      Health Services
   B. State-wide
      UW System Athletic Departments
      UW System Affirmative Action Offices
      Wisconsin Job Center
      Milwaukee Urban League
      African American Chamber of Commerce
      Hispanic Chamber of Commerce
      Milwaukee Minority Chamber of Commerce
   C. Midwest and National
      Horizon League
      NCAA News
      Historically black public colleges and universities’ athletic departments
      National Association of Women Athletic Administrators
      College Sports Information Directors of America
   D. Professional Networking

3. SCREENING PROCESS:
   A. Membership of Screening Committee is as follows:
      Associate Athletic Director (supervisor of sport/area)
      Athletic Department coach (preferably Head or Associate Head Coach)
      Athletic Department staff member
      Three Athletic Board Members representing the Personnel and Equity Committees and an at Large
      member approved by the Athletic Board Chair.
      (All Athletic Board members will be selected by Athletic Director/Designee in consultation with the Chair
      of the Athletic Board; the Screening Committee Chair must be a faculty or academic staff member.)
   B. The Screening Committee will provide an unranked pool of at least two candidates to the Athletic Director.

4. FINALIST SELECTION:

   Screening Committee will meet during the Position Open period (typically 30 days) to discuss the
   position, the position description, and the hiring goals of Athletic Department. Screening Committee
   Chair will also discuss interview timeline and anticipated hire date. UWM Legal Affairs Department will
   review recruitment process issues including record retention requirements, appropriate interview
   questions, and interview notes. (This review with Legal Affairs may be part of each review committee
   or an annual review for the entire Athletic Board.) At the conclusion of the Position Open period, the
   Screening Committee will review submissions of qualified applicants. Screening Committee Chair will
   review all applicants and eliminate any applicants who do not meet minimum position qualifications.
   The Screening Committee will select a minimum of three candidates for interviews, either phone or in-
   person. At least two of the finalists should have on-campus interviews.
5. INTERVIEW:

A. Phone
   - Interview with Screening Committee, should include Chair and at least one Athletic Board member of the Screening Committee.

B. On-Campus
   - Interview with Screening Committee,
   - Open Forum Interview with Student-Athletes, if head coach position,
   - Open Forum Interview with Athletic Department staff,
   - One-on-one Interviews with Athletic Director and other senior level Athletic Department Administrators,
   - One-on-one Interviews with Chancellor or other University personnel, as needed.

6. SELECTION PROCESS:
A. The Athletic Director will seek evaluations of candidates from:
   1. Screening Committee
   2. Athletic Board Representatives
   3. Athletic Department staff members

B. Based on interviews & input from individuals involved in the selection process, the Athletic Director will make recommendations on each final candidate to the Chancellor, who will make the final selection.

7. OFFER: Screening Committee will meet to discuss finalists and make recommendation to Athletic Director on top selections.
APPENDIX B - UNIVERSITY OF WISCONSIN-MILWAUKEE
Department of Athletics

TITLE ________________________________________________

PDQ Reference No. ________________

*Recruitment Efforts Plan (Assistant Coach)

1. ADVERTISEMENTS:
   NCAA News Employment Online
   Coaches Association Web Page
   UWM Panthers Web Page
   National Association of Women Athletic Administrators Web Page
   UWM Human Resources Employment Opportunities WEB Page
   (http://www.uwm.edu/Dept/HR/empopportunities/nonfaculty)

2. VACANCY ANNOUNCEMENTS SENT TO:
   A. Internal – UWM
      Office of Equity/Diversity Services
      Alumni Office
      Selected Bulletin Boards
      Health Services
   B. State-wide
      UW System Athletic Departments
      UW System Affirmative Action Offices
      Wisconsin Job Center
      Milwaukee Urban League
      African American Chamber of Commerce
      Hispanic Chamber of Commerce
      Milwaukee Minority Chamber of Commerce
   C. Midwest and National
      Horizon League
      NCAA News
      Historically black public colleges and universities’ athletic departments
      National Association of Women Athletic Administrators
      College Sports Information Directors of America
   D. Professional Networking

3. SCREENING PROCESS:
   A. Membership of Screening Committee is as follows:
      Head Coach or Associate Athletic Director (supervisor of sport/area)—Chair
      Athletic Department coach from other sport
      Athletic Department staff member
      Athletic Board member-Personnel or Equity committee representative
      (All Athletic Board members will be selected by Athletic Director/Designee in consultation with the Chair of the Athletic Board.
   B. The Screening Committee will provide an unranked pool of at least two candidates to the Athletic Director.

4. FINALIST SELECTION:
   Screening Committee will meet during the Position Open period (typically 30 days) to discuss the position, the position description, and the hiring goals of Athletic Department. Screening Committee Chair will also discuss interview timeline and anticipated hire date. UWM Legal Affairs Department will review recruitment process issues including record retention requirements, appropriate interview questions, and interview notes. (This review with Legal Affairs may be part of each review committee or an annual review for the entire Athletic Board.) At the conclusion of the Position Open period, the Screening Committee will review submissions of qualified applicants. Screening Committee Chair will review all applicants and eliminate any applicants who do not meet minimum position qualifications.

UPDATED VERSION AVAILABLE: see FD 2849R1
The Screening Committee will select a minimum of three candidates for interviews, either phone or in-person. At least two of the finalists should have on-campus interviews.

5. INTERVIEW:
   A. **Phone**
      - Interview with Screening Committee, should include Chair and at least one Athletic Board member of the Screening Committee.
   B. **On-Campus**
      - Interview with Screening Committee,
      - Open Forum Interview with Student-Athletes, if head coach position,
      - Open Forum Interview with Athletic Department staff,
      - One-on-one Interviews with Athletic Director and other senior level Athletic Department Administrators,
      - One-on-one Interviews with Chancellor or other University personnel, as needed.

6. SELECTION PROCESS:
   C. The Athletic Director will seek evaluations of candidates from:
      1. Screening Committee
      2. Athletic Board Representatives
      3. Athletic Department staff members
   D. Based on interviews & input from individuals involved in the selection process, the Athletic Director will make recommendations on each final candidate to the Chancellor, who will make the final selection.

**OFFER:** Screening Committee will meet to discuss finalists and make recommendation to Athletic Director on top selections.
Appendix C. UWM Athletics Board Bylaws

Relevant Sections of UWM Policies & Procedures, Chapter 6

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, exists for an indefinite duration, and has a majority of faculty in its voting membership except as is provided for in the charter of the Athletic Board.

6.27 Faculty Standing Subcommittee and Limited term Subcommittee Membership

(1) Faculty Standing Subcommittee

A faculty standing committee may establish a standing subcommittee to consider ongoing matters within the general functions of the committee. The membership and functions of the standing subcommittees are expressed in writing and approved by the faculty senate. Standing subcommittees may only include as voting members, faculty, academic staff, and student members who are already members of the committee or who are faculty who have been specifically elected to the standing subcommittee. The chair of the subcommittee and the majority of the standing subcommittee members must be faculty members serving on the committee. A quorum consists of a majority of the total voting faculty membership of the standing subcommittee. Recommendations of a subcommittee must be approved by the faculty senate before being forwarded to the Faculty Senate for further action. All standing subcommittees must have approved charters and these charters must be on file with the Secretary of the University and be subject to review by the faculty.

(2) Faculty Limited Term Subcommittee

A faculty standing committee may establish a limited term subcommittee to consider short term or special matters within the general functions of the committee. Permission must be granted by the University Committee to extend the activities of limited term or special subcommittees beyond one academic year. The membership and functions of the subcommittees are expressed in writing and approved by majority vote of the committee. Subcommittees may include as voting members, faculty, academic staff, and student members not already members of the committee, provided that at least the majority of the voting members of the subcommittee are concurrently voting members of the committee. The chair of the limited term subcommittee must be a faculty member serving on the committee. A quorum consists of a majority of the total voting faculty membership of the limited term subcommittee. Recommendations of a limited term subcommittee must be approved by the full standing committee before being forwarded to the Faculty Senate for further action.

(Document 2565, 3/15/07; UWM Administration, 3/27/07)