CHAPTER 12A

FACULTY DIVISIONAL SYSTEMS IN THE UNIVERSITY

The Faculty Divisions

12A.01 Establishment of Faculty Divisions
12A.02 Division Membership and Meetings
12A.03 Eligibility to Vote in Divisions

Composition of Divisional Executive Committees

12A.04 Structure of Divisional Executive Committees
12A.05 Divisional Executive Committees in New Units
12A.06 Election to Divisional Executive Committees
12A.07 Nominations for Elections to Divisional Executive Committees
12A.08 Eligibility for Membership on Divisional Executive Committees
12A.09 Election of Divisional Executive Committee Chairman
12A.10 Inability to Serve on a Divisional Executive Committee

Procedures of Divisional Executive Committees

12A.11 Meetings of the Divisional Executive Committees
12A.12 Special Meetings of Divisional Executive Committees
12A.13 Quorum Rule

Functions of the Divisional Executive Committees

Course Approval

12A.14 Approval of New Courses and Course Changes
12A.15 Review of Course Offerings
12A.16 Review Where Jurisdiction is in Doubt
12A.17 Advice on Tenure Appointments
12A.18 Record of Committee Advice
12A.19 Vote Record
12A.20 Reconsideration of Negative Advice
12A.21 Criteria for Advice
12A.22 Advice on other Personnel Problems
12A.23 Inter-Unit Relationship of Tenured Appointments
12A.24 Waiver of Review

Other Functions

12A.25 Advice on Educational Policy
12A.26 Advice on Ad Hoc Committee Selection

Functions of the University Faculty Council

Regarding the Divisional Executive Committees

12A.27 Functions of the University Faculty Council

The Faculty Divisions

12A.01 Establishment of Faculty Divisions. Each unit Faculty shall establish divisions of faculty members in related subjects of teaching and research, independent of colleges, schools and departments. There shall be at least two and not more than four Divisions in any unit. Each academic department and school shall be a member of at least one Division. Each Division shall have an Executive Committee whose chairman shall also serve as chairman of the Divisional faculty.

12A.02 Division Membership and Meetings. The Executive Committee of each Division shall recommend, for approval by the Unit Faculty, which academic departments or schools, hereinafter called "departments," shall
be included in its Division. Any change in membership shall require approval of the Unit Faculty. A dispute as to Divisional membership shall be settled by the Unit Faculty on the recommendation of its University Committee. The Division's chairman may call meetings of the Division's faculty, and must do so on the written request of ten members.

12A.03 Eligibility to Vote in Divisions. Faculty members, as defined in Sec. 10A.02, are eligible to vote in the Division in which their department has membership. If a department is in more than one Division, a member of its faculty shall vote in only the one with which the subject matter of his courses and research most appropriately associates him. This will usually be the Division concerned with recommendations about his courses and tenure status. If a faculty member is in departments in different Divisions, he shall decide in which Division to vote.

Composition of Divisional Executive Committees

12A.04 Structure of Divisional Executive Committee. The size of the Executive Committee is fixed by the unit Faculty. 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.

12A.05 Divisional Executive Committees in New Units. In the development of a new unit, its University Committee shall perform the functions of divisional committees. The University Committee shall consult with departments or Divisional Executive Committees of other units. Regular Executive Committees shall be established by the unit faculty on recommendation of its University Committee, after consultation with the chancellor and the University Faculty Council.
12A.06 **Election to Divisional Executive Committees.** Executive Committees make and administer rules for the nomination and election of their own members. The unit University Committee administers initial establishment of an Executive Committee.

12A.07 **Nominations for Elections to Divisional Executive Committees.** Divisional Faculty members, through the departmental chairmen, nominate candidates for Executive Committees.

12A.08 **Eligibility for Membership on Divisional Executive Committees.** Only professors and associate professors eligible to vote in a Division may serve on its Executive Committee.

12A.09 **Election of Divisional Executive Committee Chairman.** Each Executive Committee shall annually elect one of its members chairman. He shall report annually to the Divisional Faculty.

12A.10 **Inability to Serve on a Divisional Executive Committee.** A member of an Executive Committee unable to serve for two consecutive semesters during his term of office shall be replaced as provided in Sec. 5.10.

**Procedures of Divisional Executive Committees**

12A.11 **Meetings of the Divisional Executive Committees.** An Executive Committee shall meet at least monthly throughout the academic year unless the chairman considers there is insufficient business. The schedule of meetings shall be given to interested parties at the beginning of each academic year.

12A.12 **Special Meetings of Divisional Executive Committees.** The Chairman may call a special meeting of the Executive Committee at any time, and he must call one on the request of one-third of the Committee.

12A.13 **Quorum Rule.** A majority of the Committee shall constitute a quorum.
Functions of the Divisional Executive Committees

Course Approval

12A.14 Approval of New Courses and Course Changes. Departments shall submit to Executive Committees, for approval, proposals for new credit courses or for modifications of existing credit courses, subject to final action by the dean.

12A.15 Review of Course Offerings. Executive Committees may review and recommend the alteration or discontinuance of existing credit courses and the establishment of interdepartmental, Divisional or interdivisional courses.

12A.16 Review Where Jurisdiction is in Doubt. If there is doubt as to jurisdiction over a credit course proposal, the Chancellor shall decide to which Executive Committee or Committees it should be referred.

Personnel Matters

12A.17 Advice on Tenure Appointments. Before appointment, or promotion, to a position on the tenured faculty is made, the dean shall ask the advice of the appropriate Executive Committee, before recommending action to the Chancellor.

12A.18 Record of Committee Advice. All advice and recommendations of the Executive Committee shall accompany the personnel papers through administrative channels to the President. Copies shall be given to the Department concerned.

12A.19 Vote Record. Advice on personnel recommendations shall include the text of the motion voted on by the Executive Committee, and the "ayes", "nays", and abstentions. The vote of individual members of the Executive Committee shall not be recorded.

U&M FAC DOC 453, May 2, 1968
12A.20 **Reconsideration of Negative Advice.** If an Executive Committee rejects a personnel recommendation, the sponsors of the recommendation, if they so request, shall be heard and a new vote taken before the Committee's advice is forwarded to the dean.

12A.21 **Criteria for Advice.** Executive Committees shall establish criteria for considering personnel matters referred to them. The criteria should include demonstrated teaching ability, past and probable future intellectual and creative accomplishments and contributions, and service to the public, the University, and to the faculty member's profession.

12A.22 **Advice on other Personnel Problems.** A Chancellor, dean or department may ask the advice of the appropriate Executive Committee concerning other personnel problems. The Executive Committee may study and make recommendations regarding appointments which will strengthen the faculty and academic programs.

12A.23 **Inter-Unit Relationship of Tenured Appointments.** Approval of appointment in the academic staff of one unit does not imply approval of appointment in any other unit. A joint appointment in two or more units must be acted on separately by each unit.

12A.24 **Waiver of Review by Divisional Executive Committees.** In dealing with an appointment or promotion to the tenured faculty, an Executive Committee may waive review where an Executive Committee of a different unit has previously recommended appointment or promotion, unless the unit Faculty provides otherwise.

**Other Functions**

12A.25 **Advice on Educational Policy.** On their own initiative or on request, the Executive Committees may advise the President, the Chancellors, the deans or other administrative officers of any college, school, institute or other entity, on educational policy and its implementation.

UNM FAC DOC 453, May 2, 1968
12A.26 **Advice on Ad Hoc Committee Selection.** The faculty or the chancellor may request Executive Committees to nominate or appoint persons from their divisions to ad hoc committees.

**Functions of the University Faculty Council**

**Regarding the Divisional Executive Committees**

12A.27 **Functions of the University Faculty Council.** The University Faculty Council may review the Executive Committees’ general criteria and practices regarding courses and personnel, and may make recommendations to appropriate University bodies, so that high standards are maintained throughout the University. The Council shall receive the minutes of all Executive Committees, and may advise them on their practices and procedures. The Council may propose or advise on changes in faculty legislation dealing with the Divisional system.

UWM FAC DOC 453, May 2, 1968
RECOMMENDED AMENDMENTS
OF THE
UNIVERSITY COMMITTEE-MILWAUKEE
TO CHAPTER 12A

12A.01 In the fourth line the word "four" should be deleted and six put in its stead. This change is in accord with the action of the Milwaukee faculty taken on February 23, 1967, (Milwaukee Faculty Document 381 - Stefaniak Committee Report).

12A.03 Delete the phrase "is in departments in different divisions" in lines seven and eight and substitute instead: holds appointment in more than one department.

12A.08 Add the word Ordinarily, before the word "only" in line one. Add the following sentence to the end of this section: In smaller and never departments exceptions may be made.

12A.24 Omit the final phrase in this section beginning with "unless" and ending with "otherwise".

12A.25 Place a period after the word "President" in line two. Revise remainder of the section as follows: They may also advise the Chancellors, the deans or other administrative officers of their unit on educational policy and its implementation.