CHAPTER 7 - THE DEPARTMENT

LAWS AND REGULATIONS GOVERNING THE UNIVERSITY OF WISCONSIN

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7.01 Department: Defined. A department shall consist of a group of faculty members with a common or closely related disciplinary/or mission oriented interest and which is granted department status through vote of the faculty of a College, School or other appropriate academic unit with concurrence of the Chancellor, the President and the Regents of the University. Schools or Colleges not organized into departments shall operate as departments or organize into appropriate sub-units for the purpose of Chapter 7.

7.02 Departmental Faculty: Membership. Membership in a departmental faculty and the right to vote or participate otherwise in departmental faculty meetings, are determined by the executive committee of the department, with the approval of the dean.

7.03 Departmental Faculty: Functions. The immediate government of the department is vested in its departmental faculty (as defined in Sec. 7.02), which has jurisdiction over all the interests of the
department, with authority to determine all departmental questions of educational and administrative policy, other than those matters which are vested in the departmental executive committee by Sec. 7.05.

7.04 Departmental Executive Committee: Membership.

(1) Each department has an executive committee, consisting of all members of the department, as defined in Sec. 7.01, who are professors or associate professors.

(2) Members of the executive committee who are on leave may participate in its decisions insofar as participation is feasible in the judgment of the executive committee.

(3) The executive committee may designate a member of the department to serve as secretary, and determine his duties.

7.05 Departmental Executive Committee: Functions.

(1) The departmental executive committee has authority to make recommendations concerning appointments, dismissals, promotions, salaries and other budget matters, which are transmitted through the chairman to the dean. The executive committee may, by annual vote, delegate to a smaller committee, or to the chairman, the authority to make recommendations with respect to any or all of the following matters; (a) salaries, equipment and supplies; (b) nontenure appointments; (c) appointment or promotion of classified personnel; (d) appointment of assistants.

(2) The departmental executive committee may delegate to the full professors of the department the authority to make recommendations for promotions to the rank of full professor.
(3) In schools in which departmental structures do not exist, executive committees shall have the same authority to make recommendations concerning appointments, dismissals, promotions, salaries, and other budget matters, to the Dean or Director, as departmental executive committees described in paragraph (1) of this section.

7.06 **Departmental Chairman: Selection.**

(1) All members of the department having professorial rank, and others who are entitled to vote by action of the departmental executive committee may express their preference for chairman each year by secret ballot, and the entire ballot is transmitted by the department chairman to the dean. The department may by annual vote authorize a committee to count the votes before the ballot is transmitted to the dean. A member of the departmental faculty with professorial rank who is on leave is eligible to participate in this balloting, but not by proxy.

(2) After receiving the preference ballot, and following consultation with the Chancellor, the Dean appoints a chairman from among the members of the department holding professorial rank. Exceptions may be made with consultation between the Dean and the unit university committee.

(3) The term of office of a departmental chairman is one year, but there is no limit upon the number of terms he may serve.

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7.07 **Departmental Chairman: Duties.** The chairman of the department has the following duties:

(1) Serves as the official channel of communications for all matters affecting the department as a whole between the department and the President, the Chancellor, the Dean, other University officials or departments.

(2) Calls meetings of the departmental faculty and of the executive committee, and presides over the meetings. He shall call a meeting at the request of any two members of the department.

(3) Has charge of all official correspondence of the department, and of all departmental announcements in the catalogue or other University publications.

(4) Determines that all necessary records of teaching and research of the department are properly kept and are always accessible to the proper authorities.

(5) Reports to the Dean regarding the activities and needs of the department.

(6) Makes requisitions for all departmental supplies.

(7) Submits new courses proposed by the department for approval by the divisional executive committee (or by the Course Committee) and by the Dean.

(8) Takes action, in case of emergency, pending a meeting of the departmental executive committee.

(9) In general, acts as the executive of the department.
7.08 Department: Dissolved or Merged. A department as defined may be dissolved or merged with another by vote of the concerned department or departments, and the College, School or other appropriate academic unit with concurrence of the appropriate Chancellor and the President and Regents of the University.

7.09 Deviations from Chapter 7. While all units of the University should, if at all possible, observe the rules set out in Chapter 7, a unit faculty may authorize deviations from Sec. 7.04 (1) and Sec. 7.06 (1) where observance of these rules is impracticable because of smallness of staff or lack of tenured personnel.