Recommendation of the Codification Committee to adopt Chapter 6, UWM Policies and Procedures.

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.

A student/faculty advisory committee is created jointly by the Student Senate and the Faculty, primarily considers matters pertaining to student affairs, reports to the Student Senate and Faculty, has both student and faculty members and exists for indefinite duration.

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.

(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 and only if that committee does not advise or consider policy for any activity of which he/she is an administrator. Administrative staff members appointed to committee membership serve as ex-officio members.

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

(4) The University Faculty may designate committees on which alumni membership is provided.

(5) 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) Election of Student Members. Unless otherwise provided, student members of faculty standing committees shall be elected at large for one year terms by campus-wide elections, administered by the Student Association Election Commission.

(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. If there is no available candidate, a vacancy in a student elective position is filled by an appointee of the President of the Student Association with confirmation by the Student Senate.

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.

(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.

**Codification Committee**
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