University of Wisconsin-Milwaukee
School of Education

Policies and Procedures
Faculty Governance within the School of Education

These policies and procedures became effective on their approval.
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Chapter 1. Faculty of the School of Education

Chapter 2. Organization of School of Education

Chapter 3. Faculty Committees
- Appendix A: for School of Education Committee Terms
- Appendix B: Template for Committee Final Reports

Chapter 4. Other School of Education Committees

The following SOE faculty documents are included:

- Education Document 286 (as amended 2.5.87, 4.30.87, 3.9.89, 6.91, 5.6.93, 5.2.96 and 10.14.99) *(The Faculty and Faculty Assembly documents)*
- Document # 797a (Revised 02/28/01, 09/08/05, 10/29/07) (Replaces Documents 216**,** 330, and 454) *(Curriculum committee documents*)
- Education Document #313 Revised 12/14/92, 4/4/96, and 3/30/06 (*Educational studies documents)*
- Education Document #463 *(Student appeals documents)*

Chapter 1. Faculty of the School of Education

1.1 Definition and Voting Privileges

All persons holding appointments in a department at the rank of professor, associate professor, assistant professor, or instructor, and as determined by the Departmental Executive Committee, departmental academic staff members with training, experience and responsibility comparable to those in the faculty ranks shall have the right to vote or participate otherwise in departmental faculty meetings, provided that this rule shall not be construed to withdraw any membership understanding or arrangements in effect at the time this rule was adopted. (Document 909, 2/27/75; UWM Administration approval, 3/29/75; Regent approval, 3/5/76) (Document 1618, 5/10/88; UWM Administration approval, 5/20/88)

Faculty members who are serving as deans may not vote on matters upon which they have subsequent review and recommendation and are not eligible for election to the Faculty Assembly.

The Office of the Dean publishes an updated list of the members of the faculty annually.

Full-time members of teaching and non-teaching academic staff in the School of Education, who have not been designated members of the faculty by their departments have the right to participate in meetings of the faculty but not to vote. In addition, student representatives who are appointed to faculty committees in the School have the right to participate but not to vote.

Any motion brought before a Faculty Meeting or a Faculty Assembly Meeting may be referred to the entire School of Education voting faculty by a mail ballot or email ballot by a two-thirds majority vote of those present and voting. In addition, a petition signed by at least half of the School of Education voting faculty may refer any Faculty or Faculty Assembly action or projected action to mail or email ballot. Ballots shall be prepared, distributed, and tallied by a special committee appointed by the Faculty Assembly. A simple majority of returned ballots shall prevail.

A quorum for faculty meetings is 15% of the total membership.

A quorum for all standing committees is 50% plus one.

A quorum for special faculty meetings is 50% plus one.

A quorum for Faculty Assembly consists of a majority of the total membership of the Faculty Assembly. An attendance record of members of the Faculty Assembly shall be kept by the Office of the Dean.

1.2 Duties and Powers of Faculty of School of Education

The School of Education Faculty have charge of all educational matters which concern more than one department, or which are otherwise of general interest.

The immediate governance of the School is vested in its faculty, which has jurisdiction over the interest of the School, with authority to determine questions of educational and administrative policy, other than those matters, which are vested in the Executive Committee of each Department. The faculty shall be responsible for overseeing the School's research, teaching, and service activities including promoting the school.

The members of the faculty will:

- Review and evaluate the research, teaching, and service functions of the School.
- Review and make recommendations concerning proposals that affect structure and function of the School.
- Study and make recommendations on matters that pertain to faculty welfare.
- Plan educational and School activities that involve faculty, students, and other appropriate members of the community.
- Recommend faculty, students, and others for honors and awards.
- Elect members for School of Education standing committees.
- Assist with employment recruitment of faculty, academic staff, and graduate assistants consistent with the policies established by the Department Executive Committees.
- Approve and recommend undergraduate and graduate courses and programs, non-credit offerings, and outreach activities that shall be offered by the School.
- Recommend schedules, maximum enrollments, and course offerings.
- Recommend use of facilities for course offerings and research activities.
- Establish research institutes and sponsored conferences, and institutes appropriate to the mission of the School.
- Report cases of faculty misconduct that require investigation to the UWM Faculty.

All business of this faculty must be transacted consistent with (1) the University of Wisconsin- Milwaukee Policies and Procedures, (2) University of Wisconsin System Board of Regents Regulations, and (3) Statutory Law.

The School of Education Faculty may adopt rules and regulations for the conduct of its proceedings.
The School of Education Faculty may create committees to adopt rules and regulations for their operation.

The School of Education Faculty may delegate functional authority and responsibility to committees, other groups, or administrative offices; however, such bodies or offices are accountable to the School of Education Faculty, which retains final jurisdiction over all educational matters, including affairs that involve students of general concern in the School of Education. The charge of each such committee, group, or administrative officer shall clearly state the scope of its authority, including, but not limited to, whether its role is to decide for and on behalf of the faculty (the Curriculum Committee, for example) or to develop recommendations for faculty consideration (the Academic Planning and Budget Committee, for example).

The Faculty Assembly may call for an additional faculty meeting to deal with specific issues that arise during the academic year.

Special meetings of the School of Education Faculty are held at the call of the dean, at the request of any two-department chairpersons, or on written petition of any ten members of the School of Education Faculty. The petition must include the proposed agenda and any proposed motions with supporting documentation, and must be submitted to the Faculty Assembly Coordinating Committee at least five business days before the date requested for the meeting. New items may be considered and moved to a vote with unanimous approval from qualified participants. Any special meeting requires a quorum of 15% of the voting faculty members of the current year.

The School of Education Faculty may meet in executive session where in conformity with state law governing open meetings.

The School of Education Faculty conducts its business through an elected assembly.

1.3 Conducting School of Education Faculty Business

The dean is the presiding officer of the regular School of Education Faculty meetings. If s/he is absent, the associate dean presides. In the absence of the dean and associate dean, the Chair of the Coordinating Committee shall preside.

A regular meeting of the Faculty will be held during the first four weeks of classes in the fall semester and the last four weeks of classes in the

spring semester on a Thursday between 2:00 and 4:00 p.m. Faculty members are expected to attend. A quorum of 15% of the Faculty is required for regular meetings. If there is no quorum present, the proposed items except those dealing with changes in the provisions of Chapter 1 in the UWM Policies and Procedures shall go the Faculty Assembly at its next meeting. For consideration of items involving changes in the provisions of Chapter 1, the absence of a quorum having been determined, the Faculty Assembly will be convened immediately to determine whether the items shall be submitted to the Faculty by mail ballot. The first regular meeting will include reports and discussion concerning the state of the school. These two meetings are typically scheduled during the first four weeks of classes in the fall, and the last week of instruction in the spring from 2:00-4:00 p.m. In exceptional circumstances, the date and time of the meeting may be changed at the dean's discretion, with approval from the Faculty Assembly. For regular faculty meetings, the agenda is prepared by the Faculty Assembly Coordinating Committee.

At any meeting of the School of Education Faculty, time may be set aside for the School of Education Faculty to meet as a committee of the whole to discuss matters of general interest. The Faculty Assembly Coordinating Committee is responsible for preparing the agenda for such meetings. The dean presides over the regular all school meetings and the Chair of the Coordinating Committee over meetings of the Faculty Assembly.

Any member of the School of Education Faculty may submit a written proposal for consideration at any regular or special meeting of the faculty by submitting it to a member of the Faculty Assembly Coordinating Committee at least two weeks prior to the meeting. The agenda for both regular and special meetings of the School of Education Faculty is to be prepared and distributed at least five days prior to the meeting. To be considered for inclusion on the agenda of a faculty meeting, proposals must be submitted in writing and be accompanied by reports or statements, which the Faculty Assembly deems necessary for understanding the proposed business.

The Office of the Dean sends the agenda and supporting documents to members of the School of Education Faculty at least one week prior to regular faculty meetings.

The Faculty Assembly may put administrative actions or informational reports of any faculty committee or of any department or unit, which may appear to be suitable for ratification by "Automatic Consent," at the head of business for any School of Education Faculty meetings. Any member of the School of Education Faculty may call up for debate any matter recommended for automatic consent.

The Office of the Dean prepares and distributes the minutes of each faculty meeting to every member of the School of Education Faculty. The minutes as distributed stand as approved under the rule for automatic consent, unless the faculty determines otherwise at the next regular or special meeting.

Documents, which are attached to the calendar of any meeting, are given identifying numbers.

Business of a confidential nature is so indicated on the agenda and in the distributed minutes by title or other brief form, and is explained on the floor.

The latest edition of "Robert's Rules of Order" governs procedures in meetings of the Faculty. The dean in consultation with the Faculty Assembly shall annually appoint a parliamentarian. Except as otherwise provided by its appropriate jurisdictional authority, the latest edition of Robert's Rules of Order is binding on all committees.

The agenda of regular meetings of the faculty includes a question period, customarily not to exceed ten minutes. Qualified participants may direct questions to the dean or chair of the Coordinating Committee. This period may be extended by a majority vote according to Robert's Rules of Order.

Chapter 2. Organization of School of Education

2.1 The School

The Faculty Assembly and standing committees are the governing bodies for Faculty in the School of Education.

The School is comprised of five Departments each with their own bylaws and Executive Committees. These Departments are:

- Administrative Leadership
- Curriculum and Instruction
- Educational Policy and Community Studies
- Educational Psychology
- Exceptional Education

The immediate governance is vested in the department's faculty that has jurisdiction over the interests of the department, with authority to determine all departmental questions of educational and administrative policy, other than those matters that are vested in the Departmental Executive Committee. The faculty of the department shall be responsible for teaching, research, and public service and shall carry out academic planning processes on a regular basis, including, but not limited to the preparation of the academic program plans for the department.

Each Department elects a Department Chair. After receiving the results of the ballot, and following consultation with the provost, the dean appoints a chairperson from among the members of the Department holding professorial rank:

- The Term of Office of a department chairperson is one year; there is no term limit for this position.
- The chairperson of the Department 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 provost, the dean, or other university officials or departments.
- The Chairperson is a member of the department faculty, not the School's administration.

2.2 Departmental Executive Committee

The Executive Committee includes all full-time members of the Department holding rank of associate professor or professor, and as determined by the Executive Committee at the time of appointment to tenure rank, any person holding a part-time appointment at the rank of professor or associate professor, provided that all persons holding multiple or part-time appointments at the rank of professor or associate professor shall have membership in at least one Departmental Executive Committee. If a unit faculty so provides, assistant professors with tenure may have membership on Departmental Executive Committees.

Members of the Departmental Executive Committee who are on leave or sabbatical may participate in its decisions insofar as participation is feasible in the judgment of the Executive Committee.

The Executive Committee may designate a member to serve as secretary, and determine his or her duties.

The Departmental Executive Committee makes recommendations concerning appointments, dismissals, promotions, salaries, merit allocations, and other personnel and budget matters, which are transmitted through the chairperson to the dean. Executive Committees may delegate some of these functions to subcommittees per departmental guidelines (e.g., personnel committee).

2.3 The Administration

The dean is the chief executive officer of a school or college and must have been granted tenure rank upon recommendation by appropriate faculty bodies as a condition of appointment to this administrative position.

The dean or associate dean may delegate specific areas of his/her responsibilities when appropriate. Associate deans who hold responsibility for academic program and faculty personnel policies must receive tenure rank upon recommendation of appropriate faculty bodies as a condition of appointment to this administrative position. (Document 1086, 4/20/78; UWM Administration approval, 12/8/78; System Administration approval, 2/22/80)

Chapter 3. Faculty Committees

3.1 Faculty Committees

A faculty committee is authorized by the School faculty, reports to the School faculty, and has majority faculty in its membership.

A member of the administrative staff may serve ex-officio on any faculty committee and participate by voice but not by vote.

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

Faculty committees are either standing or special. The standing committees of the School of Education are:

- The Faculty Assembly
- Academic Planning and Budget Committee (APBC)
- The Curriculum Committee
- The Research Committee
- The Urban Education Doctoral Committee (UEDC)
- The Educational Studies Committee
- The Student Appeals Committee
- Awards Committee

Refer to Appendix A for School of Education Committee Terms.

3.2 Rules for Standing Faculty Committees

The School of Education faculty may create, modify, and dissolve standing committees and regulate their operations.

A faculty standing committee performs delegated functions, reports to the faculty, exists for an indefinite duration, has a majority of faculty in its voting membership, and its chair must be a faculty member.

Members of the Instructional Academic Staff of the School of Education may serve as voting members on faculty committees and administrative staff or their representatives may serve as ex-officio members. Student members must be enrolled in the School of Education as stipulated in the guidelines of each committee.

More specific information regarding appointments to committees can be found in appropriate sections of UWM documents that describe faculty governance such as the “Chapter 6: UWM Committees,” substitute “dean” for “chancellor.” When nominee is not available to fill vacancies for elected positions, the dean submits names upon advice of the Faculty Assembly (cf UWM P&P 6.24(6).

Copies of the minutes of meetings of standing committees are distributed to the faculty of the School of Education and the Secretary of the University through the Office of the Dean.

Committees shall review their charters annually and submit an annual report that summarizes its activities and recommendations to the Faculty Assembly.

3.3 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.

On the recommendation of the Faculty Assembly, in consultation with the dean, the Faculty of the School may authorize the creation of special committees.

When such a committee is appointed, the action shall be submitted to the Faculty Assembly for its next meeting as a report and include:

- The specified number of members on the committee
- The method of establishing the committee
- The method of designating the chair
- The charge to the special committee and its relationship to existing committees

A special committee continues in existence until it has completed its charge, or is discharged by the appointing body. Committees that continue beyond the end of the academic year are required to submit an interim report by the end of the spring semester detailing its activities and anticipated date of completion.

3.4 Advisory and Administrative Committees

At the dean’s discretion, s/he may create advisory or administrative committees to provide advice concerning specific tasks and issues. The membership and function of such committees is the responsibility of the dean.

Upon formation of an administrative committee, the dean describes its membership, method of selection, and functions. These advisory committees submit a report annually to the faculty of the School.

3.5 School of Education Faculty Assembly

The School of Education Faculty Assembly is the representative body of the School of Education Faculty. The Assembly holds jurisdiction and powers of the Faculty between meetings of the Faculty, except that the School of Education Faculty Assembly may not amend any portion of this enabling legislation. Unless otherwise specified by the Faculty, the Assembly operates under the same rules and procedures prescribed for meetings of the School of Education Faculty. The School of Education Faculty must approve changes in the provisions relating to the Assembly.

3.5.1 Membership and Structure of the Assembly:

- The School of Education Faculty Assembly consists of members elected by its departments such that each of the five departments has at least one representative and that faculty members holding joint appointments are elected to represent only one department.
- The dean and associate deans serve as ex-officio members.
- Department chairs may be elected to represent their departments but may not serve as chair of the Assembly.
- Members are elected for three-year terms, and no member serves more than two consecutive terms or portions thereof. Terms of office begin the first week of instruction in each academic year. One third of the Assembly members are elected for three-year terms annually. The elections are to take place by the end of April.
- The Assembly shall make an annual review of the representation and recommend necessary changes to the Faculty.
- Faculty Assembly attendance is published by the Office of the Dean in meeting minutes. Attendance at Assembly meetings is a part of each member's duties. The seats of those members who fail to attend three regular Assembly meetings are automatically declared vacant.
- If a vacancy occurs in the Assembly, the appropriate department conducts an election to fill the unexpired term.
- Chairs or designated representatives of each of the seven standing committees will attend monthly Faculty Assembly meetings.

3.5.2 Jurisdiction of the Faculty Assembly:

- The Faculty Assembly has general charge of the questions concerning the educational interest or educational policies of the School of Education, including questions of scholarship, which pertain to more than one department, and may make needful rules relating to scholarship and the enforcement of student discipline.

- The Faculty Assembly has general charge of the requirements for admission to and graduation from any program in the school, and title of the degree to be conferred upon the completion of any course of study. When a department faculty has taken action with respect to these academic matters, these actions must be approved by the School of Education Faculty Assembly and by all university units when necessary before they become effective.
- Any conflicts of jurisdiction between the School of Education Faculty Assembly and individual faculty shall be submitted to the School of Education Faculty for resolution. Questions of jurisdictional conflict not resolved at the School of Education Faculty meeting as a body are reviewed by the UWM University Committee, which makes recommendations to the UWM Faculty concerning resolution of such questions.
- The Faculty Assembly Coordinating Committee will facilitate annual orientation sessions for chairs of standing committees to describe duties, responsibilities, and specific charges.

3.5.3 Conducting School of Education Faculty Assembly Business:

- Regular monthly meetings of the School of Education Faculty Assembly are held at 2:00 p.m. on the second Thursday of the month and will adjourn by 4:00 p.m. The Assembly may schedule additional meetings as necessary.
- The Chair of the Coordinating Committee for the Faculty Assembly or a duly designated substitute is the presiding officer.

3.5.4 The Assembly Duties and Powers:

- To initiate studies and recommendations for presentation to the faculty or Office of the Dean concerning educational policy.
- To formulate advice to the dean or any other appropriate office regarding the faculty's position on any matter. In as much as the dean is encouraged to seek faculty advice on all matters pertaining to the school, the Faculty Assembly is authorized to formulate advice and forward it directly to the Office of the Dean. Such advice shall represent the voice of the faculty unless modified by faculty action following procedures described elsewhere in this document.
- To submit matters to discussion by the entire faculty prior to taking a position, examine and respond as appropriate to actions taken by the UW System Board of Regents, UW Central Administration, campus administration, or any faculty committees or by any other entities that relate to the School of Education or faculty.
- To advise faculty who are engaged in making decisions regarding organization or reorganization of interdepartmental or interdisciplinary programs in instruction, research, and service.
- To submit regularly to the Office of the Dean its minutes on all matters except those falling under the protection of confidentiality statutes for

distribution to the entire faculty.

- To review the work of all standing committees through their annual reports to the Faculty Assembly of their charges and reporting responsibilities to the Faculty.

3.5.4 Operation of the Faculty Assembly:

- The Faculty Assembly shall have the authority and obligation to organize itself such that, at a minimum, there will be a Coordinating Committee composed of one member from each department. This committee will choose a chair and a vice chair.
- Each department shall elect one of its Assembly representatives to serve on the Coordinating Committee. This shall take place at or before the last department meeting of the year.
- The Coordinating Committee shall develop the agenda to facilitate the participation of faculty members. Agendas will be distributed to the entire faculty at least one week prior to any regularly scheduled meeting and as soon as possible prior to special meetings. Members of the Assembly or any faculty member present may add new items to the agenda upon approval of two-thirds of the Assembly members present.
- The dean shall attend all Assembly meetings and shall have a reserved agenda slot for making such comments and reports as s/he may deem appropriate. The dean may speak on any agenda item under discussion but may not vote. Meetings of the Assembly comply with Open Meeting regulations and enter into closed session according to State Statues.
- Any School of Education Faculty member may attend any Faculty Assembly meeting. Faculty who are not members of the Assembly may speak, subject to such procedures as may be established by the Assembly.
- A quorum of the Faculty Assembly consists of a majority of the total membership (50% of membership plus 1).
- The final Assembly action on each document before the Assembly shall be recorded in the minutes indicating the names of those voting affirmatively, those voting negatively, and those abstaining.
- The minutes of each Assembly meeting will record the attendance of representatives. All members of the faculty and academic staff receive copies of the faculty agenda and minutes through the Office of the Dean.
- The Faculty Assembly may meet in executive session as determined by State Statutes.
- The Faculty Assembly distributes meeting minutes to members of the faculty through the Office of the Dean. Assembly actions may not be modified or reversed in regular faculty meetings.
- Upon submission of a petition signed by at least half of the current faculty (except those on leave or with administrative assignments) any

action of the Assembly may be subjected to referendum. Such referenda function only to reverse an Assembly action.

3.5.6 Regular Review of the School of Education Faculty Governance Structure:

- The Faculty Assembly will obtain feedback annually on its operation and representation of the School of Education Faculty. A full, formal reassessment of faculty governance in the School of Education shall be initiated by the Faculty Assembly on a regular cycle.
- The Faculty Assembly, in conjunction with each committee, will reassess its charge and function every five years.

3.6 Academic Planning and Budget Committee

3.6.1 Purpose Statement: The Academic Planning and Budget Committee shall represent the faculty and advise the dean on all planning, space, and budgetary matters having implications for educational policy.

3.6.2 Membership Criteria:

- Each department elects one member to the Committee.
- The chair must be chosen from the selected faculty representatives currently serving on the committee at their first meeting of the academic year and serve for one-year.
- The Chair or committee designee shall attend monthly Faculty Assembly meetings.
- The dean, academic associate dean of the School of Education and the assistant dean for business affairs shall be ex-officio, non-voting positions.

3.6.3 Term of Office: Faculty members shall be elected at large to serve a three-year term. Each department must have one representative.

3.6.4 Chair Responsibilities:

- Formulates the agenda.
- Convenes the meeting.
- Reviews and submits the minutes.
- Reports to Faculty Assembly.
- Submits an annual written report to the faculty of the School of Education in May (See Report Template in Appendix B).

3.6.5 Work Scope, Membership Functions, or Scope:
Committee members:

- Make recommendations to the dean regarding the development of long-range plans and goals for the school consistent with the preservation of high quality teaching, research, and public service.
- Review academic program plans and related budgetary proposals regarding positions prepared by the departments or their functional

equivalents.

- Afford department or their functional equivalents ample opportunity to present information and position statements during programmatic and budgetary discussions.
- Advise the dean regarding criteria and priorities for budget adjustments.
- Advise a department (or its functional equivalent) and Dean in the event that the department and the Dean disagree over specific programmatic or budgetary decisions regarding open faculty positions or positions occupied by probationary faculty.
- Conduct on-going analyses of the enrollment trends, faculty assignment, budget parameters, program development and any other matters having a relationship to budget and planning.
- Synthesize departmental planning documents into the School of Education planning document, when required; review the proposed detailed operating budget each year and make recommendations to the Dean regarding allocations.
- Provide on-going oversight of expenditures and budget modifications that occur during the year.
- Report on its activities to the School of Education faculty and the Faculty Assembly whenever necessary or requested.

The Dean of the School of Education retains responsibility for the budget of the school and makes final budgetary decisions while observing the rules and regulations of UWM, UW System, and the State.

The minutes as distributed stand as approved under the rule for automatic consent, unless the faculty determines otherwise at the next regular or special meeting.

3.7 Curriculum Committee

3.7.1 Purpose Statement: The Curriculum Committee reviews and approves new and changes to existing course proposal, program proposals, amd certificate proposals from across all departments of the School of Education. The Curriculum Committee also works to stimulate new and innovative courses, programs, and certificates.

3.7.2 Membership Criteria:

- The chairperson is elected by the committee from among its faculty members at the committee's last regular meeting. The Chairperson has full voting privileges.
- One elected faculty representative from each department in the School of Education.
- The School of Education Dean or designee shall be ex-officio, non-voting position.

3.7.3 Term of Office: Department representatives serve a three-year term; terms will be staggered.

3.7.4 Chair Responsibilities:

- Convenes the meeting.
- Reviews and submits the minutes
- Reports to Faculty Assembly.
- Attends (or a committee representative) monthly Faculty Assembly meetings.
- Submits an annual written report to the faculty of the School of Education in May (See Report Template in Appendix B).

3.7.5 Work Scope, Membership Functions, or Scope:
To study and recommend School of Education faculty action on the following:

- Proposals for new undergraduate or graduate courses and changes in existing undergraduate courses (e.g., titles, descriptions, prerequisites, numbers, credits).
- Proposals for new undergraduate and graduate programs and changes in existing undergraduate and graduate programs. [Program is to be considered broadly to include such as specialization, option, certificate]
- Proposals of new certification programs and changes in existing certification programs.
- All sections of subtitled courses submitted on the Special Course Action Request form.
- School of Education departmental or faculty action recommendations regarding curriculum changes or new programs that are broader in scope than a single department.
- Recommendations concerning all proposed curriculum changes.
- All other information significantly related to the curriculum of the School of Education.

3.7.6 General Procedures:

- All reports requiring formal faculty action shall be made through the medium of the Faculty Assembly or regular Faculty Meeting, although nothing shall preclude the committee from communicating directly with departments or the entire faculty.
- Minutes and agendas of every regularly scheduled meeting shall be sent posted online through the Office of the Associate Dean for Academic Affairs web site. Minutes shall be sent to the Faculty Assembly/Meeting for consent.
- Committee meets regularly during the academic year. Meeting times are announced to faculty on a semester basis.
- Agenda items, including course requests, submitted for the Committee's consideration must be received in the Office of the

associate dean at least five working days prior to the scheduled Curriculum Committee meetings.

- If the faculty representative cannot attend a Curriculum Committee meeting, the department is required to send a substitute representative.
- Faculty representatives on the Curriculum Committee must examine new and special course action requests prior to the delivery of those documents to the Office of the Associate Dean. This procedure is intended to facilitate the review of the request in light of compliance with the Academic Program and Curriculum Committee (APCC), Graduate Curriculum Committee (GCC), and Curriculum Committee guidelines.
- Individual faculty members are welcome to appear at committee meetings in support of a particular course request or agenda items. Faculty members are, of course, welcome to attend at any other time as well.
- In instances where conflict regarding course overlap may occur, the committee requests that such disputes be addressed prior to the submission of the course request to the committee. If the committee perceives overlap in items that have not been addressed for overlap by departments, it can table items until such discussion takes place.
- The Committee shall only consider course action requests that have been approved by a department faculty.
- The minutes as distributed stand as approved under the rule for automatic consent, unless the faculty determines otherwise at the next regular or special meeting.

3.7.7 Course Action Requests:

- Only tenure-track faculty and unlimited-appointment academic staff may initiate Course Action Requests.
- Content of the Course Action Request form and its accompanying documentation must adhere to the policies and procedures as outlined in the APCC and GCC guidelines.
- Faculty or instructor vita should accompany Course Action Requests.

3.7.8 Special Course Action Requests:

- Special Course Action Request forms must be initiated for (1) current topic courses, (2) workshops, (3) institutes, or (4) other circumstances where students are given academic credit.
- Special Course Action Request forms are evaluated by the committee on the basis of the procedures outlined in the instructions which accompany the Special Course Action Request form.
- An academic vita is required for courses initiated by ad hoc or non-tenure track faculty.
- Courses may be approved for a three-time offering within a three-year time frame. Thereafter, a course previously approved must be

resubmitted to the committee with appropriate rationale for continuing the offering.

- Special Courses approved in association with grants may be offered without limit through the duration of the grant. The intent of this type of course is to encourage faculty creativity and initiative in curriculum development.
- Special Course Action Requests requiring approval during infrequent meeting times (Summer, Winterim) and in special circumstances can be approved by the department representative and Curriculum Committee chair. Full review occurs at the next regular Curriculum Committee meeting.

3.8 Research Committee

3.8.1 Purpose Statement: The Research Committee shall develop policies and programs that encourage and facilitate individual and collaborative faculty research and extramural funding.

3.8.2 Membership Criteria:

- One elected faculty representative from each department in the School of Education. If a member is absent in excess, s/he should be replaced by the department.
- An associate dean shall be an ex-officio member of the committee. (changed from associate dean for Academic Programs and Research)
- The chairperson for the upcoming year will be elected by the committee from among its faculty members at the committee's last regular meeting.
- The Director of Research shall be an ex-officio member of the committee.

3.8.3 *Term of Office:* Department representatives will serve a three-year term; terms will be staggered.

3.8.4 Chair Responsibilities:

- Formulates the agenda.
- Convenes the meeting.
- Reviews and submits the minutes.
- Reports to Faculty Assembly.
- Attends (or a committee representative) monthly Faculty Assembly meetings.
- Submits an annual written report to the faculty of the School of Education in May (See Report Template in Appendix B).

3.8.5 Work Scope, Membership Functions, or Scope:
Committee members:

- Survey the faculty as needed to determine problems and issues that

restrict research and extramural funding.

- Sponsor and plan the annual School of Education Research Conference.
- Serve as a liaison with the Graduate School on policies and procedures related to extramural funding.
- Advise the Dean regarding the ranking of faculty sabbatical proposals for funding.
- Disseminate to the faculty the criteria by which sabbatical proposals will be evaluated and the process used by the committee for ranking the proposals.
- Advise the Dean as requested and/or needed on any other matters pertaining to research and extramural funding.
- Manage the Institute for Excellent in Urban Education (IEUE) grant call for proposals, submission, and review process and advise the Dean regarding the ranking of proposals for funding.
- Report to the faculty at the end of the year (and earlier when needed) on the status of research and extramural funding in the School of Education and recommended improvements. Also, report on the activities of the committee during the year just completed.
- Report meeting minutes to the Faculty Assembly.

The minutes as distributed stand as approved under the rule for automatic consent, unless the faculty determines otherwise at the next regular or special meeting.

3.9 The Educational Studies Committee

3.9.1 Purpose Statement: The Educational Studies Committee shall plan the core curriculum for the Educational Studies Program and provide overall program governance.

3.9.2 Membership Criteria:

- Committee consists of designated representation across participating departments in the School of Education, the academic advisor, and two students.
- Departmental representatives are selected by the respective department.
- Students are appointed from among the Educational Studies major.

3.9.3 Term of Office: Department representatives serve a two-year term; terms will be staggered.

3.9.4 Chair Responsibilities:

- Formulates the agenda.
- Convenes the meeting.
- Reviews and submits the minutes.

- Reports to Faculty Assembly.
- Attends (or a committee representative) monthly Faculty Assembly meetings.
- Submits an annual written report to the faculty of the School of Education in May (See Report Template in Appendix B).

3.9.5 Work Scope, Membership Functions, or Scope:
Committee members:
- Elect a chair of the committee annually from among the departmental representatives.
- Plan the core curriculum for Educational Studies.
- Provide overall program governance, including approval of program focuses.
- Maintain maximum program limits of two areas of concentration per department and 25 students enrolled in the School of Education per area of concentration.
- Oversee the activities of the Office of Advising and Student Services with respect to these majors.
- Develop and revise curricula for various specializations within the Educational Studies major.

The minutes as distributed stand as approved under the rule for automatic consent, unless the faculty determines otherwise at the next regular or special meeting.

3.10 Student Appeals Committee

3.10.1 Purpose Statement: The Student Appeals Committee shall serve to consider (1) appeals from decisions adversely affecting undergraduate and certification students, and (2) any other academic matters concerning the relationship between these students and members of the faculty.

Examples of the kinds of academic matters, which the committee considers, include:
- Admission to the School of Education
- Admission to student teaching
- Admission to other School of Education programs
- Certification decisions
- Course requirements
- Course grades
- Academic drops

This committee does not deal with disciplinary or non-academic misconduct matters.

Appeals/grievances concerning graduate level decisions are ordinarily

covered by procedures to be found in the Graduate School Bulletin. The Student Appeals Committee has no jurisdiction at the graduate level. However, graduate students who wish to appeal decisions, which are directly based upon, and have an effect only on teacher certification, should direct the appeal to the Student Appeals Committee.

3.10.2 Membership Criteria:

- Five members of the faculty with professional rank, one from each department.
- Each department elects one member to the Committee.
- Dean of the School of Education serves as an ex-officio member, or the Director of Academic Services as the Dean's designee.
- The Chairperson is elected annually by the Committee.

3.10.3 Term of Office: Department representatives serve a two-year term; terms will be staggered.

3.10.4 Chair Responsibilities:

- Formulates the agenda.
- Convenes the meeting.
- Reviews and submits the minutes.
- Gathers information concerning the matter being appealed.
- Explains appeal procedures to students on submission of their appeal.
- Notifies involves parties of disposition of appeal.

3.10.5 Work Scope, Membership Functions, or Scope:
The scope of the committee:

- The committee is an appeals body of the School of Education.
- Consequently, students should first exhaust the possible remedies available at the department level.
- The committee, however, stands ready to function as a body to conduct the original hearing when (1) the student so requests, and (2) the committee determines that the circumstances so warrant.
- The committee chairperson consults with the student making such a request to determine the appropriate appeal route.
- If it is decided by the chairperson, in consultation with the Student Appeals Committee, that the Student Appeals Committee is to be the initial appeals body, the student may not reenter the appeals system at a lower level.

3.10.6 Procedures:

- Normally, departmental appeal procedures are to be followed.
- Appeals to the Student Appeals Committee of the School of Education must occur within ten (10) working days from the date of notification to the student of the decision at the highest department or program

appeal level.

- If dissatisfied with that decision, the student should submit an appeal to the Office of the Academic Associate Dean for forwarding to the Chairperson of the Student Appeals Committee. This must be done, in writing, within ten (10) working days as noted above.
- Further, a written statement must be prepared which describes the nature of the matter being appealed, the specific decision being appealed, and which provides evidence in support of the student's position.
- Upon receipt of the written statement, the Chairperson will meet with the student to describe the procedures of the Committee.
- The student has the right to have one person present to advise her/him at the hearing.
- The Chairperson will gather information from the other party(s) involved concerning the matter being appealed. This information will be distributed to all Committee members prior to the hearing. The student's appeal statement will also be distributed to the Committee members.
- The faculty member(s) involved will be interviewed by the Committee during the hearing, either separately or jointly, and the Committee's discretion.
- Any committee member may be asked, or request to be excused if the possibility of bias exists. The Chairperson, in consultation with the Committee, appoints a replacement for the duration of this particular hearing.
- If the student believes that a Committee member may be biased, this should be communicated to the Committee, accompanied by the student's reason(s) for this allegation. The Committee, at its discretion, may excuse this member. If excused, the Chairperson will appoint a replacement member from the same department for the duration of this particular hearing.
- During the academic year, the dates for this hearing will be set within ten (10) working days from receipt of the student's materials. The hearing occurs within thirty(30) working days of the receipt of the student's materials.
- Appeals submitted during the summer are heard within thirty (30) days after the beginning of the fall semester.
- Meetings should be held in a closed session when information defined as student educational records under the Family Educational Rights and Privacy Act will be discussed. Questions concerning the operation of this section should be referred to the UWM Director of Legal Affairs.

3.10.7 Committee Deliberations:

- Upon conclusion of the hearing, the Committee discusses the appeal and formulates a decision, which will be forwarded to the Dean.
- The Chairperson communicates in writing the Committee's decision to

the student, the faculty member(s) involved and the appropriate department chairperson.

- The decision of the School of Education Student Appeals Committee is ordinarily final in academic matters.

3.10. 8 Further Appeal:

- If the student believes that her/his rights have been violated or that she/he has not received a fair hearing from the Student Appeals Committee, the student may appeal to the Dean of the School of Education within ten (10) working days from the date of the Student Appeals Committee decision. Such an appeal usually pertains only to procedural matters.

3.10. 9 Other Procedures:

- The School of Education Student Appeals Committee serves to consider (1) appeals from decisions made adversely affecting undergraduate and certification students, and (2) any other academic matters concerning the relationship between these students and members of the faculty.
- Consider graduate student appeals which concern only teacher certification.
- The Committee will ordinarily meet at least once each semester, and such other times as appeals are brought before it. Decisions will be reported to the Dean of the School of Education.

3.11 Urban Education Doctoral Committee

3.11.1 Purpose Statement: The Urban Education Doctoral Committee shall serve as the policy making and administrative agency of the Urban Education Doctoral Program in the School of Education.

3.11.2 Membership Criteria:

- One member for each Urban Education Urban Doctoral Program specialization. Membership in the faculty is restricted to members of the UWM graduate faculty and is subject to the approval of the existing faculty. Those individuals who are doctoral advisors (major professors) are explicitly recognized as the faculty of the program. Doctoral advisors represent cooperating departments within the School of Education and are also recruited from other departments.
- One member of each School of Education cooperating doctoral program.
- One member selected at-large from among Doctoral advisors.
- Two student members.
- The associate dean serves as ex-officio.
- The Director of Doctoral Studies serves as the Chair of the Committee.
- Elections are conducted in April of each year to fill vacancies.

3.11.3 Term of Office: Faculty elected to the committee serve three-year overlapping terms. Members may serve succeeding terms. Student members serve a two-year overlapping term.

3.11.4 Chair Responsibilities:

- Formulates the agenda.
- Convenes meetings.
- Reviews and submits the minutes.
- Reports to Faculty Assembly.
- Submits an annual written report to the faculty of the School of Education in May (See Report Template in Appendix B).

3.11.5 Work Scope, Membership Functions, or Scope:
Jurisdiction of the UEDC includes the following:

- Establishing the objectives, requirements, and content of the Program.
- Establishing and monitoring of necessary administrative procedures.
- Establishing and administering doctoral student personnel policies and procedures, including admission, advisement, manner of fulfilling residence requirements, programming examinations and certification of satisfactory completion of doctoral studies, and others as required.
- Liaison with other units of the University and with off-campus agencies related to urban education.
- Review and modification of the objectives, structure, policies, and operation of the Doctoral Program in Urban Education, provided that major substantive or structural changes shall always be subject to review and approval by the Graduate Faculty council and administrative review and approval by the Graduate School Administration.
- The minutes as distributed stand as approved under the rule for automatic consent, unless the faculty determines otherwise at the next regular or special meeting.

3.11.6 Designation of the Director of Doctoral Studies in Urban Education:

- The Director of Doctoral Studies in Urban Education shall be appointed by the Dean of the School of Education, following a biennial advisory ballot to be conducted as follows:
    - In the last week of February of even-numbered years, Doctoral advisors in the departments of the School of Education shall be invited by the Ad Hoc Committee on Elections of the UEDC to declare intention to be a candidate for the position of Director of Doctoral Studies in Urban Education.
    - Those indicating interest in such candidacy shall appear before a forum of Doctoral Advisors and Doctoral students. Such a forum shall be held during the first two weeks in March, at a time and place established by the Elections committee. To it, all

doctoral advisors and doctoral students in Urban Education shall be invited, and the Chairperson of the Ad Hoc Committee on elections shall preside. Candidates shall present their qualifications and their reasons for seeing the position. Following their presentations, questions shall be entered from the floor.

- During the third week in March, a secret mail ballot shall be conducted among Doctoral advisors by the Ad Hoc Committee on Elections. The results of this ballot shall be submitted to the Dean of the School of Education, who shall then appoint a person to serve as Director of Doctoral Studies for the following two years.

Chapter 4: Other School of Education Committees

To accomplish the work of the School of Education, there are times when the Dean will appoint special School of Education committees. These committees fall outside of the standing faculty governance committees, but do need to interface with faculty governance committees if policy and procedure recommendations result from the committees work. For example, the following committees may be created and members appointed by the Dean:

- Travel Committee
- Charter Schools Committee
- Council on Professional Education
- Technology Committee
- Distance Education Committee

Charges to Special Committees are created and communicated to the committee by the Dean.

Special committees may make recommendations to APBC, Faculty Assembly, Curriculum Committee, Research Committee, the UEDP, the Educational Studies committee, and/or the Student appeals committee. These recommendations may include policy and or procedure changes to be considered by the Faculty.

Appendix A

School of Education Committee Terms

Committee	Length of Term
Academic Planning & Budget Committee	3
Awards Committee	2
Charter Schools Committee	3, department recommended, Dean appointed
Curriculum Committee	3
Educational Studies Program Committee	2
Faculty Assembly	3
Research Committee	3
Student Appeals Committee	2
Urban Education Doctoral Committee	3

Appendix B

Template for School of Education Committee Reports
(To be submitted in May of each year for the final faculty meeting)

- Academic year covered by report
- Committee name
- Committee goals for the year
- Committee accomplishments for the year
- Follow up action needed for next year