

UW Colleges Constitution

Chapter 2 - UW Colleges Governance

Approved by the UW Board of Regents 9/10/93
Revision adopted by the Senate 11/12/94
Revision adopted by the Senate 5/5/95
Revision adopted by the Senate 9/20/97
Revision adopted by the Senate 4/23/99
Revision adopted by the Senate 10/17/08
Revision adopted by the Senate 2012-01-11
Revision adopted by the Senate (SSC) 2014-01-22
Revision adopted by the Senate (SSC) 2014-03-14
Revision adopted by the Senate (SSC) 2015-03-20
Revision adopted by the Senate (SSC) 2015-04-24
Revised by the SSC (2014-12-11) 2015-07-01

2.00 The Senate

The Senate shall consist of representatives of faculty, academic staff, university staff, deans, and students.

The Senate may adopt such by-laws and procedures as may be necessary or convenient to its functioning. It shall meet at least once each semester and shall be convened by the chancellor on request of the Steering Committee. Special meetings shall be called by the Chancellor or upon written request of at least one-half of the senators.

2.01 Duties and Responsibilities

Revised by the Senate (SSC) 2014-03-14

The Senate shall serve as the deliberative and legislative body of the UW Colleges to adopt guidelines pertaining to educational and academic matters such as admissions requirements, academic actions, curriculum, program requirements, and faculty personnel rules subject to approval by the Chancellor and, where appropriate, the President of the university system and the board. Only ranked faculty senators shall be eligible to vote on faculty personnel issues.

Whenever it is necessary to secure a faculty opinion on an issue of concern to the faculty, the faculty opinion will be expressed by the ranked faculty members of the Senate. These faculty shall also determine when such a need exists. Whenever it is necessary to secure a clear academic staff opinion on an issue of concern to the academic staff, the academic staff opinion will be expressed by the Academic Staff Council of Senators. These academic staff shall also determine when such a need exists. Whenever it is necessary to secure a clear university staff opinion on an issue of concern to the university staff, the university staff opinion will be expressed by the University Staff Council. These university staff shall also determine when such a need exists.

2.02 Senate Membership

Revised by the Senate (SSC) 2014-03-14
Revised by the Senate (SSC) 2015-03-20
Revised by the Senate (SSC) 2015-04-24

The faculty at each college shall elect faculty senators. UW-Waukesha shall elect three faculty senators, UW-Fox Valley and UW-Marathon County shall elect two faculty senators, and all other campuses shall elect one faculty senator. Faculty senators must be elected prior to April 1st.

Every five years, beginning in 2000, the Senate will review the number of faculty at each campus and determine if the number of faculty at the various campuses warrants a change in the number of faculty senators from each campus.

Eight academic staff senators, at least two of which are members of the instructional academic staff with an appointment of .40 or greater, shall be selected by the academic staff who are eligible to participate in Senate elections (see Chapter 7.02).

Five university staff senators shall be selected by the University Staff Council. The remaining 10 Council members shall serve as alternates.

There shall be three student senators and three alternates chosen by the UW Colleges Student Government Council from among elected members of the college student government associations.

The Chair of Senate Steering shall be the Senate's presiding officer and, as a senator, retain their vote.

The Chancellor shall appoint one of the college deans to be a non-voting member, who shall participate in Senate discussions, and will serve as an ex-officio, non-voting member of the Senate Steering Committee.

Department chairs shall elect from their members one non-voting member, who shall participate in Senate discussions, and will serve as an ex-officio, non-voting member of the Senate Steering Committee.

The term of office of non-student members of the Senate shall be two years. The term of office of student members shall be one year.

2.03 Senate Committees

Revised by the Senate (SSC) 2014-01-22

Revised by the Senate (SSC) 2014-03-14

The Senate shall elect standing committees and elected bylaws committees and shall elect or delegate to the Steering Committee the power to appoint ad hoc committees.

Senate standing committees are Steering, Academic Policy, and Budget. Non-student members of the Steering, Academic Policy, and Budget Senate standing committees will be elected by the full Senate from among the senators. Steering and Budget Committees shall have a majority of faculty, and each shall have academic and university staff representation. Academic Policy Committee shall have a majority of faculty, and shall have academic staff representation. The

Steering, Budget and Academic Policy Committees shall each have one student representative among its members.

A. Steering Committee (five faculty senators, two academic staff senators—the Lead Academic Staff Senator and the Colleges Academic Staff System Representative, two university staff senators—the Lead University Staff Senator and the Colleges University Staff System Representative (who will serve as an ex-officio, non-voting member), and one student senator)

The chairperson of the Steering Committee shall be elected by the members of the Senate from among the ranked faculty senators. The chairperson of the Steering Committee shall not serve more than three consecutive years as chairperson, though he/she may serve more than two consecutive terms as a senator or Steering Committee member. Following his/her election, the other non-student members of the Steering Committee shall be elected by the Senate. No more than one faculty Steering Committee member shall be from any one campus.

The Steering Committee shall have the following duties and responsibilities:

1. Prepare the agenda for the Senate;
2. Refer specific issues to the appropriate standing committee for recommendations to the Senate;
3. Act on behalf of the Senate between Senate meetings;
4. Establish ad hoc committees;
5. Recommend to the Chancellor the names of up to two faculty members (dependent upon Chancellor's request) for each nominee to university or system-wide faculty advisory committees
6. Consult with and make recommendations to the Chancellor;
7. Initiate and carry out studies and make recommendations to faculty and administration on educational policy. In response to administrative requests, or on its own initiative, the steering committee may advise the administration directly or may request Senate consideration of and action on such questions;
8. Represent the UW Colleges, through its chairperson, on the UW System Faculty Representative Council;
9. Hold regular meetings and promptly provide minutes to the Senate membership. Meetings may be called by the chairperson or the Chancellor on his/her own initiative or at the request of two or more committee members.

B. Academic Policy Committee (seven senators, with a minimum of four faculty and one student)

The Academic Policy Committee, in consultation with academic departments and with the Vice Chancellor, shall develop and propose to the Senate guidelines and policies pertaining to academic issues such as:

1. curricular review and modification
2. admission to the UW Colleges
3. Associate of Arts and Science Degree requirements

4. academic regulations
5. student discipline

The academic policy committee shall whenever possible include representatives from the three academic divisions.

C. Budget Committee (four faculty, one academic staff, one university staff, and one student Senate members)

The Budget Committee shall, as directed by the Senate, review issues related to budget. The committee shall be consulted by the Chancellor for advice on annual and long-range planning of UW Colleges budgets.

2.04 Faculty Council of Senators

Membership shall consist of current faculty senators. The Senate Steering Committee Chair shall chair and will be responsible for convening and conducting meetings of the faculty senators as necessary. The Faculty Council standing committees are Faculty Appeals and Grievances and Faculty Professional Standards. The Faculty Council of Senators shall establish ad hoc committees as necessary and represent the faculty perspective to the UW Colleges Senate.

2.05 Faculty Council Committees

Revised by the Senate (SSC) 2014-03-14

The Faculty Professional Standards Committee and Faculty Appeals and Grievance will be elected by ranked faculty senators.

A. Faculty Professional Standards Committee (four ranked faculty senators and two instructional academic staff senators)

The Faculty Professional Standards Committee, in consultation with academic departments, shall develop and propose to the Senate guidelines to be applied by college committees, college deans, and department executive committees. These guidelines shall include but are not be limited to the following:

1. Recruitment of faculty;
2. Faculty appointments;
3. Counting years of prior service at other institutions and in the UW Colleges;
4. Renewal of probationary appointments;
5. Appointment to tenure and promotion to each rank;
6. Performance by a faculty member of activities of an extensive, recurring or continuing nature outside his/her institutional responsibilities;
7. Periodic review of faculty performance.

The Faculty Professional Standards Committee shall also serve as the UW Colleges Faculty Ethics Committee.

B. Faculty Appeals and Grievances Committee

The committee shall consist of seven tenured faculty members of whom at least two shall represent each of the three academic divisions, with no college or department having more than one member on the committee. A member of the committee will serve a two-year term, with three members being elected in the odd-numbered years, four in the even-numbered years.

The committee is authorized to:

1. Hear appeals of faculty concerning decisions on non-renewal (see Ch. 6.02), dismissal (see Ch. 6.04) and layoff (see Ch. 6.05);
2. Hear grievances of faculty - through a subcommittee of three selected by the chairperson—but in cases where a college or department grievance committee is called upon to act, only after such committee has acted on the grievance (see Ch. 6.07);
3. Review appeals based on disciplinary actions invoked by the Chancellor on his/her own initiative (see Ch. 6.06);
4. Periodically review and propose to the Senate documents describing in detail the procedures for appeals and grievances by UW Colleges faculty.

The UW Colleges Faculty Appeals and Grievances Committee will be in recess from the end of the contractual period in the spring until the beginning of the contractual period in the fall except for emergency situations, as determined by the chancellor in consultation with the chairpersons of the UW Colleges Appeals and Grievances Committee and Senate Steering Committee. This recess will not affect deadlines for filing appeals or grievances.

Grievance subcommittees of the UW Colleges Faculty Appeals and Grievances Committee shall consist of three members of the UW Colleges Appeals and Grievances Committee, including its chairperson or his/her designee.

2.06 Academic Staff Council of Senators

Membership shall include current academic staff senators. One senator shall serve as lead senator. This individual shall be responsible for convening and conducting meetings of the academic staff senators as necessary and shall be one of the academic staff members of the steering committee. The academic staff system representative shall be elected from the Academic Staff Council of Senators and shall serve as the other academic staff member of the steering committee. The Academic Staff Council standing committees are Academic Staff Appeals and Grievances, Academic Staff Personnel and Academic Staff Nominations and Elections. The Academic Staff Council of Senators shall establish ad hoc committees as necessary and represent the academic staff perspective to the UW Colleges Senate.

2.07 Academic Staff Council Committees

Revised by the Senate (ASCS) 2012-01-11

The Academic Staff Personnel Committee, Academic Staff Nominations and Elections Committee, and Academic Staff Appeals and Grievance Committee will be elected or appointed by Academic Staff Senators (see Chapter 7.03).

A. Academic Staff Personnel Committee (five academic staff including one academic staff senator)

The Academic Staff Personnel Committee, after appropriate consultation, shall develop, propose and recommend to and advise the Academic Staff Council of Senators concerning Academic Staff Personnel Policies. The Academic Staff Council of Senators shall recommend Academic Staff Personnel Policies to the Chancellor which shall, upon approval by the Chancellor, be applied by college committees, college deans, and department executive committees. These guidelines shall include but not be limited to the following:

1. Recruitment of academic staff;
2. Academic staff appointments;
3. Counting years of prior service at other institutions and in the UW Colleges;
4. Academic staff promotions and rolling horizons policies.

B. Academic Staff Appeals and Grievances Committee (five academic staff members)

The Academic Staff Appeals and Grievances committee is authorized to:

1. Hear appeals of academic staff appointments (including but not limited to non-renewal, denial of rolling horizon, and other personnel actions);
2. Review appeals based on disciplinary actions invoked by the Dean or Chancellor on his/her own initiative;
3. Hear grievances of academic staff and make recommendations accordingly;
4. Periodically review and propose documents describing in detail the procedures for appeals and grievances by UW Colleges academic staff.

C. Academic Staff Nominations and Elections Committee

This is a standing committee of the Academic Staff Council of Senators. Membership shall be comprised of three academic staff members who shall be appointed by the Academic Staff Council of Senators. Members shall serve a two-year term with two members being appointed in odd-numbered years, and one member being appointed in even-numbered years. The nominations and elections committee shall determine the number of academic staff senator positions to be filled (see UW Colleges Constitution Ch. 2.02), and shall conduct elections as stated in Chapter 7.02, and shall develop appropriate by-laws.

2.08 University Staff Council of Senators and University Staff Council

Added by the Senate (SSC) 2014-03-14
Revised by the Senate (USC) 2015-04-24

Membership in the University Staff Council of Senators shall be 5 university staff senators chosen by the University Staff Council after elections of Council representatives have been held in the designated election year. One senator shall serve as lead senator, who shall be responsible for convening and conducting meetings of the university staff senators and Council as necessary and shall be a university staff member of the UW Colleges Senate Steering Committee. A

second senator shall serve as the university staff representative to UW System and the second university staff member of Senate Steering.

Membership in the University Staff Council shall include all 15 representatives chosen by the university staff members on each campus. These representatives shall be responsible for communicating information and Council actions to the university staff at their respective campuses/locations

2.09 University Staff Council Committees

Added by the Senate (SSC) 2014-03-14

Revised by the Senate (USC) 2015-04-24

Members of the University Staff Executive Committee, University Staff Nominations and Elections Committee, and University Staff Personnel Committee will be elected or appointed by the University Staff Council (see Chapter 10). The UW Colleges University Staff Council shall establish ad hoc committees as necessary and represent the university staff perspective to the UW Colleges Senate.

A. University Staff Executive Committee

Members of this committee serve a one-year term. This committee is comprised of the 5 university staff senators who, after having been elected by the University Staff Council, and with the exception of the years through August 2016, will choose the University Staff Council Chair/Lead Senator, the Vice Chair, Secretary, and Member-at-Large. An administrative liaison (appointed by the Chancellor) shall be an ex-officio member of this committee. In extraordinary circumstances, the Executive Committee shall be authorized to exercise the powers of the University Staff Council in the event that a quorum cannot be attained.

B. University Staff Nominations and Elections Committee (three university staff)

Members of this committee shall be appointed by the University Staff Executive Committee to serve staggered two-year terms and shall be responsible for soliciting nominations and coordinating the elections for membership on the University Staff Council.

C. University Staff Personnel Committee (five university staff)

Members of this committee shall be appointed by the University Staff Executive Committee to serve staggered two-year terms and are responsible for working with UW Colleges administrative units and UW Colleges Senate on the development and oversight of personnel policies and procedures.

2.10 Referendum

The Senate, through its Steering Committee, may determine that a particular issue is of such importance that a referendum is the only appropriate manner to arrive at a determination of

opinion. A referendum may also be initiated by a petition to the Chancellor of 10 percent of the collegia from each of at least one-half of the campuses of the UW Colleges. The Chancellor may also initiate a referendum at his/her own discretion. A separate referendum of either faculty or academic staff may be initiated by the Chancellor. A faculty referendum may also be initiated by the faculty members of the Senate Steering Committee or at the request of five department chairs; an academic staff referendum may be initiated by the academic staff senators. In any of these instances, the Steering Committee of the Senate will establish procedures for the distribution and tallying of the ballots.