

# UW Colleges Constitution

## Chapter 4 - Academic Departments

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Approved by the UW Board of Regents 9/10/93  
Revision adopted by the Senate (FPSC) 2013-10-25  
Revision adopted by the Senate (SAPC) 2014-01-22  
Revision adopted by the Senate (FPSC) (SAPC) 2014-04-25

### 4.00 Departments

2013-10-25  
2014-01-22

A department is a group of faculty members recognized by the faculty and chancellor of the institution, and the board of regents, as dealing with a common field of knowledge or as having a common or closely related disciplinary or interdisciplinary interest.

### 4.01 Membership

2014-04-25 (FPSC)

All persons teaching in the degree credit and developmental programs shall be members of one or more departments, depending on the discipline(s) being taught. The departments may also extend membership to other persons.

### 4.02 Voting Rights

Ranked faculty of each department shall have full voting rights, and they may grant voting rights to other members of the department.

### 4.03 Jurisdiction and Responsibilities

2014-04-25 (FPSC)

Departments shall be responsible for maintenance of standards in the discipline, as regards to curriculum and teaching personnel. They shall develop and maintain an appropriate curriculum of courses in the discipline, advise the Senate and campus collegium on curriculum, search and screen all candidates for appointment to teach in the discipline, and regularly evaluate all department members. No appointment, renewal, or promotion may be made, and no one shall teach a credit or developmental course, without the approval of the appropriate department. The departments shall also encourage professional development of their members.

### 4.04 Department Chairpersons

Each department shall have a chairperson selected by the chancellor from among the tenured members of the department, following a preferential ballot by all voting members. If the chancellor does not choose the person nominated by the department, he/she shall request that the department make another nomination. The chairperson shall be the spokesperson for the department and shall be responsible for maintenance of department records, for the calling of department meetings, and for such other duties as may be delegated by the department or the chancellor.

#### **4.05 Department Committees**

Each department shall have as many committees as it deems necessary to formulate recommendations to the department, the Senate, the campuses, the campus deans, the chancellor, or other individuals or groups. The executive committee, which shall have final responsibility for personnel actions, shall be made up of the number of tenured faculty specified by each department.

#### **4.06 Financial Emergency**

If a state of financial emergency is declared by the board, it shall be the primary responsibility of the tenured members of the departments to recommend which individuals shall be laid off. These recommendations shall follow appropriate UW Colleges seniority and financial emergency policy, unless a clear and convincing case is made that program needs dictate other considerations, e.g., the need to maintain diversity of specialization within a department. The department must seek the advice of appropriate campus committees and the campus dean. The department recommendations, together with the campus recommendations, shall be forwarded to the chancellor.

#### **4.07 Department Meetings**

Each department shall hold at least one meeting per semester. Meetings of departments may exceed one per semester with the approval of the chancellor.

#### **4.08 Department By-laws**

2014-04-25 (SAPC)

As part of effective governance, each department shall have developed and approved a set of written bylaws specifying departmental policies and procedures. Final approval of departmental bylaws is the responsibility of the Chancellor or Chancellor's designee. The procedure for approval of bylaws will be determined by the Senate and set out in Senate policy.

#### **4.09 Creation of New Departments**

2014-01-22

A new department can be created when a group of faculty dealing with a common field of knowledge or having a common or closely related disciplinary or interdisciplinary interest petition the faculty and chancellor of the institution, and the board of regents, for recognition as a department. Since UW System policy ACIS 1.0 delegates the role of the board of regents in approving new departments to the chancellor, the chancellor will have final authority in approving new departments. The procedure for petitioning for departmental status will be determined by the Senate and set out in Senate Policy.