

THE UNIVERSITY OF WISCONSIN-MILWAUKEE
Policies and Procedures – July 2021

**CHAPTER 5
FACULTY PERSONNEL**

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5.00 General Purpose

The provisions of this chapter are specifically limited to individual faculty members as defined in 5.01 and do not apply to academic staff personnel. The dean or other appointing authority shall send to each member of the faculty, and to each new appointee to the faculty, a copy of Chapter 5, UWM Policies and Procedures and the University of Wisconsin System Faculty Personnel Rules, together with the written statements of criteria for renewal of appointment and promotion to tenure rank specified in 3.17 and 4.05(1). When a Department is a member of two (2) or more Divisions the criteria formulated by each Divisional Executive Committee are included.

(Document 990, 5/4/76; UWM Administration approval, 12/19/77; Regent approval, 7/14/78)

5.01 Faculty

Faculty means persons who hold the rank of professor, associate professor, assistant professor, or instructor in an academic department or its functional equivalent.

By action of the department or its functional equivalent, Faculty Senate, and the Chancellor, a full-time member of the instructional staff who has a probationary or indefinite appointment may be designated as having faculty status with the right to participate in faculty governance as specified in Chapter I. Faculty status does not confer rank or tenure or convert an academic staff appointment into a faculty appointment. The provisions of chapter 5 do not apply to academic staff granted faculty status.

(Document 1306, 4/22/82; UWM Administration approval, 4/29/82)
(Document 1618, 5/10/88; UWM Administration approval, 5/20/88
(Editorially Revised, 3/12/09)

Faculty Appointments

As used throughout these rules, an "appointment" (unmodified) is an agreement between an individual and a department, school, college, or other unit of the university. The elements of an appointment are (1) duties; (2) title; (3) percentage time commitment; (4) beginning and ending dates; (5) financial remuneration, if any; (6) departments or other units involved; and (7) governance rights.

Obligation to Faculty Members Following Appointment: Continuing Commitment

Both the appointing department(s) or equivalent unit(s) and the university incur a continuing commitment to honor the terms of the appointment of a probationary or tenured faculty member. For tenured members of the faculty, that continuing commitment extends for as long as the faculty member holds tenure. For probationary faculty members, the term of the continuing commitment coincides with the term of the probationary appointment (see UW Milwaukee Policies and Procedures 5.13 – 5.161)

1. In the case of an appointment that is less than full-time, the continuing commitment is for the same fraction as the appointment.
2. In the case of a joint appointment, the fraction of the continuing commitment assignable to each unit shall be specified. The total continuing commitment or its division among departments or units may be changed only by agreement among the individual, the Departmental Executive Committees, and the dean(s) involved (see FD 2218). One department must serve as an individual's tenure home.

3. By agreement of the faculty member, the Executive Committee(s), and the dean, the level of departmental activity of the individual may differ from the continuing commitment in any given year. Such an occasional deviation does not in itself alter the continuing commitment.
4. In the event of the dissolution of a department holding a continuing commitment to a faculty member, an effort shall be made to identify an alternative department which is mutually suitable and which will assume the continuing commitment of the former department. If no such department can be found, the continuing commitment will be assumed by the university (also see UW Milwaukee Policies and Procedures 5.60 – 5.63).

(Document 2656, 3/12/09; UWM Administration approval, 4/6/09)

5.02 Granting of Faculty Appointments

Faculty appointments may be granted only upon affirmative recommendation of a Departmental Executive Committee(s) as provided in Chapter 4, except in the specific situation provided for under UWS 3.08(3).

1. An initial faculty appointment is an appointment granted to an individual who has not previously held a faculty appointment in the university. An initial appointment may be probationary or with tenure.
2. Faculty recruitment and the selection of individuals to whom appointments may be offered is the responsibility of the Departmental Executive Committee(s). The procedures shall be consistent with UWS 3.02.
3. Faculty appointments shall be offered only in accordance with the provisions of UWS 3.03 and these regulations and with appropriate administrative approval.

(Document 2656, 3/12/09; UWM Administration approval, 4/6/09)

5.03 Types of Faculty Appointments

(1) Probationary Faculty Appointment

- a. A probationary appointment means an appointment preceding the granting of tenure. It is made by the Board of Regents upon the affirmative recommendation of the Executive Committee of the appropriate academic department, or its functional equivalent, the dean of the college ~~or school~~, and the Chancellor.
- b. Although probationary appointments are ordinarily made at the rank of Instructor or Assistant Professor, in exceptional cases

persons from outside this University may be granted probationary appointments at the rank of Associate Professor or Professor.

(Document 1189, 2/21/80; UWM Administration approval, 2/27/80; Regent approval, 6/6/80)

(Document 2656, 3/12/09; UWM Administration approval, 4/6/09)

(2) Tenure Faculty Appointment

Tenure faculty appointment means an appointment for an unlimited period granted to a ranked faculty member by the Board of Regents upon the affirmative recommendation of the appropriate academic executive committee or an ad hoc review committee (ref. 5.181 - 5.186), the dean of the college ~~or school~~, and the Chancellor. Tenure appointment may be granted to any ranked faculty member who holds a half-time appointment or more. The proportion of time provided for in the appointment may not be diminished or increased without the mutual consent of the faculty member and the University unless the faculty member is dismissed for just cause pursuant to 36.13(5), Wis. Stats., or is terminated or laid off pursuant to 36.21, Wis. Stats. Tenure includes rights and privileges appropriate to the rank subject to the provisions of 4.04.

(Document 1809 (Revised), 11/19/92; UWM Administration approval, 11/30/92; Regent approval, 2/5/93)

(Document 2656, 3/12/09; UWM Administration approval, 4/6/09)

(3) Joint Probationary or Joint Tenure Faculty Appointment

A "joint probationary faculty appointment" or "joint tenure faculty appointment" occurs when two or more departments and/or ~~schools~~/colleges share a continuing obligation or commitment to a faculty member. The appointment must be at the same rank in each department.

Joint probationary or tenure faculty appointments require the written agreement by all participating departments and/or ~~school~~/college. In cases of an initial faculty appointment (see 5.02) this agreement shall be included in the initial letter of offer. Copies are to be filed with each department chairperson and the ~~school~~/college dean (or division head).

The written agreement shall specify:

- the percentage of the appointment in each department ~~_or of~~ ~~school~~/colleges.
- one department as the principal sponsor or tenure home of the faculty member. The faculty member shall have an appointment in sponsoring or "tenure home" department.

- whether the percentages of appointments are to be or may be changed/reviewed at some future time.
- that in the event a request to change the percentage of a joint appointment is made, it shall only be granted by the mutual agreement among the appropriate Departmental Executive Committees and Joint Guidance Committee, dean(s), and the individual concerned.
- the start date of the joint appointment.
- whether the appointment is on an annual or academic year basis.
- the percentage of the faculty member's salary that is budgeted in each participating department_ and ~~school~~/college.
- the department(s) that is(are) responsible for conducting annual reviews of the faculty member, as well as future merit salary considerations.
- for tenured or existing UW Milwaukee faculty, the faculty member's divisional affiliation.
- for incoming or initial faculty, the divisional affiliations that are available to the faculty member.
- for probationary appointments, there must be a specification of probationary prior service and the duration of initial appointment.

If the joint appointment involves more than one chancellor-headed unit of the UW System, the appropriate vice chancellor must be informed at the beginning of negotiations. [See S-33, Interinstitutional Recruiting.]

(Document 2656, 3/12/09; UWM Administration approval, 4/6/09)

(4) Affiliate Faculty Appointment

An affiliate appointment is one that allows a faculty member to be associated with a department without a continuing obligation, commitment, tenure, governance rights or a continuing commitment by the department, ~~school, or/ or~~ college. Affiliations may be granted, by the departmental executive committee, only to probationary and tenured faculty and only for fixed terms. With the approval of the departmental executive committee, affiliate appointments may be extended beyond one term.

(Document 2656, 3/12/09; UWM Administration approval, 4/6/09)

(5) Limited Administrative Appointment

A limited administrative appointment is to a specific administrative position and is at the pleasure of the appointing authority (e.g. Dean, Provost, and Chancellor). A person who has a faculty appointment does not lose it by appointment to an administrative position, but administrative officers do not have tenure in their administrative positions.

(Document 2656, 3/12/09; UWM Administration approval, 4/6/09)

5.13 Calculating the Probationary Periods

(Document 2656, 3/12/09; UWM Administration approval, 4/6/09)

- (1) Previous full-time service in other accredited colleges or universities in a rank equivalent to assistant professor or above or previous full-time teaching service as a member of the academic staff at this University, is taken into account in computing a person's probationary service at this University, so that the probationary period shall not exceed seven (7) years in all. If a person receives a probationary appointment after service of more than three (3) years in one or more institutions, a person's probationary status in the University may extend for as long as four (4) years, even though the total probationary period is thereby extended beyond the normal maximum of seven (7) years. In the case of less than full-time appointments, the provisions of 5.13(3) apply. Prior probationary service must be established in writing at the time a faculty appointment is offered.

(Document 1090, 4/20/78, 5/11/78, 11/16/78; UWM Administration approval, 11/22/78; Regent approval, 6/6/80)

(Document 2784, 4/21/11; UWM Administration approval, 7/21/11; Regent approval, 10/6/11)

- (2) In cases of transfers from other institutions or from the teaching academic staff at this University, with the consent of the person concerned, the department and the dean, it may be agreed in writing at the time the appointment is made, that one whose previous full-time service was performed in those institutions before receiving the doctoral degree (or the degree typically considered terminal in a given discipline), and while a candidate for this degree, may be granted a maximum seven-year probationary period in the University.
- (3) The probationary period for assistant professors and instructors on at least one-half time but not more than three-fourths time appointment is counted as one-half year probationary service; service of greater than three-fourths time is counted as a full year. In no case shall the probationary period exceed fourteen (14) calendar years.

(Document 1189, 2/21/80; UWM Administration approval, 2/27/80;
Regent approval, 6/6/80)

- (4) The period of leave of absence is excluded in calculating the probationary period.

(Document 1484, 12/12/85; UWM Administration approval, 12/26/85;
Regent approval, 2/7/86)

5.131 Calculating the Probationary Period for Associate Professors and Professors on Probationary Appointments

- (1) The probationary period for associate professors and professors with probationary appointments of at least one-half time but not more than three-fourths time appointment is counted as one-half year probationary service; service of greater than three-fourths time is counted as a full year.
- (2) The period of leave of absence is excluded in calculating the probationary period.
- (3) Previous experience, scholarly accomplishments, scholarly publications and the like may be taken into account in calculating the probationary period of associate professors and professors on probationary appointments. Credit for previous experience will be agreed upon in writing at the time the appointment is made. In no case will the probationary period for associate professors and professors on probationary appointments exceed three (3) years.

(Document 1189, 2/21/80; UWM Administration approval, 2/27/80;
Regent approval, 6/6/80)

5.135 Extension of the Probationary Period

Certain circumstances may impede a faculty member's progress toward achieving tenure, including responsibilities with respect to childbirth/adoption, significant responsibilities with respect to elder/dependent care obligations, disability/chronic illness, or circumstances beyond the control of the faculty member. Written requests for extensions of the probationary period should be made in a timely manner, proximate to the events or circumstances which occasion the request, and include appropriate documentation. A request for extension of the probationary period with respect to childbirth and adoption responsibilities carries with it the presumption of approval. More than one request may be granted but the total time granted for extensions may not ordinarily exceed one year. Multiple extension requests granted for childbirth/adoption may exceed one year. Pursuant to UWS 3.04, Wis. Adm. Code, the procedures for requesting an extension are:

- (1) The faculty member provides a written request to the department executive committee, which forwards the request with its recommendation to the dean and Provost. In cases of childbirth and adoption as well as

requests that are related to disability or chronic illness, the faculty member provides a written request directly to the Provost.

- (2) Requests for probationary period extension may be approved by the Provost, after review by the executive committee and the dean and upon consultation with the University Committee. Requests in cases of childbirth/ adoption and those that are related to disability or chronic illness that are provided directly to the Provost shall be approved only after consultation with the University Committee and the department executive committee, as well as notification of the dean. Except to obtain necessary consultative assistance on medical or legal issues, only the Provost and the ADA Coordinator will have access to documentation pertaining to a request related to disability or chronic illness.

(Document 2430, 4/15/04; UWM Administration approval, 4/26/04)

- (3) All requests for probationary period extensions shall be made prior to commencing with a tenure or contract renewal review. With respect to contract renewals, it is presumed that executive committees will extend the contractual period for a minimum of the recommended and approved probationary period extension. With respect to requests related to disability or chronic illness, executive committees will extend the contractual period for a period of time that coincides with the approved probationary period extension.
- (4) If a probationary period extension is approved, a reduction in scholarly productivity during the period of time addressed in the request should not prejudice a subsequent renewal decision. Any faculty member in probationary status more than seven (7) years because of extensions shall be evaluated as if the faculty member had been on probationary status for seven (7) years.
- (5) A denial of a request shall be provided in writing to the faculty member, the department executive committee, and the dean, and shall be based upon clear and convincing reasons. If the request is related to disability or chronic illness and denied by the Provost, only the requesting faculty member will receive notification of the denial.
- (6) A faculty member who believes that a request has been denied unfairly may file an appeal with the University Committee for referral to the Faculty Appeals and Grievances Committee within 60 business days of the request being denied. [Section A2.3(3)]

(Document 1949, 10/20/94; UWM Administration approval, 11/14/94; Regent approval, 3/10/95)

(Document 2180, 2/18/99; UWM Administration approval, 4/12/99; Regent approval, 5/7/99)

(Document 2785, 4/21/11; UWM Administration approval, 7/21/11; Regent approval, 10/6/11)

5.136 Notification of Decision of Tenure by Executive Committee

- (1) A decision of tenure, favorable or unfavorable, must be made at least 12 months prior to the completion of the maximum probationary period (or equivalent), unless the right is waived, in writing, by the candidate. The Executive Committee must initiate the review process soon enough to allow for the required notification listed in 5.19 (3) to take place following a negative decision. If the decision is negative, and if the following year is the final year of the maximum probationary period, the appointment for the following year becomes a terminal one.

(Document 3048, 3/10/16; UWM Administration approval, 3/23/16)

- (2) After a negative decision, the faculty member may request, in writing and in the terminal year, a tenure review during the terminal year. The executive committee may agree, but is not required, to conduct a tenure review and render a decision during the terminal year. A decision to conduct a tenure review in the terminal year will be communicated to the candidate in writing.

(Document 2786, 4/21/11; UWM Administration approval, 7/21/11;
Regent approval, 10/6/11)

(Document 3048, 3/10/16; UWM Administration approval, 3/23/16)

(Document 3048R1, 5/9/19; UWM Administration approval, 6/18/19)

- (3) A faculty member who waives his/her right for tenure review or who submits their resignation, may serve out the terminal year without a tenure decision being rendered.

- (4) A faculty member who waives his/her right for a tenure review prior to the terminal year, may request, in writing and in the terminal year, to be reviewed during their terminal year. The executive committee, at its discretion, may or may not agree to conduct a tenure review during the terminal year. Its decision will be communicated to the candidate in writing.

(Document 2553, 4/19/07; UWM Administration, 4/30/07)

(Document 3048R1, 5/9/19; UWM Administration approval, 6/18/19)

5.14 Divisional Committees Must Advise on Certain Appointments

Before an appointment is made within a department included within a division to a position of permanent tenure, or to associate professor where tenure had been granted previously at a lower rank, the dean shall ask through the divisional chairperson the advice of the executive committee of the division.

5.15 Appointment, Reappointment, Tenure, Non-Retention and Notification of Probationary Instructors

An instructor is appointed for a probationary period of one (1) year and may be reappointed as instructor for not more than six (6) times, except as provided in 5.13 and later in this paragraph. After not more than seven (7) years of probationary service as an instructor at this University, whether continuous or not, the faculty member, upon the recommendation of the appropriate academic executive committee or an ad hoc review committee (ref. 5.181 - 5.186), the dean of the college ~~or school~~, and the Chancellor, shall be promoted to assistant professor with tenure or not retained, or, in exceptional cases, reappointed without promotion but with tenure. The instructor shall be informed in writing by the appropriate administrative officer of that decision before the close of the faculty member's sixth (6) year of service. These provisions do not imply any obligation of reappointment from year to year, nor do they preclude recommending an instructor for promotion at any time.

(Document 1809 (Revised), 11/19/92; UWM Administration approval, 11/30/92; Regent approval, 2/5/93)

5.16 Appointment, Reappointment, Tenure, Non-Retention and Notification of Assistant Professors

After not more than seven (7) years of probationary service as assistant professor, or instructor and assistant professor, except as provided in 5.13, the faculty member shall be promoted with tenure, not retained, or in exceptional cases, reappointed with tenure. The decision on which course to take is made on recommendation of the appropriate academic executive committee or an ad hoc review committee (ref. 5.181 - 5.186), the dean and the Chancellor to the Board of Regents. The faculty member shall be officially notified of the decision in writing by the appropriate administrative officer in accordance with the provisions of 5.19. If a faculty member is appointed assistant professor from outside the University of Wisconsin--Milwaukee, the appointment is normally for a term of two (2) years. These provisions do not imply any obligation of reappointment, nor do they preclude recommending an assistant professor for promotion or tenure after a period of service less than seven (7) years.

(Document 1809 (Revised), 11/19/92; UWM Administration approval, 11/30/92; Regent approval, 2/5/93)

5.161 Tenure, Non-Retention and Notification of Associate Professors and Professors on Probationary Appointments

After not more than three (3) years of probationary service as associate professor or professor without tenure except as provided in 5.131, the faculty member shall be granted tenure or not retained. The decision on which course to take is made on the recommendation of the appropriate academic executive committee or an ad

hoc review committee (ref. 5.181 - 5.186), the dean and the Chancellor to the Board of Regents. The faculty member shall be officially notified of the decision in writing by the appropriate administrative officer in accordance with the provisions of 5.19.

(Document 1189, 2/21/80; UWM Administration approval, 2/27/80; Regent approval, 6/6/80)

(Document 1582A, 3/24/88; UWM Administration approval, 4/1/88; Regent approval, 6/10/88)

(Editorially revised, 9/27/88)

(Document 1809 (Revised), 11/19/92; UWM Administration approval, 11/30/92; Regent approval, 2/5/93)

5.162 Departmental/School-College-/School/College Executive Committee Vote on Tenure and Promotion

Departmental/~~School-Col~~/school/college/lege_ Executive Committee Vote on Tenure and Promotion

The departmental/~~school/college/school/college~~ executive committee shall provide the appropriate notice for all tenure/promotion decisions (see 5.171).

Following deliberations on a tenure/promotion case, the executive committee shall vote by written ballot. This ballot shall contain the motion before the committee, the date of the meeting, the individual's vote (yes, no, abstain), and the signature of the individual voting. These ballots will be collected by the chair of the committee and retained in the confidential personnel files for the duration of the candidate's employment at UWM.

Members of the executive committee must be present in order to vote. Proxy votes are not allowed. In extraordinary circumstances, and with the permission of the executive committee members, a member of the executive committee may participate in the meeting by video or audio teleconferencing assuming they have access to all materials placed before the committee by the candidate.

The vote on a decision of tenure/promotion shall be recorded in the minutes of the executive committee.

In the event the executive committee requires a 2/3 majority for passage of a motion recommending tenure and/or promotion and the vote results in a majority vote that results in a fraction, that fraction will be rounded up to the next highest number.

(Document 2564, 3/15/07, UWM Administration approval, 3/27/07)

5.17 Consideration and Reconsideration on Reappointments of Non-Tenured Faculty

Provisions of 5.17 through 5.177 apply in all situations where a negative decision may lead to the non-retention of a non-tenured faculty member, except that provisions 5.172 through 5.174 do not apply to the ad hoc review committee permitted by s. 36.13 (2)(b) Wis. Stats., which is the subject of provisions 5.181 through 5.186. Unless otherwise specified, executive committee refers to the departmental executive committee or its functional equivalent.

(Document 1809 (Revised), 11/19/92; UWM Administration approval 11/30/92; Regent approval, 2/5/93)

5.171 Notice of Consideration

The chairperson of the appropriate executive committee or its functional equivalent must notify a non-tenured faculty member in writing at least thirty (30) days prior to executive committee consideration of reappointment, promotion, or non-renewal of appointment. The notice invites the faculty member to review personal vita and supporting materials, and to submit additional written material the faculty member deems relevant. The notice shall inform the faculty member that the faculty member has the option of making a personal presentation to the executive committee at the meeting at which the faculty member is to be considered. The notice shall further inform the faculty member that the portion of the meeting during which the faculty member is to be considered may be closed or open as determined by the executive committee consistent with the Statutes pertaining thereto.

(Document 1063, 3/21/78; UWM Administration approval, 3/29/78; Regent approval, 7/14/78)

5.172 Commencement of Consideration Process

In making a personnel decision that may involve non-retention, the executive committee must start the process early enough to allow for a possible reconsideration and to meet the deadlines for notification of non-retention as stated in 5.19.

5.173 Statement of Reasons for Non-Retention

If the executive committee decides on non-retention, it must formulate written reasons for the negative recommendation before adjourning. These reasons will be considered binding on the executive committee. The reasons will not appear in the minutes of the meeting but shall be entrusted to the chairperson who must immediately inform the faculty member orally of the reasons. No decision shall be forwarded to the dean until the faculty member has been given the opportunity to request the written reasons and/or a reconsideration by the executive committee according to procedures outlined below. Failure by the faculty member to meet the deadlines for requesting written reasons and/or a reconsideration is considered a waiver of those procedures, and the executive committee shall forward its decision to the dean. The faculty member shall have the opportunity, within three (3) working days after notification by the chairperson, to request reasons in

writing. The chairperson will inform the faculty member of the possible adverse consequences of the existence of written reasons. If the faculty member persists in the request, the chairperson will immediately provide a copy of the executive committee's statement of reasons.

(Editorially revised in accordance with Fac. Doc. No. 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

5.174 Reconsideration of Non-Retention

If the faculty member wishes a reconsideration of non-retention by the executive committee, the request must be made within five (5) working days of the receipt of the oral reasons or within two (2) working days of the receipt of the written reasons. The meeting for reconsideration shall be held within fifteen (15) working days of receipt of the request except that if the last day of this period does not coincide with a regular day of instruction of any academic semester or regular summer session, it shall convene no later than five (5) working days after the next regular day of instruction of any academic semester or regular summer session. Written notice of the meeting must be given to the faculty member at least seven (7) working days prior to such meeting. The reconsideration is not a hearing, nor an appeal, and shall be non-adversarial in nature. Its only purpose is to allow the faculty member an opportunity to persuade the executive committee to change its negative decision by challenging the stated reasons and/or by offering new evidence not available at the initial consideration. The burden of proof is on the person requesting the reconsideration. The reconsideration meeting shall be closed unless an open meeting is requested by the faculty member. At the reconsideration meeting, whether open or closed, the faculty member is entitled to make a personal presentation, to present witnesses, to have counsel present, and to be provided with an audio recording of both the evidentiary and the deliberation phases of the reconsideration meeting. Following reconsideration, the executive committee shall forward in writing its decision to the dean. If the executive committee decides to forward a negative decision, the reasons for the recommendation must be included.

(Document 1389, 2/23/84; UWM Administration approval, 3/1/84; Regent approval, 4/6/84)

(Document 1792, 10/17/91; UWM Administration approval, 10/31/91; Regent approval, 12/7/91)

(Editorially revised in accordance with Fac. Doc. No. 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

(Editorially revised, 08/25/15)

5.175 Dean's Action on Negative Decision by Department Executive Committee

If the department executive committee forwards a negative decision that will result in non-retention for a faculty member, the dean must accept that decision, subject to appeal procedures outlined below, and inform the faculty member of the date when the faculty member's appointment is terminated.

(Document 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

5.176 Dean's Action on Positive Recommendation

- (1) If the departmental executive committee forwards a positive recommendation for tenure, the dean shall forward that recommendation to the appropriate divisional executive committee with a request for advice.
- (2) If the dean decides not to accept the divisional committee's advice, the dean shall notify the chairperson of the divisional executive committee, and the executive committee of the department, with a copy to the individual involved, of the decision within a reasonable time. If the faculty member, within twenty (20) working days, requests written reasons and/or reconsideration, the dean shall respond to the request using the same procedures outlined for the departmental executive committee within ten (10) working days.
- (3) All departmental executive committee positive recommendations received by the dean shall be forwarded to the Chancellor together with relevant documentation and the advice of the divisional executive committee and the dean.
- (4) If the Chancellor's decision concerning tenure is negative, a non-renewal notice is effective upon its issuance by the dean. The time limits, as stated in 5.19 for issuing a non-renewal notice, are not extended by subsequent hearing or subsequent appeals. The Chancellor shall supply a detailed statement of the reasons that ground the decision, if requested by the candidate.

(Document 1852, 2/25/93; UWM Administration approval, 3/9/93; Regent approval, 5/7/93)

(Editorially revised in accordance with Fac. Doc. No. 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

5.177 Divisional Committee Action on Recommendation

- (1) In the event that negative advice is rendered by a divisional executive committee which may result in a non-retention of a faculty member, the following shall occur within seven (7) working days of the formulation of the recommendation before transmittal of such information to the dean:
 - a) Notice shall be given to the chairperson of the departmental executive committee of the proposed negative advice. The department executive committee is required to meet to discuss a request for a reconsideration of the decision within the time period stated in 5.177(2). The executive committee is entitled but not required to request reconsideration.

- b) Notice shall be given to the affected faculty member that the department has the right to request a reconsideration of the proposed negative advice by the divisional executive committee provided such request is made within the time period stated in 5.177(2). The affected faculty member has the right to request that the departmental executive committee request reconsideration of the proposed negative advice.

(Editorially revised in accordance with Document 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)
(Document 2134, 3/19/98; UWM Administration approval, 4/9/88; Regent approval, 6/5/98)

- (2) A reconsideration may be requested under this section within ten (10) working days following receipt of notice per 5.177(1) except that if the last day of this ten (10) working day period does not coincide with a regular day of instruction of any academic semester or session, the request may then be given to the divisional executive committee no later than five (5) working days after the next regular day of instruction of any following academic semester or session.
- (3) In the event that a timely request for reconsideration is received by the divisional executive committee, it shall convene within fifteen (15) working days of receipt of such request except that if the last day of this period does not coincide with a regular day of instruction of any academic semester or regular summer session, it shall convene no later than five (5) working days after the next regular day of instruction of any academic semester or regular summer session. Written notice of the meeting must be given to the faculty member and the executive committee at least seven (7) working days prior to such meeting.
- (4) If no reconsideration request is timely submitted, the divisional executive committee shall forward its negative advice with a written statement of reasons to the dean immediately upon the expiration of the period provided in 5.177(2).

(Document 1296, 2/18/82; UWM Administration approval, 2/23/82)
(Document 1389, 2/23/84; UWM Administration approval, 3/1/84; Regent approval, 4/6/84)

- (5) Advice given by divisional executive committees is not appealable. Complaints alleging improper considerations as enumerated in 5.18(a)-(c) may be filed with the University Committee at any stage of consideration.

(Document 1968, 5/11/95; UWM Administration approval, 6/7/95);
Regent approval, 7/14/95)

5.18 Appeals: Non-Renewal Decisions

- (1) Written appeal may be made within twenty (20) working days of notice (25 days if notice is by first class mail and publication) of a decision that results in non-retention. Such appeals are filed with the University Committee, care of the Secretary of the University's office, for referral to the Faculty Appeals and Grievances Committee. The Faculty Appeals and Grievances Committee reviews the case not later than twenty (20) working days after it receives the request, except that the time limit can be enlarged by mutual consent of the parties or by order of the Faculty Appeals and Grievances Committee.

(Document 3048R1, 5/9/19; UWM Administration approval, 6/18/19)

The faculty member shall be given at least ten (10) working days notice of the review. The burden of proof in such an appeal shall be on the faculty member, and the scope of the review shall be limited to the question of whether the decision was based in any significant degree upon one or more of the following factors, with material prejudice to the individual.

- a) Conduct, expressions, or beliefs which are constitutionally protected, or protected by the principles of academic freedom, or
- b) Factors proscribed by applicable state or federal law regarding fair employment practices, or
- c) Improper consideration of qualifications. For purposes of this section, "improper consideration" shall be deemed to have been given to the qualifications of a faculty member in question if material prejudice resulted because of any of the following:
 1. The procedures required by rules of the faculty or board were not followed, or
 2. Available data bearing materially on the quality of performance were not considered, or
 3. Unfounded, arbitrary or irrelevant assumptions of fact were made about work or conduct.

(Document 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

- (2) The Faculty Appeals and Grievances Committee reports its findings to the individual filing the appeal, the University Committee, the body or official making the non-renewal recommendation or decision, the appropriate dean, and the Chancellor.
- (3) Such a report may include remedies which may, without limitation because of enumeration, take the form of a reconsideration of the decision, reconsideration under instructions from the Committee, or a

recommendation to the next higher-level authority. Cases shall be remanded unless the Faculty Appeals and Grievances Committee specifically finds that such a remand would serve no useful purpose. If the Committee concludes that the decision by a departmental or non-departmentalized school or college executive committee was based on impermissible factors and that remand to the executive committee will not serve or has not served a useful purpose, then the Committee's report shall indicate that the appellant may request a de novo review by an ad hoc committee in accordance with the provisions of s. 36.13 (2)(b) Wis. Stats. and 5.181 - 5.186, UWM Policies and Procedures. The Faculty Appeals and Grievances Committee shall retain jurisdiction during the pendency of any reconsideration, the University Committee shall retain jurisdiction during a de novo review by an ad hoc committee. The decision of the Chancellor will be final on such matters.

(Document 1057, 12/20/77; UWM Administration approval, 3/29/78; Regent approval, 7/14/78)

(Document 1519, 11/20/86; UWM Administration approval, 11/29/86; Regent approval, 4/10/87)

(Document 1809 (Revised); UWM Administration approval, 11/30/92; Regent approval, 2/5/93)

(Editorially revised in accordance with Document 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

5.181 Request for Tenure Review by ad hoc Committee

When a candidate for promotion or tenure receives notice from the Faculty Appeals and Grievances Committee that impermissible factors were used by the department or non-departmentalized school or college executive committee in making the decision and that remand has not or will not serve a useful purpose, the candidate may request a review by an ad hoc committee provided under s.36.13(a)(b), Wis. Stats. The request must be made to the University Committee within two weeks of the date on which the notice is received. Upon such request and as soon as practicable, an ad hoc committee shall be established by the University Committee for the purpose of providing a de novo review of the candidate's accomplishments and department criteria for tenure. The University Committee retains jurisdiction until the dean has concluded action concerning the candidate's appointment.

(Document 1809 (Revised), 11/19/92); UWM Administration approval, 11/27/92; Regent approval, 2/5/93)

(Document 2076, 12/19/96; UWM Administration approval, 1/6/97)

5.182 Composition of the ad hoc Review Committee

The ad hoc review committee shall be composed of no fewer than 3 and no more than 5 members, who are knowledgeable in the candidate's area of expertise, and impartial with respect to the outcome of the decision. Ad hoc review committee

members are not restricted to UWM faculty. No member of the candidate's department may serve as a member of the ad hoc review committee.

(Document 1809 (Revised), 11/19/92; UWM Administration Approval, 11/27/92; Regent approval, 2/5/93)

5.183 Selection of Members of the ad hoc Review Committee

The selection and appointment of members to the ad hoc review committee shall be at the sole discretion of the University Committee. Both the departmental executive committee and the candidate may submit a list of individuals for the University Committee to consider for possible appointment to the ad hoc review committee. The University Committee may consult other sources, such as other faculty members in the UW system or at other universities, or professional or academic societies, in order to identify suitable individuals for possible appointment to the ad hoc review committee. The University Committee shall select the chairperson of the ad hoc review committee.

(Document 1809 (Revised), 11/19/92; UWM Administration approval, 11/27/92; Regent approval, 2/5/93)
(Document 2076, 12/19/96; UWM Administration approval, 1/6/97)

5.184 Procedures for ad hoc Review Committee

- (1) Any and all communication with the ad hoc review committee, or any of its individual members, shall be conducted exclusively by the University Committee, except as provided in 5.184(2), below.
- (2) The ad hoc review committee shall hold a meeting within six weeks of the date by which time all members have received the candidate's materials for review. The University Committee may extend this time period if fairness warrants an extension. The candidate shall be given notice of this meeting. The meeting may be held in closed session per s. 19.85, Wis. Stats., unless the candidate requests an open meeting, per s. 19.85(1)(b), Wis. Stats. The purpose of the meeting of the ad hoc review committee is two-fold:
 - a) to allow clarification concerning the candidate's record and the criteria for promotion or tenure in the department, for which purpose the ad hoc review committee may interview (a) the candidate, and (b) others as the Committee sees fit, provided the Committee has the explicit permission of the University Committee; and
 - b) to facilitate discussion among the committee members on the issue of the faculty member's qualifications for promotion or tenure, based on the record, for which purpose all members of the ad hoc review committee shall be present, either in person or via telephone, during all phases of the meeting.

- (3) Votes must be recorded, signed, and dated. Mailed ballots must be postmarked within two working days of adjournment, and mailed to the University Committee office. Other ballots must be hand-delivered to the University Committee office within two working days of adjournment. Ballots will be tallied by two members of the University Committee. A simple majority vote is required for a positive recommendation. The University Committee reports the ad hoc review committee's recommendation to the dean, with copies to the appellant, the appellant's executive committee, and the Faculty Appeals and Grievances Committee.
- (4) Upon receipt of written notification of a negative decision by the ad hoc review committee, the faculty member may file a written appeal within two weeks to the University Committee for referral to the Faculty Appeals and Grievances Committee. Only impermissible factors listed in 5.18 (a-c) above may be cited in the written appeal.

(Document 1809 (Revised), 11/19/92; UWM Administration Approval, 11/27/92; Regent approval, 2/5/93)
(Editorially revised in accordance with Fac. Doc. No. 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)
(Document 2076, 12/19/96; UWM Administration approval, 1/6/97)

5.185 Dean's Action on Negative Decision

If the decision of the ad hoc review committee will result in non-retention, the dean must accept that decision and inform the faculty member of the date when the faculty member's appointment is terminated.

(Document 1809 (Revised), 11/19/92; UWM Administration Approval, 11/27/92; Regent approval, 2/5/93)
(Document 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

5.186 Dean's Action on Positive Recommendation

If the recommendation of the ad hoc review committee is positive, the provisions in 5.176, 5.177, and 5.18 or in 5.20 will apply.

(Document 1809 (Revised), 11/19/92; UWM Administration approval, 11/27/92; Regent approval, 2/5/93)
(Document 2076, 12/19/96; UWM Administration approval, 1/6/97)

5.19 Notice Periods

Written notice of reappointment or non-retention shall be given to probationary faculty as follows:

- (1) When the appointment expires at the end of an academic year, not later than March 1 of the first academic year and not later than December 15 of the second consecutive year of service;
- (2) if the initial appointment expires during an academic year, at least three (3) months prior to its expiration; if a second consecutive appointment terminates during the academic year, at least six (6) months prior to its expiration;
- (3) after two (2) or more years of continuous service at this University such notice shall be given at least twelve (12) months before expiration of the appointment;
- (4) if proper notice is not given as designated above, the faculty member shall be entitled to a one-year terminal appointment. Such appointments shall, however, not result in the achievement of tenure.

5.20 Procedures for Promotion to the Rank of Professor

If the departmental executive committee makes a negative decision on the promotion to the rank of professor, provisions for written reasons (UWM Policies and Procedures 5.173); reconsideration (UWM Policies and Procedures 5.174) and appeals (UWM Policies and Procedures 5.18) apply.

If the departmental executive committee makes a positive decision, the case is forwarded to the dean of the ~~school or~~ college. Upon receiving the decision and the accompanying documentation, the dean transmits the materials to the subcommittee of members of the appropriate Divisional Executive Committee who hold the rank of professor for advice.

If the advice of the subcommittee is positive, it is transmitted through the Divisional Executive Committee chairperson to the dean [3.14(2)].

If the dean accepts the subcommittee's positive advice, the dean notifies the chairperson of the department executive committee and the faculty member concerned. The dean transmits all actions to the chancellor.

If the dean does not accept the subcommittee's positive advice, the dean notifies the Divisional Executive Committee chairperson, chairperson of the departmental executive committee, and the faculty member concerned. The faculty member may request written reasons from the dean and/or request reconsideration by the dean. If there is a reconsideration, provisions 5.174 apply. Upon conclusion of any reconsideration, the complete case file is transmitted to the chancellor.

If the subcommittee's advice is negative, the subcommittee chairperson notifies the Divisional Executive Committee Chairperson, the department chairperson and the faculty member concerned; provisions regarding reconsideration and written reasons as outlined in 5.177 will apply. Upon the conclusion of any

reconsideration, the case is transmitted to the dean through the Divisional Executive Committee chairperson.

If the dean does not accept the subcommittee's negative advice, the dean notifies the Divisional Executive Committee chairperson of the departmental executive committee, and the faculty member concerned. The dean transmits all actions to the chancellor.

If the dean accepts the subcommittee's negative advice, the dean notifies the chairperson of the departmental executive committee, and the faculty member concerned. The faculty member may request written reasons from the dean and/or request reconsideration by the dean. If there is a reconsideration, provisions 5.174 apply. Upon conclusion of any reconsideration, the complete case file is transmitted to the chancellor.

The dean transmits all actions to the chancellor with the dean's recommendation.

(Document 1061, 12/20/77; UWM Administration approval, 1/4/78; Regent approval, 7/14/78)

(Document 1629, 2/16/89; UWM Administration approval, 3/6/89; Regent approval, 5/5/89)

(Document 1976, 5/11/95; UWM Administration approval, 6/7/95)

(Document 3329, 4/15/21; UWM Administration approval, 5/6/21)

5.21 Dismissal for Cause: Tenure Appointments

A faculty member who holds a tenure appointment as defined in 5.10 may be dismissed only by the Board of Regents and only for just cause and only after due notice and hearing.

5.22 Dismissal for Cause: Non-Tenure Appointments

(1) A faculty member having a probationary appointment as defined in 5.12 may be dismissed prior to the end of the term of appointment only by the Board of Regents and only for just cause and only after due notice and hearing.

(2) Non-renewal of a probationary appointment is not a dismissal for cause under the provisions of this section.

5.23 Dismissal for Cause Procedures

Dismissal proceedings are initiated by the Chancellor or his designated officer. Within a reasonable time after receipt by the Chancellor of a complaint against a faculty member, verified by the complainant, which the Chancellor deems substantial and which, if true, might lead to dismissal under 5.21 or 5.22, the Chancellor conducts an investigation. If the investigation appears to support the complaint, the Chancellor offers to discuss the matter informally with the faculty member. If the faculty member refuses to discuss the matter or it is not resolved

by discussion, the Chancellor prepares written charges, and causes the same to be served upon the faculty member personally or by certified mail.

5.24 Just Cause

A faculty member is entitled to enjoy and exercise all rights and privileges of a United States citizen, and the rights and privileges of academic freedom as they are generally understood in the academic community. This policy shall be observed in determining whether just cause for dismissal exists. The burden of proof of the existence of just cause for dismissal is on the administration.

5.25 Fair Hearing

The faculty member addresses a written request for a hearing to the chairperson of the Dismissal Hearing Committee. A fair hearing includes:

- (1) Service of notice of hearing with a specific charge in writing at least ten (10) working days prior to the hearing.
- (2) A right to the names of witnesses and of access to documentary evidence upon the basis on which dismissal is sought.
- (3) A right to be heard in his/her defense.
- (4) A right to an advisor, counsel or other representative, and to offer witnesses.
- (5) A right to confront and cross-examine adverse witnesses. If the complaint involves sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the hearing committee may reasonably restrict the faculty member or complainant from questioning each other.
- (6) A verbatim record of all hearings, which might be a sound recording, provided at no cost.
(Document 3150, 5/10/18; UWM Administration approval, 6/18/18)
- (8) Written findings of fact and a decision based on the hearing record.
- (9) Admissibility of evidence governed by Wis. Stats. 227.45 (1) to (4).

(Document 3150R1, 10/18/18; UWM Administration approval, 11/6/18)

5.26 Dismissal Hearing Committee

The Dismissal Hearing Committee conducts the hearing in compliance with 5.25. This hearing is a closed hearing unless the person concerned requests a public

hearing. The Dismissal Hearing Committee consists of: The chairperson of each of the executive committees of the faculty divisional committees and the chairperson of the Codification Committee. Should any member of the Dismissal Hearing Committee be disqualified, the committee of which such person is chairperson shall designate from its membership a substitute, in consultation with the University Committee.

5.27 Recommendations: To the Chancellor: To the Board of Regents

- (1) The Dismissal Hearing Committee shall send to the Chancellor and to the faculty member concerned, as soon as practicable after conclusion of the hearing, a verbatim record of the testimony and a copy of its report, findings, and recommendations. The committee may determine that, while just cause for discipline exists, some sanction less severe than dismissal is more appropriate.
- (2) Within twenty (20) working days after receipt of this material, the Chancellor shall review it and afford the faculty member an opportunity to discuss it. The Chancellor shall prepare a written recommendation within twenty (20) working days following the meeting with the faculty member, unless the proposed recommendation differs substantially from that of the committee.
- (3) If the Chancellor's proposed recommendations differ substantially from those of the Dismissal Hearing Committee, the Chancellor shall promptly consult the Dismissal Hearing Committee and provide the committee with a reasonable opportunity for a written response prior to forwarding the recommendation.
- (4) If the recommendation is for dismissal, the recommendations shall be submitted through the President of the University of Wisconsin System to the Board of Regents.
- (5) A copy of the Dismissal Hearing Committee's report and the recommendations shall be forwarded through the President of the System to the Board of Regents along with the Chancellor's recommendation. A copy of the Chancellor's recommendation shall also be sent to the faculty member concerned and to the Dismissal Hearing Committee.
- (6) Disciplinary action other than dismissal may be taken by the Chancellor, after affording the faculty member opportunity to be heard on the record, except that, upon written request by the faculty member, such action shall be submitted as a recommendation through the President of the System to the Board of Regents, together with a copy of the Dismissal Hearing Committee's report and recommendation.

5.28 Board of Regents Review

- (1) If the Chancellor recommends dismissal, the Board of Regents shall review the record before the Dismissal Hearing Committee and provide an opportunity for filing exceptions to the recommendations of the Dismissal Hearing Committee or Chancellor, and for oral arguments, unless the Board of Regents decides to drop the charges against the faculty member without a hearing, or the faculty member elects to waive a hearing. This hearing shall be closed unless the faculty member requests an open hearing.
- (2) ~~(2)~~—If, after the hearing, the Board of Regents decides to take action different from the recommendations of the Dismissal Hearing Committee and/or the Chancellor, then before taking final action, the Board of Regents shall consult with the Dismissal Hearing Committee and/or the Chancellor, as appropriate.
- (3) If the faculty member whose dismissal is sought does not request a hearing, the Board of Regents shall take appropriate action upon receipt of the statement of charges and recommendation of the Chancellor.

5.29 Suspension from Duties

Pending final decision as to dismissal, the faculty member shall not normally be relieved of duties; but if, after consultation with appropriate faculty committees, the Chancellor finds that substantial harm to the University may result if the faculty member continues in the position, the faculty member may be relieved immediately of duties, but on salary until the Board of Regents makes its decision as to dismissal. A decision by the Board of Regents ordering dismissal shall specify the effective date of dismissal.

5.30 Report of Substantial Outside Activities

- (1) A member of the faculty employed on a full time basis who engages in or plans to engage in activities of an extensive, recurring or continuous nature outside of the person's broad institutional responsibilities during any period of full time employment by the University, shall report in writing the nature and scope of such activities to the chairperson of his/her department and to the appropriate dean or director. The appropriate dean or director will acknowledge receipt in writing, within ten (10) working days of receipt of the report.
- (2) A member of the faculty holding an appointment as Provost, Vice Chancellor, or Dean who engages or plans to engage in activities of an extensive, recurring or continuous nature outside the person's broad institutional responsibilities during any period of full-time employment by the University, shall report in writing the nature and scope of such activities to the Chancellor.

(Document 1194A, 1/22/81; UWM Administration approval, 4/11/81; Regent approval, 6/5/81)

(Editorially revised in accordance with Document 1458, 5/7/85)
(Document 2008, 9/21/95; UWM Administration approval, 9/29/95;
Regent approval, 12/8/95)

5.31 Approval Assumed: Consultation with the Chancellor

Approval of such activities may be assumed unless the faculty member is advised of the contrary, in writing, within thirty (30) days by the dean or director. The dean or director should consult the Chancellor concerning all cases involving major sums of money, extensive time, or work which is related to matters of public policy and concern.

5.32 Right of Appeal

If the dean or director disapproves of such activities, the faculty member has the right of appeal to the Chancellor.

5.33 Use of University Facilities for Personal Purposes

University facilities, equipment and supplies shall not be used by the faculty for other purposes than carrying out their institutional responsibilities. If for any reason a faculty member deems it essential to use such facilities for personal activities, appropriate arrangements shall be made with the University authorities.

5.34 Use of University Facilities for Commercial Purpose

University facilities shall not be used by faculty members for outside activities of a commercial character without previous arrangements with the appropriate University authorities.

5.35 Absence from Regular Duties

Members of the faculty who expect to be absent from classes or other regular duties to fulfill outside engagements shall inform the appropriate dean or director. Faculty members shall avoid a concentration of class hours detrimental to effective teaching.

5.36 Part-time Employment

A faculty member who is on a part-time basis shall be so designated in the budget. The arrangements made concerning his or her duties to the University shall be in writing.

5.37 Service as an Expert Witness

A faculty member who intends to serve as an expert witness in any civil or criminal case, within or without the state, shall promptly report the nature of the case to the dean or director, who shall transmit the information to the Chancellor.

5.38 Service with Agencies Granting Money

A faculty member who is asked to serve as adviser or consultant, or in any other capacity, with a public or private agency which grants money or decides policy for grants, shall ascertain if this participation will adversely affect the University's eligibility for funds from the agency involved, and shall report this information to the Chancellor through the dean or director.

5.39 Nepotism

- (1) No member of the unclassified staff may participate, formally or informally, in the decision to hire, retain, grant tenure to, promote or determine the salary of a member of his or her immediate family, including domestic partners or others living together as a family.
- (2) No member of the unclassified staff may give preferential or favored treatment in the supervision or management of a member of his or her immediate family, including domestic partners or others living together as a family.

(Document 2222, 11/18/99; UWM Administration approval, 12/3/99; UW System approval, 5/5/00)

5.40 Authorization of Faculty Rights and Responsibilities Committee

The faculty shall elect, in conformity with 5.44, a Faculty Rights and Responsibilities Committee.

5.41 Faculty Rights and Responsibilities

- (1) Members of the faculty as defined in 5.01 individually enjoy and exercise all rights secured to them by the Constitutions of the United States and the State of Wisconsin, and by the principles of academic freedom as they are generally understood in higher education, including professional behavior standards and the expectation of academic due process and just cause, as well as rights specifically granted to them by: regent action, University of Wisconsin System rules, these policies and procedures, and relevant practices or established custom of their colleges ~~or schools~~ and departments.
- (2) University faculty members shall be subject to discipline only for conduct which: (a) Violates the UWM Regulations or (b) violates state or federal law which directly, substantially, and adversely affects the ability of a faculty member to perform the faculty member's responsibilities to the University.

- (3) University faculty are responsible for teaching, research and other scholarly activity appropriate to the discipline, and public service. Furthermore, every faculty member has an obligation to maintain professional honesty and integrity, to seek knowledge and to share that knowledge freely with others. It is the responsibility of faculty members to share in the governance of the institution as a whole.

(Document 2479, 05/17/05; UWM Administration, 08/16/05)

5.42 Disciplinary Procedure Exclusive

Discipline shall be imposed on any faculty member pursuant to the procedure hereinafter provided, except that dismissal charges are subject to the provisions of 5.21 through 5.28.

5.43 Discipline Defined

Discipline may include, but is not limited to, the following proposed actions by an appropriate official of the University. Such actions shall be commensurate with the nature of the complaint:

- (1) An oral reprimand;
- (2) A written reprimand;
- (3) Temporary reassignment or other restrictions on duties for a period to be determined;
- (4) Temporary or permanent restriction of access to university property or services;
- (5) ~~(5)~~ Reimbursement for damages to, destruction, or misappropriation of university property or services;
- (6) Reduction in salary or reduction of an increase in salary recommended by the department, other than for budgetary reasons;
- (7) Suspension without pay for a specified period of time.

Counseling and/or other rehabilitative intervention may be considered as an alternative or supplement to discipline.

(Document 1950 (Amended), 12/15/94; UWM Administration approval, 12/28/94; Regent approval, 3/10/95)

5.44 Faculty Rights and Responsibilities Committee

- (1) Membership

Seven (7) tenured members of the faculty with at least one representative from each faculty division, no more than two (2) of whom shall be from a single faculty division. No more than three (3) members shall be from a single ~~school~~, college, or equivalent academic unit, and no more than one (1) member shall be from a single department ~~in a departmentalized school or college~~. Members who have been elected to and have served a full three-year term are not eligible for re-election until two (2) years have elapsed. Members who are elected to a partial term are eligible for reelection.

(Document 1691R1, 11/15/18; UWM Administration approval, 11/21/18)

~~(2)~~ (3) ~~Nominations and Elections~~. Nominations for election to the committee shall be by the Nominations Committee and by the faculty in accordance with the regular procedures for elected faculty committees. Elections shall be conducted in the same manner as for other faculty committees.

(3) Chairperson

In the spring semester, the committee shall elect a chairperson for the following year from among its continuing members. The decision shall be communicated to the Secretary of the University by April 15. The duties of the new chairperson will commence on the first day of the fall semester, except that the new chairperson may serve over the summer by agreement of the committee in the event that the incumbent chairperson is unable to serve.

(4) Functions. All allegations of misconduct, which may include alleged human rights violations, made against one or more faculty members or against a faculty body are received through the University Committee, care of the Secretary of the University's office. Upon referral by the University Committee, pursuant to the provisions of s. UWS 6.01, Wis. Adm. Code, the Committee conducts fact-finding concerning the allegations of misconduct and makes recommendations to the Chancellor concerning disciplinary action or appropriate corrective non-disciplinary action. The Committee may consult informally with individuals concerning questions which may lead to allegations of misconduct prior to the filing of formal complaints with the University Committee.

(Document 1088, 4/20/78; UWM Administration approval, 4/26/78;
Regent approval, 7/14/78)

(Document 1648, 1/26/89; UWM Administration approval, 2/11/89;
Regent approval, 7/7/89)

(Document 1691, 12/21/89; UWM Administration approval, 2/8/90)

(Document 3048R1, 5/9/19; UWM Administration approval, 6/18/19)

(5) Powers

- a) The committee may dismiss the complaint, or refer it to the department or other equivalent administrative unit, or to the faculty member for disposition if the committee does not judge the allegation to be serious enough to warrant its further action.
- b) Upon determination by the committee that misconduct of sufficient magnitude to warrant consideration of dismissal for cause might have occurred, the committee shall refer the matter without further consideration to the Chancellor.
- c) When the Chancellor has brought dismissal charges against a faculty member against whom a complaint has been filed under 5.23 above, the provisions of 5.21 through 5.29 supersede, and any proceedings under 5.40 through 5.46 shall be suspended immediately.

(Document 1433, 2/21/85; UWM Administration approval, 2/28/85)
(Document 1518, 11/20/86; UWM Administration approval, 11/24/86;
Regent approval, 4/10/87)

5.45 Committee Procedures

(1) Notification

The committee shall examine all complaints to determine whether a prima facie case exists. When a written complaint is lodged with the committee, the faculty member involved shall be notified. If the committee decides on any action other than dismissal of the complaint, the faculty member concerned shall be informed at once.

(2) Legal Counsel

At the request of the committee the University shall provide it with legal counsel.

(3) Fair Hearing

Whenever it is decided to utilize formal fact-finding procedures, the concerned faculty member shall be assured of a fair hearing, including the right to present testimony or evidence in the faculty member's behalf, to cross-examine witnesses, and to be advised or supported by any person of the faculty member's choice. The departmental executive committee shall be consulted, and shall have an opportunity to present evidence through its chairperson or other representative. The provisions for a fair hearing shall include:

- a) Service of notice of hearing with a specification of the complaint at least twenty (20) working days prior to the hearing.

- b) A right to the names of the parties bringing the complaints and of access to any documents which may be relevant to the complaint. Adjournments shall be granted to investigate evidence to which a valid claim of surprise is made.
- c) A right to be heard in his/her own defense by all bodies passing judgment.
- d) A right to counsel or other supporting individual and to offer witnesses.
- e) A right to confront and cross-examine witnesses against him/her.
- f) An audio recording shall be made of the hearing. A copy of the recording shall be made available without cost, upon request, to the concerned faculty member.

(Editorially revised, 08/25/15)

- g) The admissibility of evidence is governed by Wis. Stats. 227.45.
- h) A finding of misconduct must be based on a clear preponderance of the evidence.
- i) Findings of fact and recommendations based on the hearing record.
- j) The right to either a public or a closed hearing at the discretion of the faculty member concerned.
- k) The right to prompt consideration and deliberation by the committee.

(4) Findings

A finding of misconduct and recommendations for disciplinary action or a finding of no misconduct shall be reported only when at least five (5) members of the committee concur. When this condition is not met, no finding shall be reported. The vote shall be recorded in the minutes in any case. If a member is disqualified in a particular case, the University Committee shall name a replacement except when the disqualification occurs after the hearing has commenced.

(5) Transmittal of Findings

The committee shall transmit its findings and recommendations in writing to the Chancellor and the faculty member involved within ten (10) working days after the conclusion of its proceedings.

(6) Further Jeopardy Prohibited

Following the recommendations of the committee, the faculty member involved shall not be charged again for the same misconduct.

(Document 1518, 11/20/86; UWM Administration approval, 11/29/86; Regent approval, 4/10/87)

(Document 3145, 04/19/18, UWM Administration approval, 05/18/18)

5.46 Objection(s) and Decision

(1) Filing of Objections

Within ten (10) working days after receipt of the findings and recommendation of the committee, the faculty member or the complainant may file written objection(s) with the Chancellor.

(2) Objections Based on the Record

Any objection(s) must be based on the record as developed at the hearing before the committee.

(3) Chancellor's Decision

The Chancellor shall, as soon as practicable after the expiration of this 10-day period, render his/her decision and transmit such decision to the faculty member, the complainant and the committee.

5.47 Right of Appeal

The decision by the Chancellor on the committee recommendation or on the complaint in the absence of committee recommendation shall be final, except that the Board of Regents, at its option, may grant a review on the record.

5.48 Committee Reports to the Faculty

The committee shall report to the Senate at appropriate times, but at least annually.

5.50 Discontinuation of Probationary Faculty Employment for Reasons other than Cause or Individual Merit

Determinations to eliminate positions occupied by probationary faculty members that are based on programmatic or budgetary grounds constitute de facto personnel determinations of non-renewal. Such determinations may be made only if prior written notice has been given that such factors may be invoked in a subsequent reappointment or promotion review. Such determinations may be made by administrators or by departmental executive committees.

Determinations made by administrators require demonstration that they are warranted by extraordinary circumstances. Determinations made by departmental executive committees require demonstration of extraordinary circumstances only if the appointment of the affected probationary faculty member is in the year in which the initial tenure review must occur or in the year immediately preceding such mandatory review. The burden of proof for demonstrating that extraordinary circumstances exist shall rest with the faculty body or administrative officer invoking programmatic or budgetary considerations. In addition, in all such cases, advice must be sought from the appropriate faculty body before any determination is made. This faculty body is the Academic Planning Committee or equivalent of the ~~school or~~ college of the faculty member if the determination is made within that unit (cf. 2.03). If the action is taken at the campus level, the faculty body is the Academic Program and Curriculum Committee (Chapter 6, A1.2) and/or the Graduate Faculty Council, according to the role the position plays in undergraduate programs, graduate programs, or both.

- (1) The procedural rights of probationary faculty members are presumed to be equally applicable and inviolate under any financial, budgetary, and/or programmatic circumstances.
- (2) The provisions of 5.50-5.55 will apply only in cases affecting the reappointment, promotion or non-retention of probationary faculty members where budgetary or programmatic factors may be involved.

5.51 Notification

Each faculty member whose position is designated for elimination under 5.50 shall receive prompt written notification, which shall include at least the following:

- (1) A statement of the bases on which the individual position was selected for elimination, including criteria and supporting data and a description of what alternative actions were considered short of the non-retention of the faculty member, with the reasons that such alternatives were inappropriate.
- ~~(2) (2) — A statement of the effective date of the proposed action.~~
- ~~(3) A copy of 5.50-5.55 and such other information and/or procedural regulations as may be needed to comply with due process standards.~~
- ~~(2) — A copy of 5.50-5.55 and such other information and/or procedural regulations as may be needed to comply with due process standards.~~
- (4) If applicable, a summary of the reasons and evidence supporting the declaration of extraordinary circumstances invoked in the determination to eliminate the position for programmatic and/or budgetary reasons.

5.52 Notification Period

Notice of the effective date referred to in 5.51(2) above must be in compliance with the notice periods as defined in 5.19. The effective date cannot occur before the end of the current term of appointment of the faculty member.

5.53 Reconsideration

Upon written notification of a determination for the elimination of a position occupied by a probationary faculty member, he/she may request a reconsideration. The faculty member must make such a request within twenty (20) working days of receipt of notification, and may present written statements and other data addressing the reasons, supporting data, and other issues included in the written notification.

Upon receipt of such request from the faculty member, the responsible faculty body or administrative officer making the determination to eliminate the position, having provided an opportunity for a conference with the faculty member involved, shall respond in writing within twenty (20) working days, addressing the issues and evidence presented by the faculty member, and shall state whether the original determination is to stand or is in some way to be changed.

5.54 Appeals: Faculty Appeals and Grievances Committee

At any time after notification to the faculty member of the intent to eliminate his/her position, but no later than twenty (20) working days after written notification of a determination to eliminate the position or, if reconsideration has been requested, no later than twenty (20) working days after notice that the reconsideration has affirmed the determination to eliminate the position, the faculty member may present an appeal to the University Committee for referral to the Faculty Appeals and Grievances Committee (Chapter 6, A2.3). The Faculty Appeals and Grievances Committee may recommend that any action affecting the faculty member be suspended pending a determination on the appeal.

- (1) The determination of the Faculty Appeals and Grievances Committee will be based on a Committee finding with respect to the criterion that extraordinary circumstances exist which warrant the elimination of the position, and/or with respect to an appeal by the faculty member concerned that improper factors were involved in the determination to eliminate the position. "Improper factors" in this section include:
 - a) Any of the "improper factors" as specified in 5.18(1) (except (c) (2)).
 - b) Available data bearing materially on the role of the faculty member in the institution were not considered.
- (2) The faculty member involved may present written evidence and data relevant to the case.

- (3) If the Faculty Appeals and Grievances Committee finds that the elimination of the position is not warranted, then its determination shall be that further action not to retain the faculty member under the provisions of 5.50 may not be taken.
- (4) If the Faculty Appeals and Grievances Committee finds that the elimination of the position is indeed warranted, then the procedural steps not to retain the faculty member may continue.
- (5) The Faculty Appeals and Grievances Committee shall communicate its findings and final determination in writing both to the faculty member concerned and to the faculty body or administrative officer making the original determinations.

5.55 If a position is eliminated for the reasons and following the procedures of 5.50-5.54, no person other than the person whose position has been eliminated shall be employed at this institution within three (3) years of the termination date of that position to perform duties reasonably comparable to those of the faculty member whose position has been eliminated and who has as a result been non-retained.

(Document 1321 revised, 5/7/85; UWM Administration approval, 6/6/85; Regent approval, 11/8/85)

5.60 Layoff and Termination for Reasons of Financial Emergency

Rules and procedures to be followed in a state of financial emergency are outlined in Wis. Adm. Code, UWS Chapter 5.

5.61 Seniority

Recommendations designating which individuals are to be laid off or terminated as a result of financial emergency are made by the executive committee of the affected department(s) under the provisions of Wis. Adm. Code, UWS 5.07 and 5.08. In the event of the declaration of a state of financial emergency the executive committee of each department or non-departmentalized school [or college](#) shall draw up a faculty seniority listing, with seniority determined as of the effective date of the declaration. For this purpose, seniority within a department or non-departmentalized school [or college](#) shall be determined according to the following criteria listed in order of decreasing seniority:

- (1) Tenured faculty by rank, beginning with professor, and within rank, according to length of service in the institution at that rank. If two or more individuals within the department or non-departmentalized school have identical seniority at that time, then the department executive committee shall give each a unique seniority placement based on projected program needs at that time (e.g., the need to maintain diversity of specializations, preserve affirmative action, staff unique programs, etc.). Affected members of the executive committee shall not participate in any balloting

that occurs. In the event this results in fewer than two members remaining, placement shall be made jointly with the appropriate dean. The executive committee may seek the advice of other groups or individuals in formulating its decision. Placement does not become official until approved by the appropriate dean.

- (2) Non-tenured faculty by rank, beginning with professor, and within rank according to length of service in the institution at that rank. If two or more individuals within the department or non-departmentalized school [or college](#) have identical seniority at that time, then the department executive committee shall give each a unique seniority placement based on projected program needs at that time (e.g., the need to maintain diversity of specializations, preserve affirmative action, staff unique programs, etc.). The executive committee may seek the advice of other groups or individuals in formulating its decision. Placement does not become official until approved by the appropriate dean.

(Document 1189, 2/21/80; UWM Administration approval, 2/27/80; Regent approval, 6/6/80)

(Document 1225, 11/20/80; UWM Administration approval; 12/1/80; Regent approval, 6/5/81)

(Document 1345, 4/21/83; UWM Administration approval, 5/3/83; Regent approval, 6/10/83)

(Editorially Revised, 3/12/09)

5.611 Computation of Length of Service

Length of service at the University of Wisconsin-Milwaukee shall be calculated from the first contractual day of service in the initial academic year semester following the faculty member's initial appointment to each rank, except that in the case of an initial appointment with tenure the dean may, on the recommendation of the departmental executive committee, grant additional seniority by counting all or a portion of service elsewhere at the rank granted. In such case, the letter of appointment shall indicate the terms of the seniority granted.

(Document 1226A, 11/20/81; UWM Administration approval, 12/2/80; Regent approval 6/5/81)

- (1) The period of an approved leave of absence is included in determining length of service.
- (2) If a faculty member is reappointed after having left the University, the reappointment shall be treated as an initial appointment and previous service in University considered on the same basis as service elsewhere as provided in 5.611.

5.62 Faculty Hearing Committee

In the event the Board declares a state of financial emergency, a faculty hearing committee shall be convened to serve for the duration of the emergency under the provisions of Wis. Adm. Code, UWS 5.11 through 5.13. Membership of this committee shall be constituted as follows:

- (1) The chairperson of each divisional executive committee.
- (2) One faculty member from each division appointed by the executive committee of that division; the term of appointment to be determined by such committee.
- (3) The chairperson of the University Committee.

5.63 Use of University Facilities by Faculty on Layoff Status

Faculty on layoff status will be entitled to use University-wide facilities. Use of the facilities of a ~~school~~, college, department, or program will be determined by the faculty thereof.

(Documents 914 and 914A, 5/15/75 and 11/20/75; UWM Administration approval, 12/11/75; Regent approval, 3/76)

(Document 1021A, 5/12/77; UWM Administration approval, 6/6/77; Regent approval, 7/77)

THE UNIVERSITY OF WISCONSIN-MILWAUKEE

Policies and Procedures – July 2021

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
- 6.40 Special Committees - Standard Provisions

DEFINITIONS

6.01 Faculty Standing Committees

- (1) A faculty standing committee is created, modified, and dissolved by the Faculty or Faculty Senate, performs delegated functions, reports to the faculty, exists for an indefinite duration, and has a majority of faculty in its voting membership except as is provided for in the charter of the Athletic Board.

(Document 1044, 5/12/77; UWM Administration approval, 6/16/77;
Regent approval, 7/77)

(Document 1138, 3/15/79; UWM Administration approval, 3/20/79)

(Document 3233, 5/9/19; UWM Administration approval, 6/18/19)

- (2) Ex-officio means that members of the committee so designated may participate by voice but not vote and may hold office other than chairperson. Ex-officio members may be represented by designees.

6.02 Student/Faculty Advisory Committees

Student/Faculty Advisory Committees may be created jointly by the Student Senate and the Faculty to consider matters pertaining to student affairs. If such committees are created, the faculty will receive reports of the activity of these committees.

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 designee 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 designee 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 University Committee. 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 Rules Committee to be placed on the Calendar of a meeting. Recommendations shall be accompanied by a written rationale. The Chairperson of the committee from which the recommendations originated or his/her designee 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

Chairperson of the Rules Committee or his/her designee. All reports and recommendations made by a faculty standing committee to an administrative office shall be submitted simultaneously to the University Committee.

(Document 1678, 9/21/89; UWM Administration approval, 10/6/80)

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 chairpersons 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. Individual committee charters may authorize additional categories of membership eligibility.
- (2) Administrative staff members, as defined by 4.04(4), may not serve as voting members on a faculty standing committee. Administrative staff members appointed to committee membership serve as ex-officio members unless the individual charter of the committee provides otherwise.

(Document 3002, 05/07/15; UWM Administration approval, 05/18/15)

- (3) Committees may invite individuals to serve as non-voting consultants.
- (4) The University Faculty, on recommendation of the University Committee, shall designate committees in which plural membership is prohibited.

(see FD1087R2)

(Document 10872R, 10/16/08; UWM Administration approval, 10/27/08)

(Editorially revised, 09/09/14)

6.22 Faculty Standing Committee Officers

The Chairperson'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.
- (2) The Secretary of the University is authorized to make editorial revision of UWM Policies and Procedures, 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 an electronic ballot to all faculty members eligible to vote as defined in 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) Student Membership on Faculty Standing Committees

Student membership to those faculty standing committees on which student membership is prescribed in the charters will be appointed by the Student Association. Appointments will be for a one-year term. For the purpose of this section a student is a person registered for study at the University of Wisconsin-Milwaukee during the term of service on a committee.

(3) Appointments

Following an election, unless otherwise specified, the Chancellor fills appointive positions on faculty standing committees from names submitted by the appropriate nominating committee. At least two (2) nominees must be submitted for each vacant position.

(Document 1363, 5/17/83; UWM Administration approval, 5/23/83)
(Document 1712, 5/8/90; UWM Administration approval, 5/15/90)

(4) Terms of Office

Except as otherwise provided, the terms of office for all elective and appointive positions on standing committees are for three (3) years on a staggered basis. Except as otherwise provided, terms of office for elected and appointed committee members begin on the first contractual day 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 eligible candidate who had the highest number of votes. The person so designated shall serve up to the first contractual day 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. In the case of appointive faculty positions, the Chancellor will select appointees from names submitted by the University Committee. At least two (2) nominees must be submitted for each vacant position.

(Document 1363, 5/17/83; UWM Administration approval, 5/23/83)

- a) Faculty Members. If there is no eligible candidate, a vacancy in a faculty elected position is filled by an appointee of the University Committee.
- b) Academic Staff Members. If there is no eligible candidate, a vacancy in an academic staff elected position is filled by an appointee of the Academic Staff Committee.
- c) Student Members. A vacancy in a student position is filled by an appointee of the Student Association.

6.25 Organization of Faculty Standing Committees

- (1) When all faculty appointments to the committee have been made, the Secretary of the University shall designate a faculty member of the committee as the person responsible for calling an organizational meeting of the committee during the first four weeks of the academic year.

(Document 1424, 11/15/84, UWM Administration approval, 11/21/84)

- (2) Except as otherwise provided, each committee selects its own chairperson, 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 transaction of business at meetings of faculty committees, except as otherwise may be provided in the UWM Policies and Procedures.

(Document 1124, 12/13/78; UWM Administration approval, 12/16/78)

- (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) University Faculty may delegate authority and responsibility to committees, other groups, or administrative officers as provided in 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.
 - d) Make determination of issues of fact in individual cases where delegated authority has been granted by either faculty legislation or faculty regulations.
 - e) Establish subcommittees or other subordinate bodies of any membership composition deemed appropriate to a given task, to investigate and report back to the parent committee.
- (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.

6.27 Faculty Standing Subcommittee and Limited term Subcommittee Membership

(1) Faculty Standing Subcommittee

A faculty standing committee may establish a standing subcommittee to consider ongoing matters within the general functions of the committee. The membership and functions of the standing subcommittees are expressed in writing and approved by the Faculty Senate. Standing subcommittees may only include as voting members, faculty, academic staff, and student members who are already members of the committee or who are faculty who have been specifically elected to the standing subcommittee. The chair of the subcommittee and the majority of the standing subcommittee members must be faculty members serving on the committee. A quorum consists of a majority of the total voting faculty membership of the standing subcommittee. Recommendations of a subcommittee must be approved by the full committee before being forwarded to the Faculty Senate for further action.

All standing subcommittees must have approved charters and these charters must be on file with the Secretary of the University and be subject to review by the faculty.

(2) Faculty Limited Term Subcommittee

A faculty standing committee may establish a limited term subcommittee to consider short term or special matters within the general functions of the committee. Permission must be granted by the University Committee to extend the activities of limited term or special subcommittees beyond one academic year. The membership and functions of the subcommittees are expressed in writing and approved by majority vote of the committee. Subcommittees may include as voting members, faculty, academic staff, and student members not already members of the committee, provided that at least the majority of the voting members of the subcommittee are concurrently voting members of the committee. The chair of the limited term subcommittee must be a faculty member serving on the committee. A quorum consists of a majority of the total voting faculty membership of the limited term subcommittee. Recommendations of a limited term subcommittee must be approved by the full standing committee before being forwarded to the Faculty Senate for further action.

(Document 2565, 3/15/07; UWM Administration, 3/27/07)

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 University Committee. 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 chair.
 - 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.

(Document 961A, 4/6/76 and Document 1002, 10/21/76; UWM Administration approval, 11/2/76; amended by Document 1015, 2/17/77; UWM Administration approval, 2/25/77; Regent approval, 4/15/77)

THE UNIVERSITY OF WISCONSIN-MILWAUKEE
Policies and Procedures – July 2021

SUPPLEMENT TO CHAPTER 6
FACULTY STANDING COMMITTEES
Membership and Functions of Faculty Standing Committees

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A1.05 Academic Planning and Budget Committee

- (1) Membership. Nineteen members as follows: six faculty appointed by the University Committee, one from each of the five divisions including at least one of whom shall be a senator, and one member of the University Committee; one faculty elected by each of the five divisions; the chair of the Academic Program & Curriculum Committee; the chair of the Graduate Faculty Committee; three members of the Academic Staff, two elected by the Academic Staff and one member of the Academic Staff Committee; one University Staff member appointed annually by the University Staff Council; and ex-officio, an academic dean and the Provost or designee.

(Document 2169, 12/17/98; UWM Administration, 12/30/98)

(Document 2277, 5/15/01; UWM Administration, 6/12/01)

(Editorially revised per Codification Committee, 4/26/02)

(Document 2377, 3/27/03; UWM Administration, 04/12/03)

(Document 2377R1, 10/19/17, UWM Administration, 11/3/17)

(Document 2377R2, 9/20/18, UWM Administration, 10/12/18)

- (2) Functions. Makes recommendations to the faculty and to campus administration regarding (1) short range and long range academic plans for the campus that are consistent with the mission, and (2) budget implications for these plans.

a) Reviews long range plans regarding academic interests that are consistent with the mission of the ~~schools and~~ colleges and the campus;

b) Consults with administration of the university and of the ~~schools and~~ colleges over the budget model allocations;

(Document 2377R2, 9/20/18, UWM Administration, 10/12/18)

b) Advises faculty on issues related to budget and its impact on academic program quality, student retention, and development;

c) Reports to the Faculty Senate regarding both short and long range academic plans for the campus that are consistent with campus mission and budgetary implications of those plans;

d) Recommends and evaluates planning for new programs that are not the province of a single academic unit;

e) Represents the interests of the faculty to the Chancellor and Vice Chancellor and Provost regarding both short range and long range

- plans for the academic units and the budget implications of these plans;
- f) Examines those actions taken by the Board of Regents, campus administration, or individual units on campus that impact the overall short range or long range plans for other academic programs on campus and the budget for the academic units;
- g) Makes recommendations for faculty action;
- h) Reviews university policies that impact the academic programs of the academic units and long range plans for these units;

(Document 1977, 5/11/95; UWM Administration, 6/14/95)

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)

(Document 2187, 4/15/99; UWM Administration approval, 5/1/99)

A1.1 Academic Policy Committee

- (1) Membership. Seventeen members as follows: eight elected faculty members; three students; one appointed academic advisor; the chairs, or their faculty designees, of the APCC and the GFC; the Registrar or their designee; and ex-officio: the Dean of one ~~school or~~ college appointed annually on a rotating basis by the Chancellor, and the Secretary of the University or their designee. The Academic Advisor is appointed by the Chancellor upon recommendation of the Academic Staff Committee. Student memberships include a student member on the Graduate Faculty Committee, an undergraduate student, and another student who is an officer of the Student Association. No more than ~~two~~ students or no more than three elected faculty members may be from the same ~~school or~~ college.
(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)
(Document 2935, 12/19/13; UWM Administration approval, 1/9/14)
(Editorially revised, 5/20/14)
(Document 2984, 11/20/14; UWM Administration approval, 12/01/14)
(Document 2984R1, 2/16/17; UWM Administration approval, 2/28/17)
- (2) Functions
 - a) On its own initiative and/or in cooperation with other faculty committees, represents student interests and concerns in problems of educational policy which are within the purview of the University Faculty. Educational policy includes but is not limited to, grading system, add/drop policy and the academic year calendar. (Matters of academic program and curriculum are within the jurisdiction of the Academic Program and Curriculum Committee.)
 - c) Studies and makes recommendations to the Administration, the University Faculty or the Faculty Senate, or other appropriate

faculty committees concerning academic policy. The committee may arrange for public forums and referenda among students on matters which the committee is studying.

- c) Maintains liaison with the Administration and the faculties of ~~thee several schools and~~ colleges on matters of educational policy which are within the jurisdiction of ~~these schools and~~ colleges for the purpose of consulting with them on matters which have been brought to the attention of the committee and which it has studied; and for the further purpose of proposing possible uniform standards in these matters. For the latter purpose the committee may consult with individual representatives of the ~~schools or~~ colleges.
- d) Consults with the ~~several schools,~~ colleges, schools, and departments, their executives, and relevant committees, about problems of educational policy which have been brought to the attention of the committee. In these matters the committee shall maintain close liaison with the Academic Program and Curriculum Committee, the Graduate Faculty ~~Council~~Committee, and the University Committee.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)
(Document 1308, 4/22/82; UWM Administration approval, 4/29/82)
(Editorially revised, 9/9/83)

A1.2 Academic Program and Curriculum Committee

(1) Membership

- a) Twenty-two members as follows: Fifteen faculty members (except as additional membership may be required as determined by the Committee) elected as described below; three students; one member of the academic staff appointed for a three-year term by the Chancellor upon recommendation of the Academic Staff Committee from among academic advisors; one member of the Department of Enrollment Services, appointed annually by the Registrar; and ex-officio, a member of the Academic Deans Council (other than the Dean of the Graduate School) appointed annually on a rotating basis by the Chancellor, and a Representative from the Provost's Office to be appointed by the Provost.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)
(Document 2985, 11/20/14; UWM Administration approval, 12/01/14)
(Document 2985R1, 09/19/19; UWM Administration approval, 09/23/19)

- b) Faculty members are elected to three-year terms by the faculty of each division in proportion to its share of the total faculty. The slate of nominees is prepared by the Nominations Committee.
- (2) Chairperson. In the spring semester the Committee shall elect a chairperson for the following year from among its continuing members. The decision shall be communicated to the Secretary of the University before the end of the spring semester. The duties of the chairperson will commence on the first contractual day of the fall semester, except that a new chairperson may serve over the summer by agreement of the committee in the event that the incumbent chairperson is unable to serve.
- (3) Functions
- a) Resolves questions of curricular responsibility where interests of two or more ~~schools or~~ colleges are affected.
 - b) Reviews undergraduate courses and approves all new undergraduate courses as well as requests for changes or deletions of such courses offered in the UWM departments, schools, colleges, and divisions. When action by the Committee is decided on, the originating unit and its course and curriculum committee are notified of such action, with explanation of reason for it.
 - c) Reviews recommendations concerning requirements and changes in requirements for admission to, continuation in, and graduation from undergraduate programs offered in the UWM ~~schools,~~ colleges and divisions.
 - d) Reviews recommendations concerning policies and plans for further development of such programs.
 - e) Evaluates and reviews undergraduate programs and recommends necessary program additions, revisions, terminations, or other modification of undergraduate programs.
 - f) Evaluates the effect of administrative implementation on the attainment of university long-range undergraduate academic plans; coordinates undergraduate instructional programs with university research and public service.
 - g) Represents the faculty in administrative councils or advisory bodies, regularly established or ad hoc, created for or having significant implications on undergraduate programs; in execution of its responsibilities, coordinates with the Graduate Faculty ~~Council~~ Committee, the School of Continuing Education, and the University Committee.

(Editorially revised: Document 2328, 4/18/02; UWM Administration approval, 5/15/02; Regent approval, 6/6/02)

- h) Evaluates and makes recommendations to the Faculty Senate on all proposals for the establishment or termination of undergraduate degrees and majors.
- i) Evaluates and makes recommendations to the administration on all proposals for the establishment or termination of undergraduate sub majors.
- j) Establishes policy in the area of General Education Requirements, including the following responsibilities:
 - 1. the approval or courses to be designated as fulfilling the requirements;
 - 2. the approval of all proficiency examinations and the setting of minimum scores;
 - 3. the establishment of policies pertaining to student appeals (Note: Student appeals will be handled in accordance with established department, [school/college](#), and university procedures, but the APCC will monitor compliance by ~~schools and~~ colleges.);
 - 4. the exemption of one or more programs in individual ~~schools or~~ colleges from any part of the general education requirements;
 - 5. the general monitoring of the academic impact of the requirements;
 - 6. a periodic review, in conjunction with the Admissions and Records Policy Committee, of admissions standards in relation to general education requirements.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1308, 4/22/82; UWM Administration approval, 4/29/82)

(Editorially revised, 9/9/83)

(Editorially revised, 9/20/85)

(Document 1738, 1/24/91; UWM Administration approval, 3/28/91)

A1.2.1 Subcommittee on Undergraduate Program Reviews

(1) Membership. Eighteen members as follows: Nine members of the UWM Faculty elected by the Faculty, nine members of the Academic Programs and Curriculum Committee (APCC) appointed by the Chair of the APCC, subject to approval by the Committee. Members of the subcommittee should reflect the range of disciplinary competencies in the University and represent the ~~several schools and~~ colleges insofar as the size of the Subcommittee allows. The Subcommittee on Undergraduate Program Reviews elects its own chair from among its membership. The Chair must be a faculty member of the APCC (6.27 (1)).

(2) Functions

- a) To supply two members for each program review team. The Chair of the Subcommittee appoints the review team members to include two members from the Subcommittee and one member from either (a) UWM Faculty or (b) UWM academic staff with training, experience and responsibility comparable to those in the faculty ranks.
- b) To meet with the review teams and to receive reports, conclusions and recommendations of the review team for presentation to the APCC together with a rationale for each conclusion and recommendation, as necessary.
- c) The Subcommittee makes appropriate recommendations on the frequency and nature of reviews of the various programs to the APCC.
- d) The Subcommittee makes an annual report to the APCC. Special reports may be made at the direction of the APCC or on the initiative of the subcommittee.

(3) Procedures

The Subcommittee on Undergraduate Program Reviews will adhere to the Audit and Review Procedures adopted by APCC.

(Document 3000, 04/16/15; UWM Administration approval, 04/30/15)

A1.3 Admissions and Records Policy Committee

(1) Membership. Eighteen members as follows: seven faculty members, not more than ~~one~~two of whom will be from the same college ~~or school~~, four to be elected, three to be appointed by the Chancellor from a list to be submitted by the Nominations Committee; two members of the academic staff from the Division of Academic Affairs elected by the Academic Staff; one member of the Academic Staff elected at large; two students, one of whom

shall be a graduate student; and ex-officio, the Chief Enrollment Officer or his/her designee, Director of Undergraduate Admissions, Dean of the Graduate School or his/her designee, a representative of the Center for International Education, the Dean of Students, and the UWM Registrar or his/her designee.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)
(Document 2598, 11/15/07; UWM Administration approval, 11/30/07)
(Editorially revised, 05/01/08)
(Document 2896, 02/21/13; UWM Administration approval, 03/01/13)
(Document 2945, 04/17/14; UWM Administration approval, 04/29/14)
(Editorially revised, 05/20/14) (Editorially revised, 09/19/19)

(2) Functions

- a) Reviews regularly University policies regarding admission of students and the impact of these policies on the University as a whole.
- b) Recommends to the University Faculty or the Faculty Senate on matters of policy relating to students' admissions, registration and record keeping.
- c) Maintains a liaison with appropriate system-wide committees and the Graduate Faculty ~~Council~~ Committee through its chairperson.
- d) Approves, on an annual basis, operational guidelines for the admission of new freshman during the next application year. This information shall be included in the Admissions and Records Policy Committee's annual report to the Faculty Senate.
- e) Receives on an annual basis from the Office of Undergraduate Admissions, a copy of the proposed language for publicizing UWM's admission requirements, including a profile of characteristics typical of students who are academically successful. This information shall be included in the Admissions and Records Policy Committee's annual report to the Faculty Senate.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)
(Document 1619, 5/10/88; UWM Administration approval, 9/22/88)
(Editorially revised, 6/6/80)
(Editorially revised, 12/29/95)
(Document 2552, 11/16/06; UWM Administration approval, info only)
(Document 2945, 04/17/14; UWM Administration approval, 04/29/14)

A1.35 Affirmative Action in Faculty Employment Committee

- (1) Membership. Seven members as follows: four faculty members elected; one member of the University Committee appointed by the University

Committee; and ex-officio, the Provost and the Director of the UWM Offices of Equity and Diversity Services (EDS)

(Document 2831, 11/17/11; UWM Administrative approval, 11/28/11)

(2) Functions.

- a) Monitors programs and assesses the needs for changes in the recruitment and retention of women and minority faculty.
- b) Formulates appropriate recommendations/actions/policies to the University Committee or Faculty Senate to enhance affirmative action policy in faculty employment.
- c) Monitors campus administration progress in facilitating affirmative activities and progress in affirmative action in faculty employment at UWM.

(Document 1978, 5/11/95; UWM Administration approval, 6/7/95)

(Editorially revised, 7/1/96)

(Document 2179, 2/18/99; UWM Administration approval, 5/30/99)

(Editorially revised, 8/24/06)

A1.4 Archives Committee

Merged with Libraries Committee

(Document 2319, 12/20/01; UWM Administration approval, 12/28/01)

A1.5 Athletic Board

- (1) Membership. Seventeen members as follows: five elected faculty members; one faculty member appointed by the Chancellor to a one-year term; the Faculty Athletic Representative appointed by the Chancellor for a term not to exceed five years; one member of the UWM Alumni Association, appointed by the Chancellor from a list of candidates submitted by the President of the UWM Alumni Association; one elected member of the Academic Staff; four students appointed by the Student Association; and, ex-officio: UWM Director of Athletics or designee, UWM Chief Student Affairs Officer or designee, President of the UWM Alumni Association or designee, Director of Recreational Sports & Facilities or designee.

(Editorially revised, 9/19/2019)

(2) Functions

- a) Develops and reviews university policies relative to intercollegiate athletics in conjunction with UWM faculty, administration, students, alumni, and controlling regulations, and oversees the implementation of such policies. Reviews the

Athletic Department budget through the work of the Fiscal and Equity subcommittees, respectively.

- b) Recommends to the Athletic Director assignments of personnel to head coaching and all other senior athletic administrative positions, consistent with University and State of Wisconsin Personnel practices

The Athletic Board will constitute a minimum of 40% of the overall Athletic Director Search and Screen Committee.

- c) Monitors policies and practices pertaining to equity and nondiscrimination within the Athletic Department pursuant to NCAA and UWM expectations.
- d) Oversees Athletic Department systems for providing student-athletes with academic services and monitoring their academic progress. Rules upon questions of eligibility of students under institutional and conference regulations.
- e) Provides oversight and advice to ensure adherence to NCAA and UWM policies concerning athletic scholarships and tuition remissions.
- f) Recommends to the Chancellor candidates for the position of Faculty [Athletics](#) ~~Athletics~~ Representative.
- g) Reviews the annual performance review of the Faculty Athletics Representative, as conducted by the Chair of the Athletic Board and the Athletic Director, and communicates the results of this review to the Faculty Athletics Representative and the Chancellor.
- h) Maintains liaison with intercollegiate athletic organizations and conferences through the Faculty Athletics Representative.
- i) Recommends to the faculty changes in policies that relate to intercollegiate athletics and that appear to be in keeping with the long-term development of the University.

(Document 1137, 3/15/79; UWM Administration approval, 3/20/79)

(Document 1441, 5/7/85; UWM Administration approval, 6/5/85)

(Document 1808, 4/23/92; UWM Administration approval, 4/28/92)

(Editorially revised, 4/26/02)

(Editorially revised, 8/25/06)

(Document 2612, 05/15/08; UWM Administration approval, 05/22/08)

(Editorially revised, 06/13/08)

(Document 2848R1, 03/16/17; UWM Administration approval, 03/22/17)

A1.6 Awards and Recognition Committee

- (1) Membership. Nine members as follows: four elected faculty members; three faculty members appointed by the University Committee; and two students.
- (2) Functions
 - a) Subject to administrative policies and guidelines and subject to the provisions of gifts, bequests, or other unbudgeted sources not administered directly by colleges, schools, or departments, recommends or selects candidates for awards or recognition for faculty members.
 - b) Selects recipients for outstanding teacher recognition awards and service awards from candidates nominated by students, faculty, or departments.
 - c) Recommends students for appropriate scholarship awards not under the jurisdiction of other faculty committees or other agencies.
 - d) Maintains liaison with appropriate system-wide committees where these are pertinent to UWM.
 - e) Acts as an information clearing house concerning sources of awards and recognition.

(Doc 1016, 3/17/77: UWM Administration approval, 3/30/77)
(Editorially revised, 7/1/10)

A1.7 Codification Committee

- (1) Membership. Seven members as follows: three elected faculty members, three faculty members appointed by the University Committee; and ex-officio, the Secretary of the University, who serves as the committee's secretary.
- (2) Functions
 - a) Reviews and makes recommendations concerning all proposed additions to and changes in existing university policies and procedures. The committee employs the criteria of clarity, internal consistency, and relation to other policies and procedures governing UWM. Such recommendations will accompany proposals for additions and alterations in policies and procedures when submitted for faculty action.
 - b) Undertakes and maintains a continuing review of faculty policies and procedures, and any supplement thereto.

- c) Upon its own initiative, or by request of the University Committee, or at the direction of the University Faculty, recommends appropriate changes in faculty policies, procedures, and committee structure. Such recommendations are made only after consultation with the faculty committees concerned.
- d) Assists and advises the Secretary of the University or other appropriate administrative officials in up-dating the UWM Policies and Procedures.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

A1.8 Computer Policy Committee

Merged with the Education Media Policy Committee to form the Information Technology Policy Committee.

(Document 2265, 11/16/00; UWM Administration, 12/1/00)

A1.9 Dismissal Hearing Committee

Ref. Section 5.26, UWM Policies and Procedures

A2.0 Divisional Executive Committees

Ref. Section 3.04 - 3.22 UWM Policies and Procedures

A2.1 Economic Benefits Committee

- (1) Membership. Fourteen members as follows: seven elected faculty members, at least one from each division, and at least two of whom shall be non-tenured faculty; four academic staff members elected by the academic staff; one voting university staff member appointed by the Chancellor upon recommendation of the University Staff Council appointed on a three year basis; and the director of the Department of Human Resources, ex-officio non-voting, appointed by the Chancellor; On request of the Economic Benefits Committee, one resource person is appointed yearly as ex-officio non-voting member by the Chancellor from recommendations submitted by the University Committee.

(Document 1525, 12/18/86)

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)

(Document 2426, 4/15/04; UWM Administration approval, 4/26/04)

(Editorially revised, 06/06/08)

(Document 3144R1, 11/15/18; UWM Administration approval, 11/21/18)

- (2) Functions

- a) Advises faculty, academic staff, and campus administration (in consultation with the University Committee and when appropriate the Academic Staff Committee and University Staff Council) on

all matters of faculty, academic staff and university staff welfare, including, but not limited to, salary, sick leave, group insurance, and retirement.

- b) Prepares and disseminates information on the economic status and needs of the faculty, academic staff, and university staff including comparative data from other universities and professional fields, as deemed necessary.
- c) In consultation with the University Committee, and when appropriate the Academic Staff Committee, and University Staff Council plans representation of faculty, academic staff, and university staff interests in discussions, hearings and other appropriate activities, including the exchange of information on faculty, academic staff, and university staff benefits with the administration, Board of Regents, Governor, and members of the Legislature.
- d) Formulates recommendations for faculty, academic staff, and university staff action.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 2761A, 12/16/10; UWM Administration approval, 1/18/11)

(Document 3144, 04/19/18; UWM Administration approval, 5/18/18)

A2.15 Educational Media Policy Committee

Merged with the Computer Policy Committee to form the Information Technology Policy Committee.

(Document 2265, 11/16/00; UWM Administration, 12/1/00)

A2.2 Extension Policy/Continuing Education Policy Committee

Dissolve the Extension Policy Committee due to lack of business.

(Document 2689, 11/19/09; UWM Administration approval, 12/03/09)

A2.3 Faculty Appeals and Grievances Committee

- (1) Membership. Seven tenured faculty members elected by the faculty. No more than two of the faculty shall be from a single faculty division. No more than three faculty members shall be from a single ~~school~~, college ~~or equivalent academic unit~~, and no more than one member shall be from a single department in a departmentalized ~~school or~~ college. Members who have been elected to and have served a full three-year term are not eligible for reelection until two years have elapsed. Members who are elected to a partial term are eligible for reelection.

- (2) Chairperson. In the spring semester, the committee shall elect a chairperson for the following year from among its continuing members. The decision shall be communicated to the Secretary of the University by April 15. The duties of the new chairperson will commence on the first day of the fall semester, except that the new chairperson may serve over the summer by agreement of the committee in the event that the incumbent chairperson is unable to serve.

(Document 1691, 12/21/89; UWM Administration approval, 2/8/90)

- (3) Functions. Upon referral by the University Committee, hears appeals in accordance with the provision of UWS s. 3.08, Wis. Adm. Code and s. 5.18, UWM Policies and Procedures; and serves as the grievance committee in cases not falling within the authority of any other faculty committee having jurisdiction over specific categories of grievances, pursuant to the provisions of UWS s. 6.02, Wis. Adm. Code. The Faculty Appeals and Grievances Committee shall retain jurisdiction during pendency of any reconsideration; the University Committee shall retain jurisdiction during a de novo consideration by an ad hoc review committee (ref. 5.181 - 5.186).

(Document 1057, 12/20/77; UWM Administration approval, 3/29/78; Regent approval, 7/14/78)

(Document 1089, 4/20/78; UWM Administration approval, 5/2/78)

(Document 1180, 12/20/79; UWM Administration approval, 12/31/79)

(Document 1519, 11/20/86; UWM Administration approval, 11/29/86; Regent approval, 4/10/87)

(Document 1648, 1/26/89; UWM Administration approval, 2/11/89; Regent approval, 7/7/89)

(Document 1791; 10/17/91; UWM Administration approval, 12/7/91)

(Document 1809 (Revised), 11/19/92; UWM Administration approval, 11/30/92; Regent approval, 2/5/93)

A2.4 Faculty Consultative Committee for Financial Emergencies

- (1) Membership
- a) Fourteen members. One faculty member from each of the following committees: Academic Program and Curriculum Committee, Graduate Faculty ~~Council~~Committee, Senate Budget Committee, University Committee (the representatives of these committees will be designated at the first meeting of the respective committees in each academic year); ten faculty members elected by and from the faculty of each division in proportion to its share of the total faculty. No more than seven members of the full committee shall be from a single ~~school or~~ college; no more than one member shall be from a single department in a departmentalized ~~school or~~ college.

- b) In the event that a declaration of financial emergency is contemplated, the Chancellor shall notify the Faculty Senate Rules Committee. The Rules Committee thereupon calls for nominations as the first order of business at the next meeting of the Senate or Faculty. Immediately thereafter, the members are elected by the faculty in a mail ballot in accordance with the provisions of 1.01. As soon as the full membership composed of designated and elected members has been constituted, the Chancellor shall activate the Committee for consultation and advice as provided in UWS 5.05.

(2) Functions

- a) Consults with the Chancellor if at any time a declaration of financial emergency is to be considered.
- b) Represents the UWM Faculty before the Board of Regents in the event that the Board is considering a declaration of a state of financial emergency for UWM under the provisions of UWS 5.05 and 5.06.
- c) In accordance with criteria established by the faculty, advises the Chancellor with respect to the following issues in the event that a state of emergency is declared:
 - 1. Consideration of identifiable alternative methods of budget reduction;
 - 2. Determination of whether reductions in faculty positions can be made with less detriment to the institution's ability to fulfill its mission than would follow from reasonable alternative courses of action;
 - 3. Determination from which colleges, schools, departments or programs faculty positions should be eliminated.
- d) Consults with faculties of colleges, schools, departments and programs potentially involved in actions recommended under provisions of a state of financial emergency.
- e) Reports its findings and recommendations to the Faculty Senate, Chancellor and the Board of Regents.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1334, revised, 4/21/83; UWM Administration approval, 5/3/83)

A2.5 Faculty Ethics Advisory Committee

- (1) Membership. The Committee shall be comprised of three elected faculty. To be eligible for election, a faculty member must have served on the Codification Committee, a Divisional Executive Committee, or the University Committee.
- (2) Functions
 - a) Recommends to the Faculty Senate those policies and procedures necessary to implement the Code of Ethics (UWS 8);
 - b) Provides consultation and advice on the application of UWS 8 to any member of the faculty. In accordance with UWS 8.035, the committee's deliberations and actions upon request for consultation or advice shall be in meetings not open to the public. Records obtained in connection with requests for consultation or advice shall be considered confidential university information. However, summaries of advice provided by the committee, which do not disclose the identities of persons requesting such advice, shall be made public in an annual report.
(Doc. 1526, 12/18/86; UWM Administration approval, 1/2/87)
 - c) Serves on the UWM Graduate School Conflict of Interest Committee.
(Doc. 2467, 2/17/05; UWM Administration approval, 3/3/05)

A2.6 Faculty Hearing Committee

Ref. Section 5.62, UWM Policies and Procedures

A2.8 Faculty Rights and Responsibilities Committee

Ref. Section 5.44-5.48, UWM Policies and Procedures

A2.9 Faculty Senate

Ref. Section 1.05-1.08, UWM Policies and Procedures

A3.0 Faculty Senate Rules Committee

- (1) Membership. Seven members as follows: six members of the Senate elected annually by the Senate, at least one member shall be from each faculty division; and the Chancellor, ex-officio. The chairperson is elected from among the members of the committee by majority vote of the Senate and becomes President pro tem of the Senate, who also serves as a member of the University Committee. Any given ~~school or~~ college may not be represented in consecutive years in the chair of the Rules Committee; further, membership composition restrictions of the University Committee with respect to ~~school/~~college and departmental

affiliation of its members shall also be followed when electing the chairperson.

(Document 3215, 11/15/18; UWM Administration approval, 11/21/18)

(2) Functions

- a) Sets the schedule and prepared calendars for Senate and University Faculty meetings.
- b) Recommends procedures to ensure that individual Senators and Faculty members-at-large may initiate items for deliberation by the Senate and/or Faculty in conjunction with or independent of proposals from faculty standing committees or special committees.
- c) Resolves questions of committee jurisdiction.
- d) Coordinates committee relationships with the Senate.
- e) Designates Senators to serve in a liaison capacity with those faculty standing committees which do not have a Senator as a member.

(3) Procedures. Any member of the University Faculty as defined in 1.01(1) may propose a matter for consideration by the UWM Faculty Senate by submitting it in proper form (1.04(4)(b) to the Faculty Senate Rules Committee through the Secretary of the University, according to the following procedures:

- a) Proposals are normally referred by the Rules Committee for review and recommendation to the appropriate faculty standing committee, which will make its recommendation within 4 weeks.

(Document 2363, 11/21/02; UWM Administration approval, 11/27/02)

- b) If a faculty member believes that consideration of a proposal is being unreasonably delayed by any faculty standing committee, they may appeal to the Faculty Senate Rules Committee for intervention and decision.
- c) Emergency proposals, which should be considered by the Senate without delay, may be placed on the calendar of a Senate meeting by the Rules Committee without the customary referral to a faculty standing committee.
- d) Proposals submitted by non-Senate members of the Faculty and which appear on calendars of Senate meetings are placed before the body on motion of the appropriate standing committee or the

Faculty Senate Rules Committee, if that Committee has assumed original jurisdiction as in (c) above.

(Document 1065, 2/2/78; UWM Administration approval, 2/7/78)

(Document 1146, 5/3/79; UWM Administration approval, 5/8/79)

(Document 1172, 11/15/79; UWM Administration approval, 11/23/79)

(Document 1378, 9/15/83; UWM Administration approval, 9/27/83)

(Document 2477, 3/17/05; UWM Administration Approval, 08/16/05)

A3.05 Graduate Faculty Committee

The Graduate Faculty Committee (GFC) is UWM's main policy making body for graduate education. As such it oversees academic and administrative matters across graduate programs, and acts as an advocate for graduate students and graduate programs within the university.

(1) Membership

Twenty-four (24) members as follows:

- (a) Twelve (12) faculty elected from among the Graduate Faculty from the divisions of Arts and Humanities, Natural Sciences, Professions, and Social Sciences. At least two faculty members must serve from each of these four divisions, and no more than one member may serve from any one department or non-departmentalized school or college. Faculty members are elected to staggered, three-year terms, and no member may serve more than two (2) consecutive terms or portions thereof. Elected members of the committee should reflect the range of disciplinary competencies in the university and represent the ~~schools and colleges~~ insofar as the size of the committee allows.
- (b) The three (3) faculty chairs of the Graduate Curriculum Committee (GCC), the Graduate Program Review Committee (GPR), and the Graduate Student Fellowships Committee (GSF).
- (c) Two (2) graduate student members appointed annually by the Student Association. Student members must be currently enrolled graduate students and both members must not come from the same ~~school or~~ college.
- (d) Two (2) members of academic staff appointed annually by the Academic Staff Committee from among those whose work is pertinent to graduate education or research or to the administration of graduate programs.
- (e) Ex-officio members shall include ~~the chair of the Research Policy~~

~~Advisory Committee (RPAC) or delegate; a member of the University Committee;~~ the dean, one associate dean, and a staff person from the Graduate School.

- (f) GFC elects its chair for the following year from among its faculty membership at its March meeting. By May of that year, the chair-elect designates a vice-chair elect. The chair-elect and the vice-chair elect assume their full, one-year duties on August 1.
 - (g) The chair or the chair's representative sits on the APBC, RPAC, and PEC committees, in order to have the information necessary for chairing the GFC and to inform those committees of GFC actions. The chair communicates as needed with the Faculty Senate, the University Committee, the Secretary of the University, graduate program representatives, and the various deans and associate deans.
 - (h) GFC meets at least once a month during the academic year, and on request of the dean of the Graduate School or of five (5) GFC committee members.
 - (i) GFC has the authority to declare vacant the seat of those committee members who fail to attend three (3) regular meetings in an academic year
- (2) Functions
- (a) Advises the dean of the Graduate School on all academic and administrative issues that pertain to graduate education.
 - (b) Formulates and reviews policies concerning UWM graduate programs.
 - (c) Considers general policy recommendations from GCC, GPR, and GSF pertaining to their areas of governance. The Graduate Faculty Committee reviews and approves all general policies that apply across graduate programs.
 - (d) Establishes criteria for membership in the Graduate Faculty of the university.
 - (e) Reviews Graduate School regulations and requirements with general application to student admission, continuation, and graduation, and the academic operation of UWM graduate programs. Based on this review, the committee recommends appropriate changes for dissemination through sources such as the Graduate School website, the Graduate School Bulletin and the Graduate Student and Faculty Handbook.

- (f) Reviews policies and procedures affecting graduate student assistantships, fellowships, awards and any other sources of funding, and advocates for fair and competitive levels of graduate student compensation and workload.
- (g) Reviews policies and procedures at all levels of the university that impact graduate student success, such as those related to health and wellbeing, funding for graduate study, diversity, professional development, retention and completion, and campus safety. GFC will make recommendations to governance committees, administrative offices, or academic units as appropriate.
- (h) Undertakes investigations into larger and more complex issues pertaining to graduate study recommended by its own members, by GCC, GPR, or GSF, or by the administration of the Graduate School.
- (i) Designates two members who will serve, if needed, on a Graduate Assistant Appeals Panel for Step Three grievance proceedings, as described in the [Graduate Assistant Employment Grievance Procedure](#).

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)

(Document 2780, 4/21/11; UWM Administration approval, 5/2/11)

(Document 2780R1, 9/20/18; UWM Administration approval, 10/12/18)

A3.05.1 Graduate Curriculum Committee

The Graduate Curriculum Committee reviews and approves proposals for new courses and programs, and for changes to existing courses and programs. It also oversees the multidisciplinary PhD and recommends general policy changes related to courses and curriculum to the Graduate Faculty Committee.

(1) Membership

Nine (9) members as follows:

- (a) Seven (7) members elected from among the Graduate Faculty from the divisions of Arts and Humanities, Natural Sciences, Professions, and Social Sciences. At least one elected member must come from each of these four divisions, and no more than one member may serve from any one department or non-departmentalized school or college. Faculty members are elected to staggered, three-year terms, and no member may serve more than two (2) consecutive terms or portions thereof. Elected members of the committee should reflect the range of disciplinary

competencies in the university and represent the ~~schools and~~ colleges insofar as the size of the committee allows.

- (b) One (1) graduate student member appointed annually by the Student Association. The student member must be a currently enrolled graduate student.
 - (c) The dean of the Graduate School or designee serves as an ex-officio member.
 - (d) The chair of the Graduate Curriculum Committee also serves on the Graduate Faculty Committee.
 - (e) The Graduate Curriculum Committee elects its chair for the following year from among its faculty membership at its March meeting.
 - (f) The Graduate Curriculum Committee has the authority to declare vacant the seat of those committee members who fail to attend three (3) regular meetings in an academic year.
- (2) Functions
- (a) Review and approve proposals for new graduate credit courses and for modifications to existing courses.
 - (b) Review and approve proposals for new graduate programs and for modifications to existing graduate programs.
 - (c) Within the provisions of the university's regulations and practices, establish procedures for reviewing courses and programs, and communicate those procedures clearly through the Graduate School's website.
 - (d) Make recommendations to Graduate Faculty Committee for general policy changes related to courses and curriculum that would affect all programs. The committee may make such recommendations on its own initiative, at the request of the GFC, or at the request of the administration of the Graduate School.
 - (e) Oversee the Multidisciplinary Committee-Directed Ph.D. program. The Graduate Curriculum Committee reviews and approves applications for the Multidisciplinary Committee-Directed Ph.D. programs, using its best judgment on the academic merit of the proposed multidisciplinary program. The committee and the dean of the Graduate School must satisfy themselves that the proposed program cannot be carried out within an established doctoral program. The committee must further approve the membership of the student's supervisory committee, guided by considerations of

the committee member's expertise in proposed areas of study and their commitment to the student's program.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)

(Editorially revised, 6/30/08)

(Document 2780, 4/21/11; UWM Administration approval, 5/2/11)

(Document 3179, 9/20/18; UWM Administration approval, 10/12/18)

A3.05.2 Graduate Program Review Committee

The Graduate Program Review Committee reviews existing graduate programs and makes recommendations to programs via a report submitted to the provost, the dean of the Graduate School, and the relevant ~~school or~~ college.

(1) **Membership**

Thirteen (13) members as follows:

- (a) Twelve (12) members elected from among the Graduate Faculty from the divisions of Arts and Humanities, Natural Sciences, Professions, and Social Sciences. At least two members must come from each of these four divisions, and no more than one member may serve from any one department or non-departmentalized school or college. Faculty members are elected to staggered, three-year terms, and no member may serve more than two (2) consecutive terms or portions thereof. Elected members of the committee should reflect the range of disciplinary competencies in the university and represent the ~~schools and~~ colleges insofar as the size of the committee allows.
- (b) The dean of the Graduate School or designee serves as an ex-officio member.
- (c) The Graduate Program Review Committee elects its chair for the following year from among its faculty membership at its March meeting.
- (d) The chair of the Graduate Program Review Committee also serves on the Graduate Faculty Committee.
- (e) The Graduate Program Review Committee has the authority to declare vacant the seat of those committee members who fail to attend three (3) regular meetings in an academic year.
- (f) Because the workload of the Graduate Program Review Committee can vary considerably from year to year, the chair of the committee may request that the University Committee appoint up to three additional members for terms not longer than one-year each year as needed. These temporary appointments should reflect the range of

disciplinary competencies in the university and represent the ~~schools and~~ colleges insofar as the size of the committee allows. In making such appointments, the University Committee should give preference to faculty with previous experience reviewing graduate programs.

(2) Functions

- (a) Review graduate programs and certificates in accordance with existing university regulations, including the Procedures for Qualitative Reviews of Graduate Programs (GFC Doc. No. 951).
- (b) Appoint two members as internal reviewers to each ad hoc review committee, to be determined by the chair of the Graduate Program Review Committee.
- (c) Meet with the ad hoc review committees and receive reports of their recommendations and conclusions for each program reviewed, as specified in the Procedures for Qualitative Reviews of Graduate Programs (GFC Doc. No. 951).
- (d) Provide additional recommendations or commentary from the internal reviewers in the reports for each program reviewed.
- (e) Make appropriate recommendations on the frequency and nature of reviews of the various programs to the Graduate Faculty Committee. Any policy changes affecting general practices or impacting all programs (such as revisions to GFC Doc. No. 951) must be recommended to the Graduate Faculty Committee for consideration and approval.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07)

(Editorially revised, 6/30/08)

(Document 2780, 4/21/11; UWM Administration approval, 5/2/11)

(Document 3178, 9/20/18; UWM Administration approval, 10/12/18)

A3.05.3 Graduate Student Fellowships Committee

The Graduate Student Fellowships Committee determines and manages the application and selection process for graduate students applying for internal fellowships such as the Distinguished Dissertation Fellowship and the Distinguished Graduate Student Fellowship. The committee also recommends general policy changes related to fellowships to the Graduate Faculty Committee.

(1) Membership

Fifteen (15) members as follows:

- (a) Twelve (12) faculty elected from among the Graduate Faculty from the divisions of Arts and Humanities, Natural Sciences, Professions,

and Social Sciences. Three members must be elected from each of these four divisions, and no more than one member may serve from any one department or non-departmentalized school or college. Faculty members are elected to staggered, three-year terms, and no member may serve more than two (2) consecutive terms or portions thereof. Elected members of the committee should reflect the range of disciplinary competencies in the university and represent the ~~schools and~~ colleges insofar as the size of the committee allows.

- (b) One (1) graduate student member appointed annually by the Student Association. Student members must be currently enrolled graduate students. Student members will not review fellowship applications or participate in closed meetings where applications are discussed.
 - (c) The dean of the Graduate School, or designee, and fellowships coordinator of the Graduate School serve as ex-officio members.
 - (d) The chair of the Graduate Student Fellowships Committee also serves on the Graduate Faculty Committee.
 - (e) The Graduate Student Fellowships Committee will elect a chair from among its membership at its first meeting of each academic year.
 - (f) The Graduate Student Fellowships Committee has the authority to declare vacant the seat of those committee members who fail to attend three (3) regular meetings in an academic year.
- (2) Functions
- (a) Within the provisions of UWM regulations and practices, the committee formulates and implements procedures for allocation of available fellowship funds administered by the Graduate School. To this end, the committee annually establishes regular procedures that include but are not limited to application deadlines, nomination forms, review and selection procedures, and award announcements.
 - (b) Following its designated application and selection procedures, the committee annually reviews applications and recommends fellowship awards for meritorious graduate students.
 - (c) The committee makes recommendations to the Graduate Faculty Committee for general policy changes that relate to graduate fellowships across all programs. The committee may make such recommendations on its own initiative, at the request of the GFC, or at the request of the administration of the Graduate School.

- (d) On request of the administration of the Graduate School, the committee may assist in the assignment of other graduate student financial support awards.

(Document 2563, 3/15/07; UWM Administration approval, 5/11/07) (Editorially revised, 6/30/08)

(Document 2780, 4/21/11; UWM Administration approval, 5/2/11)

(Document 3180, 9/20/18; UWM Administration approval, 10/12/18)

A3.1 Honorary Degrees Committee

- (1) Membership. Nineteen members as follows: Ten elected faculty members; three appointed Faculty members; two academic staff from the Division of Academic Affairs appointed by the Academic Staff Committee; one graduate student and one undergraduate student; two ex-officio members. Each of the five faculty divisions is represented by at least two elected members. Appointed Faculty members are selected by the University Committee. Ex-officio members are the President of the University System, and the Chancellor of the University of Wisconsin B Milwaukee or his/her designee. The chairperson of the committee is designated by the Chancellor of the University of Wisconsin - Milwaukee.

(Document 3214, 11/15/18; UWM Administration approval, 11/21/18)

- (2) Functions
 - a) Considers and recommends candidates for honorary degrees in accordance with the following procedure. During the spring semester, the Chairperson of the Honorary Degrees Committee shall transmit to the deans, directors and the chairpersons of the ~~several~~ divisions, centers, ~~schools~~, colleges and departments, invitations for submission to the committee of names of persons to be considered for honorary degrees. A list of previous recipients is to be attached to the call for nominations. At least one-half of those presented as candidates for honorary degrees should have some connection with the University system, the City or the State. The Committee shall present its report and recommendation at a meeting of the University Faculty or Faculty Senate in accordance with the provisions of 1.04(8). A two-thirds affirmative vote of those present and voting at the Faculty meeting or Faculty Senate meeting shall be required to nominate a candidate for an Honorary Degree.
 - b) Considers and recommends candidates to be honored on the Ernest Spaight's Plaza marker. During the fall semester, the Chairperson of the Honorary Degrees Committee shall issue to the UWM community a call for submission to the Committee the names of

persons to be considered for nominations. The Committee shall meet in the spring semester to select candidates for recommendation to the Chancellor.

- c) Considers and recommends, in consultation with the University Committee, candidates for a citation for distinguished service or significant contributions to the University of Wisconsin B Milwaukee. The award is given by the Chancellor.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1079, 3/21/78; UWM Administration approval, 3/28/78)

(Document 1275, 5/14/81; UWM Administration approval, 5/21/81)

(Editorially revised by Codification Committee, 1/12/87, per Faculty Document 904)

(Document 1619, 5/10/88; UWM Administration approval, 9/22/88)

(Editorially revised, 5/13/92)

(Document 2082, 1/23/97; UWM Administration approval, 2/7/97)

(Doc. 2718amended, 05/13/10; UWM Administration approval, 6/2/10)

A3.2 Information Technology Policy Committee

- (1) Membership. Twenty-three members as follows: ten elected faculty; two from each division of the University, elected by division; five appointed faculty, one from each division appointed by the Chancellor from nominations submitted by the University Committee; three elected members of the academic staff, with at least one representing full-time teaching staff; a university staff member appointed by the Chancellor; one student; and, the following ex-officio members, the Associate Vice Chancellor for Information Technology / Chief Information Officer, a representative of the Vice Chancellor for University Relations, and a representative of the Provost.

(Document 2902, 5/9/13; UWM Administration approval, 5/23/13)

(Document 2902R1, 11/15/18; UWM Administration approval, 11/21/18)

- (2) Functions
Makes recommendations to the faculty and campus administration regarding (a) policy on information technology and its use; (b) the coordination of service delivery by all campus information technology units, including monitoring, overlap, conflicts and inefficiencies; and (c) the planning and implementation of decisions pertaining to information technology and related services.

(Document 2265, 11/16/00; UWM Administration approval, 12/1/00)

(Editorially revised, 4/26/02)

(Document 2902, 5/9/13; UWM Administration approval, 05/23/13)

A3.25 International Committee

The International Committee (hereinafter “the IC”) represents the interests and authority of UWM faculty, staff, and students in fostering campus internationalization through establishment of policy to guide the development and implementation of central international education functions, such as international institutional academic and research partnerships and education abroad programs.

(1) Membership

The IC is composed of 16 members, of whom 14 are voting members, as follows:

- a) 8 faculty members, as follows:
 - a. 6 elected faculty members, at least one from each division;
 - b. 2 faculty members appointed by the University Committee upon the recommendation of the Vice Provost for International Education.
- b) 3 members of the Academic Staff, elected by the Academic Staff as “at large” representatives
- c) 1 University Staff member appointed by the University Staff Council
- d) 1 Dean appointed by the Chancellor
- e) 1 student appointed by the Student Association
- f) 2 *ex officio* representatives of the Center for International Education who carry responsibilities for inter-institutional partnership agreements and study abroad, appointed by the University Committee upon the recommendation of the Vice Provost for International Education

Each member is elected or appointed to a three-year term. Terms of elected faculty and Academic Staff members shall be staggered.

(2) Chairperson

The IC shall elect a chair from among its voting faculty members. The chair serves for a period of one year. The IC chair plans the meeting schedule and agendas in consultation with the subcommittee chairs. The IC chair ensures that agendas and minutes are conveyed to the Secretary of the University. The chair oversees the IC’s subcommittee member selection process.

(3) Functions

- a) Develops and approves policies and recommendations to guide campus internationalization.
- b) Reviews and recommends to the Chancellor university approval of international inter-institutional partnership agreements.
- c) Reviews and recommends to the Chancellor changes or university approval of arrangements for UWM-sponsored student travel to international destinations in high-risk locations.

- d) Advises UWM international education administrators regarding strategic program priorities and initiatives.
- e) Advises other shared governance committees when they encounter issues or legislation that have international elements.
- f) Represents campus stakeholders in strategic planning for internationalization.

(Document 2995, 03/12/15; UWM Administration approval, 03/24/15)

A3.25.1 Subcommittee on Inter-institutional Partnerships

(1) **Membership**

The Subcommittee on Inter-institutional Partnerships is composed of eight members as follows:

- a) 7 voting members of the IC, of whom at least four must be faculty
- b) 1 *ex officio* representative of the Center for International Education with responsibility for inter-institutional partnership agreements

Each voting member will be appointed to a three-year term and the terms will be staggered.

The Subcommittee meets a minimum of once per month to ensure timely consideration of inter-institutional partnership agreements.

(2) **Chairperson**

The Subcommittee shall elect a chair from among its voting faculty members. In consultation with the IC chair and the *ex officio* representative of the Center for International Education, the subcommittee chair shall be responsible for planning the meeting schedule and agendas. The subcommittee chair shall ensure that agendas and minutes are conveyed to the IC chair and the Secretary of the University.

(3) **Functions**

The Subcommittee on Inter-institutional Partnerships exercises the authority of the IC in reviewing and recommending university approval of international inter-institutional academic and research partnership agreements, and in recommending to the Chancellor policies governing the establishment of such partnerships with international institutions.

(Document 2995, 03/12/15; UWM Administration approval, 03/24/15)

A3.25.2 Subcommittee on International Travel Safety

(1) **Membership**

The Subcommittee on International Travel Safety is composed of five voting members and five *ex officio* members as follows:

- a) 5 voting members of the IC, of whom at least three must be faculty
- b) 1 *ex officio* member from each of the following offices, appointed by the University Committee upon the advice of the heads of each respective office:
 - a. Office of Legal Affairs
 - b. Office of Risk Management and Assurances
 - c. Dean of Students
 - d. Norris Health Center
- c) 1 *ex officio* representative of the Center for International Education with responsibility for study abroad

Each voting member will be appointed to a three-year term and the terms will be staggered.

The Subcommittee meets as needed to ensure timely consideration of proposed UWM-sponsored international student travel to locations in which security risks have been identified by the Subcommittee, the IC chair, or the Center for International Education.

(2) Chairperson

The Subcommittee shall elect a chair from among its voting faculty members. In consultation with the IC chair and the *ex officio* representative of the Center for International Education, the subcommittee chair shall be responsible for planning the meeting schedule and agendas. The subcommittee chair shall ensure that agendas and minutes are conveyed to the IC chair and the Secretary of the University.

(3) Functions

The Subcommittee on International Travel Safety, subject to IC policy decisions, exercises authority delegated by the IC for reviewing and making recommendations to the Chancellor for UWM-sponsored credit- and non-credit-bearing student travel to international locations posing security concerns.

(Document 2995, 03/12/15; UWM Administration approval, 03/24/15)

A3.3 Lectures Committee

Deleted

(Document 2331, 5/14/02; UWM Administration, 5/31/02)

A3.4 Libraries Committee

- (1) Membership. Seventeen members as follows: eight elected faculty members, at least one from each division; two appointed academic staff members; three students, one of whom is a graduate student. The academic staff members are appointed by the Chancellor upon recommendation of the Academic Staff Committee. The Chancellor, the

Director of the Libraries, the Graduate Dean, and a representative of the UWM Alumni Association are ex-officio members.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)

(Document 2330, 5/14/02, UWM Administration approval, 5/31/02)

(Document 2364, 11/21/02, UWM Administration approval, 11/28/02)

(2) Functions

a) Represents the interest and authority of the university faculty in archives and library affairs and in the establishment of policy.

b) Makes recommendations for faculty action.

c) Advises the Director of the Libraries concerning administrative operation of the Archives and Libraries.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1308, 4/22/82; UWM Administration approval, 4/29/82)

(Document 2319, 12/20/01; UWM Administration approval, 12/28/01)

(Document 2364, 11/21/02; UWM Administration approval, 11/28/02)

(Document 3090, 03/16/17; UWM Administration approval, 03/22/17)

A3.5 Nominations Committee

(1) Membership. Eight members as follows: seven faculty members, no more than four of whom are from a single ~~school or~~ college, to be nominated using the same nomination and election procedures that are used for other faculty standing committees. The Secretary of the University serves ex-officio. The elected members serve three-year staggered terms.

(Document 3146, 04/19/18; UWM Administration approval, 5/18/18)

(2) Functions

a) Nominates candidates for all positions to be filled by faculty election.

b) Advises the Chancellor on appointive faculty positions and on such other faculty appointive positions as the Chancellor may request.

(3) Procedures

a) The Secretary of the University circulates a questionnaire to the faculty not later than the second regular faculty meeting, which shows the names of all faculty committees and all other elected and appointed positions, and requests the faculty members to indicate first, second and third choices of such positions in which they are willing to serve if elected or appointed. The committee is authorized to solicit appropriate biographical data as prescribed by the committee.

- b) The Committee then prepares a slate of nominees to be distributed with the calendar of the March Faculty Senate meeting, where it is the first item of business. The committee nominates at least two candidates for each vacancy. Additional nominations may be made viva voce from the floor of the meeting. Other nominations, sponsored by three faculty members, may be made, prior to the meeting, by submitting the names of the nominees to the Secretary of the University.
- c) Immediately following the meeting, the Secretary of the University prepares an electronic ballot to be distributed to all members of the faculty. Accompanying the ballot will be a brief biographical statement of the candidates.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1679, 9/21/89; UWM Administration approval, 10/6/89)

(Document 2510, 10/20/05; UWM Administration approval, 12/02/05)

A3.6 Physical Environment Committee

- (1) Membership. Twenty-seven members as follows: Five elected faculty members, two faculty members appointed by the University Committee, two faculty members appointed by the Chancellor; one faculty member appointed by the Academic Planning and Budget Committee (APBC); two students appointed by the Student Association; one academic dean, one administrative officer, and two members of the university staff appointed by the Chancellor; the chair or faculty designee of the Graduate Faculty Committee; four elected members of the academic staff; and ex-officio, the Chancellor or designee, the Provost or designee, the Vice Chancellor of Finance and Administrative Affairs or designee, the Secretary of the University or designee, and one member of the ADA Advisory Committee (ADAAC) appointed by the Chancellor upon recommendation of the ADAAC. A faculty member is elected chairperson by the committee.

(Document 2167, 11/19/98; UWM Administration approval, 11/98)

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)

(Editorially revised, 8/24/06)

(Document 2686, 10/15/09; UWM Administration approval, 10/21/09)

(Document 2781, 4/21/11; UWM Administration approval, 5/2/11)

(Document 2895, 2/21/13; UWM Administration approval, 3/1/13)

(Document 2930, 9/26/13; UWM Administration approval, 10/2/13)

(Document 2930R2, 12/13/18; UWM Administration approval, 1/6/19)

- (2) Functions. Makes recommendations for the development of the physical environment of all University-associated facilities, including built- to-suit leased facilities consistent with the mission and with the present and future academic programs of the University.

- a) Recommends a master plan for the development of the campus reflecting priorities in accordance with guidelines established by the committee.
- b) Recommends the location of new buildings, their inter-relationships and aesthetics and their functional and architectural features.
- c) Recommends remodeling needs and identifies desirable or undesirable features relevant to future construction.
- d) Recommends parking and transportation policies.
- e) Recommends appropriate names for buildings pursuant to established guidelines.
- f) Recommends other actions relevant to the physical environment.

(Document 1052, 10/20/77; UWM Administration approval, 11/16/77)
(Document 1619, 5/10/88; UWM Administration approval (9/22/88)

(Document 2762, 12/16/10; UWM Administration approval, 1/18/11)
(Document 2930R1, 05/10/18; UWM Administration approval, 6/18/18)

A3.6.1 Transportation Subcommittee

(1) Membership

- a) Eleven members as follows: Seven members of the Physical Environment Committee including: four Faculty; one member of the Academic Staff; one member of the University Staff; and one student. In addition, one representative each from the Division of University Relations, Students Affairs, Transportation Services, and the Department of Campus Planning & Management are to serve as non-voting, ex-officio staff members to the subcommittee. The chair of the subcommittee will be a faculty member of the Physical Environment Committee.
- b) The chair will serve for a period of one year. Each student member will be appointed on an annual basis. Each non-student member will be appointed to a two-year term and the terms will be staggered. Each non-student member will be limited to two consecutive two-year terms unless otherwise approved by the PEC. A member is eligible for appointment again, after two years have elapsed.

(2) Functions

- a) The Transportation Subcommittee is charged with the responsibility for oversight and advising the Physical Environment

Committee on matters relating to program planning and on the utilization and maintenance of parking, transit, pedestrian, and other transportation facilities and services at the University of Wisconsin—Milwaukee. This responsibility shall include, but not be limited to, advising on policies affecting parking rates, permit fees, transit fares, bus routes and schedules, pedestrian ways and other functions of systems which contribute to the most efficient, economic, and equitable use of UWM transportation facilities and services.

(Document 2599, 11/15/2007; UWM Administration approval, 11/30/07)
(Editorially revised, 6/30/08)

(Document 2599R1, 12/13/19; UWM Administration approval, 1/6/19)

A3.6.2 Campus Facility Naming Subcommittee

(1) Membership

Ten members as follows:

- a) four faculty members of the Physical Environment Committee.
- b) one academic staff member of the Physical Environment Committee
- c) one university staff member of the Physical Environment Committee
- d) one student member of the Physical Environment Committee
- e) ex-officio:
 - a. a representative from the Division of University Relations.
 - b. a representative from the Division of Student Affairs.
 - c. a representative from Campus Planning and Management.

The chair of the subcommittee will be a faculty member of the Physical Environment Committee. The chair will be elected to serve a one-year term. The chair's term is renewable. The student member will be appointed on an annual basis. All other members will be appointed to two-year staggered terms.

(2) Functions

- a) The Campus Facility Naming Subcommittee is charged with advising the Physical Environment Committee on matters relating to naming buildings, parts of buildings, and exterior amenities at the University of Wisconsin-Milwaukee. Buildings may not necessarily be named prior to use. Memorial names honoring individuals for whom the University holds special respect, affection, or obligation should command permanence. While it is harmless and inoffensive to change non-memorial names, it is very poor public policy to honor an individual by attaching his/her name to a facility only to change the naming later on. *The committee may solicit and accept written submissions and hold public hearings to determine campus community consensus.* The Subcommittee shall consider both

monetary and non-monetary costs associated with and the benefits that would accrue to the University from the proposed name. ~~The chair of the Campus Facility Naming Subcommittee or his/her designee shall provide a detailed report of facility naming recommendations to the Physical Environment Committee as directed.~~

- b) The ~~committee chair~~ of the ~~S~~subcommittee, or designee, shall provide a detailed report of the facility naming recommendations to the Physical Environment Committee at a regularly scheduled meeting.

(Document 2682, 09/17/2009; UWM Administration approval, 09/22/09)

(Document 2682R1, 2/21/19; UWM Administration approval, 3/25/19)

A3.7 Research Policy and Advisory Committee

- (1) Membership. Twelve members as follows: six elected faculty members, at least one from each division; a representative of the Graduate Faculty Committee; one elected member of the Academic Staff who is engaged in research activities; two faculty members and two members of the academic staff appointed by the Chancellor.

In addition, the administrative director of sponsored research, the university executive officer in charge of research (e.g. Vice Provost for Research), and the university executive officer in charge of graduate education (e.g. Dean of the Graduate School) serve as ex-officio members.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)
(Editorially revised: Document 2319, 12/20/01; UWM Administration approval, 12/28/01)

(Document 2561, 2/15/07; UWM Administration approval, 3/15/07)
(Editorially revised, 5/16/07)

(Document 2941, 2/20/14; UWM Administration approval, 2/26/14)

- (2) Functions

- a) On its own initiative or in cooperation with other faculty committees, advises the Chancellor, the Provost, the Faculty Senate, and the university executive office in charge of research (e.g. Vice Provost for Research), and the university executive office in charge of graduate education (e.g. Dean of the Graduate School) on matters of research policy, procedures, and infrastructure to promote and advocate for growth of research, graduate education and scholarship at UWM.

(Document 2561, 2/15/07; UWM Administration approval, 3/15/07)

- b) Recommends overall allocation of resources for research at UWM, and reviews the operation of all university research units, in order to determine whether the programs and activities are both effective and consistent with the mission and research goals of the University.
- c) Recommends and reviews overall University policy governing all mandated review boards within UWM (e.g., Institutional Review Board for the Protection of Human Subjects, Institutional Safety and Hazards Committee, Institutional Animal Care and Use Committee)
- d) Monitors activities of the Institutional Review Board (IRB) through annual review of the IRB's policies and procedures, workload, and actions on protocols submitted to the IRB.

(Document 1102, 5/11/78; UWM Administration approval, 5/17/78)
(Document 1680, 9/21/89; UWM Administration approval, 10/6/89)
(Document 1790, 10/17/91; UWM Administration approval, 10/31/91)
(Editorially revised: 4/26/02)
(Document 2561, 2/15/07; UWM Administration approval, 3/15/07)
(Document 2941, 2/20/14; UWM Administration approval, 2/26/14)

A3.9 University Committee

(1) Membership

- a) Seven tenured faculty members as follows: six elected faculty members and the President pro tem of the Senate. No more than three of the members shall be from a single ~~school, college, or equivalent academic unit~~. No more than one member shall be from a single department in a departmentalized school or college. All UC members are automatically Faculty Senators.

For all regular elections of members to the University Committee, a primary election shall be held. The final election ballot will contain twice as many nominees as there are individuals to be elected, such nominees to be chosen in descending order from the one who received the greatest number of votes in the primary election. The provisions above concerning membership distribution shall be honored.

The Committee annually elects a chairperson-elect from those having at least one more year to serve as a Committee member. The chairperson-elect serves as chairperson the year following his/her election.

- b) Vacancies in the University Committee membership are to be filled as soon thereafter as possible. If the vacancy cannot be filled within the regular annual committee elections process as specified in 6.24(1&6), then a special election will be held through preparation of a special slate of nominees by the Nominations Committee and permitting nominations from the university faculty followed by a mail ballot. If the special slate has more than two nominees for an available position, a final election will be conducted as specified in A3.9(1)(a). The membership that results from the filling of this vacancy will follow the membership composition restrictions of the University Committee with respect to ~~school~~/college and departmental affiliation as cited in A3.9 (1) (a).

(Document 2477, 5/17/05; UWM Administration, 08/16/05)

(Document 2560, 2/15/07; UWM Administration, 2/21/07)

(Document 2659, 5/14/09; UWM Administration, 4/6/09)

(Document 2716, 4/15/10; UWM Administration, 4/20/10)

(2) Functions

- a) Serves as the Executive Committee of the Faculty Senate, and in that capacity performs those functions which may be delegated to it by the Senate. Takes action representing faculty interests and prerogatives within the jurisdiction of the Senate when the Senate is not in session. Such actions are reported to the Senate at its next regular meeting for ratification or other appropriate action.
- b) Examines any actions taken respecting the UWM campus by the Board of Regents, the various faculties or faculty committees, or by other bodies or individuals related to the university faculty, and makes recommendation as appropriate.
- c) On its own initiative, studies educational policy matters which are within the jurisdiction of the university faculty and makes recommendations to the Faculty thereon. To the extent feasible, the committee performs this function in consultation with other appropriate faculty committees.
- d) On its own initiative, or upon request, advises the Administration on the implementation of faculty action.
- e) Consults with appropriate administrative officers at campus level or above on budget matters and reports thereon to the faculty.
- f) In consultation with the Rules Committee prepares the agenda for committee of the whole discussions concerning matters of general interest to the university faculty.

- g) Makes an annual report at the Faculty Senate's first regular meeting of the academic year, and regularly submits to the Secretary of the University its minutes on all matters except those matters considered in closed session as permitted by 19.85, Wis. Stats.
- h) Advises the Chancellor on the membership on any campus search and screen committee which involves the faculty in making nominations for appointments to major university administrative positions as specified in 6.05, and represents the faculty on any system wide search and screen procedures.
- i) Advises the faculty and the administration on those questions concerning the operation of faculty governance which are within the jurisdiction of the university faculty.
- j) Receives grievances and complaints by or against members of the faculty and refers these grievances or complaints to the appropriate faculty standing committee.
- k) Receive notification within five working days from administrators when they, after conducting preliminary investigations, have grievances or complaints against faculty member(s) that may lead to discipline.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

(Document 1076, 3/21/76; UWM Administration approval, 3/28/78)

(Editorially revised, 5/13/92)

(Document 2424, 4/15/04; UWM Administration approval, 4/26/04)

(Document 2477, 3/17/05; UWM Administration, 08/16/05)

A4.0 University Relations Committee

- (1) **Membership.** Sixteen members as follows: four elected faculty members; three faculty members to be appointed by the Chancellor from a list to be submitted by the Nominations Committee; three members of the Academic Staff to be appointed by the Chancellor from a list submitted by the Academic Staff Committee; one representative of the UWM Alumni Association to be appointed from nominations submitted by the Alumni Board of Directors; two students; three members ex-officio shall be the Vice Chancellor for University Relations, Community and Governmental Relations liaison, and the Secretary of the University. No more than one faculty member shall be from a single ~~school~~, college or academic division.

(Document 2169, 12/17/98; UWM Administration approval, 12/30/98)
(Editorial revision per Codification Committee, 4/26/02)

(2) Functions

- a) Advises the administration on policy matters relating to University Relations including public events, development, public information, alumni relations, government relations, and related areas of community relations.
- b) Reports to the Faculty Senate on any matters of concern in the areas of University Relations.
- c) Maintains liaison with the various ~~schools,~~ colleges and divisions to insure coordination of university relations programs and to provide a mechanism for enlisting the support and participation of the ~~schools,~~ colleges, and divisions in various university relations efforts.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)
(Editorially revised, 8/21/95)