

# Academic Staff Governance Bylaws of the University of Wisconsin-Green Bay

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## ACADEMIC STAFF GOVERNANCE BYLAWS

*Accepted by the Academic Staff of the  
University of Wisconsin-Green Bay, 24 January 1991  
Approved by UW System Administration August 1991*

*Amendments accepted by the Academic Staff Assembly of the  
University of Wisconsin-Green Bay, 15 February 1996  
Transmitted to UW System Administration March 1996*

*Amendments accepted by the Academic Staff Assembly of the  
University of Wisconsin-Green Bay, 21 April 1999*

*Academic Staff Handbook separated into AS By-Laws and Employee Handbook  
Approved by the Academic Staff Assembly of the  
University of Wisconsin-Green Bay, 12 January 2017*

### ARTICLE I - ACADEMIC STAFF GOVERNANCE RIGHTS AND RESPONSIBILITIES

The Governor on March 11, 2011, signed into law Sec. 36.09(4m) of the Wisconsin statutes to create a statutory role in institutional governance for academic staff. The section reads as follows:

36.09(4m) ACADEMIC STAFF. The academic staff members of each institution, subject to the responsibilities and powers of the board, the president, the chancellor, and the faculty of the institution, shall have the primary responsibility for advising the chancellor regarding the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

### ARTICLE II - PREAMBLE

Academic Staff share a professional commitment to higher education and to the realization of the goals and mission of the University of Wisconsin-Green Bay. As specialists in their respective fields, Staff members strive to create and maintain an environment in which the academic, administrative, and community outreach activities of the University can occur with maximum effectiveness. In recognition of this commitment and in order to promote the professional development of the Academic Staff and to encourage the active participation of members in the activities of the University, we hereby subscribe to the following governance structure.

## ARTICLE III - ACADEMIC STAFF COMMITTEE

### A. Jurisdiction of the Academic Staff Committee

- 1) The Academic Staff Committee shall represent the Academic Staff in all matters within the jurisdiction of the Academic Staff and shall be known as the Committee.
- 2) The Committee is authorized to request action by the full Academic Staff.

### B. Membership of the Academic Staff Committee

- 1) Representatives The Committee comprises seven eligible Academic Staff members, two or three elected each year for three-year terms. Members of the Committee should broadly represent the campus community. One Academic Staff member on the Committee should be an Academic Staff member from one of the Alternate Locations. If no Academic Staff member from the Alternate Locations is available to serve, the seventh position on the Academic Staff Committee will remain vacant until filled.
- 2) Ex officio Members The Chancellor, Associate Chancellor(s), Assistant Chancellor(s) and Vice Chancellor/Provost shall be *ex officio*, non-voting members.

### C. Election of Committee Members

#### 1) Eligible Voters and Committee Members

- a) All members of the Academic Staff with fixed-term appointments of 50 percent time or more, and limited appointments under the terms of "Appointments - Academic Staff" in the Employee Handbook shall be eligible to vote for and represent the academic staff at-large as Committee members.
- b) If an Academic Staff member has an appointment in which there is an apparent conflict of interest, as determined by the Academic Staff Committee, he or she will not be eligible for election to the Committee.
- c) *Ex Officio* members are not eligible for election as Committee members.

#### 2) Election Process

- a) Names of all persons eligible to serve on the Academic Staff Committee shall be distributed to all voters by the Leadership and Involvement Committee. Persons willing to serve shall reply to the Leadership and Involvement Committee and have their names added to the election ballot.
- b) The election ballot, including all eligible and willing Academic Staff members, shall be distributed by the Leadership and Involvement Committee. The ballot shall include two nominees when possible for each open Committee seat. Voters may vote for as many candidates as there are open Committee seats.
- c) When a vacancy occurs, the person receiving the next highest vote in the last election assumes full membership until the expiration of the term. If there are no available candidates, the Academic Staff

Committee shall determine, in consultation with the Leadership and Involvement Committee, whether to appoint a replacement or to authorize a special election.

3) Term of Office Each Committee member shall have a term of office of three years. Terms correspond to the University's fiscal year. A representative shall not serve more than two consecutive terms.

D. Meetings

- 1) The Committee shall meet monthly, or as business dictates.
- 2) Special Committee meetings may be called by the Chair or by petition of two Committee members.
- 3) A simple majority of the elected Committee members constitutes a quorum.
- 4) Any member of the University community (students, faculty, or other employees of UW-Green Bay) may be recognized by the Presiding Officer to speak on any matter on the agenda.
- 5) Committee members shall receive a Committee meeting agenda prior to meetings and shall have access to summary minutes of the meeting.
- 6) Robert's Rules of Order shall be followed at all meetings.

E. Organization

- 1) The Presiding Officer of the Committee shall be called the Chair.
- 2) The Chair of the Committee shall generally be in the second or third year of his/her three-year term. The term of the Chair shall be one year coinciding with the university's fiscal year. In the event of a vacancy in the Chair position, the Vice Chair shall assume the Chair position for the remainder of the term of the Chair or until a new Chair is elected by the Committee.
- 3) Duties of the Chair include:
  - a) Preparing the agenda for the Committee meetings in consultation with Committee members.
  - b) Coordinating the formation and operation of all Academic Staff committees and assuring that all matters are brought before the appropriate Academic Staff committees.
  - c) Reporting to the Committee the disposition of each matter.
  - d) Appointing a parliamentarian, if needed.
  - e) Reporting the results of all Academic Staff elections and distributing the lists of nominees for appointed committees for approval by the Committee.
  - f) Serving as the presiding officer at all meetings of the full Academic Staff.

4) The Vice Chair of the Committee shall be elected from the members of the Committee at the first Committee meeting of the university's fiscal year. The individual elected as the Vice Chair shall generally be in the second or third year of his/her three-year term. The Vice Chair shall be the presiding officer in the absence of the Chair. If there is a vacancy in the Vice Chair position, a new Vice Chair will be elected by the members of the Committee at the first meeting after the vacancy occurs.

5) The Secretary role of the Committee shall be shared equally among the members of the Academic Staff Committee who are not in the Chair position. The Secretary shall take minutes at the Committee meetings and oversee their distribution.

6) The Committee shall determine its own organization in further respects, and shall if deemed necessary, create committees whose membership need not be limited to Committee members, and adopt procedural rules for the conduct of its business.

#### F. Responsibilities

1) To advise the Chancellor in administering and approving the changes to the Personnel Policies and Procedures of the UW-Green Bay Academic Staff.

2) To recommend and actively participate in the development of campus policies and practices, which are in the best interest of the Academic Staff at-large and consistent with the goals and mission of the University.

3) To promote the professional development of Staff members and to promote involvement of the Academic Staff in the activities of the University.

4) To appoint and recommend Staff members for University-wide committee service, including search and screen committees for administrative appointments and to approve the creation of joint governance committees.

5) To serve as the liaison to faculty and student governance groups.

6) To survey needs, review concerns, and identify goals of the Academic Staff.

7) To call general and special meetings of the Academic Staff, as deemed necessary.

8) To serve as the channel for official communication from the Chancellor in regard to issues affecting the Academic Staff, to consider any matters which may be referred to the Committee by the Chancellor, and to meet regularly with him/her on Staff issues.

9) To initiate communication with the Chancellor, other officers, and other employee groups of the institution when appropriate.

10) To establish and assign responsibilities to, receive resignations from, and recommend replacements for Academic Staff committees, subcommittees, and task forces.

11) To annually review the Academic Staff Governance Bylaws and the policy guidelines affecting elected and appointive Academic Staff committees, recommending revisions as needed.

12) To receive reports on the conduct of business from each Academic staff elective and appointive committee on a regular and consistent basis.

- 13) To communicate with the Academic Staff on the conduct of its business on a regular and consistent basis, including calling meetings of the full Academic Staff.
- 14) To elect the Academic Staff Representative to the UW System and ensure that UW-Green Bay Academic Staff issues are brought to the attention of other representatives, as appropriate.
- 15) To respond to written petition of ten percent of the eligible Academic Staff concerning Committee action at a regular or special meeting of the full Academic Staff.
- 16) To participate in the selection and annual performance evaluation of the Secretary of the Faculty and Staff.
- 17) To play an ongoing and active role during all stages of the University's strategic planning and budget building process.
- 18) To solicit feedback from Academic Staff on the performance of the University's administrators at least every other year
- 19) To promote the participation of all Academic Staff members in the governance process.

G. Full Meetings of the Academic Staff

- 1) The Committee shall call a minimum of one meeting of the full Academic Staff during the university's fiscal year to share information on Academic Staff business conducted since the last full meeting and to hear concerns from the staff at-large.
- 2) A special meeting of the full Academic Staff must be called in response to a written petition of at least ten percent of eligible Academic Staff. The petition shall be sent to the Chair, and requests for agenda items must be submitted to the Chair in writing two weeks in advance of the meeting. The meeting must be held within four weeks of receipt of the petition.
- 3) The Secretary of the Faculty and Staff shall be responsible for notification of all full meetings of the Academic Staff and verification of twenty percent of the eligible Academic Staff as a quorum for conducting business.

**Academic Staff Assembly approved revision 15 February 1996 [C (3)]**

**Academic Staff approved revisions May 10, 2006 [B (1), C (1) (a), F]**

**Chancellor Shepard approved July 5, 2006**

**Academic Staff approved revisions December 2007 [E (2)(4); G (1)]**

**Chancellor Shepard approved March 2008**

**Academic Staff approved revisions Spring 2010 [F (4)]**

**Academic Assembly approved revisions Fall 2011 [E (2)(3g)(4-5)]**

**Academic Assembly approved revisions Spring 2019 [Article III. E. (2), (3g - removed), (4)]**

**Academic Assembly approved revisions 7 December 2020 [Article III. B. (1), D. (1)]**

## ARTICLE IV - ELECTIVE AND APPOINTIVE COMMITTEES

### A. Overview of Committee Structure

The Academic Staff carries out its governance responsibilities through standing committees, subcommittees, task forces, and joint governance committees. The following provisions apply to the standing committees identified in this article.

- 1) Terms of Office - The term of office shall be two years (three for Academic Staff Committee) and shall coincide with the University's fiscal year.
- 2) Officers - The Chair of the Academic Staff Committee shall appoint a convener to call the first meeting of the committee following elections or appointments. He or she shall, in an *ex-officio* capacity, assist in the selection of a committee chair. The chair shall call meetings as necessary and minutes shall be kept. Minutes will be sent to committee members and the Chair of the Academic Staff Committee.
- 3) Reporting Requirements - Mid-year and annual reports summarizing its activities during the fiscal year shall be submitted to the Chair of the Academic Staff Committee and the Secretary of the Faculty and Staff.
- 4) Replacement of Committee Members - When a vacancy occurs on an elective committee, the person receiving the next highest votes in the last election assumes full membership until the expiration of the term. If there are no available candidates, the Academic Staff Committee shall determine, in consultation with the Leadership and Involvement Committee, whether to appoint a replacement or to authorize a special election. When a vacancy occurs on an appointive committee, the Academic Staff Committee shall, in consultation with the Leadership and Involvement Committee, appoint a replacement.
- 5) Eligible Voters and Committee Members - All members of the Academic Staff with fixed-term appointments of 50 percent time or more, and limited appointments under the terms of "Appointments - Academic Staff" in the Employee Handbook shall be eligible to vote for and represent the academic staff at-large as Committee members.

### B. Leadership & Involvement Committee

- 1) Membership - A Leadership & Involvement Committee consisting of five Academic Staff members shall be appointed by the Academic Staff Committee.
- 2) Responsibilities -
  - a) To solicit candidates from among the eligible Academic Staff to serve on elected and appointed committees via a survey annually.
  - b) To prepare ballots for the elected committees that meet the membership criteria established for each committee, and to strive for broad representation of the campus community.
  - c) To facilitate and oversee the voting process, which includes two nominees when possible for each open committee seat, and provide space for write-in candidates.

- d) To submit to the Academic Staff Committee Chair prior to the last Academic Staff Committee meeting of the academic year the numerical results of the election and the recommendations for appointive committee assignments.
- e) To consult with the Office of the Secretary of the Faculty and Staff to determine whether vacancies occurring because of resignations or leaves of absence shall be filled by appointment or special election.
- f) To facilitate retention of Academic Staff and promote/encourage leadership and involvement in Academic Staff governance.
- g) To act as a liaison to Human Resources regarding new Academic Staff hires and the campus-wide new employee orientation process.

C. Personnel Committee

- 1) Membership - The Academic Staff Personnel Committee, hereafter referred to as the Personnel Committee, shall consist of five Academic Staff members elected by the Academic Staff. All members shall be elected at-large. A representative from the Office of Human Resources shall serve as an *ex-officio, non-voting* member of the Personnel Committee. An alternate will be selected by the Committee to replace any Personnel Committee member who must abstain from participation due to conflict of interest in a personnel matter.
- 2) Election - The Leadership and Involvement Committee shall present a slate of candidates for two positions one year, and three positions the next. Space shall be provided on the ballot for write-in candidates. The Leadership and Involvement Committee shall strive for broad representation of the campus community when preparing the slate of candidates.
- 3) Responsibilities -
  - a) To serve as a hearing body in personnel issues, including but not limited to nonrenewal, dismissal for cause, complaints, and grievances and submit its findings to the Chancellor.
  - b) To review denials of the promotional process, as defined in the Progression of Fixed-Term Appointments for Academic Staff, and to review and provide recommendations on title appeals.
  - c) To undertake related special assignments at the request of the Academic Staff Committee.
  - d) To submit all findings and recommendations to the Academic Staff Committee, for review and submission to the Director of Human Resources and the Chancellor.

D. Professional Development Allocations Committee

- 1) Membership - The Academic Staff Professional Development Allocation Committee, hereinafter referred to as the Allocation Committee, shall consist of five Academic Staff members elected by the Academic Staff.
- 2) Election - The Leadership and Involvement Committee shall present a slate of candidates for two positions one year and three the next. Space shall be provided on the ballot for write-in candidates. The Leadership and



Involvement Committee shall strive for broad representation of the campus community when preparing the slate of candidates.

3) Responsibilities -

- a) To notify academic staff of the availability of professional development funds, meet to review funding requests, and inform applicants of the committee's decision in accordance with the "Guidelines for Use of Professional Development Funds."
  - b) To report on their activities as established in the "Guidelines for Use of Professional Development Funds."
  - c) To review the funding procedure and present recommendations to the Academic Staff Committee on an annual basis.
- 4) Review - The funding procedure, as established in the "Guidelines for Use of Professional Development Funds," shall be reviewed each year by the Academic Staff Committee, in consultation with the Allocations Committee, to ensure that it is meeting the needs of the Academic Staff. Any revisions to the guidelines shall be approved by the Academic Staff Committee.

E. Professional Development Programming Committee

1) Membership - The Academic Staff Professional Development Programming Committee, hereafter referred to as the Programming Committee, shall consist of five Academic Staff members appointed by the Academic Staff Committee. The Leadership and Involvement Committee shall present candidates to the Academic Staff Committee for available positions and shall strive for broad representation of the campus community when preparing the slate of candidates.

2) Appointment - The members serve staggered two-year terms.

3) Responsibilities -

- a) To survey the academic staff annually and consult with campus officers to determine professional development needs and priorities.
- b) To develop and present to the Academic Staff Committee by mid-October of each year a Professional Development Program Plan which provides a description and schedule of planned activities.
- c) To plan, publicize, and conduct professional development training programs in accordance with the "Guidelines for Use of Professional Development Funds."
- d) To provide a quarterly update of professional development program planning and expenditures to the Academic Staff Committee.

F. Subcommittees and Task Forces

1) Establishment - Motions accepted by the Academic Staff Committee for the creation of a task force or subcommittee shall designate the manner in which appointments shall be made, the responsibilities of the group, and that body's tenure. Such actions shall be reported to the full Academic Staff.

2) Membership - Subcommittees and task forces may include in their membership persons other than Academic Staff, provided that at least two-thirds of the appointees have Academic Staff appointments.

3) Responsibilities - Subcommittees and task forces shall perform such duties and have such powers as designated in the resolution calling for their creation.

1) Quorum - A simple majority of the membership of a subcommittee or task force shall constitute a quorum for the transaction of business.

#### G. Joint Governance Committees

Members of the Faculty, Academic Staff, University Staff, or administration may propose the creation of joint governance committees. The proposal must specify a charge, or set of responsibilities, and a method of determining membership (including number, distribution, terms, and voting rights). The proposal must secure the approval of the Faculty Senate, the Academic Staff Committee, the University Staff Committee and an appropriate administrator in order to advise or act on behalf of shared governance. See descriptions of the following joint committees here and in the Faculty Handbook:

##### Committee on Workload and Compensation

1. The Joint Committee on Workload and Compensation (CWC) shall be composed of nine voting members serving three year terms (eventually, but not initially, to be staggered three year terms). The Academic Staff Committee (ASC) shall appoint three Academic Staff representatives. The University Staff Committee (USC) shall appoint three University Staff representatives. The University Committee (UC) shall appoint three tenured faculty representatives: one from the College of Professional Studies, one from the College of Liberal Arts and Sciences, and one at-large, subject to the condition that at least one of the three members shall also be a member of the Graduate Faculty. In addition, the Director of Institutional Research and one representative each from the ASC, the USC, and the UC shall serve as ex officio (non-voting) members of the CWC. These additional members shall each serve one year terms, or be re-appointed annually for the duration of their service on the ASC, USC or UC.
2. The chair of the CWC shall attend a meeting of the ASC, USC, and the UC at least once per semester to update them and report on plans and progress.
3. The CWC is charged with both reporting and action responsibilities:
  - a. The committee is charged with:
    - i. identifying the various existing and potential components of workload and forms of compensation for the Academic Staff, University Staff, and Faculty
    - ii. identifying areas of concern and stress among said personnel relating to workload and compensation, and
    - iii. formulating options for remedying perceived workload and compensation shortcomings, dysfunctional procedures, or inequities on this campus.

Rather than creating formal reports, the committee is asked to simply advise the UC, the USC, and the ASC on an ongoing basis (per item 2, above).

- b. On an ongoing basis, and at least once per semester, the committee is asked to present Resolutions (relating to 3a) to the Academic Staff Committee, University Staff Committee, and Faculty Senate for action.

**UWGB Faculty Senate Approved 12 October 2011**

**Academic Staff Committee Approved 15 September 2011**

**REVISED Faculty Senate Approved 22 October 2014; Academic Staff Approved 20 January 2015**

**REVISED Academic Staff Committee Approved 19 June 2019 [B. (2b), C. (3a – removed, 3b – removed, 3c, 3d, 3e), G.]**

**REVISED Academic Staff Committee Approved 7 December 2020 [C. (3d – becomes 3a, 3b – updated, 3c – removed, 3f – becomes 3c, 3g – becomes 3d)]**

Committee on Legislative Affairs (Disbanded May 2017)

1. Membership is composed of three members of the Academic Staff, selected by the Academic Staff Committee on the recommendation of the Academic Staff Leadership and Involvement Committee; three members of the University Staff, selected by the University Staff Committee on the recommendation of the University Staff Election Committee; three members of the Faculty, appointed by the University Committee on the recommendation of the Committee on Committees and Nominations; and one student representative, selected by the Student Government Association. Two of the Faculty members must be members of the Faculty Senate and one must be a non-Senator. The University's Legislative liaison serves as an *ex officio* voting member.
2. Terms – All Faculty, Academic Staff, and University Staff members serve two-year staggered terms. The Student Representative serves a one-year term.
3. Responsibilities -
  - a. To monitor legislative and Board of Regents activities of concern to Faculty, Academic Staff, University Staff, and students.
  - b. To advise and collaborate with Administration efforts to advance the interests of UW-Green Bay and its faculty and staff.
  - c. To report as appropriate to governance bodies and annually to the university through the SOFAS office.

**UWGB Faculty Senate Approved 15 February 2012**

**Academic Staff Assembly Approved 26 April 2012**

**REVISED Faculty Senate Approved 12 November 2014; Academic Staff Approved 20 January 2015**

**DISBANDED Faculty Senate Approved 22 February 2017, Academic Staff Approved 10 May 2017**

Library and Instructional Technology Committee (Disbanded March 2018)

The Learning Technology Collaborative Committee serves as an advisory group to the Director of Academic Technology Services and the Director of Adult Degree Programs on matters involving learning and instructional technology. The members will consult the faculty and solicit feedback on issues of instructional technology planning and policy, as well as other items of general interest. The Learning Technology Collaborative Committee is a Joint Governance Committee.

The charge of the Learning Technology Collaborative Committee is to:

1. develop and promoting channels of communication between the learning and instructional technology staff and the faculty and students;
2. make suggestions regarding the operational support required for instructional technologies at UW-Green Bay at an institutional level;
3. evaluate learning and instructional services to identify efficiencies and possible areas of improvement;
4. explore and exchange ideas about new, existing, and maturing technologies;
5. advocate for the support of the University's instructional technology budgetary, professional development and support needs as necessary;
6. act as an advisory group to the Director of Academic Technology Services and the Director of Adult Degree Programs;
7. provide policy recommendations to the Technology Council as needed.

## MEMBERSHIP

- 4 Faculty members (one from each domain voting district)
- 2 Academic Staff (instructional technologists, one from Academic Technology Services)
- 1 Academic Staff member from campus at large
- 3 University Staff
- 1 student member
- Director of Academic Technology Services (*ex officio*, non-voting)
- Director of the Center for the Advancement of Teaching and Learning (*ex officio*, non-voting)
- Director of Adult Degree Programs (*ex officio*, non-voting)

The Faculty members are elected from a slate prepared by the Committee on Committees and Nominations. Faculty members serve three-years with terms staggered to assure continuity. The Academic Staff members are elected from a slate prepared by the Leadership and Involvement Committee. Academic staff members serve two years with terms staggered. The University Staff members are elected from a slate prepared by the University Staff Election Committee. University Staff members serve two years with terms staggered. The Student Representative is selected by the Student Government Association and serves a one-year term.

**UWGB Faculty Senate Approved 11 April 2012**

**Academic Staff Assembly Approved 26 April 2012**

**REVISED Faculty Senate Approved 12 November 2014; Academic Staff Approved 20 January 2015**

**DISBANDED Academic Staff Approved 28 March 2018; Faculty Senate Approved 25 April 2018**

## Awards and Recognition Committee

1. The Committee on Awards and Recognition is composed of four appointed faculty members, with no more than two from one domain voting district, four appointed Academic Staff members, one appointed University Staff member, and two appointed student members.
2. Appointments to the Committee shall be for a term of two years with the terms of faculty and academic staff staggered so as to ensure continuity of membership. Student members are appointed annually.
3. The committee coordinates with the Provost/Vice Chancellor and Chancellor in nominating candidates for awards and recognitions.

4. The committee nominates for the following awards: Faculty Award for Excellence in Teaching; Faculty Award for Excellence in Scholarship; Academic Support Award for Excellence; University Award for Excellence in Institutional Development; University Award for Excellence in Community Outreach; University Award for Excellence in Collaborative Achievement; University Staff Award for Excellence
5. The committee advises the Chancellor as to candidates for non-academic awards.
6. The committee advises on matters of public events and aids in arranging commencements, honors convocations, and other convocations and public functions as requested by the Chancellor.
7. The committee recommends names for buildings and other physical facilities and features of the campus.

NOTE: The faculty members on the committee constitute the core of the Honorary Degree Committee.

**UWGB Faculty Senate Approved 11 April 2012**  
**Academic Staff Assembly Approved 26 April 2012**

Committee on Student Misconduct

1. The Committee on Student Misconduct shall be composed of three faculty representatives serving three-year staggered terms, three academic staff representatives serving three-year staggered terms, and three student representatives serving single-year terms. Faculty representatives are appointed by the Chancellor or designee on the advice of the Committee on Committees and Nominations. Academic staff representatives are appointed by the Chancellor or designee on the advice of the Academic Staff Committee. Student representatives are appointed by the Student Government Association President.
2. Members attend regularly scheduled trainings during the academic year. These are provided by the Dean of Students Office and provide members with background on handling misconduct issues both academic governed by UWS 14 and non-academic governed by UWS 17.
3. Members serve as a pool of individuals from which a hearing examiner or a hearing committee can be appointed by the Chancellor or designee when required by UWS 14 or UWS 17.
  - a. For academic misconduct cases, a student academic misconduct hearing committee shall consist of at least three persons, including a student or students, and the presiding officer shall be appointed by the Chancellor or designee. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice. A hearing examiner shall be selected by the chancellor or designee from the faculty and staff of the institution.
  - b. For non-academic misconduct cases, a hearing committee shall consist of at least three persons, including at least one student, except that no such committee shall be constituted with a majority of members who are students. The presiding officer shall be appointed by the Chancellor or designee. The presiding officer and at least one other member shall constitute a quorum at any hearing held pursuant to due notice.
4. The Committee on Student Misconduct also advises the Dean of Students on misconduct policies and submits an annual report to the Secretary of the Faculty and Staff.

**UWGB Faculty Senate Approved 6 March 2013**

## **Academic Staff Assembly Approved Spring 2013**

**Academic Staff approved revisions May 2006 [Article IV A(5)]**

Chancellor Shepard approved July 28, 2006

**Academic Staff approved combining Nominating and Orientation Committees and changing the Committee name, December 2007, [Article IV B(1)(2)]**

Chancellor Shepard approved March 2008

**Academic Staff approved revisions Spring 2010 [Article IV A, H]**

**Academic Staff Assembly approved revisions Spring 2012 [H]**

## **Article V - AMENDMENTS**

Amendments to these bylaws are under the jurisdiction of the eligible Academic Staff and must be approved by a two-thirds majority of the eligible Academic Staff voting either at a meeting of the full Academic Staff or by a special mail ballot at any time.

**Academic Staff Assembly Approved Amendments to Governance Bylaws**

**November 16, 1994 [Document #94-2]**

**Academic Staff Assembly Approved Amendments to Governance Bylaws**

**February 15, 1996 [Document #95-2]**

**Chancellor Mark Perkins Approved March 28, 1996**

**Academic Staff Assembly approved Elimination of the Assembly and**

**Membership on the Academic Staff Committee [Document #98-3], June 16, 1999**

**Various Revisions to the Governance Bylaws [Document #98-1] April 21, 1999**

**Academic Staff Assembly approved separation of Academic Staff Handbook into AS By-Laws and Employee Handbook on January 12, 2017**